MINUTES

of the

June 13, 2025, Regular Meeting

of the

Board of Regents *for the* Oklahoma Agricultural & Mechanical Colleges

TABLE OF CONTENTS

Items pertaining to the Board of Regents for the Oklahoma A&M Colleges, of interest to all the institutions **Page**

I. BOARD OF REGENTS' BUSINESS

Approval of Order of Business 1
Approval of minutes of the Regular Board Meeting held April 25, 2025 1
Announcement of next Regular Board Meeting on September 12, 2025 2
Adoption of Memorial Resolution for Wesley "Wes" Watkins 2
Recognition of new Regent, Mr. Tracy Poole 2
Recognition of Board Chair Jimmy Harrel 3
Attachments to this portion of the minutes 4-13

Business with the Institutions

II. OKLAHOMA PANHANDLE STATE UNIVERSITY

Remarks by President Julie Dinger 14
Panhandle Magazine 14
Adoption of Memorial Resolution for Kirstan Neukam 15
Approval of two new appointments: Asst. Professor of Ag. Communications & Asst. Professor of Nursing 15
Approval of new program: B.S. STEM Studies and related options 16
Approval of program modifications for five programs 16
Approval of OPSU's proposed FY 2026 Budgets, including E&G Parts I and II, Auxiliary, Tuition and Fees, Room and Board Rates and Salary Recommendations 17
Approval to accept a grant award of $80,000 from the Oklahoma Rural Water Association supporting water well and lift station upgrades, and to expend grant funds according to grant guidelines 17
Approval to obtain restoration services, solicit bids, and process purchase orders for high wind damage that occurred in March 2025 at an estimated cost of $150,000 18
Approval for purchase orders over $100,000 for FY 2026 18
Agenda attachment to this portion of the minutes 19-71

III. NORTHEASTERN OKLAHOMA A&M COLLEGE

Remarks by President Kyle Stafford 72
NEO Update 73
Approval of new Bursar Payment Policy, *N2-1212 BURSAR August 2025* 74
Approval of personnel actions 74
Personnel items not requiring Board action provided for informational purposes only 74
Approval of NEO's proposed FY 2026 Budgets, including E&G Parts I and II, Auxiliary, Tuition and Fees, Room and Board Rates and Salary Recommendations 75
Approval to expend grant funds, including payment of administrative allowance at year-end, according to grant guidelines 75
Approval to continue to use grant consulting services 75
Approval to grant utilities easement to City of Miami, Oklahoma 75

Business with the Institutions *(continued)* **Page**

III. NORTHEASTERN OKLAHOMA A&M COLLEGE *(continued)*

Approval to sell approximately 1.7995 acres of property to Fullerton Farms 75
Approval for FY 2026 clinical facilities for Health Science Programs 76
Ratification of interim approval to use emergency repair services for storm damages received at Northeastern Oklahoma A&M College campus 76
Approval for yearly purchase orders over $100,000 76
Approval to solicit competitive bids or use state contracted suppliers to purchase equipment or services for various projects on campus 76
Agenda attachment to this portion of the minutes 77-111

IV. CONNORS STATE COLLEGE

Remarks by President Ron Ramming & CSC Connection Publication 112
Approval of the revised CSC Faculty and Staff Handbooks 113
Approval of personnel actions; items not requiring Board action are included for informational purposes only 113
Approval for off-campus delivery of courses for the Summer 2025 semester 113
Approval of CSC's proposed FY 2026 Budgets, including E&G Parts I and II, Auxiliary, Tuition and Fees, Room and Board Rates, and Salary Recommendations 114
Approval of FY 2026 purchase orders over $100,000 114
Agenda attachment to this portion of the minutes 115-558

V. LANGSTON UNIVERSITY

Remarks by President Ruth Ray Jackson & Overview of 'E Roar Digital Publication 559
Citations of Emeritus Status for Dr. Alex O. Lewis, Dr. John Coleman, and Dr. Emily Patterson Harris 560
Adoption of Memorial Resolution for Ms. Merrilan Bruner 561
Approval to adopt a new Canine Officer Policy for the LU Police Department 561
Approval of personnel actions; items not requiring Board action are included for informational purposes only 561
Approval of LU's proposed FY 2026 Budgets, including E&G Parts I and II, Auxiliary, Tuition and Fees, Room and Board Rates, and Salary Recommendations 561
Approval of peace officer action 562
Approval to renew its sponsorship of the Deborah Brown Community School effective July 1, 2025, through June 30, 2030 562
Ratification of interim approval to engage an emergency on-call provider for mitigation of vacant units within the Cimarron Gardens Apartments in order to proceed with HVAC conversion 562
Approval of annual purchase orders for FY 2026 562
Approval to solicit competitive bids or use state contracted suppliers to award contracts to purchase equipment and services for various projects using remaining OCAMP funding allocated in FY 2025 563
Approval to solicit competitive bids or use state contracted suppliers to award contracts to purchase equipment and services for various projects using remaining OCAMP funding allocated in FY 2026 563

Business with the Institutions *(continued)* **Page**

V. LANGSTON UNIVERSITY *(continued)*

Agenda attachment to this portion of the minutes 564-634

VI. OKLAHOMA STATE UNIVERSITY

Remarks by President Jim Hess 635
Adoption of Memorial Resolutions for Kenneth Joyce Kiser, Frank George Steindl, and Marvin "Palmer" Terrell 636
Approval of a posthumous degree for Katelyn Callahan (OSU-OKC) 636
Approval of OSU Policy and Procedures 2-0113, *Faculty Sick Leave* 636
Approval of modifications to the faculty handbook (OSU-OKC) 637
Approval of academic school realignment (OSUIT) 637
Approval of personnel actions 637
Approval of the job description and announcement for the Dean of the College of Education and Human Sciences 638
Approval of 73 curricular changes including new degrees and certificates, program modifications, program suspensions, and program deletions 638
Approval of proposed FY 2026 Budgets for OSU and its constituent budget agencies, including E&G Parts I and II, Auxiliary, Tuition and Fees, Room and Board Rates, and Salary Recommendations 639
Approval of peace officer action (OSUIT) 639
Approval of actions required to refund master lease program bonds for savings 639
Approval for the College of Engineering, Architecture, and Technology to dispose of equipment through transfer to the University of South Florida 640
Approval to transfer funds for the acquisition of the Stillwater Young Men's Christian Association in Stillwater, Oklahoma 640
Approval to transfer funds for the Scott Parker Wentz Cafeteria remodel for the Nursing Program in Stillwater, Oklahoma 640
Approval to enter into ingress/egress agreements with Board of Commissioners for Payne County for property located in Stillwater, Oklahoma 640
Approval to execute a Deed, Certificate of Acceptance, and Seller/Owner Affidavit to effectuate the donation of 5.8927 acres of real property to the United States Department of Veterans Affairs (OSU-CHS) 640
Approval to execute a utility easement with Vicinity Energy for the Oklahoma Psychiatric Care Center in Tulsa, Oklahoma (OSU-CHS) 640
Approval of transfer funds for the emergency repairs on four residence halls on the OSU Institute for Technology Campus in Okmulgee, Oklahoma (OSUIT) 640
Approval to enter into a Memorandum of Understanding with Tulsa County to allow OSU-Tulsa and Tulsa County to develop a long-term ground lease for the site of a new Tulsa County OSU Cooperative Extension Office in Tulsa, Oklahoma (OSU-TUL) 640
Approval to execute a contract for development services with the Oklahoma State University Foundation (OSU-System) 641
Approval to execute a contract for management services with the Oklahoma State University Alumni Association 641

Business with the Institutions *(continued)* **Page**

VI. OKLAHOMA STATE UNIVERSITY *(continued)*

Approval to execute a memorandum of understanding with the Oklahoma State University Alumni Association 641
Approval to enter into a contract with the City of Stillwater to fund an Airline Services Agreement 641
Approval of changes to Oklahoma State University and OSU/A&M Retirement Plans 641
Ratification of interim approval to increase the amount approved to contract with Pokes Marketing, LLC for the acquisition of name, image, and likeness rights of OSU student athletes 641
Approval of sole source & special request purchasing item J-1, sub-item f. 642
Approval of sole source and special request, revolving & appropriated funds, auxiliary enterprises funds, and plant funds purchasing items (OSU-System) 642
Agenda attachment to this portion of the minutes 643-1,011

VII. PUBLIC COMMENTS 1,012
None

Further items pertaining to the Board of Regents for the Oklahoma A&M Colleges, of interest to all the institutions

VIII. COMMITTEE REPORTS

Academic Affairs, Policy and Personnel Committee
No report. All recommendations made by this Committee were presented during the business of CSC, LU, NEO, OPSU, and OSU.

Audit, Risk Management and Compliance Review Committee
Approval of the Office of Internal Audit's FY 2026 Audit Plan 1,013

Facilities Committee
No report. All recommendations made by this Committee were presented during the business of LU, NEO, OPSU, and OSU.

Finance Committee
Approval of the FY 2026 budgets for the operations and functions of the Board Offices 1,013

Attachments to this portion of the minutes 1,014-1,027

IX. OTHER BOARD OF REGENTS' BUSINESS

Personnel item provided for informational purposes only 1,028

Business with the Institutions *(continued)* **Page**

IX. OTHER BOARD OF REGENTS' BUSINESS *(continued)*

Authorization for OSU to refresh and perform necessary repairs and maintenance, including furniture, rugs, and linens, at the University House in an amount up to $125,000 1,028

Appointment to the Foundation Board for the McKnight Center for the Performing Arts at Oklahoma State University 1,028

Election of Board Officers for FY 2026 1,028

Comments by Mr. Jason Ramsey, Board CEO 1,029

Comments by FY 2025 Board Chair, Mr. Jimmy Harrel 1,029

Meeting adjournment 1,030

Attachments to this portion of the minutes 1,031-1,032

Attest page 1,033

MINUTES OF THE REGULAR MEETING OF THE BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES JUNE 13, 2025

Notice of this meeting was filed with the Secretary of State on November 7, 2024.

The Board of Regents for the Oklahoma Agricultural and Mechanical (A&M) Colleges met in Conference North on the 3rd Floor of the Student Center on the campus of Oklahoma State University-Oklahoma City (OSU-OKC), located at 900 N. Portland Ave. in Oklahoma City, Oklahoma (OK), on June 13, 2025.

Board members present: Mr. Jimmy Harrel, Chair; Mr. Rick Walker, Vice Chair; Mr. Cary Baetz; Ms. Jennifer Callahan; Mr. Joe D. Hall; Mr. Tracy Poole; and Mr. Billy G. Taylor.

Board members absent: Mrs. Blayne Arthur; and Mr. Chris Franklin.

Board staff present: Mr. Jason Ramsey, Chief Executive Officer (CEO); Mr. Steve Stephens, General Counsel; Ms. Michelle Finley, Chief Audit Executive; Mr. Steve Thompson, Director of Public Policy; Ms. Karlee Belle Gholson, Deputy Director of Public Policy; Ms. Kyla Eldridge, Office Manager & Executive Assistant to the CEO; and Ms. Nicole Nixon, Executive Administrative Assistant.

After Mr. Ramsey affirmed a quorum was present and that all documents had been filed with the Secretary of State, Chair Harrel called the meeting to order at approximately 10:01 a.m.

I. BOARD OF REGENTS' BUSINESS

A. Approval of Order of Business

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

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

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

B. Approval of the April 25, 2025, Regular Board Meeting Minutes

Regent Callahan moved and Regent Baetz seconded to approve the April 25, 2025, Regular Board Meeting Minutes as presented.

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

C. Announcement of the next Regular Board Meeting

Chair Harrel announced that the Board's next Regular Meeting will be held on September 12, 2025, in the Multipurpose Room, 142 School of Physical Therapy, on the campus of Langston University in Langston, Oklahoma.

D. Adoption of Memorial Resolution for Wesley "Wes" Watkins

Chair Harrel said when he arrived at OSU, Wes Watkins was already an icon. He said Mr. Watkins was one of the top agriculture students at that time, and he had the privilege of knowing Mr. Watkins back then and all throughout his life. Chair Harrel said he and his cousin were staunch supporters of Mr. Watkins throughout his entire campaign for Governor of Oklahoma. He said Mr. Watkins was always a big OSU supporter. Even if the team had no chance, Mr. Watkins would stay positive and cheer on the Cowboys no matter what. He was always the most optimistic man Chair Harrel knew. He said he always really appreciated Mr. Watkins and where he came from; he had to work hard to make it to the top, but he made it. Mr. Watkins became a congressman and did a great job. Chair Harrel said he always enjoyed seeing the Wes Watkins building at OSU, and he cannot say enough good about Mr. Watkins and all he did for the University. (A copy of the Memorial Resolution for Wes Watkins is identified as ATTACHMENT B and attached to this portion of the minutes.)

Regent Taylor moved and Regent Baetz seconded to adopt the Memorial Resolution as presented.

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

E. Recognition of new Regent, Mr. Tracy Poole

Chair Harrel recognized the newest Board member, Mr. Tracy Poole. He said the Board is pleased to have Mr. Poole on the Board and appreciates his willingness to serve the higher education institutions it governs. Chair Harrel read for the record that Regent Poole was appointed to the A&M Board of Regents by Governor Kevin Stitt and confirmed by the Senate to serve in Position No. 4 beginning May 27, 2025, through April 4, 2033. Chair Harrel welcomed Regent Poole and said they all look forward to working with him. Regent Poole thanked Chair Harrel for his comments and said he is excited to serve.

F. Recognition of Board Chair Jimmy Harrel

Regent Walker expressed appreciation to Regent Harrel on behalf of the Board for his service as Chair. He said Regent Harrel led this board with distinction over the past year. Chair Harrel's relentless advocacy for funding a new animal teaching hospital for the OSU College of Veterinary Medicine (CVM) will be a benefit to the University and the State of Oklahoma (State) for generations to come. It would not have happened without Chair Harrel's determination and vision. Regent Walker presented Chair Harrel with a plaque as a token of appreciation, which read, "For distinguished service as Chair of the Board of Regents for Oklahoma State University and the A&M Colleges from July 1, 2024, to June 30, 2025."

(The audience recognized Chair Harrel with applause.)

Chair Harrel said the Board will be in good hands with Regent Walker as the FY 2026 Chair. He said Regent Walker is doing a great job and has been a great board member, and the Regents look forward to his leadership.

Regent Walker said he learned to drive on a red dirt road, like many others in the room. There are many perils to watch out for on a dirt road, like dodging potholes. There have been times over the past year that Chair Harrel navigated the Board through some real tough times. Regent Walker said the Regents appreciated the leadership, and their inside joke had been that Chair Harrel was paving the red dirt road for the rest of them.

ORDER OF BUSINESS

OSU/A&M Board of Regents
Regular Board Meeting

June 13, 2025

OSU-Oklahoma City
Conference North, 3rd Floor Student Center
900 N. Portland Avenue
Oklahoma City, Oklahoma

A Secretary of State notice for this meeting was filed on November 7, 2024.

BOARD BUSINESS:

1. Order of Business
2. Minutes of the April 25, 2025, Regular Board Meeting
3. Announcement of next regular meeting:
   September 12, 2025 -- Langston University
   Multipurpose Room, 142 School of Physical Therapy
   Langston, Oklahoma
4. Adoption of Memorial Resolution for Mr. Wes Watkins
5. Recognition of new Regent Tracy Poole
6. Recognition of Board Chair Jimmy Harrel

BUSINESS WITH COLLEGES AND UNIVERSITIES:

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

PUBLIC COMMENTS

None registered to comment

COMMITTEE REPORTS:

1. Academic Affairs, Policy and Personnel Committee
2. Audit, Risk Management and Compliance Review Committee
3. Facilities Committee
4. Finance Committee

OTHER BOARD BUSINESS:

1. Reports or recommendations by the Chief Executive Officer
   a. General Business
   b. General Counsel
   c. Chief Audit Executive

AGENDA

Regular Meeting of the OSU/A&M Board of Regents

June 13, 2025 – 10:00 a.m.

Oklahoma State University-Oklahoma City
Conference North, 3rd Floor Student Center
900 N. Portland Ave.
Oklahoma City, Oklahoma

Notice of this meeting was filed with the Secretary of State on November 7, 2024. Detailed information for all agenda items is provided in the attached documentation.

I. BOARD OF REGENTS' BUSINESS

A. Approval of Order of Business

B. Consideration and possible approval of the April 25, 2025, Regular Board Meeting Minutes (due to their large volume, draft minutes for this meeting are available for viewing on the Board website at the following url: https://regents.okstate.edu/site-files/docs/meetings/2025/draft_2025-04-25_regbdmtgminutes.pdf)

C. Announcement of next Regular Board Meeting to be held on September 12, 2025, in the Multipurpose Room, 142 School of Physical Therapy, Langston University, Langston, Oklahoma.

D. Adoption of Memorial Resolution for Wesley "Wes" Watkins

E. Recognition of new Regent, Mr. Tracy Poole

F. Recognition of Board Chair Jimmy Harrel

II. OKLAHOMA PANHANDLE STATE UNIVERSITY

A. General Information/Reports Requiring No Action by the Board
   1. Remarks by President Julie Dinger
   2. Panhandle Magazine

B. Resolutions
   1. Request adoption of Memorial Resolution for Kirstan Neukam

C. Policy and Operational Procedures
   None

D. Personnel Actions in compliance with Board Policies 3.01, 3.02, and 3.03
   1. Request approval of two new appointments:
      a. Assistant Professor of Agricultural Communications
      b. Assistant Professor of Nursing

2. Personnel items not requiring Board action are provided for informational purposes only

E. Instructional Programs

1. Request approval of a new program:
   a. B.S. STEM Studies and related options
2. Request approval for program modifications for:
   a. B.B.A. Accounting -- Accounting Information Systems
   b. B.B.A. Business Administration -- Hospitality and Tourism Option
   c. B.B.A. Business Administration -- Sports and Recreation Management
   d. B.S. Health and Physical Education -- Academic Option
   e. B.S. Health and Physical Education -- Teaching Option

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

1. Request approval of Oklahoma Panhandle State University's proposed FY 2026 Budgets, including E&G Rates Parts I and II, Auxiliary, Tuition and Fees, Room and Board Rates, and Salary Recommendations
2. Request approval to accept a grant award of $80,000 from the Oklahoma Rural Water Association supporting water well and lift station upgrades, and to expend grant funds according to grant guidelines

G. Other Business and Financial Matters

None

H. Contractual Agreements (other than construction and renovation)

None

I. New Construction or Renovation of Facilities

1. Request approval to obtain restoration services, solicit bids, and process purchase orders for high wind damage that occurred in March 2025 at an estimated cost of $150,000

J. Purchase Requests in compliance with Board Policy 2.07

1. Request approval for purchase orders over $100,000 for FY 2026

K. Student Services/Activities

None

L. New Business Unforeseen at Time Agenda was Posted

M. Other Informational Matters Not Requiring Action of the Board

1. Out-of-State Travel Summaries for April and May 2025

III. NORTHEASTERN OKLAHOMA A&M COLLEGE

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

1. Remarks by President Kyle Stafford
2. NEO Update

B. Resolutions

None

C. Policy and Operational Procedures

1. Request approval of new Bursar Payment Policy, *N2-1212 BURSAR August 2025*

D. Personnel Actions in compliance with Board Policies 3.01, 3.02, and 3.03
1. Request approval of personnel actions
2. Personnel items not requiring Board action are included 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 of Northeastern Oklahoma A&M College's proposed FY 2026 Budgets, including E&G Parts I and II, Auxiliary, Tuition and Fees, Room and Board Rates and Salary Recommendations

G. Other Business and Financial Matters
1. Request approval to expend grant funds, including payment of administrative allowance at year-end, according to grant guidelines
2. Request approval to continue to use grant consulting services
3. Request approval to grant utilities easement to City of Miami, Oklahoma
4. Request approval to sell approximately 1.7995 acres of property to Fullerton Farms

H. Contractual Agreements (other than construction and renovation)
1. Request approval for FY 2026 clinical facilities for Health Science Programs

I. New Construction or Renovation of Facilities

None

J. Purchase Requests in compliance with Board Policy 2.07
1. Request ratification of interim approval to use emergency repair services for storm damages received at Northeastern Oklahoma A&M College campus
2. Request approval for yearly purchase orders over $100,000
3. Request approval to solicit competitive bids or use state contracted suppliers to purchase equipment or services for various projects on 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. Out-of-State Travel Summaries for April and May 2025
2. Organizational Chart for 2025-2026

IV. CONNORS STATE COLLEGE

A. General Information/Reports Requiring No Action by the Board
1. Remarks by President Ron Ramming
   a. Connection

B. Resolutions

None

C. Policy and Operational Procedures

1. Request approval of revisions to the CSC Faculty and Staff Handbooks

D. Personnel Actions in compliance with Board Policies 3.01, 3.02, and 3.03
1. Request approval of personnel actions; items not requiring Board action are included for informational purposes only

E. Instructional Programs
1. Request approval for off-campus delivery of courses for the Summer 2025 semester

F. Budgetary Actions (adoption of a new budget or revision of a budget, etc.)
1. Request approval of Connors State College's proposed FY 2026 Budgets, including E&G Parts I and II, Auxiliary, Tuition and Fees, Room and Board Rates and Salary Recommendations

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 in compliance with Board Policy 2.07
1. Request approval of FY 2026 purchase orders over $100,000

K. Student Services/Activities
None

L. New Business Unforeseen at Time Agenda was Posted

M. Other Informational Matters Not Requiring Action of the Board
1. Out-of-State Travel Summaries for April and May 2025
2. Organizational Chart

V. LANGSTON UNIVERSITY

A. General Information/Reports Requiring No Action by the Board
1. Remarks by President Ruth Ray Jackson
a. Overview of 'E Roar Digital Publication
2. Citations of Emeritus Status for:
a. Dr. Alex O. Lewis
b. Dr. John Coleman
c. Dr. Emily Patterson Harris

B. Resolutions
1. Request adoption of Memorial Resolution for Ms. Merrilan Bruner

C. Policy and Operational Procedures
1. Request approval to adopt a new Canine Officer Policy for the Langston University Police Department

D. Personnel Actions in compliance with Board Policies 3.01, 3.02, and 3.03
1. Request approval of personnel actions; items not requiring Board action are included 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 of Langston University's proposed FY 2026 Budgets, including E&G Parts I and II, Auxiliary, Tuition and Fees, Room and Board Rates and Salary Recommendations

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 renew its sponsorship of the Deborah Brown Community School effective July 1, 2025, through June 30, 2030

I. New Construction or Renovation of Facilities

1. Request ratification of interim approval to engage an emergency on-call provider for mitigation of vacant units within the Cimarron Gardens Apartments in order to proceed with HVAC conversion

J. Purchase Requests in compliance with Board Policy 2.07

1. Request approval of annual purchase orders for FY 2026
2. Request approval to solicit competitive bids or use state contracted suppliers to award contracts to purchase equipment and services for various projects using remaining OCAMP funding allocated in FY 2025
3. Request approval to solicit competitive bids or use state contracted suppliers to award contracts to purchase equipment and services for various projects using remaining OCAMP funding allocated in FY 2026

K. Student Services/Activities

None

L. New Business Unforeseen at Time Agenda was Posted

M. Other Informational Matters Not Requiring Action of the Board

None

VI. OKLAHOMA STATE UNIVERSITY

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

1. Remarks by President Jim Hess

B. Resolutions

1. Request adoption of Memorial Resolutions for Kenneth Joyce Kiser, Frank George Steindl, and Marvin “Palmer” Terrell

C. Policy and Operational Procedures

1. Request approval of a posthumous degree (OSU-OKC)
2. Request approval of OSU Policy and Procedures 2-0113, *Faculty Sick Leave*
3. Request approval of modifications to the faculty handbook (OSU-OKC)
4. Request approval of academic school realignment (OSUIT)

D. Personnel Actions in compliance with Board Policies 3.01, 3.02, and 3.03

1. Request approval of personnel actions including:

a. 33 new appointments
b. 312 reappointments, changes in salary, changes in title or rate, and personnel leaves
c. 33 personnel items not requiring action by the Board are provided for informational purposes only

2. Request approval of the job description and announcement for Dean of the College of Education and Human Sciences

E. Instructional Programs

1. Request approval of 73 curricular changes including new degrees and certificates, program modifications, program suspensions, and program deletions

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

1. Request approval of proposed FY 2026 Budgets for Oklahoma State University and its constituent budget agencies, including E&G Parts I and II, Auxiliary, Tuition and Fees, Room and Board Rates, and Salary Recommendations

G. Other Business and Financial Matters

1. Request approval of peace officer action (OSUIT)
2. Request approval of actions required to refund master lease program bonds for savings
3. Request approval for the College of Engineering, Architecture, and Technology to dispose of equipment through transfer to the University of South Florida
4. Request approval to transfer funds for the acquisition of the Stillwater Young Men's Christian Association in Stillwater, Oklahoma
5. Request approval to transfer funds for the Scott Parker Wentz Cafeteria remodel for the Nursing Program in Stillwater, Oklahoma
6. Request approval to enter into ingress/egress agreements with Board of Commissioners for Payne County for property Located in Stillwater, Oklahoma
7. Request approval to execute a deed, Certificate of Acceptance, and Seller/Owner Affidavit to effectuate the donation of 5.8927 acres of real property to the United States Department of Veterans Affairs (OSU-CHS)
8. Request approval to execute a utility easement with Vicinity Energy for the Oklahoma Psychiatric Care Center in Tulsa, Oklahoma (OSU-CHS)
9. Request approval of transfer funds for the emergency repairs on four residence halls on the OSU Institute for Technology Campus in Okmulgee, Oklahoma (OSUIT)
10. Request approval to enter into a Memorandum of Understanding with Tulsa County to allow OSU-Tulsa and Tulsa County to develop a long-term ground lease for the site of a new Tulsa County OSU Cooperative Extension Office in Tulsa, Oklahoma (OSU-TUL)

H. Contractual Agreements (other than construction and renovation)

1. Request approval to execute a contract for development services with the Oklahoma State University Foundation (OSU-System)
2. Request approval to execute a contract for management services with the Oklahoma State University Alumni Association
3. Request approval to execute a memorandum of understanding with the Oklahoma State University Alumni Association

4. Request approval to enter into a contract with the City of Stillwater to fund an Airline Services Agreement
5. Request approval of changes to Oklahoma State University and OSU/A&M Retirement Plans
6. Request ratification of interim board approval to increase the amount approved to contract with Pokes Marketing, LLC for the acquisition of name, image, and likeness rights of OSU student athletes

I. New Construction or Renovation of Facilities

None

J. Purchase Requests in compliance with Board Policy 2.07

1. Request approval of sole source & special request purchasing items (OSU-System)
2. Request approval of revolving & appropriated funds purchasing items (OSU-System)
3. Request approval of auxiliary enterprises funds purchasing items (OSU-System)
4. Request approval of plant funds purchasing items (OSU-System)

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. Recognition agreements for interior spaces

VII. PUBLIC COMMENTS

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

None registered to comment.

VIII. COMMITTEE REPORTS

A. Academic Affairs, Policy and Personnel Committee

No Report. All recommendations made by this Committee were presented during the business of Connors State College, Langston University, Northeastern Oklahoma A&M College, Oklahoma Panhandle State University, and Oklahoma State University

B. Audit, Risk Management and Compliance Review Committee

1. Recommendation regarding the Office of Internal Audit's proposed FY 2026 Audit Plan

C. Facilities Committee

No Report. All recommendations made by this Committee were presented during the business of Langston University, Northeastern Oklahoma A&M College, Oklahoma Panhandle State University, and Oklahoma State University

D. Finance Committee

1. Recommendation regarding the proposed FY 2026 budgets for the operations and functions of the Board Offices

IX. OTHER BOARD OF REGENTS' BUSINESS

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

None

B. Resolutions

None

C. Policy and Operational Procedures

None

D. Personnel Actions in compliance with Board Policies 3.01, 3.02, and 3.03

1. Personnel item provided for informational purposes only

E. Purchase Requests in compliance with Board Policy 2.07

1. Request authorization for OSU to refresh and perform necessary repairs and maintenance, including furniture, rugs, and linens, at the University House in an amount up to $125,000

F. Other Business Matters Requiring Action of the Board

1. Appointment to the Foundation Board for the McKnight Center for the Performing Arts at Oklahoma State University
2. Election of Board Officers for FY 2026

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

Memorial Resolution *honoring*

WESLEY "WES" WADE WATKINS

WHEREAS, it has been called to the attention of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges that former U.S. Congressman, dedicated supporter of Oklahoma State University, and loving spouse of former Regent Lou Watkins, Mr. Wes Watkins, was claimed by death on March 26, 2025, at the age of 86; and,

WHEREAS, Mr. Watkins was born in DeQueen, Arkansas on December 15, 1938, and graduated from Bennington High School in 1956 in Bennington, Oklahoma; and,

WHEREAS, he attended Oklahoma State University where he graduated in 1960 and 1961 with a bachelor's and master's degree in Agricultural Education and served as president of multiple organizations including the State FFA, the OSU student body, Student Senate, and Agriculture Student Council; and,

WHEREAS, he served as a member of the Oklahoma State Senate in 1974 – 1976 and was then elected to the U.S. Congress in 1977, and served on numerous committees during his congressional career; and,

WHEREAS, he worked as a home builder and land developer in central and southern Oklahoma before entering politics, and founded World Export Services, Inc., in 1991 before returning to Congress in 1996; and,

WHEREAS, he stepped away from political office in 2003 to establish the Matthew 25:40 Mission, Inc., a non-profit organization dedicated to community service and economic development; and

WHEREAS, he was a devoted family man to his wife of 61 years, Lou, and their three children, and was a loving and active grandfather; and,

WHEREAS, in his passing, the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges and the Oklahoma institutions it governs, have suffered the loss of a true friend, public servant, 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. Watkins 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 13th day of June, 2025.

Jimmy Harrel, Chair
Board of Regents for the Oklahoma
Agricultural and Mechanical Colleges

Jason Ramsey, CEO
Board of Regents for the Oklahoma
Agricultural and Mechanical Colleges

II. OKLAHOMA PANHANDLE STATE UNIVERSITY, GOODWELL, OKLAHOMA

President Julie Dinger and other members of the administration came before the Board to review the Agenda and present the business of Oklahoma Panhandle State University (OPSU). (The OPSU Agenda is attached to this section and considered a part of these minutes.)

A-1 Remarks by President Julie Dinger

President Dinger thanked Chair Harrel for a tremendous year and for his support of OPSU. She especially appreciated hosting Chair Harrel and the Board on the OPSU campus for the April 2025 Regular Board Meeting. She said she looks forward to Regent Walker taking the helm in the coming year and believes he will do great things for the A&M System.

President Dinger also thanked President Hess and his team for the hospitality. She said she and her staff always have a lovely time when they are in OKC.

A-2 Panhandle Magazine

President Dinger referenced the cover story of the *Panhandle* magazine, featuring the OPSU Class of 2025. She said Regent Hall attended the commencement ceremony and it was a fantastic day. They enjoyed some of the best weather they had experienced in a long time on graduation day, as there was a lot of sunshine and not much wind. The newest OPSU alumni are already off in the world making their alma mater proud.

She referenced the story on page 7 about Ms. Shelbie Rose, Head Coach of the Women's Rodeo Team. Ms. Rose will be promoted effective July 1, 2025, to OPSU's Head Rodeo Program Coach. Ms. Rose is a five-time Coach of the Year winner for the Central Plains Region, which reflects the level of respect she has earned among her colleagues and the rodeo athletes in the region. President Dinger noted Ms. Rose is also a finalist in the running for National Coach of the Year at the College National Finals Rodeo (CNFR) next week. Also highlighted in the story is recognition of OPSU's Doc Gardner Memorial Rodeo as the 2025 Central Plains Region Rodeo of the Year. President Dinger said she has lost count of the number of times this Rodeo has won this honor, and those who were able to join them in April can see why. It is an event that the entire community pulls together to make possible and is a point of pride for them.

President Dinger said the story on page 10 is about those who make the OPSU campus feel like home for its students. Institutional campuses get quiet after the faculty and students leave to enjoy summer break; however, that is when the real work begins for a lot of staff on campus. She said she wants to recognize and celebrate OPSU's Grounds and Maintenance staff, because these are the men and women who make the campus beautiful for all to enjoy. Those who were on campus back in April saw how beautiful and green it was, but since the photo accompanying the story was taken OPSU received over two inches of rain, and the campus is even more stunning.

She said she is very proud to highlight the "Summer Momentum" story on page 13. OPSU's summer enrollment increased by approximately 18 percent over last year, which can be largely attributed to the Nursing Program. She said the administration is so proud of the University's Nursing Program Director, Dr. Kristy Calloway, and her entire team for the work they have done to create more bachelor's-level prepared nurses for Oklahoma and the region. Enrollment in that program alone is up by 42 percent from last year. There has also been a big concurrent enrollment increase of approximately 21 percent since FY 2024. This means many high school students have chosen to accumulate dual credit hours to get a head start on their college careers. Enrollment projections for the fall semester are very strong, and the administration looks forward to a great year while continuing to build sustainable enrollment that will build the surrounding community.

To close her remarks, President Dinger said she would like to highlight the story on page 19 to share an update about Mr. Kamron Neal. She said Mr. Neal recently competed at the 2025 National Association of Intercollegiate Athletics (NAIA) Outdoor Track and Field National Championship. For the second year in a row, Mr. Neal placed second in the 200-meter dash competition. She said it is impressive that he is only a sophomore and is already competing at this level. He has now placed second twice in the 200-meter dash at both the indoor and outdoor nationals competitions. President Dinger said Mr. Neal is not just talented on the track: he is an exceptional leader on the OPSU campus. She said she is excited to watch him grow at OPSU as he continues his academic career in Health and Physical Education.

B-1 Adoption of Memorial Resolution for Kirstan Neukam

President Dinger said Ms. Kirstan Neukam was the Director of Institutional Research and Assessment at OPSU from 2005 to 2011. Adoption of this Resolution is requested as an expression of the administration's appreciation for Ms. Neukam's exemplary service at OPSU and to join her family in mourning the loss they have sustained from her passing.

Regent Hall moved and Regent Walker seconded to adopt the Memorial Resolution as presented in Item B-1 of the OPSU Agenda.

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

D-1 Approval of two new appointments

a. Assistant Professor of Agricultural Communications
b. Assistant Professor of Nursing

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

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

E-1 Approval of a new program

a. B.S. STEM Studies and related options

President Dinger said this Item was discussed with members of the Academic Affairs, Policy and Personnel (AAPP) Committee. AAPP Committee Chair Callahan said the Committee acted to recommend Board approval of this Item.

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

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

E-2 Approval of program modifications for

a. B.B.A. Accounting – Accounting Information Systems
b. B.B.A. Business Administration – Hospitality and Tourism Option
c. B.B.A. Business Administration – Sports and Recreation Management
d. B.S. Health and Physical Education – Academic Option
e. B.S. Health and Physical Education – Teaching Option

President Dinger asked Dr. Charla Lewis, Vice President (V.P.) of Academic Affairs, to present the requested program modifications.

V.P. Lewis said these program modifications are part of OPSU's commitment to continuous improvement. The changes are primarily from two sources: one being the work of OPSU's Academic Innovations Task Force, and the other being the University's regular cycle of curriculum review. The curricular review process includes meetings each fall and spring semester with Deans, Department Chairs, and the Curriculum Committee.

She highlighted the requested changes for the Health and Physical Education Program, which include expanding the program's general education options, updating elective choices, and ensuring the education coursework is aligned with offerings through the Education Department. In the Hospitality and Tourism Program, there are requested course updates that will bring the curriculum more in line with current industry standards to better prepare students for today's hospitality workforce.

V.P. Lewis said there is a request to add a Sports and Recreation Management option to the Bachelor of Business Administration (BBA) degree, which is in direct response to growing student interest and the increasing demand of the job market for business professionals in the sports and recreation industries. This addition is an interdisciplinary approach that collaborates with OPSU's existing Health and Physical Education Program course offerings, so no additional faculty will be required.

Lastly, the administration requests to suspend the Accounting Information Systems option for the BBA in Accounting Program. She said this option has seen little to no interest from students in the past few years, and the administration believes those resources can be better allocated elsewhere.

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

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

F-1 Approval of Oklahoma Panhandle State University's proposed FY 2026 Budgets, including E&G Parts I and II, Auxiliary, Tuition and Fees, Room and Board Rates and Salary Recommendations

President Dinger noted this Item was discussed with members of the Finance (FINC) Committee. FINC Committee Member Hall said the Committee acted to recommend Board approval of this Item.

Regent Hall moved and Regent Walker seconded to approve all elements of the proposed FY 2026 Budgets for OPSU as presented in Item F-1 of the OPSU Agenda.

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

F-2 Approval to accept a grant award of $80,000 from the Oklahoma Rural Water Association supporting water well and lift station upgrades, and to expend grant funds according to grant guidelines

President Dinger stated this Item will be fully reviewed by the Board's Office of Legal Counsel (OLC) prior to being executed. She said this grant is provided by the OK Rural Water Association and will help OPSU install backup generators for its water wells and controls. OPSU serves as an emergency shelter for Texas County, OK. Though the University does not have the opportunity to serve the community as an emergency shelter very often, instances of doing so have been

increasing in recent years. Upgrading campus infrastructure in this way will ensure OPSU's ability to continue caring for the surrounding community when severe weather occurs.

Regent Taylor moved and Regent Baetz seconded to approve Item F-2 as presented in the OPSU Agenda.

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

I-1 Approval to obtain restoration services, solicit bids, and process purchase orders for high wind damage that occurred in March 2025 at an estimated cost of $150,000

President Dinger noted this Item was discussed with members of the Facilities (FACS) Committee. FACS Committee Member Taylor said the Committee acted to recommend Board approval of this Item.

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

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

J-1 Approval for purchase orders over $100,000 for FY 2026

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

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

Regent Baetz congratulated President Dinger on the enrollment increase for FY 2026, then asked her how the administration plans to house all the new students. President Dinger said OPSU has an abundance of housing. When the University transitioned to online program management, the administration discovered fewer doors were needed in housing. There is an entire dormitory that has been offline for the last four or five years, and the administration has been preparing to expand housing by reincorporating that dormitory. They have also been revitalizing existing spaces to maximize beds. She said she is confident OPSU can house all the students.

The business of OPSU being concluded, President Dinger and other members of the University's 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
June 13, 2025

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 President Dr. Julie Dinger
2. Panhandle Magazine

B - RESOLUTIONS

1. Request adoption of a Memorial Resolution for Kirstan Neukam.
   (Reference Document B-1)

C - POLICY AND OPERATIONAL PROCEDURES

None

D - PERSONNEL ACTIONS in compliance with Board Policies 3.01, 3.02, and 3.03

1. Board approval is requested for two new appointments:
   (Reference Document D-1)
   a. Assistant Professor of Agricultural Communications
   b. Assistant Professor of Nursing
2. Items not requiring Board action are provided for informational purposes only.
   (Reference Document D-2)

E - INSTRUCTIONAL PROGRAMS

1. Board Approval is requested for the following New Program:
   (Reference Document E-1)
   a. B.S. STEM Studies and proposed options
2. Board approval is requested for the following Program Modifications:
   (Reference Document E-2)
   a. B.B.A. Accounting – Accounting Information Systems
   b. B.B.A. Business Administration – Hospitality and Tourism Option
   c. B.B.A. Business Administration – Sports and Recreation Management

d. B.S. Health and Physical Education – Academic Option
e. B.S. Health and Physical Education – Teaching Option

F - BUDGETARY ACTIONS

1. Board approval is requested to approve Oklahoma Panhandle State University's proposed FY26 Budgets, including E&G Rates Parts I and II, Auxiliary, Tuition and Fees, Room and Board Rates, and Personnel Salaries. (Reference Document F-1)
2. Board approval is requested to accept a grant award of $80,000 from the Oklahoma Rural Water Association supporting water well and lift station upgrades, and to expend grant funds according to grant guidelines. *(Reference Document F-2)*

G - OTHER BUSINESS AND FINANCIAL MATTERS

None

H - CONTRACTUAL AGREEMENTS (other than construction and renovation)

None

I - NEW CONSTRUCTION OR RENOVATION OF FACILITIES

1. Board approval is requested to obtain restoration services, solicit bids, and process purchase orders for high wind damage that occurred in March 2025 for an estimated amount of $150,000. *(Reference Document I-1)*

J - PURCHASE REQUESTS

1. Board approval is requested for purchase orders over $100,000 for FY 2026. *(Reference Document J-1)*

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. 2025 Out of State Travel *(Reference Document M-1)*

JUNE 2025

Panhandle

OFFICIAL PUBLICATION OF OKLAHOMA PANHANDLE STATE UNIVERSITY

OPSU.edu

CELEBRATING STUDENT SUCCESS AT OPSU

OKLAHOMA
PANHANDLE STATE
UNIVERSITY

P.O. Box 430
Goodwell, OK 73939
Tel: 580-349-2611
Toll Free: 1-800-664-OPSU
Fax: 580-349-2302

@WEAREPANHANDLE

ADMINISTRATION
Dr. Julie Dinger — University President
Dr. Charla Lewis— Vice President of Academic Affairs
Dr. Ryan Blanton — Vice President of Advancement
Liz McMurphy — Vice President of Fiscal Affairs
Victor Esparza — Athletic Director
Laura Hutchinson — Dean of Student Affairs

PANHANDLE MAGAZINE
Lauren McBee — Interim Director of Campus Communications
Tatum Hall — Sports Information Director
Stacy Pearce — Creative Services

PHOTOGRAPHERS
Natasha Eidson — Lauren McBee — Maddie Flanagan
Kendal Smartt — Judith Harris — Claire Scheopner

TABLE OF CONTENTS

04 OPSU Celebrates Class 2025 With Commencement Ceremony

07 Shelbie Rose 5X Coach of the Year; Doc Gardner Memorial Rodeo Honored in the Central Plains Region

11 Harrison Funderburk Named 2025 J.R.P Sewell Recipient

15 OPSU's National Champion NACTA Team Recognized at Oklahoma State Capitol

16 Kamron Neal Earns 2nd All-American Outdoor Honor with Runner-Up Finish at NAIA Nationals

OPSU CELEBRATES CLASS OF 2025

WITH COMMENCEMENT CEREMONY

On May 9, 2025, Oklahoma Panhandle State University proudly celebrated the achievements of over 300 graduates during its annual commencement ceremony in Goodwell, Oklahoma. Family, friends, faculty, staff, and community members gathered to honor the hard work and dedication of students who have reached a major academic milestone. This achievement not only reflects their past efforts but also points toward a promising future.

Among this year's graduating class, 78 students received honors distinctions, underscoring the high academic standards and commitment to excellence upheld at OPSU.

The ceremony featured Mr. Murry Gloude, an OPSU Hall of Fame inductee and proud alumnus, as the 2025 commencement speaker. His inspiring address emphasized perseverance, adaptability, and the importance of lifelong learning as graduates prepare to enter the workforce.

Reflecting on the event, OPSU President Dr. Julie Dinger shared her pride in the graduating class. "Commencement is always one of the most meaningful moments of the year. It represents not just academic success but the transformation that happens when

students commit to learning and growing. Our graduates are entering the workforce with the knowledge, experience, and determination to make a difference, and we couldn't be prouder."

From day one, OPSU students are encouraged to think critically, work collaboratively, and apply what they learn in real-world settings. Whether through internships, service learning, or leadership roles on campus, graduates leave OPSU with more than a diploma. They leave career-ready.

The ceremony marked the joyful conclusion of years of academic effort and personal growth. Graduates crossed the stage with pride, knowing they had gained the skills and confidence to make a meaningful impact in their chosen fields.

As they go on to join industries, start businesses, serve communities, or pursue advanced degrees, the Class of 2025 carries with it the spirit of the Panhandle: resilient, hardworking, and ready to make a lasting impact.

Graduates can view and download photos from the commencement ceremony by scanning the QR code.

We Are
Panhandle
STUDENT
ATHLET
CHEER

SHELBIE ROSE 5X COACH OF THE YEAR

THE DOC GARDNER MEMORIAL RODEO HONORED IN THE CENTRAL PLAINS REGION

Oklahoma Panhandle State University proudly celebrates another monumental achievement for its rodeo program. Shelbie Rose, head coach of the OPSU women's rodeo team, has been named the Central Plains Region Coach of the Year for the fifth consecutive year. Her unwavering dedication, leadership, and commitment to the success of her student-athletes continue to set a high standard at Panhandle State and throughout the region.

Coach Rose's passion for the sport and her athletes has become a hallmark of the program's identity, and her influence shapes the next generation of rodeo stars.

Adding to the celebration, the OPSU Doc Gardner Memorial Rodeo has once again been named the 2025 Central Plains Region "Rodeo of the Year," a prestigious honor recognizing excellence in organization, competition quality, and overall experience. The Doc Gardner Memorial has evolved into one of the premier events in the region thanks to the hard work and vision of the OPSU Rodeo Team, coaching staff, and numerous supporters.

Each year, $1,000 is added to every event at the Doc Gardner Memorial Rodeo, raising the stakes and enhancing the experience for all competitors. In addition to the main rodeo performances, the event features four timed event jackpots: Team Roping, Steer Wrestling, Breakaway Roping, and Tie-Down Roping. Each of these jackpots has an additional $1,000 in added money, giving athletes even more opportunities to compete and showcase their talents.

The Team Roping Jackpot started the festivities on Wednesday night before the main rodeo began. Following an exciting short round on Saturday, the Steer Wrestling Jackpot provided another thrilling contest. Finally, on Sunday, Breakaway Roping and Tie-Down Roping jackpots were hosted at the home of rodeo legend Robert Etbauer, offering a memorable conclusion to an outstanding weekend of competition.

The continued success of the Doc Gardner Memorial Rodeo is a testament to the spirit and tradition of rodeo excellence at Oklahoma Panhandle State University. The future of OPSU Rodeo remains bright.

"Coach Shelbie Rose represents the very best of collegiate athletics, driven, principled, and powerful in her leadership," said Dr. Julie Dinger, President of Oklahoma Panhandle State University. "Her continued recognition is a reflection of the high standards she sets, not just in the arena, but across every aspect of our program. We are equally proud of the Doc Gardner Memorial Rodeo being named Rodeo of the Year once again, an honor that speaks to the unmatched quality, organization, and tradition that define OPSU Rodeo. Together, these accomplishments underscore a legacy built on excellence, grit, and a deep commitment to our students and the rodeo community."

We congratulate Coach Rose and the entire OPSU Rodeo family on these well-earned accomplishments.

STACY NORDQUIST

NAMED DEAN OF THE COLLEGE OF ARTS AND EDUCATION

Oklahoma Panhandle State University is proud to announce the appointment of Stacy Nordquist as the Dean of the College of Arts and Education. A longtime member of the OPSU family, Nordquist brings decades of experience in education and a deep connection to the Panhandle region to his new role.

Nordquist earned his Bachelor of Science in Health, Physical Education, and Recreation from OPSU in 1994 before going on to complete a Master of Science in Administrative Leadership and Supervision in Education from the University of Wisconsin-Milwaukee. Although he grew up in Minnesota, his path to Goodwell was shaped by a former coach and mentor who invited him to join the Aggie women's basketball staff in the early 1990s. What began as a one-year opportunity soon became a lifelong commitment to education and community in the Panhandle.

Before stepping into his new role as Dean, Nordquist served as department chair for Health and Physical Education, where he led efforts to reinstate the Health and Physical Education Teaching Degree. His leadership and commitment to OPSU extended to numerous university committees, including the Faculty Senate and multiple accreditation teams. Through every challenge, Nordquist embraced opportunities to grow, learn, and support student success.

"When I came back to OPSU in 2016, it was my first time fully on the academic side of the university," Nordquist shared. "Each year came with new responsibilities and learning curves, and every step helped me prepare for this next chapter."

Nordquist's commitment to student development has always been central to his work. His early experiences as a coach and mentor helped shape his belief in the power of education to change lives. "I had a great educational experience growing up, and I wanted the students I taught and coached to have that same opportunity," he said.

Dr. Charla Lewis, Vice President of Academic Affairs, praised Nordquist's dedication and leadership. "Stacy brings a unique combination of institutional knowledge, heart for students, and strategic vision to the role of dean," Dr. Lewis said. "He is a dedicated leader who steps up when called, and I am confident he will continue to make a lasting impact on our university."

President Dr. Julie Dinger praised Nordquist's appointment, noting, "Stacy Nordquist embodies the very best of OPSU, deep institutional knowledge, unwavering dedication to students, and a genuine passion for educational excellence. His appointment as Dean is a testament to his outstanding leadership and commitment to our mission. I look forward to seeing how his vision and collaborative spirit will continue to elevate the College of Arts and Education, benefiting both our students and the entire region."

Though not a Panhandle Native, Nordquist has embraced the Panhandle as home. "I've visited many of the schools, gyms, and ballfields across the Panhandle. I've played in tournaments, refereed games, and lost more than a few golf balls at Sunset Hills," he added. "Since my first trip to the Panhandle in the summer of 1993, everyone has accepted me and made me feel like I am home. This place has a lot of great memories."

As he steps into his new role as dean, Nordquist is focused on hitting the ground running. "We are building futures for our graduates," he said. "My colleagues are all top-notch, and I'm learning all I can from them as we prepare for a strong fall semester."

His leadership is instrumental in OPSU's continued investment in academic excellence, student support, and career readiness. The College of Arts and Education is well-positioned to grow its impact and continue its mission of serving students in the Panhandle and beyond.

OPSU CELEBRATES GRAND REOPENING

OF RENOVATED STUDENT UNION

"This project is a relfelction of where we are as a university. We're building spaces that match the quality of our programs and the ambition of our students."— Dr. Ryan Blanton, V.P. of Advancement

Oklahoma Panhandle State University celebrated the grand reopening of its newly renovated Student Union with a ribbon-cutting ceremony on April 25, 2025. The event brought together OPSU faculty and staff, the Oklahoma A&M Board of Regents, and the Guymon Ambassadors in recognition of this major milestone for the campus.

The Student Union, originally built in 1964, received its first full renovation in over 60 years. Construction began shortly after May 2024 commencement and was completed in time to welcome students back for the new academic year. The project brought updated dining options, refreshed lounge areas, improved infrastructure, and expanded office and meeting spaces.

Dr. Ryan Blanton, Vice President of Advancement, highlighted the broader impact of the renovation.

"This project is a reflection of where we're headed as a university. We're building spaces that match the quality of our programs and the ambition of our students."

Elizabeth McMurphy, Vice President of Fiscal Affairs, noted the importance of financial stewardship in the process.

"We worked hard to make sure this renovation was a smart investment for OPSU. Every part of the project was guided by how we could best support students, now and in the future."

The renovation was made possible through support from the Nash Foundation and the Panhandle State Association of Alumni and Friends Century Club 2024 campaign. Their contributions helped ensure that the heart of campus is ready to serve a new generation of Aggies.

The renovated Student Union now stands as a vibrant, welcoming space that brings students together and strengthens the Panhandle experience.

CREATING A CAMPUS THAT FEELS LIKE HOME:

RECOGNIZING THE HARD WORK OF OUR GROUNDS AND MAINTENANCE CREWS

At Oklahoma Panhandle State University, student success is about more than what happens in the classroom. It starts with creating an environment where students feel welcome, supported, and proud of where they learn. The environment is made possible in large part by the year-round work of our Grounds and Maintenance crews.

Our Grounds and Maintenance crews are on campus every day, even as summer begins and the rhythm of university life shifts. Over the summer, they work across every area of OPSU, maintaining buildings, improving infrastructure, updating classrooms, maintaining landscaping, deep cleaning residence halls, and preparing every part of campus for the return of our students and faculty members.

"A well-maintained campus creates an environment where students can focus, thrive, and succeed," said University President Dr. Julie Dinger. "But the impact of our Grounds and Maintenance teams extends far beyond the classroom. Their tireless work touches every corner of campus life, supporting not just our students, but also our faculty, staff, alumni, and the broader community. They are the behind-the-scenes heroes whose dedication ensures that OPSU is not only functional and beautiful, but a place that truly feels like home for everyone connected to our university."

From the moment a student or visitor steps on campus, the impact of these teams is clear. Clean and well-kept facilities and outdoor spaces make a difference in how students feel about their university. A beautiful, functional campus communicates that OPSU is a place worth investing in.

"Our students deserve a campus that reflects the value of their education and the strength of our community, said Liz McMurphy Vice President of Fiscal Affairs. "The work our Grounds and Maintenance teams do contribute directly to that experience. Their attention to detail helps create a place that students can take pride in."

We are proud of our Grounds and Maintenance crews for the work they do and the pride, consistency, and deep care for the OPSU community they do it with. They are a vital part of student success, and their work is one of the large reasons OPSU continues thrive. .

HARRISON FUNDERBURK

NAMED 2025 J.R.P. SEWELL AWARD RECIPIENT

Oklahoma Panhandle State University is proud to announce Harrison Funderburk as the 2025 recipient of the prestigious J.R.P. Sewell Achievement Award. This honor, rooted in a tradition of excellence since 1949, is presented each year to a graduating senior who exemplifies the highest standards of scholarship, leadership, and citizenship.

A Math Education major from Chickasha, Oklahoma, Harrison has made a lasting impact at OPSU through his commitment to academics, athletics, and service. A dedicated member of the university's Shooting Sports Team, he has balanced his time between the classroom and competition, all while cultivating meaningful connections across campus.

Harrison's journey to the Panhandle was shaped by mentors who inspired him to pursue a future in education. In turn, he's spent his time at OPSU preparing to be that same kind of mentor for future generations. His commitment to giving back is further evidenced by his participation in the Panhandle Promise Scholarship program, which supports students who pledge to teach in the region after graduation.

Dr. Charla Lewis, Vice President of Academic Affairs at OPSU, said, "Harrison represents the very best of what we hope to see in our graduates: intelligence, drive, and deep commitment to serving others. His dedication to academic excellence and his desire to give back to the Panhandle community make him a perfect recipient of the J.R.P. Sewell Award. We are incredibly proud of all he's accomplished and look forward to seeing the lasting impact he'll have as an educator and coach."

In Fall 2025, Harrison will continue his teaching and coaching career at Hooker High School, where he plans to bring the same passion and integrity that defined his time at OPSU into his new role in the classroom and on the field.

New Head Football Coach at Hooker High School, Tanner McBee, said, "We're thrilled to have Harrison officially join our coaching staff. During his student teaching, he demonstrated a deep understanding of the game and the ability to connect with the players. His dedication and leadership make him a valuable addition to our team, and I have no doubt he'll continue to develop our student athletes on and off the field."

The J.R.P. Sewell Award, named in honor of a visionary leader instrumental in the university's founding, celebrates students like Harrison, those who embody the spirit of leadership and service that define Panhandle excellence. As part of the award, Harrison received an elegant watch to commemorate his achievements and symbolize the lasting legacy of the Sewell tradition.

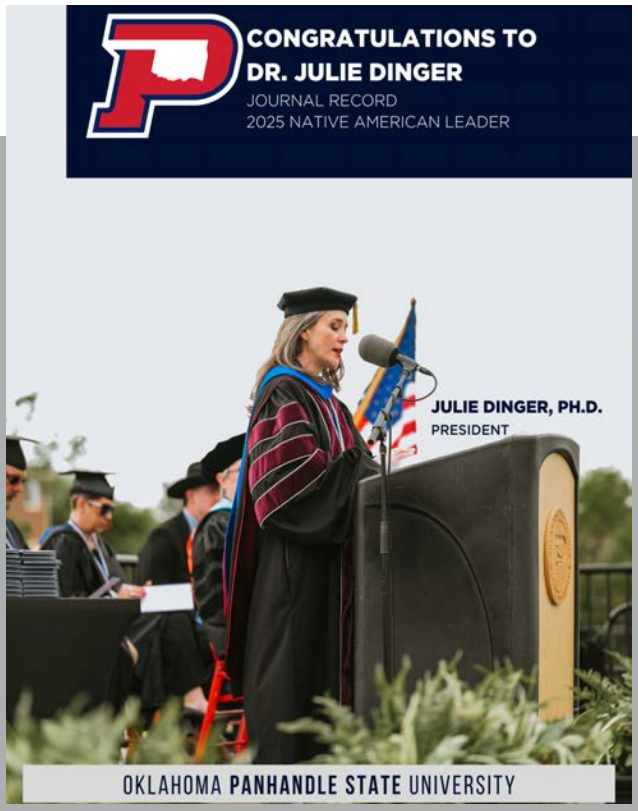
For over 70 years, the J.R.P. Sewell Award has recognized students who leave a mark on the university and the community. Harrison joins a distinguished list of recipients who have carried the values of integrity, service, and leadership into their lives beyond OPSU.

Please join us in congratulating Harrison Funderburk on this well-deserved honor. His story is a reminder of the power of education, mentorship, and community, and the bright future that lies ahead for Panhandle graduates.

DR. JULIE DINGER NAMED

TO THE JOURNAL RECORD'S 2025 NATIVE AMERICAN POWER LIST FOR THE SECOND YEAR IN A ROW

"It's about leaving the door open behind me and ensuring it's wider and more welcoming for those who come next."— Dr. Julie Dinger, University President



Oklahoma Panhandle State University is proud to celebrate a major honor for its president, Dr. Julie Dinger, who has been named to The Journal Record's 2025 Native American Leaders Power List for the second consecutive year. This recognition highlights leaders across the state who are shaping a stronger future for their communities and leading with purpose.

As she enters her fourth year leading OPSU, Dr. Dinger continues to focus on expanding opportunities for first-generation college students and rural families. Her leadership is grounded in a deep belief that higher education should be a doorway, one that's open, welcoming, and built to serve.

"It's about leaving the door open behind me and ensuring it's wider and more welcoming for those who come next," Dinger said.

Under her leadership, OPSU has launched new programs designed to support high school students earning college credit, strengthened student services, and continued to grow as a campus where personal attention and real-world outcomes go hand in hand. Fall and summer enrollment numbers have climbed, and the university proudly stands as Oklahoma's first and only public Hispanic-Serving Institution.

Dr. Dinger is one of a growing number of Native leaders working to build long-lasting systems of strength. She names expanded access to technology, improved rural healthcare, and strong representation in policy-making as key priorities for Native communities in 2025.

For her, lasting change comes from showing up, listening, and following through.

"Improvement starts with listening with humility, engaging with consistency, and committing to honor tribal sovereignty in action, not just words," she said. Her words, like her leadership, carry both clarity and conviction.

"I'm deeply proud to be part of a movement that's focused on real progress," she said. "Our future is not just bright, it's sovereign, resilient, and rising."

As OPSU looks to the future, Dr. Dinger's recognition is more than a personal milestone. It's a reflection of what's possible when leaders are guided by service, community, and a vision for something greater.

SUMMER MOMENTUM

OPSU SEES REMARKABLE ENROLLMENT GROWTH

OKLAHOMA PANHANDLE STATE UNIVERSITY IS CELEBRATING a major achievement this summer with a 17.83 percent increase in summer enrollment based on full-time equivalent (FTE) credit hours. This impressive growth is the result of intentional outreach, high-quality academic programs, and a strong commitment to putting students first.

The university's Nursing program is seeing especially strong gains. Summer nursing enrollment has climbed by 41.8 percent as more students respond to the demand for skilled healthcare professionals. With flexible courses and dedicated faculty, OPSU is helping future nurses build the foundation they need to serve their communities.

OPSU is also seeing more high school students step into college-level work. Concurrent enrollment for summer has increased by 21 percent, and early numbers for the fall show an outstanding 85 percent rise. This growth is being driven in part by new lower costs that make earning college credit more accessible than ever for area high school students. Juniors can now take up to nine credit hours, and seniors can earn up to eighteen credit hours, all for just $21 per credit hour. It's a powerful demonstration of OPSU's commitment to helping students get ahead while staying close to home, with excellent instruction from dedicated faculty.

The momentum is continuing into the fall. Nursing enrollment for the upcoming semester is already up 40 percent, showing that students recognize the strength and value of OPSU's health sciences programs.

President Julie Dinger sees this growth as a powerful indicator of the university's direction. "These numbers reflect more than just enrollment," she said. "They show that students and families believe in what we're building here. They trust OPSU to help them reach their goals, and we take that responsibility seriously."

The surge in enrollment is more than a milestone. It is a reminder that meaningful education, built on access and excellence, continues to thrive in the Oklahoma Panhandle.

OPSU HONORS ACADEMIC EXCELLENCE AND CAREER

READINESS AT SPRING RECOGNITION EVENTS

Oklahoma Panhandle State University recently celebrated the exceptional achievements of its students through three signature recognition events: the Chi Alpha Sigma National Honor Society Induction Ceremony, the annual Aggie Awards, and the College of Agriculture, Science, and Nursing (COASN) Awards Banquet. Together, these events reflected the university's commitment to cultivating academic excellence, leadership, and real-world readiness among its diverse student body.

The celebration began with the Chi Alpha Sigma Induction Ceremony, which honored student-athletes who demonstrated outstanding academic achievement while competing at the collegiate level. With a record-breaking number of inductees, the ceremony underscored the academic discipline, time management, and perseverance required to balance athletics with a demanding course load. Inductees earned a cumulative GPA of 3.4 or higher, well above the national average for college students, making it clear that OPSU student-athletes are high performers on and off the field.

Next, the university hosted its annual Aggie Awards, a new campus-wide tradition recognizing excellence in academics, athletics, leadership, and service. Students were honored for achievements that extended beyond the classroom, like mentoring peers, leading campus organizations, engaging in community service, and making a meaningful impact across campus. The event highlighted how OPSU students are not only committed to their studies but are also developing the skills and values that will shape them into capable professionals and leaders.

The season of celebration concluded with the COASN Awards Banquet, where students in agriculture, science, and nursing were recognized for academic distinction, club involvement, and servant leadership. Faculty honored students who exemplified intellectual curiosity, initiative, and a commitment to bettering their communities—qualities that prepare them for success in research, healthcare, industry, and beyond. The banquet also recognized student teams whose work has gained national attention and continues to attract top-tier talent to OPSU.

"These events reflect our university's mission in action," said Dr. Charla Lewis, Vice President for Academic Affairs. "We're celebrating more than grades. We're celebrating growth, leadership, and career readiness. Our students are earning accolades, because they're committed to doing the hard work it takes to succeed both now and in the future."

As OPSU continues to expand its academic offerings and student support services, these recognitions stand as a powerful reminder that Aggies are preparing to thrive wherever their paths may lead, fueled by a foundation of excellence, service, and purpose.

TRANSITION IN LEADERSHIP:

MAKENZE ANDERSON PASSES THE BATON TO ABBY RICE AS STAFF ASSOCIATION PRESIDENT

Oklahoma Panhandle State University's Staff Association is welcoming new leadership as MaKenze Anderson completes her term as president and Abby Rice takes on the role. The Staff Association has long been an important part of campus life, serving as a collective voice for staff and helping to foster communication between staff, faculty, and administration.

During her year as president, Anderson focused on strengthening connections across campus and ensuring staff perspectives were heard by university leadership. The association plays a vital role in sharing ideas and recommendations about policies and procedures that contribute to a positive environment for students, faculty, staff, and administrators.

Reflecting on her time as president, Anderson said, "It's been an honor to serve as Staff Association President. I'm proud of the progress we've made in supporting staff voices and building connections throughout OPSU. Helping staff have a clear voice with administration is key to making our university a better place for everyone."

Abby Rice, who was recently elected by her peers to serve as the new president, brings energy and commitment to the position. She is eager to continue the work of the Staff Association in representing and advocating for staff members.

"I'm excited to serve and represent the staff at OPSU," Rice said. "Our staff play such a vital role in keeping the university running every day. I'm committed to open communication and making sure they feel seen, heard, and valued as we continue building a stronger campus community."

Dr. Julie Dinger, OPSU President, praised both leaders, saying, "MaKenze has provided strong and thoughtful leadership for our Staff Association during a pivotal year. I'm confident Abby will continue to build on this foundation, ensuring our staff remain engaged and heard. Our university thrives because of the dedication of our staff, and I'm grateful for the important role the Staff Association plays in shaping a positive campus culture."

The Staff Association continues to be a key player in fostering collaboration between staff, faculty, and administration. By communicating staff ideas and concerns to university leadership, the association helps shape policies and practices that support a thriving campus environment.

As the association moves forward with new leadership, OPSU looks forward to another year of positive collaboration and advocacy on behalf of its staff.

DR. LACRETA BOWEN

NAMED OPSU STAFF EMPLOYEE OF THE SEMESTER

Dr. LaCreta Bowen, OPSU's athletic trainer, was recently voted the university's Staff Employee of the Semester by the Staff Association. The recognition highlights her commitment to the student-athletes, her colleagues, and the OPSU community.

Widely respected for the care and consistency she brings to her work, Dr. Bowen's role as an athletic trainer for the university often places her at the center of student-athlete health and well-being. Whether she's managing injury recovery, preparing athletes to compete, or offering steady support through the ups and downs that can come with college athletics, Dr. Bowen approaches every task with empathy and a clear dedication to the success of others.

Her work is driven by more than just her daily to-do list.

"What I enjoy most is building meaningful relationships while making a real difference," Dr. Bowen said. "Every day brings a new challenge, and I take pride in being someone student-athletes can trust, not just for physical care, but also for encouragement and guidance."

Her impact is clear to those who work with her.

Athletic Director Victor Esparza shared," Dr. Bowen is one of the most dependable people on our team. She cares about our athletes, brings a high level of expertise, and is always willing to go the extra mile. OPSU is better because of her."

Dr. Bowen also finds fulfillment in her role as an educator. One standout moment from this past semester came while teaching her Care and Prevention of Athletic Injuries course. A student who had struggled early on had a breakthrough. They connected not only with the technical material but also with the deeper purpose behind athletic training. "That moment wasn't just about academics," Dr. Bowen said. "It was about watching the student gain confidence and passion for helping others. It reminded me that teaching isn't just about lectures, it's about planting the seeds that will shape the next generation of Coaches and Healthcare Professionals."

For Dr. Bowen, being named Employee of the Semester is a meaningful honor.

"It signifies that the work I do, whether behind the scenes or in direct support of the university community, is appreciated and valued," she said. "It reinforces that making a difference, no matter how big or small, matters."

She credits the people around her for keeping her motivated, saying: "At the end of the day, knowing that my actions contribute to a stronger, more unified team keeps me going."

"Dr. Bowen exemplifies what it means to serve with heart and purpose," said OPSU President Dr. Julie Dinger. "Her unwavering commitment to our students and campus community uplifts everyone around her. We are proud to honor her as Employee of the Semester, a recognition that reflects the deep respect and admiration she's earned from all of us at OPSU."

Dr. Bowen's recognition as Employee of the Semester reflects her tireless dedication to OPSU and the impact she continues to make every day.

OPSU'S NATIONAL CHAMPION NACTA

TEAM RECOGNIZED AT OKLAHOMA STATE CAPITOL

In a moment of pride for the Panhandle and the entire state, Oklahoma Panhandle State University's National Champion NACTA Team was recognized at the Oklahoma State Capitol on Monday, April 28, 2025. This honor follows the team's historic win at the North American Colleges and Teachers of Agriculture (NACTA) Judging Conference earlier this month, where they became the first university in Oklahoma history to earn the national championship title.

In recognition of this groundbreaking achievement, members of the OPSU NACTA Team were formally introduced on the floors of both the Oklahoma House of Representatives and Senate. Lawmakers applauded the team's hard work, academic excellence, and commitment to advancing agricultural education.

OPSU President Dr. Julie Dinger, who joined the students for the recognition, shared her pride in the team's accomplishment.

"It's a tremendous honor to be recognized at the state level," said Dr. Dinger. "Our students made history, not only for our university but for the entire state. This national title reflects their dedication, teamwork, and the strength of OPSU's academic programs. This achievement would not be possible without the support of our elected officials. I'm grateful to our state leaders for their investment in OPSU. Every dollar spent at our university is helping shape some of the most workforce-ready graduates in a generation."

This recognition marks more than just a win—it reflects OPSU's leadership in agricultural education and its dedication to student success. The team's national title marks a milestone for agricultural education in Oklahoma and highlights the university's growing impact on a national stage.

FROM THE CLASSROOM TO THE COMMUNITY:

DR. REBEKAH WAGENBACH LEADS OPSU'S CHARGE IN INNOVATION AND ENGAGEMENT

Dr. Rebekah Wagenbach has been named Oklahoma Panhandle State University's Academic Innovation and Community Engagement Coordinator, a new role focused on strengthening the university's academic offerings and building deeper connections with the region OPSU serves.

"This role is about using OPSU's resources effectively, so our students and communities get the very best of us," said Dr.Wagenbach. "It means identifying what we do well and building on that, and just as importantly, identifying where we can improve and turning those challenges into opportunities."

In this position, Dr. Wagenbach will lead efforts to update and enhance academic programs through a lens of innovation. Her goals include evaluating online course offerings, integrating emerging technologies like AI into the classroom experience, and creating new interdisciplinary programs that reflect student interests and workforce needs. She's also exploring the development of stackable micro-credentials, which are short-term, skill-based programs that allow learners to earn college credit and pursue certificates or degrees over time.

"Academic innovation at OPSU means finding solutions to the problems higher education is facing today," she said. "It's about keeping our curriculum responsive and relevant, while always putting student success at the center."

Dr. Wagenbach understands the heart of this university," said Dr. Charla Lewis, Vice President of Academic Affairs. "She's not afraid to ask hard questions or tackle complicated challenges, and she always brings the conversation back to what is best for our students and community. Her approach is thoughtful, practical, and rooted in real experience, making her exactly what OPSU needs in this moment of growth."

Equally important is the community engagement component of this new role. With OPSU's regional community including Oklahoma, Texas, Colorado, Kansas, and New Mexico, Dr. Wagenbach sees relationship-building as essential to the university's future.

"OPSU's reach is broad, and that's something we should learn into," Dr. Wagenbach said. "We want to provide consistent, high-quality opportunities that reflect and support the rural way of life in this region. That means showing up, listening, and being a true partner."

Dr. Wagenbach's approach includes representing the university at community events, organizing service opportunities for students, and holding regular conversations with regional leaders to assess how OPSU can best meet local needs.

"Dr. Wagenbach brings persistence and energy to the work of innovation, said OPSU President Dr. Julie Dinger. "With her variety of experiences both at OPSU and elsewhere, she understands our context and has shown a commitment to strengthening both academic programs and community connections. This role requires someone who can think strategically and follow through, and I'm confident she'll help move our institution forward in ways that matter."

In her own words, Dr. Wagenbach hopes to be a resource for students, faculty, and community members alike. "I want to help turn great ideas into reality," she said. "This role is about finding ways to support progress, both inside the classroom and in our community.

KAMRON NEAL

EARNS SECOND ALL-AMERICAN OUTDOOR HONOR WITH RUNNER-UP FINISH AT NAIA NATIONALS

At the 2025 NAIA Outdoor Track and Field National Championships, Kamron Neal earned All-American honors with a second-place finish in the 200-meter dash. Neal crossed the line in 20.77 seconds with a +2.7 m/s wind, scoring eight points for the Aggies and solidifying his place among the top sprinters in the nation.

"It's a great day to be an Aggie!" said head coach Cyrus Hall. "You can never complain when your guy gets on the podium, especially so close to the top. I know Kamron wanted the win, but only eight guys get to stand on that podium at the end of the year. The NAIA is so tough right now, and it is only getting tougher. He probably doesn't realize it yet, but he'll look back on this and be proud. I know I'm proud of him."

Hall added that Neal's success is helping build momentum for the OPSU program.

"It's fun for me to walk around a national meet and hear people talking about Panhandle State," Hall said. "We're trying to build this program, and Kamron has helped lay the foundation for future success."

With the season now complete, the Aggies are eyeing next year's return trip—with plans to bring a larger squad.

"It was a great year," Hall said. "We're looking forward to the challenge of trying to get some athletes back here next year—hopefully a few more bodies, including some of our ladies. But I think right now, most of us are just looking forward to a little rest and relaxation."

OPSU HOSTS FIRST

CONTINUING PROFESSIONAL EDUCATION WELDING WORKSHOP FOR AGRICULTURAL EDUCATORS

The College of Business and Technology at Oklahoma Panhandle State University proudly hosted its inaugural Continuing Professional Education (CPE) Workshop in Welding, offering agricultural educators from across the region a valuable opportunity to enhance their technical expertise and teaching practices.

The hands-on workshop focused on foundational and advanced techniques in Arc Welding, MIG Welding, and Oxy/Acetylene Welding. Designed specifically for agricultural teachers, the training emphasized skill development and effective instructional strategies to help educators bring these essential skills into their classrooms with confidence.

The session was led by Mr. Jeffrey Cramer, Instructor of Industrial Technology at OPSU, whose practical experience and dedication to workforce education ensured a productive and engaging environment for all participants.

Vickie Pasque, Dean of the College of Business and Technology, highlighted the importance of professional learning opportunities like this one. “At OPSU, we are committed to supporting both current educators and future industry leaders. This workshop exemplifies how we can extend our expertise beyond campus and help equip teachers with the skills and strategies needed to enhance their classrooms.”

Dr. Charla Lewis, OPSU Vice President of Academic Affairs, echoed the significance of the initiative. “By investing in our region’s educators, we’re investing in the future of rural education and workforce readiness. Workshops like this one reinforce our university’s role as a partner in lifelong learning and community development.”

This CPE initiative marks a meaningful step in OPSU’s ongoing mission to support regional educators and strengthen career-readiness pathways across the Oklahoma Panhandle. Plans are already underway for future workshops, building on the success of this first session.

VICKI PASQUE

NAMED DEAN OF COLLEGE OF BUSINESS AND TECHNOLOGY

Oklahoma Panhandle State University is proud to announce Vicki Pasque as the new Dean of the College of Business and Technology. With more than 20 years of service to OPSU, Pasque brings valuable experience, an understanding of the university's mission, and a clear vision for the future of the college.

Pasque has spent the past two decades in OPSU's Computer Information Systems department and recently served as interim dean of the college. In that time, she has played a vital role in shaping programs, mentoring students, and supporting faculty development. Now, she steps into this leadership role with a plan focused on growth, community connection, and student success.

"In the short term, I'm focused on strengthening our academic programs, enhancing student outcomes, and deepening our community relationships, including building strong connections with local schools and businesses," Pasque said.

A key initiative in this effort is the upcoming Panhandle Tech Program, opening technical courses for concurrent enrollment to qualifying high school students in the region.

Longer-term, Pasque hopes to shape the College of Business and Technology into a valuable community resource. "We want to offer more than just degrees. We want to prepare students for meaningful careers and contribute to the growth and vitality of the Panhandle," she said. "This region has a legacy of grit, determination, and people helping one another. That's the spirit we want to reflect in everything we do."

Pasque is also working to expand the college's academic offerings. Two new business concentrations, Hospitality and Tourism, and Sports and Recreation Management, are in development to serve growing student interest and regional industry needs. She also plans to grow partnerships with local school districts and businesses to create more opportunities for internships, dual credit, and real-world learning.

To Pasque, student success is about more than graduation rates. "It means helping students build the confidence, curiosity, and critical thinking skills they'll need long after they leave OPSU," she said. "It's about preparing them for a lifetime of learning, growth, and contribution to their communities."

Pasque is also focused on supporting the faculty who serve as the foundation of the college. She is committed to promoting faculty development and increasing engagement with industry leaders through guest lectures, advisory boards, and collaborative projects that bring value to both students and educators.

Dr. Charla Lewis, Vice President of Academic Affairs, shared her thoughts on Pasque's appointment. "Vicki brings a thoughtful, mission-driven approach to leadership. She understands what makes the Panhandle and OPSU so unique. Her ability to listen, collaborate, and keep students at the center of every decision makes her exactly the kind of leader the College of Business and Technology needs."

"Vicki Pasque brings years of institutional knowledge and a deep understanding of the Panhandle to her new role as dean," said OPSU President Dr. Julie Dinger. "I appreciate her commitment to our students and her willingness to step into leadership at a time of growth and change for the College of Business and Technology. I look forward to seeing how she continues to advance the college's mission in service to our region."

Pasque said her time at OPSU has prepared her well for this new role. "I've been fortunate to work alongside dedicated educators and staff who truly care about our students," she said. "This is a place that values service, resilience, and community. I'm honored to help lead the next chapter of our college."

With Pasque in place as dean, the College of Business and Technology is poised to continue growing its impact on campus and across the Oklahoma Panhandle.

OKLAHOMA
PANHANDLE
STATE UNIVERSITY
Kayla
2025
CHECK OUT
ALL THINGS
OPSU!
@WEAREPANHANDLE

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 Kirstan A. Neukam, Oklahoma Panhandle State University Emeritus Staff, was claimed by death on April 6, 2025.

WHEREAS, Kristan A. Neukam, by their loyalty, attention to duty, and faithful performance rendered service as Director of Institutional Research and Assessment to Oklahoma Panhandle State University from 2005 to 2011, and as a citizen worthy of commemoration and respect; and

WHEREAS, their friends and Oklahoma Panhandle State University have suffered irreparable loss in their 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 6 years of exemplary service rendered by Kristan A. Neukam to Oklahoma Panhandle State University, the State of Oklahoma and its citizens, to express respect to their 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 Kristan A. Neukam.

Adopted by the Board the 13th day of June, 2025.

_____ _____

Dr. Julie Dinger, President Mr. Jimmy Harrel, Chair

New Appointment

Name	Title	Type	Effective Date	Salary	Contract Term
Allison Collins	Assistant Professor of Nursing	New Appointment	05/12/2025	$49,000.00	12 months
Rileigh Brown	Assistant Professor of Agricultural Communications	New Appointment	09/01/2025	$45,000.00	9 months

Change in Appointment – For Information Only

Name	Title	Type	Effective Date	Salary	Contract Term
Lauren McBee	Interim Director of Communication	Promotion	04/11/2025	$53,720.00	12 months
Stacy Nordquist	Dean and Assistant Professor of Arts and Education, Director of Teacher Education, Department Chair HPE	Promotion	06/01/2025	$74,514.97	12 months
Vicki Pasque	Dean and Assistant Professor, College of Business and Technology	Promotion	06/01/2025	$64,164.04	12 months
Rebekah Wagenbach	Assistant Professor of History and Political Science, Department Chair of Behavioral and Social Science, and Academic Innovation and Community Engagement Coordinator	Change in Appointment	07/01/2025	$57,000.00	9 months
Jarrett Kaufman	Associate Professor of English	Promotion	07/01/2025	$54,455.11	9 months
Julia Bird	Assistant Professor of Business Administration	Promotion	07/01/2025	$47,454.00	9 months
Mistina Merwin	Student Health Service Nurse and Head Cheerleading Coach	Change in Appointment	07/01/2025	$36,720.00	12 months
Robert Etbauer	Rodeo Livestock Manager	Change in Appointment	07/01/2025	$40,000.00	12 months
Shelbie Rose	Head Men's and Women' s Rodeo Coach	Promotion	07/01/2025	$62,000.00	12 months
Martin Fulmer	Assistant Professor of English	Change in Appointment	09/01/2025	$50,000.00	9 months

Retirement or Separation – For Information Only

Name	Title	Type	Effective Date
Stan Pollard	Associate Professor and Department Chair of Art	Separation	05/09/2025
Rebecca Pellam	Assistant Professor of Education	Separation	05/09/2025
Yunhee Kim	Assistant Professor of Music	Separation	05/09/2025
Kimberly Conyers	Director and Assistant Professor of Teacher Education, Department Chair of Education	Separation	05/09/2025
Gary Girod	Assistant Professor of History	Separation	06/01/2025
M'Lynn Wells	Head Shooting Sports Coach	Separation	06/12/2025
Ian Allison	Sports Information Director	Separation	06/12/2025
Tracy Curtis	Assistant Professor of Business Administration	Separation	08/01/2025

OKLAHOMA PANHANDLE STATE UNIVERSITY
OFFICE OF ACADEMIC AFFAIRS
P.O. Box 430 • Goodwell, OK 73939 • 580.349.1400

Bachelor of Science in STEM Studies – New Program Addition
Executive Summary

Institution: Oklahoma Panhandle State University
Review Date: June 13, 2025

Summary of Changes:

- New Degree Program: Proposes the addition of a Bachelor of Science in STEM Studies within the College of Agriculture, Science, and Nursing. The program is designed with a flexible structure and includes a shared 28-credit major core and eight distinct options:
  - General STEM Studies
  - Cybersecurity
  - Data Analytics
  - Ecology and Wildlife
  - Lab Applications
  - Mathematics Academic
  - Mathematics Teaching
  - Precision Agriculture
  - Pre-Engineering
  - Secondary Science
  - Technology Engineering in Schools
- Curricular Design: Each student completes a shared STEM core that includes coursework in chemistry, physics, computer information systems, industrial technology, and mathematics. A one-hour STEM Industry Experience course is included to ensure workforce alignment. Students then choose one of the interdisciplinary options tailored to specific industry or teaching fields.
- Delivery and Resources: All coursework will be delivered using existing faculty and resources. No new hires or facilities are required at launch.

Rationale:
This innovative program directly supports the Oklahoma State Regents for Higher Education's *Blueprint 2030: Innovating and Elevating Oklahoma Higher Education for Tomorrow's Workforce*, as well as OPSU's own *Panhandle Path Forward* initiative. Specifically, the program aligns with statewide goals to:

- Produce workforce-ready graduates in high-demand STEM fields.
- Address regional and statewide employment needs across multiple industries.
- Provide flexible and modular education for traditional students, adult learners, and transfer students.
- Increase student engagement through internship and research opportunities.
- Expand access to higher education pathways for rural and underserved populations.

A key driver of the program's development was strong employer feedback received during the February 2025 STEM Advisory Board meeting, where regional leaders in education, energy, banking, and precision agriculture expressed overwhelming support for a multidisciplinary STEM degree.

These stakeholders emphasized the value of graduates with diverse, applied skill sets across multiple STEM disciplines.

Labor Market Demand:
According to the U.S. Bureau of Labor Statistics, STEM occupations are projected to grow 10.4% from 2023 to 2033—significantly faster than the national average of 4%. Regionally, the Oklahoma Panhandle, Southwest Kansas, and Texas Panhandle show similar or stronger trends in agriculture, renewable energy, healthcare, and technology. The STEM Studies degree is positioned to meet these demands by providing adaptable, employer-responsive academic training.

Cost and Sustainability:

- Year 1 Cost: No additional cost. All courses already exist or are currently being developed.
- Faculty: Taught by existing OPSU faculty across multiple departments.
- Sustainability: Future resource needs will be monitored based on enrollment trends and evolving workforce demands. Program may qualify for grant support.

Outcome:
This new program fills a curricular gap by offering a flexible, interdisciplinary STEM “meta-major.” It is expected to:

- Boost OPSU enrollment and retention, particularly among transfer and adult students.
- Address low-productivity issues in traditional science and technology majors by consolidating them into an adaptable, modern degree.
- Increase degree completion rates and improve alignment with Oklahoma’s economic development goals.

OKLAHOMA PANHANDLE STATE UNIVERSITY

COLLEGE OF AGRICULTURE, SCIENCE, AND NURSING

Bachelor of Science – STEM Studies: New Program Addition with Options

Proposed Degree Plan with Options

STEM Studies (BS) **120 Semester Hours**
General STEM Studies Option

General Education **40**
MATH 1513 Pre-calculus Algebra
BIOL 1304 Principles of Biology I
PHYS 2014 General Physics I and Lab

Major Core **28**
CHEM 1135 General Chemistry I
CIS 1113 Intro to CIS
CIS 1213 Hardware/Software Troubleshooting
OR CIS 2223 Business Computer Applications
CIS 3623 Emerging Technologies
INDT 2113 Intro to Computer Aided Drafting
INDT 3303 Programmable Logic Controllers
OR INDT 3663 Hydraulics and Pneumatics
MATH 1613 Plane Trigonometry
MATH 1824 Calculus I
STEM 3001 STEM Industry Experience

Option **27**
All 27 semester hours must receive advisor and department chair approval in accordance with the General STEM Studies Approval Process. Courses shall be reflective of current trends in STEM fields and/or address job market demands.

Free Electives **25**
A minor in an area of the student's choice or guided electives as agreed to by the advisor focusing on the student's career goals to bring upper-level hours to 40 credit hours and total to 120 semester hours for graduation. These hours may be applicable toward a minor in any field that offers a minor or toward a double major.

All options share more than 50% of a common core

STEM Studies (BS) **120 Semester Hours**
Cybersecurity Option

General Education **40**
MATH 1513 Pre-calculus Algebra
BIOL 1304 Principles of Biology I
PHYS 2014 General Physics I and Lab

Major Core **28**
CHEM 1135 General Chemistry I
CIS 1113 Intro to CIS
CIS 1213 Hardware/Software Troubleshooting
OR CIS 2223 Business Computer Applications
CIS 3623 Emerging Technologies
INDT 2113 Intro to Computer Aided Drafting
INDT 3303 Programmable Logic Controllers
OR INDT 3663 Hydraulics and Pneumatics
MATH 1613 Plane Trigonometry
MATH 1824 Calculus I
STEM 3001 STEM Industry Experience

Option **27**
CIS 2323 Networking Fundamentals
CIS 2723 Intro to Operating Systems
CIS 2823 Applied Networking
CIS 3533 Digital Forensic Investigation
CIS 3893 Network Security
CIS 4000 Problems: Computer Information Systems (3 credit hours)
CIS 4073 Solutions for the Enterprise
CIS 4093 Securing the Enterprise
CIS 4213 Applied Networking II

Free Electives **25**
A minor in an area of the student's choice or guided electives as agreed to by the advisor focusing on the student's career goals to bring upper-level hours to 40 credit hours and total to 120 semester hours for graduation. These hours may be applicable toward a minor in any field that offers a minor or toward a double major. **Suggested electives: CIS 2513 and CIS 3123.**

PROPOSED

OKLAHOMA PANHANDLE STATE UNIVERSITY

COLLEGE OF AGRICULTURE, SCIENCE, AND NURSING

Bachelor of Science – STEM Studies: New Program Addition with Options

STEM Studies (BS) **120 Semester Hours**
Data Analytics Option

General Education **40**
MATH 1513 Pre-calculus Algebra
BIOL 1304 Principles of Biology I
PHYS 2014 General Physics I and Lab

Major Core **28**
CHEM 1135 General Chemistry I
CIS 1113 Intro to CIS
CIS 1213 Hardware/Software Troubleshooting
OR CIS 2223 Business Computer Applications
CIS 3623 Emerging Technologies
INDT 2113 Intro to Computer Aided Drafting
INDT 3303 Programmable Logic Controllers
OR INDT 3663 Hydraulics and Pneumatics
MATH 1613 Plane Trigonometry
MATH 1824 Calculus I
STEM 3001 STEM Industry Experience

Option **27**
ACCT 2103 Financial Accounting
ACCT 2203 Managerial Accounting
CIS 2123 Programming I
CIS 2513 Database Concepts and Design
CIS 3013 Information Systems for Business
CIS 4333 Advanced Database
CIS 4623 Data Analytics
MATH 3013 Statistical Methods
Directed Elective – 3 hours from ACCT, CIS, or MATH; must be advisor-approved

Free Electives **25**
A minor in an area of the student's choice or guided electives as agreed to by the advisor focusing on the student's career goals to bring upper-level hours to 40 credit hours and total to 120 semester hours for graduation. These hours may be applicable toward a minor in any field that offers a minor or toward a double major.

STEM Studies (BS) **120 Semester Hours**
Ecology and Wildlife Option

General Education **40**
MATH 1513 Pre-calculus Algebra
BIOL 1304 Principles of Biology I
PHYS 2014 General Physics I and Lab

Major Core **28**
CHEM 1135 General Chemistry I
CIS 1113 Intro to CIS
CIS 1213 Hardware/Software Troubleshooting
OR CIS 2223 Business Computer Applications
CIS 3623 Emerging Technologies
INDT 2113 Intro to Computer Aided Drafting
INDT 3303 Programmable Logic Controllers
OR INDT 3663 Hydraulics and Pneumatics
MATH 1613 Plane Trigonometry
MATH 1824 Calculus I
STEM 3001 STEM Industry Experience

Option **26**
BIOL 1504 Biology II
BIOL 3104 Ornithology
BIOL 3204 Herpetology
BIOL 3704 Ecology
WILD 1014 Intro to Natural History
WILD 3013 Applied Ecology & Conservation
WILD 4503 Wildlife Ecology & Management

Free Electives **26**
A minor in an area of the student's choice or guided electives as agreed to by the advisor focusing on the student's career goals to bring upper level hours to 40 credit hours and total to 120 semester hours for graduation. These hours may be applicable toward a minor in any field that offers a minor or toward a double major.

PROPOSED

OKLAHOMA PANHANDLE STATE UNIVERSITY

COLLEGE OF AGRICULTURE, SCIENCE, AND NURSING

Bachelor of Science – STEM Studies: New Program Addition with Options

STEM Studies (BS) **120 Semester Hours**
Lab Applications Option

General Education **40**
MATH 1513 Pre-calculus Algebra
BIOL 1304 Principles of Biology I
PHYS 2014 General Physics I and Lab
Major Core **28**
CHEM 1135 General Chemistry I
CIS 1113 Intro to CIS
CIS 1213 Hardware/Software Troubleshooting
OR CIS 2223 Business Computer Applications
CIS 3623 Emerging Technologies
INDT 2113 Intro to Computer Aided Drafting
INDT 3303 Programmable Logic Controllers
OR INDT 3663 Hydraulics and Pneumatics
MATH 1613 Plane Trigonometry
MATH 1824 Calculus I
STEM 3001 STEM Industry Experience
Option **27**
BIOL 1504 Biology II
BIOL 2124 Microbiology
BIOL 3133 Intro to Biotech
BIOL 4102 Lab Management
BIOL 4014 Cellular & Molecular Biology
CHEM 2235 General Chemistry II
CHEM 3025 Quantitative Analysis
Free Electives **25**
A minor in an area of the student's choice or guided electives as agreed to by the advisor focusing on the student's career goals to bring upper-level hours to 40 credit hours and total to 120 semester hours for graduation. These hours may be applicable toward a minor in any field that offers a minor or toward a double major.

STEM Studies (BS) **120 Semester Hours**
Mathematics Academic Option

General Education **40**
MATH 1513 Pre-calculus Algebra
BIOL 1304 Principles of Biology I
PHYS 2014 General Physics I and Lab
Major Core **28**
CHEM 1135 General Chemistry I
CIS 1113 Intro to CIS
CIS 1213 Hardware/Software Troubleshooting
OR CIS 2223 Business Computer Applications
CIS 3623 Emerging Technologies
INDT 2113 Intro to Computer Aided Drafting
INDT 3303 Programmable Logic Controllers
OR INDT 3663 Hydraulics and Pneumatics
MATH 1613 Plane Trigonometry
MATH 1824 Calculus I
STEM 3001 STEM Industry Experience
Option **27**
MATH 2424 Calculus II
MATH 2434 Calculus III
MATH 3333 Linear Algebra
MATH 3513 Foundations of Math
MATH 4323 Modern Algebra
MATH 3013 Statistical Methods **OR** MATH 4763 Probability & Statistics
PHYS 2114 General Physics II
Upper-Level Math Elective (3 hrs.)
Free Electives **25**
A minor in an area of the student's choice or guided electives as agreed to by the advisor focusing on the student's career goals to bring upper-level hours to 40 credit hours and total to 120 semester hours for graduation. These hours may be applicable toward a minor in any field that offers a minor or toward a double major.

PROPOSED

OKLAHOMA PANHANDLE STATE UNIVERSITY

COLLEGE OF AGRICULTURE, SCIENCE, AND NURSING

Bachelor of Science – STEM Studies: New Program Addition with Options

STEM Studies (BS) **120 Semester Hours**
Mathematics Teaching Option

General Education **40**
MATH 1513 Pre-calculus Algebra
BIOL 1304 Principles of Biology I
PHYS 2014 General Physics I and Lab
Major Core **27**
CHEM 1135 General Chemistry I
CIS 1113 Intro to CIS
CIS 1213 Hardware/Software Troubleshooting
OR CIS 2223 Business Computer Applications
CIS 3623 Emerging Technologies
INDT 2113 Intro to Computer Aided Drafting
INDT 3303 Programmable Logic Controllers
OR INDT 3663 Hydraulics and Pneumatics
MATH 1613 Plane Trigonometry
MATH 1824 Calculus I
Option **17**
MATH 2424 Calculus II
MATH 2434 Calculus III
MATH 3333 Linear Algebra
OR MATH 3443 Discrete Mathematics
MATH 3713 College Geometry
MATH 3013 Statistical Methods
OR MATH 4763 Probability & Statistics
Professional Education **36**
EDUC 2233 - Diversity in Education
EDUC 2113-Introduction to Education
EDUC 2213-Human Dev.: Child/Adolescent Psychology
*EDUC 3223-Educ of the Except. Child
*EDUC 4313-Educational Psychology
*EDUC 4333-Educational Technology
*EDUC 4343 Methods & Materials in Secondary Teaching
*EDUC 4533-Secondary Classroom Management/ Assessment
**EDUC 4720-Stu. Teaching in Secondary Schools (12)

STEM Studies (BS) **120 Semester Hours**
Precision Agriculture Option

General Education **40**
MATH 1513 Pre-calculus Algebra
BIOL 1304 Principles of Biology I
PHYS 2014 General Physics I and Lab
Major Core **28**
CHEM 1135 General Chemistry I
CIS 1113 Intro to CIS
CIS 1213 Hardware/Software Troubleshooting
OR CIS 2223 Business Computer Applications
CIS 3623 Emerging Technologies
INDT 2113 Intro to Computer Aided Drafting
INDT 3303 Programmable Logic Controllers
OR INDT 3663 Hydraulics and Pneumatics
MATH 1613 Plane Trigonometry
MATH 1824 Calculus I
STEM 3001 STEM Industry Experience
Option **22**
AG 1011 Intro to Ag Industry
AG 1022 Math Applications in Ag
ANSI 1124 Intro to Animal Science
AGRN 1213 Fundamentals of Plant Science
AG 2343 Agricultural Economics
AG 3203 Agricultural Internship
INDT 1103 Applied Electricity Principles
INDT 3303 Programmable Logic Controllers
OR INDT 3663 Hydraulics and Pneumatics
Free Electives **30**
A minor in an area of the student's choice or guided electives as agreed to by the advisor focusing on the student's career goals to bring upper-level hours to 40 credit hours and a total to 120 semester hours for graduation. These hours may be applicable toward a minor in any field that offers a minor or toward a double major.

PROPOSED

OKLAHOMA PANHANDLE STATE UNIVERSITY

COLLEGE OF AGRICULTURE, SCIENCE, AND NURSING

Bachelor of Science – STEM Studies: New Program Addition with Options

STEM Studies (BS) **120 Semester Hours**
Pre-Engineering Option

General Education **40**
MATH 1513 Pre-calculus Algebra
BIOL 1304 Principles of Biology I
PHYS 2014 General Physics I and Lab
Major Core **28**
CHEM 1135 General Chemistry I
CIS 1113 Intro to CIS
CIS 1213 Hardware/Software Troubleshooting
OR CIS 2223 Business Computer Applications
CIS 3623 Emerging Technologies
INDT 2113 Intro to Computer Aided Drafting
INDT 3303 Programmable Logic Controllers
OR INDT 3663 Hydraulics and Pneumatics
MATH 1613 Plane Trigonometry
MATH 1824 Calculus I
STEM 3001 STEM Industry Experience
Option **27**
MATH 2424 Calculus II
MATH 2434 Calculus III
MATH 4413 Ordinary Differential Equations
PHYS 2114 Physics II
Choose 12 hours from:
INDT 1103 Applied Electricity Principles
INDT 3303 Programmable Logic Controllers
OR INDT 3663 Hydraulics and Pneumatics
INDT 2203 DC/AC Circuits
INDT 3123 Advanced CAD
INDT 3643 Power Mechanics I
INDT 3653 Power Mechanics II
PHYS 2212 Physics I Calculus Supplement
PHYS 2312 Physics II Calculus Supplement
MATH 3013 Statistical Methods
MATH 3333 Linear Algebra
MATH 4000 Problems in Math
Free Electives **25**
A minor in an area of the student's choice or guided electives as agreed to by the advisor focusing on the student's career goals to bring upper-level hours to 40 credit hours and total to 120 semester hours for graduation. These hours may be applicable toward a minor in any field that offers a minor or toward a double major.

STEM Studies (BS) **120 Semester Hours**
Secondary Science Option

General Education **40**
MATH 1513 Pre-calculus Algebra
BIOL 1304 Principles of Biology I
PHYS 2014 General Physics I and Lab
Major Core **28**
CHEM 1135 General Chemistry I
CIS 1113 Intro to CIS
CIS 1213 Hardware/Software Troubleshooting
OR CIS 2223 Business Computer Applications
CIS 3623 Emerging Technologies
INDT 2113 Intro to Computer Aided Drafting
INDT 3303 Programmable Logic Controllers
OR INDT 3663 Hydraulics and Pneumatics
MATH 1613 Plane Trigonometry
MATH 1824 Calculus I
STEM 3001 STEM Industry Experience
Option **28**
BIOL 1504 Biology II
BIOL 2104 Human Anatomy
OR BIOL 3024 Genetics
BIOL 4102 Lab Management
CHEM 3315 Organic Chemistry I
CHEM 3325 Organic Chemistry II
EASC 1014 Earth Science
PHYS 2114 General Physics II
Free Electives **24**
A minor in an area of the student's choice or guided electives as agreed to by the advisor focusing on the student's career goals to bring upper-level hours to 40 credit hours and total to 120 semester hours for graduation. These hours may be applicable toward a minor in any field that offers a minor or toward a double major. **For the Secondary Science Option, an Education minor is suggested.**

PROPOSED

OKLAHOMA PANHANDLE STATE UNIVERSITY

COLLEGE OF AGRICULTURE, SCIENCE, AND NURSING

Bachelor of Science – STEM Studies: New Program Addition with Options

STEM Studies (BS) **120 Semester Hours**
Technology Engineering in Schools Option

General Education **40**
MATH 1513 Pre-calculus Algebra
BIOL 1304 Principles of Biology I
PHYS 2014 General Physics I and Lab

Major Core **28**
CHEM 1135 General Chemistry I
CIS 1113 Intro to CIS
CIS 1213 Hardware/Software Troubleshooting
OR CIS 2223 Business Computer Applications
CIS 3623 Emerging Technologies
INDT 2113 Intro to Computer Aided Drafting
INDT 3303 Programmable Logic Controllers
OR INDT 3663 Hydraulics and Pneumatics
MATH 1613 Plane Trigonometry
MATH 1824 Calculus I
STEM 3001 STEM Industry Experience

Option **27**
CIS 2113 HTML and Web Page Design
CIS 2513 Database Concepts and Design
CIS 2623 2D Graphics Application
CIS 3123 Interactive Web Design
CIS 3393 Video Editing
Choose 12 hours from the following
CIS 2303 Lighting and Composition
CIS 2633 Audio for Video
CIS 3413 Video Post-Production
CIS 3433 Vector Based Graphics Applications
CIS 4013 From Sci-Fi to Reality
CIS 4103 UI/UX
CIS 4123 Advanced Web Design
CIS 4413 Web Animation

Free Electives **25**
A minor in an area of the student's choice or guided electives as agreed to by the advisor focusing on the student's career goals to bring upper-level hours to 40 credit hours and total to 120 semester hours for graduation. These hours may be applicable toward a minor in any field that offers a minor or toward a double major. **For the Technology Engineering in Schools Option, an Education minor is suggested.**

PROPOSED

OKLAHOMA PANHANDLE STATE UNIVERSITY
OFFICE OF ACADEMIC AFFAIRS
P.O. Box 430 • Goodwell, OK 73939 • 580.349.1400

Program Modifications
Executive Summary

Institution: Oklahoma Panhandle State University
Review Date: June 13, 2025

These modifications reflect OPSU's commitment to continuous improvement, addressing student needs, optimizing course scheduling, and aligning with curricular updates from the Departments of Business Administration, Health and Physical Education, Accounting, Mathematics, Computer Information Systems, Biology, and Agriculture. The proposed changes are strategic, student-centered, and maintain academic rigor while improving accessibility and completion pathways.

Bachelor of Business Administration – Accounting: Accounting Information Systems Option – Option Suspension

Summary of Changes:

- Suspension: Suspends the AIS option within the BBA Accounting degree.
- Curricular Impact: Option has had no declared majors in recent years and faces faculty constraints for specialized AIS courses.

Rationale: Courses required for this option are no longer sustainable due to staffing limitations and low demand.

Outcome: Streamlines the Accounting program and allows reallocation of instructional resources.

Bachelor of Business Administration in Business Administration: Hospitality and Tourism – Program Modification

Summary of Changes:

- Launch & Modernization: Activates an option previously approved in 2017 but never implemented. Updates the plan with 7 new courses and removal of 5 outdated ones.
- Curriculum Enhancements: Adds courses in event management, tourism destination marketing, hotel operations, supply chain management, and revenue management.
- Delivery Mode: Designed for online implementation, aligning with market and student demand.

Rationale: Reflects the economic growth in Oklahoma's tourism sector and demand for hospitality professionals. The updated curriculum supports regional workforce development and provides an attractive online option for students.

Outcome: Positions OPSU as a competitive provider in hospitality and tourism education; no impact on current students; estimated cost limited to adjunct coverage.

Bachelor of Business Administration: Business Administration: Sports and Recreation Management – Option Addition

Summary of Changes:

- New Option: Adds a Sports and Recreation Management option to the existing BBA in Business Administration.
- Curriculum Design: Combines core business courses with HPE electives in areas like legal liability in sport, sports information management, and athletic administration.

Rationale: Addresses increasing student interest and labor market demand for business professionals in the sports and recreation industry. Integrates business and HPE curriculum already offered at OPSU.

Outcome: No additional cost anticipated. Expected to increase enrollment in both BBA and HPE courses.

Bachelor of Science in Health and Physical Education – Academic Option – Program Modification

Summary of Changes:

- General Education Flexibility: Expands math requirements to allow multiple course options, including Quantitative Reasoning, College Algebra, and Modeling & Basic Statistics.
- Elective Revisions: Removes outdated electives and adds new ones, including HPE 3042, 4000, 4813, 4832, and 4942.
- Catalog Clarification: Updates elective listings to match actual course offerings and scheduling availability.

Rationale: Reflects the needs of transfer students who often bring College Algebra or Statistics credit. Changes enhance advising clarity and reduce scheduling conflicts.

Outcome: Maintains a 120-hour program, improves catalog accuracy, and supports timely degree completion with no negative impact on current students.

Bachelor of Science in Health and Physical Education – Teaching Option – Program Modification

Summary of Changes:

- Math Requirement Update: Adds College Algebra and Modeling & Basic Statistics as options, reducing reliance on Quantitative Reasoning.
- Course Removal: Drops EDUC 2001 (no longer offered by the Department of Education); content absorbed into EDUC 2113.
- Elective Revisions: Removes HPE 2042 and 4822; adds HPE 3042, 4000, 4813, 4832, and 4942.

Rationale: Provides greater flexibility for students, especially transfers, and reflects updates in curriculum and course availability. Adjusts to structural changes in the teacher preparation sequence.

Outcome: Improves program efficiency and responsiveness without altering total credit hours or student outcomes.

OKLAHOMA PANHANDLE STATE UNIVERSITY

COLLEGE OF BUSINESS AND TECHNOLOGY

Bachelor of Business Administration – Accounting – Accounting Information Systems - Option Suspension

Current Degree Plan

Accounting (BBA) 120 Semester Hours
Accounting Information Systems Option (AIS)

General Education **40**
COMM 1113-Speech Communications
ECON 2113-Principles of Macroeconomics
MATH 1513-Pre-Calculus Algebra OR
MATH 1523-Modeling and Basic Statistics
Major
Business Core **30**
ACCT 2103-Financial Accounting
ACCT 2203-Managerial Accounting
BADM 2103-Professional Skills in the Workplace
BADM 3123-Legal Environment of Business
BADM 3173-Business Communications
BADM 4603-Business Ethics
CIS 2113-HTML and Web Page Design
FIN 3773-Business Finance I
MGMT 3813-Principles of Management
MKTG 3913-Principles of Marketing
Accounting Core **30**
AIS 3013-Introduction to AIS
ACCT 3203-Elementary Cost Accounting
ACCT 3303-Intermediate Accounting
ACCT 3403-Advanced Intermediate Accounting
ACCT 4013-Income Tax Procedure I
ACCT 4303-Public Sector Accounting
ACCT 4503-Auditing
BADM 3323-The Law of Business Organizations
CIS 2223-Business Computer Applications
ECON 2123-Microeconomics
Accounting Electives **15**
Choose nine hours from:
AIS 2513-Database Use and Data Analysis
AIS 3103-Computer Applications for Accounting Majors
AIS 3803-Accounting Information Technology
AIS 4113-Accounting E-Commerce
AIS 4223-Structured Systems Analysis
Choose six hours from any upper division ACCT or AIS course.
College of Business Electives **5**
Minor
Upon completion of the Accounting major with an AIS option, the student will have sufficient courses for a minor in Business Administration.

PROPOSED

OKLAHOMA PANHANDLE STATE UNIVERSITY

COLLEGE OF BUSINESS AND TECHNOLOGY

Bachelor of Business Administration – Business Administration: Hospitality and Tourism Option

Program Modification – Proposed Requirements for Students – Academic Year 2025/2026

Current Degree Plan

Business Administration (BBA) 120 Semester Hours
Hospitality and Tourism Option

General Education Requirements 40
Business Core 36
Acct 2103-Financial Accounting
Acct 2203-Managerial Accounting
Econ 2123-Microeconomics
Badm 3123-Business Law I
Badm 3173-Business Communications
Badm 3613-Statistics
Badm 4603-Business Ethics
Cis 2013-Information Systems for Business
Cis 2223-Micro Applications
Fin 3773-Business Finance I
Mgmt 3813-Principles of Management
Mktg 3913-Principles of Marketing
Co-requisite Requirements
(may be used for General Educ. requirements)
Comm 1113 Speech Communications
Econ 2113-Principles of Macroeconomics
Math 1513-College Algebra **OR**
Math 1523-Modeling and Basic Statistics
Hospitality and Tourism Option 12
*Hosp 1103-Intro. to Tourism & Hospitality Mgmt.
*Hosp 1503-Conv., Mtg. & Event Planning
*Hosp 2103-Restaurant Management
*Hosp 2503-Lodging Management
Business Capstone 3
*Hosp 2900-Field Experience
School of Business Electives 9
Minor or guided electives 20
A minor in an area of the student's choice or guided electives as agreed to by the advisor focusing on the student's career goals to bring upper-level hours to 40 credit hours and total to 120 semester hours for graduation. These hours may be applicable toward a minor in any field that offers a minor or to a double major.

Proposed Degree Plan

Business Administration (BBA) 120 Semester Hours
Hospitality and Tourism Option

General Education Requirements 40
General Education Co-requisite Requirements
~~(may be used for General Educ. requirements)~~
~~Comm 1113 Speech Communications~~
Econ 2113-Principles of Macroeconomics
Math 1523 **or 1525**-Modeling and Basic Statistics
OR Math 1513 Pre-Calculus Algebra
Business Core 30 ~~36~~
Acct 2103-Financial Accounting
Acct 2203-Managerial Accounting
~~Econ 2123-Microeconomics~~
Badm 2023-Professional Skills in the Workplace
Badm 3123-**~~Business Law I~~ Legal Environment of Business**
Badm 3173-Business Communications
~~Badm 3613-Statistics~~
Badm 4603-Business Ethics
Cis **~~2013~~3013**-Information Systems for Business
~~Cis 2223-Micro Applications~~
Fin 3773-Business Finance I
Mgmt 3813-Principles of Management
Mktg 3913-Principles of Marketing
Required Courses 15
Badm 1013 – Introduction to Business
Hosp 2103-Intro to Hospitality & Tourism
Badm 1213- Introduction to Technology
Cis 2223-Business Computer Applications
Econ 2123-Principles of Microeconomics
Hospitality and Tourism Option 15 ~~12~~
~~*Hosp 1103-Intro. to Tourism & Hospitality Mgmt.~~
~~*Hosp 1503-Conv., Mtg. & Event Planning~~
~~*Hosp 2103-Restaurant Management~~
~~*Hosp 2503-Lodging Management~~
Hosp 3903-Event, Conf. & Festival Mgmt
Hosp 3993-Tourism Dest. Mktg & Mgmt
Mgmt 4973-Supply Chain Management/Purchasing
Hosp 4503- Hotel Operations Management
Hosp 4833-Hotel Revenue Management
Business Capstone 3
~~*Hosp 2900-Field Experience~~
Mgmt 4893-Small Business Management
OR Mgmt 4983-Strategic Management Bus. Policy
College ~~School~~ of Business Electives 6 ~~9~~
Minor or guided electives 11 ~~20~~
A minor in an area of the student's choice or guided electives as agreed to by the advisor focusing on the student's career goals to bring upper-level hours to 40 credit hours and total to 120 semester hours for graduation. These hours may be applicable toward a minor in any field that offers a minor or to a double major.

New Courses are highlighted

PROPOSED

OKLAHOMA PANHANDLE STATE UNIVERSITY

COLLEGE OF BUSINESS AND TECHNOLOGY

Bachelor of Business Administration - Business Administration – Sports & Recreation Management Option
Option Addition - Proposed Requirements for Students – Academic Year 2025/2026

Parent Degree		Proposed Option	
Business Administration (BBA) **General Business Option**	**120 Semester Hours**	**Business Administration (BBA)** **Sports & Recreation Management Option**	**120 Semester Hours**
General Education	**40**	**General Education**	**40**
General Education Co-Requisite Requirements		**General Education Co-requisite Requirements**	
ECON 2113-Principles of Macroeconomics		ECON 2113 - Principles of Macroeconomics	
MATH 1523 or 1525-Modeling and Basic Statistics OR MATH 1513 Pre-Calculus Algebra		MATH 1523 or 1525 - Modeling and Basic Statistics OR MATH 1513 Pre-Calculus Algebra	
Business Core	**30**	**Business Core**	**30**
ACCT 2103-Financial Accounting		ACCT 2103-Financial Accounting	
ACCT 2203-Managerial Accounting		ACCT 2203-Managerial Accounting	
BADM 2023-Professional Skills in the Workplace		BADM 2023-Professional Skills in the Workplace	
BADM 3123-Legal Environment of Business		BADM 3123-Legal Environment of Business	
BADM 3173-Business Communications		BADM 3173-Business Communications	
BADM 4603-Business Ethics		BADM 4603-Business Ethics	
CIS 3013-Information Systems for Business		CIS 3013-Information Systems for Business	
FIN 3773-Business Finance I		FIN 3773-Business Finance I	
MGMT 3813-Principles of Management		MGMT 3813-Principles of Management	
MKTG 3913-Principles of Marketing		MKTG 3913-Principles of Marketing	
Required Courses	**15**	**Required Courses**	**15**
BADM 1013-Intro to Business		BADM 1013-Introduction to Business	
BADM 2013-Personal Finance		BADM 2013-Personal Finance	
BADM 1213-Introduction to Technology		BADM 1213-Introduction to Technology	
CIS 2223-Business Computer Applications		CIS 2223-Business Computer Applications	
ECON 2123-Principles of Microeconomics		ECON 2123-Principles of Microeconomics	
General Business Concentration	**12**	**Sports & Recreation Management Concentration**	**14**
FIN 3783-Business Finance II OR ACCT 3203-Elementary Cost Accounting		HPE 4133 Org/Admin of Athletics	
MKTG 4313-Marketing Research		HPE 4313 HPE Internship	
BADM 3323-The Law of Business Organizations		HPE 4832 Legal Liability in Sports/Rec	
MGMT 4013-Organizational Behavior		HPE 4103 Sports Information Management	
		MGMT 4873-Human Resources Management	
Business Capstone	**3**	**Business Capstone**	**3**
MGMT 4893-Small Business Management OR MGMT 4983-Strategic Management & Bus. Policy		MGMT 4893-Small Business Management OR MGMT 4983-Strategic Management & Bus. Policy	
College of Business Electives	**9**	**MGMT or HPE Electives**	**9**
Free or guided electives	**11**	**Free or guided electives**	**9**
A minor in an area of the student's choice or guided electives as agreed to by the advisor focusing on the student's career goals to bring upper-level hours to 40 credit hours and total to 120 semester hours for graduation. These hours may be applicable toward a minor in any field that offers a minor or to a double major.		A minor in an area of the student's choice or guided electives as agreed to by the advisor focusing on the student's career goals to bring upper-level hours to 40 credit hours and total to 120 semester hours for graduation. These hours may be applicable toward a minor in any field that offers a minor or to a double major.	

Indicates a common core with the parent degree.

PROPOSED

OKLAHOMA PANHANDLE STATE UNIVERSITY

COLLEGE OF ARTS AND EDUCATION

Bachelor of Science – Health and Physical Education: Academic Option

Program Modification - Proposed Requirements for Students – Academic Year 2025/2026

Current Degree Plan

Health and Physical Education (BS) 120 Semester Hours
Academic Option (non-teaching)

General Education **40**
Mathematics
MATH 1473-Quantitative Reasoning
Social Science
PSYC 2123-Psychology of Personal Adjustment
HPE Coursework **47**
BIOL 2205-Human Physiology
HPE 1001-Lifetime Wellness
HPE 2003-Introduction to Management and Instruction in Physical Activities
HPE 2102-First Aid
HPE 2122-Care and Prevention of Athletic Injury
HPE 2212-School & Comm. Health Programs
HPE 2222-Personal Health and Drug
HPE 2253-Foundations of Physical Education
HPE 3162-Evaluations of Physical Activities
HPE 3172-Adaptive and Therapeutic PE
HPE 3263-Kinesiology
HPE 3693-Physiology of Exercise
HPE 4012-Skills and Techniques Team Act.
HPE 4022-Skills & Techniques Indiv. & Dual Activ.
HPE 4123-Org. & Admin. of Physical Education
HPE Electives - choose 10 hours from:
HPE 1101, 2201, 3101, 4101-Intercollegiate Activities (maximum of eight credit hours)
BIOL 1123-Nutrition
HPE 2012-Fundamentals and Coaching of Football
HPE 2022-Fundamentals and Coaching of Basketball
HPE 2032-Fund. & Coaching of Baseball & Softball
HPE 2042-Officiating
HPE 2052-Fund. & Coaching of Track & Field
HPE 2062-Fundamentals and Coaching of Volleyball
HPE 2072-Fundamentals and Coaching of Soccer
HPE 2113-Camping and Outdoor Skills
HPE 3072-Fund. & Coaching Strength & Conditioning
HPE 3273-Internship I
HPE 4103-Sports Information Management
HPE 4273-Internship II
HPE 4311-Health and Physical Education Internship
HPE 4312-Health and Physical Education Internship
HPE 4313-Health and Physical Education Internship
HPE 4822-Exercise and Fitness Prescription
Electives to have degree equal 120 hours

Selection of a minor is strongly encouraged.

No grade in the HPE core or electives below a "C" will be counted toward the HPE major (any option) or minor.

Proposed Degree Plan

Health and Physical Education (BS) 120 Semester Hours
Academic Option (non-teaching)

General Education **40**
Mathematics
MATH 1473 **or 1475**-Quantitative Reasoning, **MATH 1513 or 1515- Pre-calculus Algebra, or MATH 1523 or 1525 Modeling and Basic Statistics**
Social Science
PSYC 2123-Psychology of Personal Adjustment
HPE Coursework **47**
Biol 2205-Human Physiology
HPE 1001-Lifetime Wellness
HPE 2003-Introduction to Management and Instruction in Physical Activities
HPE 2102-First Aid
HPE 2122-Care and Prevention of Athletic Injury
HPE 2212-School & Comm. Health Programs
HPE 2222-Personal Health and Drug
HPE 2253-Foundations of Physical Education
HPE 3162-Evaluations of Physical Activities
HPE 3172-Adaptive and Therapeutic PE
HPE 3263-Kinesiology
HPE 3693-Physiology of Exercise
HPE 4012-Skills and Techniques Team Act.
HPE 4022-Skills & Techniques Indiv. & Dual Activ.
HPE 4123-Org. & Admin. of Physical Education
HPE Electives - choose 10 hours from:
HPE 1101, 2201, 3101, 4101-Intercollegiate Activities (maximum of eight credit hours)
BIOL 1123-Nutrition
HPE 2012-Fundamentals and Coaching of Football
HPE 2022-Fundamentals and Coaching of Basketball
HPE 2032-Fund. & Coaching of Baseball & Softball
HPE 2052-Fund. & Coaching of Track & Field
HPE 2062-Fundamentals and Coaching of Volleyball
HPE 2072-Fundamentals and Coaching of Soccer
HPE 3042-Officiating
HPE 3072-Fund. & Coaching Strength & Conditioning
HPE 3273-Internship I
HPE 4000-Problems in Health/Physical Education
HPE 4103-Sports Information Management
HPE 4273-Internship II
HPE 4311-Health and Physical Education Internship
HPE 4312-Health and Physical Education Internship
HPE 4313-Health and Physical Education Internship
HPE 4813-Exercise and Fitness Prescription
HPE 4832-Legal Liability in Sports/Rec
HPE 4942-Readings in Health and Sports Science
Electives to have degree equal 120 hours

Selection of a minor is strongly encouraged.

No grade in the HPE core or electives below a "C" will be counted toward the HPE major (any option) or minor.

PROPOSED

OKLAHOMA PANHANDLE STATE UNIVERSITY

COLLEGE OF ARTS AND EDUCATION

Bachelor of Science – Health and Physical Education: Teaching Option

Program Modification – Proposed Requirements for Students – Academic Year 2025/2026

Current Degree Plan

Health and Physical Education (BS) 120 Semester Hours
Teaching Option

General Education **40**

Mathematics
MATH 1523-Modeling and Basic Statistics

Social Science
PSYC 2123-Psychology of Personal Adjustment

Co-Requisites and Pre-Professional Courses **9**
EDUC 2113-Introduction to Education
EDUC 2213-Human Development/Child and Adolescent Psychology
EDUC 2233-Diversity in Education

HPE Core **41**
BIOL 2205-Human Physiology (also counts as a General Education Liberal Arts Elective)
HPE 1001-Lifetime Wellness
HPE 2003-Introduction to Management and Instruction in Physical Activities
HPE 2102-First Aid
HPE 2122-Care and Prevention of Athletic Injury
HPE 2212-School and Community Health Programs
HPE 2222-Personal Health and Drug
HPE 2253-Foundations of Physical Education
HPE 3162-Evaluations of Physical Activities
HPE 3172-Adaptive and Therapeutic PE
HPE 3263-Kinesiology
HPE 3693-Physiology of Exercise
HPE 4012-Skills and Techniques Team Act.
HPE 4022-Skills and Techniques Individual and Dual Activities
HPE 4123-Organization and Admin. of Physical Education

HPE Electives - Select 5 hours from:
BIOL 1123-Nutrition
HPE 2012-Fundamentals and Coaching of Football
HPE 2022-Fundamentals and Coaching of Basketball
HPE 2032-Fundamentals and Coaching of Baseball and Softball
HPE 2042-Officiating
HPE 2052-Fundamentals and Coaching of Track and Field
HPE 2062-Fundamentals and Coaching of Volleyball
HPE 2072-Fundamentals and Coaching of Soccer
HPE 3072-Fundamentals and Coaching of Strength and Conditioning
HPE 4103-Sports Information Management
HPE 4822-Exercise and Fitness Prescription

Professional Education **25 hours**
EDUC 2001-Education Seminar
*EDUC 3223-Education of the Except. Child
*EDUC 4313-Educational Psychology
*EDUC 4333-Educational Technology
*EDUC 4533-Secondary Classroom Management and Assessment OR
EDUC 4433-Elementary Classroom Management and Assessment
**EDUC 4750-Student Teaching in Elementary/ Secondary Schools (12)

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

****Restricted Classes - Must be admitted to the Professional Semester prior to enrolling.**

No grade below "C" will be counted toward the HPE major (any option) or minor.

All courses in the HPE Core and Professional Education must be passed with a grade of "C" or above.

PROPOSED

OKLAHOMA PANHANDLE STATE UNIVERSITY

COLLEGE OF ARTS AND EDUCATION

Bachelor of Science – Health and Physical Education: Teaching Option

Program Modification – Proposed Requirements for Students – Academic Year 2025/2026

Proposed Degree Plan

Health and Physical Education (BS) 120 Semester Hours
Teaching Option

General Education 40

Mathematics

MATH 1523-Modeling and Basic Statistics, **MATH 1473-Quantitative Reasoning, MATH 1513 Precalculus Algebra**

Social Science

PSYC 2123-Psychology of Personal Adjustment

Co-Requisites and Pre-Professional Courses 9

EDUC 2113-Introduction to Education
EDUC 2213-Human Development/Child and Adolescent Psychology
EDUC 2233-Diversity in Education

HPE Core 41

BIOL 2205-Human Physiology (also counts a General Education Liberal Arts Elective)
HPE 1001-Lifetime Wellness
HPE 2003-Introduction to Management and Instruction in Physical Activities
HPE 2102-First Aid
HPE 2122-Care and Prevention of Athletic Injury
HPE 2212-School and Community Health Programs
HPE 2222-Personal Health and Drug
HPE 2253-Foundations of Physical Education
HPE 3162-Evaluations of Physical Activities
HPE 3172-Adaptive and Therapeutic PE
HPE 3263-Kinesiology
HPE 3693-Physiology of Exercise
HPE 4012-Skills and Techniques Team Act.
HPE 4022-Skills and Techniques Individual and Dual Activities
HPE 4123-Organization and Admin. of Physical Education

HPE Electives - Select 5 hours from:

BIOL 1123-Nutrition
HPE 2012-Fundamentals and Coaching of Football
HPE 2022-Fundamentals and Coaching of Basketball
HPE 2032-Fundamentals and Coaching of Baseball and Softball
HPE 2052-Fundamentals and Coaching of Track and Field
HPE 2062-Fundamentals and Coaching of Volleyball
HPE 2072-Fundamentals and Coaching of Soccer
HPE 3042-Officiating
HPE 3072-Fundamentals and Coaching of Strength and Conditioning
HPE 4000-Problems in Health/Physical Education
HPE 4103-Sports Information Management
HPE 4813-Exercise and Fitness Prescription
HPE 4832-Legal Liability in Sports/Rec
HPE 4942-Readings in Health and Sports Science

Professional Education 25 hours

~~**EDUC 2001-Education Seminar**~~
*EDUC 3223-Education of the Except. Child
*EDUC 4313-Educational Psychology
*EDUC 4333-Educational Technology
*EDUC 4533-Secondary Classroom Management and Assessment OR
EDUC 4433-Elementary Classroom Management and Assessment
**EDUC 4750-Student Teaching in Elementary/Secondary Schools (12)

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

****Restricted Classes - Must be admitted to the Professional Semester prior to enrolling.**

No grade below "C" will be counted toward the HPE major (any option) or minor.

All courses in the HPE Core and Professional Education must be passed with a grade of "C" or above.

PROPOSED

Oklahoma Panhandle State University

Budget Assumptions

Enrollment	Budgeted FY26	Actual FY25	Actual FY24
Full Time Equivalent for full year (30 hrs.)	1085	895	915

Narrative: *We are decreasing budgeted enrollment credit hours by 5.8%.*

Tuition & Fees			
Tuition	$ 8,099,223	$ 7,104,769	$ 7,285,199
Mandatory Fees	$ 2,366,366	$ 1,817,506	$ 1,854,208
In State - Tuition Waivers	$ (625,000)	$ (629,336)	$ (581,814)
Out of State - Tuition Waivers	$ (2,390,000)	$ (2,433,057)	$ (2,712,028)
Total	$ 7,450,589	$ 5,859,881	$ 5,845,565

Narrative: We are not requesting any changes in tuition and fees.

State Appropriations			
General Appropriations	$7,031,097	$6,921,664	$ 6,874,004
Restricted for Capital	$4,937,735	$5,173,312	$ 1,526,672
State Match	$$	$$	$ -
Other	$$	$$	$ -

Narrative: *Received deferred maintenance funding in FY25 and will receive deferred maintenance funds in FY26.*

Housing			
Occupancy	775	677	712
Revenue	$1,685,017	$1,472,189	$ 861,947

Narrative: *We are increasing the individual room rate 2-4% or $50 per semester to offset increased maintenance costs. We anticipate the requirement for freshman to live on campus will positively affect occupancy.*

Board			
Meal plan participation	474	442	528
Revenue	$812,401	$758,080	$ 849,631

Narrative: *We are increasing the meal plans at the same rate our food service provider is increasing the annual contract. This is a 6% increase or $216 per year for the average student.*

Other Notable Budget Assumptions

Narrative:

OKLAHOMA PANHANDLE STATE UNIVERSITY
OFFICE OF THE VICE PRESIDENT OF ADVANCEMENT
P.O. Box 430 • Goodwell, OK 73939 • 580.349.1550

Executive Summary: Acceptance of Rural Infrastructure Grant (RIG) – Application #14774
Oklahoma Panhandle State University – SCADA System Infrastructure Project

Overview
Oklahoma Panhandle State University has been awarded a Rural Infrastructure Grant (RIG) from the Oklahoma Rural Water Association (ORWA) and the Oklahoma Department of Environmental Quality (DEQ) under application #14774. This grant approval supports the University's commitment to strengthening rural water infrastructure through the installation of a Supervisory Control and Data Acquisition (SCADA) system and backup generator capability.

Project Description
The funded project involves the installation of two Bluestar-brand natural gas backup generators (60KW and 130KW), associated radio controls, and Automatic Transfer Switches (ATSs) to provide critical redundancy for the University's water wells and control systems. This initiative aligns with statewide priorities for rural infrastructure resilience and operational continuity in critical utilities.

Grant and Financial Structure

- **Total Project Cost**: $100,000.00
- **RIG Funds Awarded**: $80,000.00
- **Required Matching Funds**: $20,000.00 (20% minimum match, to be provided by the University)
- **Reimbursement Model**: All RIG funds are disbursed post-payment upon submission of qualifying invoices and satisfactory inspection by ORWA.

Strategic Impact
This infrastructure enhancement not only increases water system reliability for the campus and surrounding community but also positions Panhandle State University as a model for rural sustainability investment. It ensures the continuity of essential services in the face of outages or emergencies, supporting both operational resilience and public trust.

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY
OKLAHOMA RURAL WATER ASSOCIATION

RIG RECIPIENT: Panhandle State University OK2007002

RIG AGREEMENT
between Panhandle State University OK2007002
and the Oklahoma Rural Water Association

I, Jimmy Harrel, duly authorized Chairman of the Panhandle State University OK2007002 (hereinafter "Applicant"), do hereby accept and acknowledge said grant according to the terms of this Rural Infrastructure Grant (hereinafter "RIG") Agreement. Receipt of the subject grant funds shall be acknowledged by separate receipt instrument at the time the same shall be received by an authorized representative of Applicant.

In accepting said grant, applicant duly acknowledges and agrees that in all regards and respects, Applicant must and shall comply with the requirements of all applicable federal and state statutory provisions and all terms of this RIG Grant Agreement. Without limiting the generality of the foregoing, the applicant agrees as follows:

1. Description of approved project. This grant has been approved by the RIG Committee for the Applicant's project which shall be as described in the approved RIG Application as well as other related construction and appurtenances (the "Project"), as provided in the Approved RIG Application attached hereto as "Application #14774" and incorporated by reference herein. Authorized Project costs include project construction labor pursuant to contract (except force account labor), construction materials, soil testing, engineering, and inspections.

2. Determination of amount of grant. The amount of this grant shall not exceed $80,000.

3. Submission of invoices and proof of project completion. Applicant shall maintain proper books, records, and supporting documentation (such as invoices, billing statements, and canceled checks for approved Project Costs) showing to the satisfaction of the Oklahoma Rural Water Association (ORWA) the amounts and purposes of all expenditures expected to be reimbursed by the RIG, and shall forward the same to ORWA for inspection and examination by the RIG Committee. As a prerequisite to receiving grant money from the ORWA, Applicant shall submit to ORWA copies of invoices for Project Costs. Additionally, Applicant shall submit to on-premises inspection by ORWA of invoiced projects. For projects which are inaccessible for inspection upon completion (i.e. infrastructure buried below ground), Applicant shall provide to ORWA digital photographs showing work progress of completed projects before they are buried. ***Any disbursement for Project Costs made without adequate supporting documentation and inspection shall be deemed to be an unauthorized expenditure for which Applicant may not be reimbursed.*** The Applicant shall direct any and all questions regarding whether an expenditure is authorized to the ORWA prior to making the expenditure. Upon review and approval of such documentation of paid Project Costs, ORWA will request funds from DEQ and upon receipt of such funds, ORWA will release the grant money to Applicant.

4. Twenty percent match requirement. The Applicant is required to match at least 20% of the final invoiced Project costs and is responsible for paying all Project costs in excess of the award amount listed in paragraph 2 above.

In consideration of the applicant's agreement to these terms and conditions, applicant has entered into and signed this RIG Agreement this _____ day of _____, 20___.

Panhandle State University OK2007002, Texas County, Oklahoma

By: _____
Chairman Jimmy Harrel

ATTEST:

By: _____

Title: _____

(BOARD SEAL)

APPLICATION #14774

RIG GRANT APPLICATION AND SUPPORTING DOCUMENTS AS APPROVED BY RIG COMMITTEE

Northwest Line Construction
PO Box 922
Hooker Ok 73945
Phone: (580)652-2443/Fax: (580)652-3386

To: OPSU Job# 1653

ATTN: Robbie Johnson DATE: April 29, 2024

Bid Proposal

To install two backup generators for the water wells and radio controls for the water system:

Both generators will be a Bluestar brand 60KW and 130KW, Natural Gas, Level one enclosure, 480-volt three phase, cement pad, block heater and battery charger included, ASCO 200 amp ATS's (automatic transfer switch)

PRICES GOODS FOR 30 DAYS

We here by send the above specifications, for a total sum of:
One hundred thousand dollars …..……. ($)100,000

(+Sales Tax and Freight Where Applicable)

PAYMENT TO BE MADE AS FOLLOWS: net 10.

All material is guaranteed to be as specified. All work to be completed in a workmanship like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation insurance.

Note: This proposal may be withdrawn by us if not accepted within thirty (30) days.

Authorized Signature: ***Date: April 29, 2024***

Acceptance of Proposal: ***The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.***

Authorized Signature: _____ ***Date:*** _____

OKLAHOMA PANHANDLE STATE UNIVERSITY
Fiscal Affairs

High Winds Damages 3/19/2025	
Location	**Damage**
Faculty Row	Roof damage
Anchor D Stadium	Fence damage
Weight Room	Roof damage
Anchor D Stadium	No Man's Land sign damaged
Various campus locations	Tree damage
Farm Well House	Separated from Foundation
Farm Round Top Barn	Building completely collapsed
Hefley Hall	Roof damage
Green House	Window damage
Hamilton Hall	Window damage
Faculty Row	Fence damage
Physical Plant	Fence damage
Married Student Housing & Annexes	Roof damage
Fleet Vans	Window damage
Doug Wirtz Building	Window damage

Board approval is requested to solicit bids and provide restoration of high winds damage across campus that occurred in March 2025. This is a long-term project, encompassing over 10 structures and is expected to take 6-12 months to complete all required work. The expected repair costs are estimated to be $150,000. The final out-of-pocket cost to Oklahoma Panhandle State University for this project is anticipated to be a $50,000 deductible after reimbursement from the insurance carrier.

Part J ---Purchase Requests over $100,000

We request approval of the following purchase orders over $100,000 for FY2026

Contract	Explanation	FY 26
Akademos	Virtual Bookstore	$400,000
Capital Education	Online Program Management	$550,000
Concrete (Bid)	New Construction and Renovations of Facilities (Concrete)	$200,000
EAB	Enrollment Management	$600,000
Enterprise	Vehicle Fleet Lease	$150,000
Flooring (Bid)	New Construction and Renovations of Facilities (Flooring)	$200,000
Great Western Dining	Food Service	$900,000
Guymon Glass	New Construction and Renovations of Facilities (Glass)	$300,000
Harrison Energy Partners	HVAC Service Agreement	$1,000,000
ImageNet	Campus Printing Solution	$100,000
Livestock Feed (Bid)	OPSU Bull Test & Farm annual feed allotment	$120,000
McMichael's Plumbing	Plumbing Service Agreement	$250,000
Midwest Sporting Goods	Athletic clothing and supplies for all sports	$150,000
Northwest Line & Stateline Electric	New Construction and Renovations of Facilities (Electrician)	$200,000
OK Regents for Higher Ed.	Bond payments	$1,000,000
OMES	Employee Tort Liability, Property Insurance, Vehicle Liability, Workman's Comp	$360,000
OSU Bursar's Office	Prorated Share of Operational costs for Board of Regents, Legal Counsel, Purchasing Director, and Internal Audits, Chargebacks for Touchnet, OK Corral, and Purchasing, Bank Reconciliation, Ethics Point, OPREC Shared Agreement, and Payroll Shared Services	$220,000
Board Approved On- Call's	On Call Consultants: OCCM, Civil, MEP, Structural, Architects, Landscape Architects, Interior Designers	$300,000
OSU Information Technology	ERP (Banner), EES (Microsoft), campus licenses and training, IT Shared Services	$260,000
Panhandle Telephone Coop	Phone service, cable, and wifi	$100,000
Risk Strategies (Bid)	Athletic Insurance	$170,000
Town of Goodwell	Campus Police, Fire, EMS, Trash Services, Engineering Services, Ambulance Services	$100,000
Tri County Electric	Electricity for University	$1,100,000
Utilities Staffing Research	Contract Employment Agency	$650,000
Village (Bid)	Bus Charter Service for Student Activity Travel	$600,000
West Texas Gas	Natural Gas for University	$450,000
Wright Express	Vehicle Fleet Fuel	$100,000
	TOTAL	$10,530,000

OKLAHOMA PANHANDLE STATE UNIVERSITY
INSTITUTION

SUMMARY OF OUT-OF-STATE TRAVEL AS OF April 2025
MONTH

FUND SOURCE	FY25 TRAVEL THIS MONTH NUMBER OF TRIPS	FY25 TRAVEL THIS MONTH AMOUNT EXPENDED	FY24 CORRESPONDING MONTH NUMBER OF TRIPS	FY24 CORRESPONDING MONTH AMOUNT EXPENDED	FY25 TRAVEL THIS YEAR NUMBER OF TRIPS	FY25 TRAVEL THIS YEAR AMOUNT EXPENDED	FY24 CORRESPONDING YEAR NUMBER OF TRIPS	FY24 CORRESPONDING YEAR AMOUNT EXPENDED
REVOLVING								
ST APPRO	18	$ 4,606.55	16	$ 5,431.95	60	$ 13,514.09	75	$ 29,019.01
FEDERAL			0	$ -	11	$ 1,183.23	8	$ 2,264.79
PRIVATE								
AUXILIARY	5	$ 912.33	4	$ 1,777.25	18	$ 6,986.05	22	$ 13,537.44
OTHER								
TOTAL	23	$ 5,518.88	20	$ 7,209.20	89	$ 21,683.37	105	$ 44,821.24

OKLAHOMA PANHANDLE STATE UNIVERSITY
INSTITUTION

SUMMARY OF OUT-OF-STATE TRAVEL AS OF May 2025
MONTH

FUND SOURCE	FY25 TRAVEL THIS MONTH NUMBER OF TRIPS	FY25 TRAVEL THIS MONTH AMOUNT EXPENDED	FY24 CORRESPONDING MONTH NUMBER OF TRIPS	FY24 CORRESPONDING MONTH AMOUNT EXPENDED	FY25 TRAVEL THIS YEAR NUMBER OF TRIPS	FY25 TRAVEL THIS YEAR AMOUNT EXPENDED	FY24 CORRESPONDING YEAR NUMBER OF TRIPS	FY24 CORRESPONDING YEAR AMOUNT EXPENDED
REVOLVING								
ST APPRO	8	$ 2,608.93	8	$ 2,335.64	68	$ 16,123.02	75	$ 23,695.27
FEDERAL			0	$ -	11	$ 1,183.23	5	$ 2,010.83
PRIVATE								
AUXILIARY	4	$ 1,011.28	3	$ 1,169.69	22	$ 7,997.33	25	$ 13,360.10
OTHER								
TOTAL	12	$ 3,620.21	11	$ 3,505.33	101	$ 25,303.58	105	$ 39,066.20

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

President Kyle Stafford and other members of the administration came before the Board to review the Agenda and present the business of Northeastern Oklahoma A&M College (NEO). (The NEO Agenda is attached to this section and considered a part of these minutes.)

A-1 Remarks by President Kyle Stafford

President Stafford thanked OSU President Jim Hess; Dr. Ronna Vanderslice, Vice Provost of the OSU System; and Mr. Mike Widell, V.P. for Operations at OSU-OKC, for their hospitality on the OSU-OKC campus last night.

He said the summer semester is fully underway at NEO, as classes began last week. Enrollment is not yet finalized, but preliminary numbers show student credit hours increased by 7.6 percent and headcount increased by approximately 7 percent. Like OPSU, concurrent enrollment is also a large component of the enrollment increase at NEO. He said fall enrollment continues to trend favorably for FY 2026 and he feels great about the numbers in all areas including new freshmen, continuing students, concurrent enrollment, and transfer students. The administration is looking forward to a great start to the new fiscal year.

President Stafford said the June Regular Board Meeting typically coincides with the CNFR, but this year's Rodeo will take place next week. There are four NEO students who will compete, and the championship round is scheduled for next Saturday, June 21, 2025. One of the student competitors from NEO is a calf roper and steer wrestler who will compete with his partner in the heeler side and tie-down competitions. It has been a great year for NEO's Rodeo Program, and the team has had many successes, including a men's Regional All-Around Champion and Reserve Champion in tie-down, a Regional Champion in header, and a runner-up in heeler. He is excited to see how these students will perform in the CNFR.

He said NEO will host its annual eight-man All-Star Game next Saturday. Over 80 All-Star players and cheerleaders from across Oklahoma will be on the NEO campus to participate in that game. President Stafford said as the spring academic semester slows down, summer camps increase. NEO's Wrestling Coach, Mr. Joe Renfro, recently hosted 250 students on campus for a wrestling camp. NEO's Livestock Judging Camp was a tremendous success with 90 participants from eight different states. The summer Basketball Camp hosted on campus by the Women's Basketball Coach, Mr. Jim Rowland, hosted approximately 70 participants.

President Stafford said NEO's Livestock Judging Team will travel to Scotland next week to compete in the Royal Highland Contest. He said he is very excited to see how the team performs.

Lastly, President Stafford thanked Chair Harrel for his leadership over the past year. He said Chair Harrel took his calls and provided guidance even when he was working cattle. He expressed appreciation to Chair Harrel for all he has done for NEO.

A-2 NEO Update

President Stafford said the cover story of the *NEO Update* is in celebration of NEO's Class of 2025. He expressed appreciation to Mr. Ramsey for traveling to Miami to participate in NEO's Commencement Exercises and noted Oklahoma State Regents for Higher Education (OSRHE) Chancellor Sean Burrage also attended. Last year, more than 230 students graduated from NEO. This year, there were over 400 graduates. He said the weather was beautiful, and his belief is that graduation day is the best day on any college campus.

He said NEO celebrates student successes during the months of April and May, noting pages 4 through 6 of the *NEO Update* feature various student success stories, including a pinning ceremony for NEO's 51st Nursing Class. There have been over 2,000 nursing graduates from NEO since its nursing program began. He referenced a story on page 6 about NEO's first annual joint Advisory Council meeting. Historically, NEO has held advisory council meetings only for its workforce programs; however, part of the OSRHE's Strategic Plan, "Blueprint 2030," is for there to be advisory council meetings for all academic programs. Following that directive, NEO included all its academic programs in this year's Advisory Council meeting. That meeting is an opportunity for the leadership of those programs to discuss what is happening in their programs. Local industry leaders also attended, and there were small group breakout sessions for them to discuss the evolving needs of their workforces. With so many of NEO's students transferring to four-year institutions after graduation, the goal is to ensure they are fully prepared and successful after they leave NEO.

President Stafford referenced the story about NEO's Esports Program on page 7, noting the program began four years ago and has since won three consecutive National Junior College Athletic Association (NJCAA) Championships. He expressed appreciation to Esports Head Coach, Mr. Thales Vilar, who helped start the program. The Esports Program brings approximately 30 students to NEO each year.

Next, he recognized Ms. Rylee Bayless, an NEO alum whose successes are highlighted in the story on page 8. President Stafford said Ms. Bayless was named the 2015 and 2016 NJCAA Softball Player of the Year and the 2016 National Female Student Athlete of the Year while attending NEO, prior to her transfer to OSU to continue her softball career. Ms. Bayless was recently inducted into the NJCAA Softball Hall of Fame. He said she continues to play professional softball and is currently playing in the Netherlands.

Referencing the story at the top of page 9, President Stafford said the Wyandotte Nation (the Nation) continues to be a great supporter of NEO. The Nation was instrumental in helping NEO fund its Nursing Program a couple of years ago and has since continued making contributions. This year, the Nation presented NEO with a gift of $100,000 in support of athletics and other programs that are not supported by State funding. This gift is an annual commitment by the Nation for the next five years. He expressed appreciation to the Wyandotte Nation's Chief, Billy Friend, and for the work he does in the community and his support of NEO.

President Stafford referenced the story on the middle of page 9 about the recent establishment of two endowed scholarships by the Kilgore family. One is the Jimmie Kilgore Engineering Memorial Scholarship, which will support pre-engineering majors, and the other is the Kilgore Family Physical Therapy Assistant (PTA) Endowed Scholarship to support PTA students. Jimmie Kilgore and his wife Betty Kilgore both attended NEO. Mr. Kilgore passed away around five years ago, and his wife, Betty, established these scholarships in his memory. Mr. Kilgore had a 33-year career at the oil company, ConocoPhilips, during which the Kilgores lived in 26 different places around the world. He expressed appreciation to the Kilgore family for their commitment to education and the impact they will make through these scholarships. President Stafford then said the story at the bottom of page 9 is in recognition of yet another new scholarship, the Chase Langston Memorial Scholarship, which supports students majoring in Agriculture and Ranch Management. This scholarship was established to honor Mr. Chase Langston who was a freshman at NEO when he passed away in 2023. Mr. Langston was from Parsons, Kansas (KS), and coincidentally the first recipient of his namesake scholarship is also from Parsons, KS.

C-1 Approval of new Bursar Payment Policy, *N2-1212 BURSAR August 2025*

President Stafford said the purpose of this new policy is to provide various payment options to help students meet their financial obligations to NEO. He noted this policy was reviewed by OLC and discussed with members of the AAPP Committee. AAPP Committee Chair Callahan said the Committee acted to recommend Board approval of this Item.

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

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

D-1 Approval of personnel actions

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

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

D-2 Personnel items not requiring Board action are included for informational purposes only

President Stafford drew attention to Reference Document D-2 and noted the personnel items listed within do not require Board approval, he simply wants to ensure the Board is aware of them.

F-1 Approval of Northeastern Oklahoma A&M College's proposed FY 2026 Budgets, including E&G Parts I and II, Auxiliary, Tuition and Fees, Room and Board Rates and Salary Recommendations

President Stafford said this Item was discussed with members of the FINC Committee. FINC Committee Member Hall said the Committee acted to recommend Board approval of this Item.

Regent Hall moved and Regent Poole seconded to approve all elements of the proposed FY 2026 Budgets for NEO as presented in Item F-1 of the NEO Agenda.

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

G-1 Approval to expend grant funds, including payment of administrative allowance at year-end, according to grant guidelines

G-2 Approval to continue to use grant consulting services

G-3 Approval to grant utilities easement to City of Miami, Oklahoma

President Stafford noted the easement documents related to Item G-3 are pending review by OLC.

Regent Walker moved and Regent Hall seconded to approve Section G, Items 1, 2, and 3, as presented in the NEO Agenda.

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

G-4 Approval to sell approximately 1.7995 acres of property to Fullerton Farms

President Stafford said this Item was discussed with members of the FACS Committee. He said OLC will review and approve all documents necessary to complete this transaction. FACS Committee Member Taylor said the Committee acted to recommend Board approval of this Item.

Regent Taylor moved and Regent Baetz seconded to approve Item G-4 as presented in the NEO Agenda.

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

H-1 Approval for FY 2026 clinical facilities for Health Science Programs

President Stafford said the locations of the clinical facilities span several states including Oklahoma, Kansas, Arkansas, Missouri, and Texas. The proposed clinical sites include 23 for the Nursing Program; 18 for the Medical Lab Technician Program; and 16 for the PTA Program.

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

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

J-1 Ratification of interim approval to use emergency repair services for storm damages received at Northeastern Oklahoma A&M College campus

J-2 Approval for yearly purchase orders over $100,000

Regent Taylor moved and Regent Poole seconded to approve Section J, Items 1 and 2, as presented in the NEO Agenda.

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

J-3 Approval to solicit competitive bids or use state contracted suppliers to purchase equipment or services for various projects on campus

President Stafford said this Item was discussed with members of the FACS Committee. FACS Committee Member Taylor said the Committee acted to recommend Board approval of this Item.

Regent Taylor moved and Regent Callahan seconded to approve Item J-3 as presented in the NEO Agenda.

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

The business of NEO being concluded, President Stafford and other members of the College's administration were 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
June 13, 2025

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 Kyle Stafford
2. NEO Update *(Reference Document A-2)*

B – RESOLUTIONS – None

C - POLICY AND OPERATIONAL PROCEDURES –

1. Request approval of new Bursar Payment Policy N2-1212 BURSAR August 2025. The purpose of this policy is to outline various payment options to assist students in meeting their financial obligations to Northeastern Oklahoma A&M College. Policy has been reviewed and approved by Board of Regents' Office of Legal Counsel *(Reference Document C-1).*

D - PERSONNEL ACTIONS in compliance with Board Policies 3.01, 3.02, and 3.03-

1. Request approval of personnel actions, new appointments, reappointments changes in salary, change in title and or personnel leaves *(Reference Document D-1).*
2. Items not requiring Board action are provided for informational purposes only *(Reference Document D-2).*

E - INSTRUCTIONAL PROGRAMS- None

F - BUDGETARY ACTIONS –

1. Request approval of Northeastern Oklahoma A&M College's proposed Fiscal Year 2026 Budget, including E&G Parts I and II, Auxiliary, Tuition and Fees, Room and Board Rates and Salary Recommendations *(Reference Document F-1).*

G - OTHER BUSINESS AND FINANCIAL MATTERS

1. Request approval to expend grant funds, including payment of administrative allowance at year-end, according to grant guidelines *(Reference Document G-1).*
2. Request approval to continue to use grant consulting services *(Reference Document G-2)*.
3. Request approval to grant utilities easement to City of Miami, Oklahoma. Easement documents are pending review by the Board of Regents' Office of Legal Counsel *(Reference Document G-3)*.
4. Request approval to sell approximately 1.7995 acres of Board-owned land to Fullerton Farms and to authorize the Northeastern Oklahoma A&M College President, or his designee, to execute all necessary documents to effectuate the sale. The Board of Regents' Office of Legal Counsel will review all and approve all the documents necessary to complete the transaction (Reference Document G-4).

H - CONTRACTUAL AGREEMENTS (other than construction and renovation)

1. Request approval for Fiscal Year 2026 clinical facilities for Health Science Programs *(Reference Document H-1).*

I - NEW CONSTRUCTION OR RENOVATION OF FACILITIES – None

J - PURCHASE REQUESTS –

1. Ratification of interim board approval to use emergency repair services for storm damages received at Northeastern Oklahoma A&M College campus *(Reference Document J-1)*.
2. Request approval for yearly purchase orders over $100,000. All purchases will comply with the Board of Regents for Oklahoma Agricultural and Mechanical Colleges Policies and Procedures, as well as state statutes (*Reference Document J-2).*
3. Request board approval to solicit competitive bids or contracts approved through the Office of Central Procurement to purchase equipment or services for various projects on campus. The funds for these expenditures will come from legally available funds. *(Reference Document J-3)*.

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 April and May 2025 *(Reference Document M-1).*
2. Organizational Chart 2025-2026 *(Reference Document M-2).*

NORTHEASTERN OKLAHOMA A&M COLLEGE

UPDATE

MAGAZINE

JUNE 2025 ISSUE

COMMENCEMENT

NEO graduates more than 400 students during 24-25 school year

NJCAA-E CHAMPS

Esports Valorant team wins third consecutive national title

HALL OF FAMER

Softball alum Rylee Bayless named to NJCAA Hall of Fame

CHECK OUT THE NEO EVENT CALENDAR FOR MORE!

NEO.EDU/EVENTS

A LOOK *AHEAD...*

OEMFCA 8-MAN ALL-STAR FOOTBALL GAME | JUNE 21

FAST-TRACK NURSING PINNING | JULY 17

FALL SEMESTER BEGINS | AUGUST 18

SAVE THE DATES

HOMECOMING | OCTOBER 25

GOLDEN GALA | NOVEMBER 6

NEO MARKETING & COMMUNICATIONS
NEO.edu | neocommunications@neo.edu
Copyright © 2025 NEO A&M College

NEO CELEBRATES 104TH ANNUAL COMMENCEMENT CEREMONY

Northeastern Oklahoma A&M College (NEO) proudly held its 104th Annual Commencement Ceremony on Thursday, May 8, at Red Robertson Field, honoring the achievements of the Class of 2025.

The ceremony featured special remarks from Chancellor Sean Burrage, CEO of the Oklahoma State System of Higher Education, and Jason Ramsey, CEO of the Oklahoma State University A&M Board of Regents. Both shared words of encouragement, resilience, and pride in the accomplishments of Oklahoma's higher education students.

Before conferring degrees, NEO recognized students from each academic division for their excellence and commitment to success.

More than 400 students graduated from NEO during the 2024–25 academic year, with 230 graduates walking across the stage to receive their diplomas in front of family, friends, faculty, and the campus community.

"Commencement is the most inspiring day of the year at Northeastern Oklahoma A&M College," said NEO President Dr. Kyle J. Stafford. "It is a celebration of perseverance, purpose, and potential. Our graduates leave here prepared to make a difference and ready to take the next step – whether entering the workforce or continuing their education at a university. We are proud of them, and we know their dreams are just beginning.

NEO congratulates all of our 2025 graduates and wishes them continued success in their future endeavors. ***"Once a Norseman, Always a Norseman."***

NEO HONORS 51ST NURSING CLASS WITH TRADITIONAL PINNING CEREMONY

Northeastern Oklahoma A&M College (NEO) celebrated the accomplishments of its 51st Associate Degree Nursing (ADN) class with the annual Nursing Pinning Ceremony on Thursday, May 8, in the Fine Arts Auditorium. The ceremony, held just hours before the college-wide commencement, honored 39 nursing graduates who have completed one of the most rigorous academic programs at NEO.

A time-honored tradition in the nursing profession, the pinning ceremony signifies the transition from student to nurse. Each graduate received their NEO nursing pin, placed on their scrubs by a chosen family member or loved one, highlighting the vital role that support systems play throughout the demanding program.

Following the pinning, several special awards and gifts were presented to recognize outstanding achievement, leadership, and dedication among the graduates.

Later that evening, the graduates participated in NEO's 2025 Commencement Ceremony at Red Robertson Field, where they received their diplomas alongside peers from across all academic disciplines.

"The Nursing Faculty and Staff are proud of the foundation that has been set for the 51st Nursing Class from NEO A&M College," said Director of Nursing Kathleen Norman. "We are excited for them as they transition from the classroom to nursing practice. The students are entering the profession as nursing graduates but will become advocates and leaders to help shape the future of nursing."

NEO congratulates the 2025 nursing graduates and welcomes them into the proud tradition of Norse nurses.

NEO STUDENT SUPPORT SERVICES HOSTS ANNUAL HONORS BANQUET CELEBRATING GRADUATES AND ACADEMIC EXCELLENCE

Northeastern Oklahoma A&M College's (NEO) Student Support Services (SSS) hosted its annual Honors Banquet on Wednesday, April 23, to celebrate the achievements of its graduating students and recognize outstanding contributions to student success.

This year, 40 graduating SSS students were honored for their hard work and dedication throughout their academic journey at NEO. The evening was filled with pride and reflection as students, faculty, staff, and guests gathered to commemorate the accomplishments of these future NEO alumni.

One of the highest recognitions of the evening, the Norse Pride Award, was presented to Jiro Cardenas-Bedford and Sakyrah Hill, both sophomores who have demonstrated exceptional leadership, perseverance, and academic achievement during their time in the program.

In addition to student honors, the event also recognized distinguished guests for their support of SSS students: Faculty of the Year: Dr. Jim Hight, English Instructor (Adjunct); Staff of the Year: Bobbie Pennington, Director of the Success Center and Honors Co-Coordinator; Administrator of the Year: Ryan Orcutt, Executive Director of Development.

These individuals were celebrated for their unwavering commitment to student development and academic excellence at NEO.

NEO is proud of all the graduates who have been part of the Student Support Services program and wishes them the best as they move forward to new opportunities and continued success.

Congratulations, Norsemen!

NEO HONORS PROGRAM CELEBRATES OUTSTANDING STUDENTS AT ANNUAL RECOGNITION CEREMONY

On Tuesday, April 23, Northeastern Oklahoma A&M College (NEO) proudly celebrated the achievements of its Honors Program students during the annual Honors Program Recognition Ceremony. The event, held on campus, recognized 15 outstanding graduates for their academic accomplishments and contributions to the NEO Honors Program.

NEO President Dr. Kyle J. Stafford, Vice President for Academic Affairs Dr. Dustin Grover, and Honors Program Coordinator Bobbie Pennington presented the students with their official Honors cords, which they will wear during NEO's Spring Commencement ceremony scheduled for May 8, 2025.

The following students were honored for their successful completion of the Honors Program: Corissa Bandel, Jason Calhoon, Justin Calhoon, Madilynn Campbell, Jiro Bedford Cardenas, Tyeson Gravenhof, Lillian Kichler, Brighton Lane, Peter Littlefield, Maggie Passmore, Arianna Rodriguez, Kylee Rollman, Jacey Smith, Jacob Szukelewicz, and Morgan Wright.

In addition to receiving cords, several students earned special awards for their exceptional efforts within the program:

Lillian Kichler received the Outstanding Service Award, while Jason Calhoon, Justin Calhoon, and Jacey Smith were honored with the Outstanding Research Award for their collaborative Honors Symposium Project. Corissa Bandel was recognized as the Outstanding Graduate.

"Our Honors Recognition Ceremony allows us to celebrate our Honors Scholars who have completed all of their requirements at NEO to graduate with Honors," said Bobbie Pennington. "It has been an absolute pleasure working with these students and helping them on their collegiate journeys."

Congratulations to all of the 2024 Honors Program graduates! Your achievements reflect the strength of your character, curiosity, and commitment to learning. NEO is proud to celebrate your success.

NEO'S PHI THETA KAPPA HONOR SOCIETY INDUCTS 32 NEW MEMBERS AT 99TH SPRING CEREMONY

Northeastern Oklahoma A&M College (NEO) celebrated academic excellence on Tuesday, April 22, as the Phi Theta Kappa (PTK) Honor Society hosted its 99th Spring Induction Ceremony.

Thirty-two new members were officially inducted into the prestigious international honor society, recognizing their outstanding academic achievements and leadership potential.

The ceremony also marked the conclusion of the 2024 PTK officer team's term. This dedicated group of student leaders helped guide the organization through a successful year of service, scholarship, and campus involvement. The outgoing officers are: Farren Wright – President (Agriculture), Lauren Bailey – Vice President of Leadership (Agriculture), Madilynn Campbell – Vice President of Service (Pre-Veterinary Science), Sakyrah Hill – Vice President of Service (Criminal Justice), Seth Lowery – SBG Representative (Physical Therapy Assistant).

"I am so proud of our PTK members this year for all of their hard work, leadership, and dedication to the NEO campus, our community, and their fellow students," said Phi Theta Kappa Advisor LaShawna Powers. "I look forward to another great year with our new members."

NEO congratulates the new inductees on joining one of the most distinguished academic honor societies and thanks the outgoing officers for their leadership and service. Your commitment to excellence continues to elevate the NEO community.

NEO SCHOOL OF BUSINESS AND TECHNOLOGY HOSTS 2025 AWARDS LUNCHEON

Northeastern Oklahoma A&M College's (NEO) School of Business and Technology hosted its annual Business and Technology Awards Luncheon on Monday, April 28, celebrating the accomplishments of outstanding students and recognizing the next generation of business and technology professionals.

Calvin Becker, Department Chair for Business and Technology, led the ceremony and presented awards to many graduating students in recognition of their achievements both in and out of the classroom.

The following students received Outstanding Student Awards: Ashley Wooden – Business Administration, Pedro Ocampo – Business Administration Technology, Brandon Miles – Computer Information Systems, and Daryn Merriman – Sports Management.

In addition to academic awards, leadership and competition honors were also highlighted. Future Business Leaders of America (FBLA) Officers were recognized: Daryn Merriman – President, Hiba Malkawi – Vice President, Eric McKibben – Treasurer, Jocelyn Beasley – Parliamentarian, and Jadeyn Ivey – Secretary.

Several students were also celebrated as FBLA Finalists: Jocelyn Beasley, Jadeyn Ivey, Eric McKibben, Daryn Merriman, and Ashley Wooden.

Additionally, recognition was given to the Entrepreneur's Cup Finalists: Jocelyn Beasley, Alan Bonner, Hiba Malkawi, and Daryn Merriman.

The event was a celebration of the students' hard work, leadership, and dedication to their fields of study.

NEO congratulates all the graduates and award winners and wishes them continued success in their future endeavors!

NEO HOSTS ADVISORY COUNCIL MEETING TO STRENGTHEN ACADEMIC PROGRAMS AND COMMUNITY PARTNERSHIPS

On Tuesday, April 15, Northeastern Oklahoma A&M College's (NEO) Academic Affairs division hosted its annual Advisory Council Meeting in the Calcagno Family Ballroom. The event brought together more than 80 faculty members, alumni, industry leaders, and community stakeholders for an evening of discussion and collaboration focused on the success of NEO students.

With over 25 academic programs represented, departments broke out into individual advisory councils to discuss program-specific needs and strategies. These advisory groups serve as an essential feedback loop, helping NEO stay current with industry trends, workforce demands, and curriculum standards of four-year institutions.

"Tonight is a valuable opportunity to gain insight from our NEO stakeholders to continue improving the learning experience of students," said Vice President for Academic Affairs Dr. Dustin Grover. "Our primary goal for this event is to ensure NEO is aligned with the evolving needs of industry, the workforce, and four-year institutions—so our students are fully prepared to succeed at the next level."

The Advisory Council Meeting plays a key role in building awareness, strengthening partnerships, and creating new opportunities for students and faculty alike. The insights gathered will be evaluated and used to guide meaningful updates to academic programming and student support strategies.

NEO ESPORTS VALORANT TEAM WINS NJCAA-E GRAND FINALS, FINISHES SEASON UNDEFEATED

Northeastern Oklahoma A&M College (NEO) is proud to announce that its Esports Valorant team has been crowned its third consecutive NJCAA-E National Championship in program history after defeating the College of DuPage 3-1 in the 2025 Grand Final. The team completed an undefeated 12-0 season, earning the #1 national ranking in the NJCAA-E regular season standings.

The victory marks a significant milestone for NEO's growing Esports program, as the Valorant team not only clinched the NJCAA-E title but also achieved national and international recognition—ranked #32 in the U.S. and #112 globally in collegiate Valorant standings.

The championship roster featured standout performances from: Andre Rubin, Caio Lucas, Fabio Saramello, Victor Serrat, Fabio Franklin.

"NEO Esports is proud of the work and dedication done by these students on reaching one more National Championship for NJCAA-E," said NEO Esports Head Coach Thales Vilar. "Working with a strong mindset and solid planning, we can help these students reach their academic and professional goals. We now collect 3 National championships, and the work is just beginning."

NEO's success in Esports reflects the college's commitment to providing innovative and competitive opportunities for students in digital and technological fields. The program continues to grow and attract high-level talent from around the globe.

NEO AGRICULTURE DEPARTMENT HOSTS 2024–25 AGGIE BANQUET

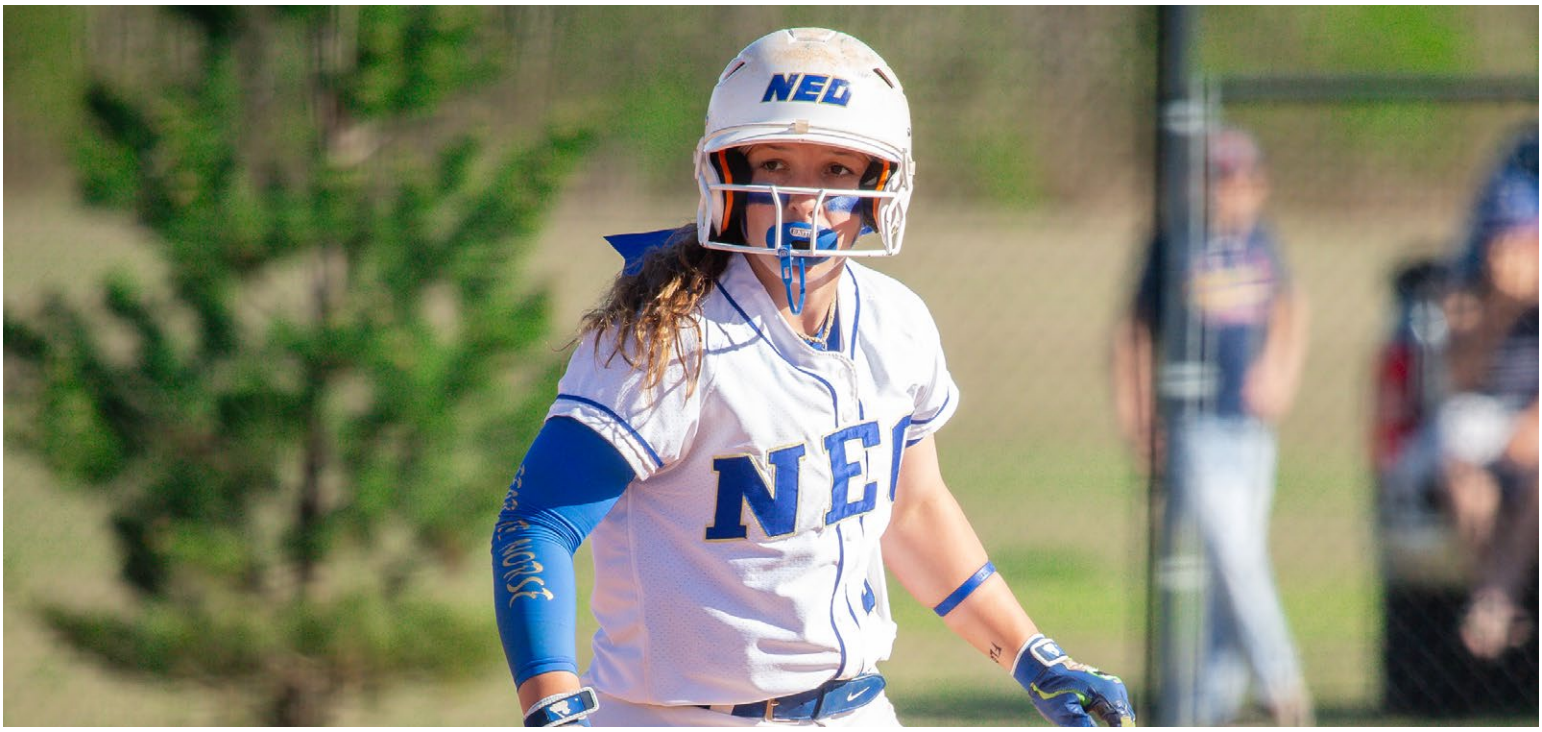
Northeastern Oklahoma A&M College (NEO) Agriculture Department hosted its annual Aggie Banquet on Tuesday, April 29, to celebrate the accomplishments of its students and teams.

The event opened with honoring the dedication, leadership, and excellence of students involved in the Aggie Society, Collegiate Farm Bureau, Pre-Vet Club, and Ag Ambassadors. Following recognition of club achievements and student involvement, the evening continued with coaches presenting individual and team awards for the NEO Rodeo Team, Livestock Judging Team, and Horse Judging Team. These awards highlighted the outstanding performance and commitment of NEO's agriculture students in competitive and academic arenas throughout the year.

The banquet concluded with a series of special recognitions, including this year's "Cream of the Crop" freshmen for their emerging leadership and contributions. The 2025–26 Ag Ambassadors were officially introduced, marking the next chapter of student leadership in the department. The ceremony closed by honoring the 2024–25 Graduates of Distinction for their excellence and impact during their time at NEO.

Congratulations to all graduates and award winners. We are proud of your achievements and wish you continued success in your future endeavors!

FORMER NEO SOFTBALL STAR RYLEE BAYLESS INDUCTED INTO NJCAA SOFTBALL HALL OF FAME



Northeastern Oklahoma A&M College (NEO) is proud to announce that former Lady Norse standout Rylee Bayless has been inducted into the NJCAA Softball Hall of Fame. One of the most accomplished athletes in NEO history, Bayless left a lasting legacy not only at NEO, but across NJCAA Division I softball.

A native of Winnetonka, Missouri, Bayless competed at NEO in 2015 and 2016, where she quickly established herself as a dominant force. As a freshman, she led the nation in hits (133), runs scored (97), and batting average (.576), propelling NEO to a 50-16 record and a runner-up finish at the NJCAA Division I National Tournament. She followed that incredible season with an even more dominant sophomore campaign, again leading the nation in multiple statistical categories including hits (118), runs (111), batting average (.621), walks (55), on-base percentage (.703), and slugging percentage (1.163). She set the NJCAA record for most career hits with 251 over two seasons.

Bayless's honors are extensive:

- Two-time NJCAA Region II Player of the Year
- Two-time NJCAA 1st Team All-American
- Two-time NJCAA Division I Dudley National Player of the Year
- Two-time NJCAA District B Marucci Elite Hitter Award winner
- Member of the NJCAA National Tournament All-Tournament Team (2015 & 2016)
- 2016 Betty Jo Graber NJCAA Female Athlete of the Year
- 2016 NJCAA National Tournament Most Valuable Offensive Player

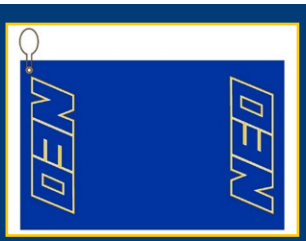
"What an honor and privilege it is to be inducted into the NJCAA Hall of Fame," said Bayless. "Words cannot describe how grateful I am for NEO softball and the great town of Miami, Oklahoma. Being surrounded by the teammates, coaches, trainers, and community I have, it leaves you no other option but to be successful. I am so incredibly thankful and in debt to everyone who played a part in my journey along the way. Neither the timid nor the weak shall inherit the Norse tradition. Row Norse Row."

Following her time at NEO, Bayless continued her softball career at Oklahoma State University, where she was a two-time All-Big 12 First Team selection and helped lead the Cowgirls to the 2019 NCAA Women's College World Series. Professionally, she has competed with Athletes Unlimited and for the Oklahoma City Spark, where she also served as the Director of Camps, mentoring the next generation of athletes. Bayless recently signed a professional contract overseas and is currently playing in the Netherlands for the Haarlem Sparks, continuing her elite softball career on an international stage.

"Rylee was a once-in-a-career type of player to bring into the program; she was a tenacious competitor with unlimited passion for the game," said former NEO Softball Head Coach Eric Iverson. "A tireless worker, and I mean tireless, who invested everything she had to make sure she could maximize her contribution to NEO Softball. I am thrilled and grateful that the NJCAA Softball Coaches Association will honor one of the greatest to play Junior College softball."

Bayless's induction into the NJCAA Hall of Fame reflects not just her remarkable statistics, but her leadership and legacy in the sport. NEO congratulates Rylee on this well-deserved honor and celebrates her continued contributions to softball at every level.

NEO SOFTBALL



NEO BOOKSTORE FEATURED ITEM

Hit the course in style! Get this NEO golf bag towel and show your Norse Spirit!

Available in-store and online.

GET THESE AND MANY OTHER NORSE PRIDE ITEMS AT

BOOKSTORE.NEO.EDU

WYANDOTTE NATION COMMITS $100,000 ANNUALLY TO NEO FOR THE NEXT FIVE YEARS

On Friday, May 2nd, Northeastern Oklahoma A&M College announced a transformative commitment from the Wyandotte Nation, which has pledged $100,000 annually for the next five years in support of NEO programs and initiatives. The partnership was celebrated on campus with a check presentation ceremony.

Over the years, the Wyandotte Nation has consistently demonstrated its commitment to education and student success at NEO. Notable contributions include generous support for the recently established Nursing Simulation Lab and the Player Development Facility—initiatives that will have a lasting impact on NEO students and programs.

"We are incredibly grateful to the Wyandotte Nation for their continued support," said Dr. Kyle Stafford, NEO President. "Their partnership strengthens our mission and directly enhances opportunities for NEO students."

The Wyandotte Nation's ongoing support reflects their strong commitment to building educational opportunities and improving the quality of life across the region. With this new five-year pledge, the Nation continues to be a vital community partner and advocate for higher education.

KILGORE FAMILY ESTABLISHES TWO ENDOWED SCHOLARSHIPS AT NEO A&M COLLEGE

NEO A&M College announces the establishment of two endowed scholarships made possible through the generosity of the Kilgore family. These lasting legacies will honor the lives and contributions of Jimmie and Betty Kilgore, proud NEO alumni whose story began on campus and whose impact will now benefit generations of students to come.

The Jimmie Kilgore Engineering Memorial Scholarship celebrates the life of Jimmie Kilgore, a 1965 Adair High School graduate who attended NEO before earning a mechanical engineering degree from Oklahoma State University. Jimmie enjoyed a 33-year career with Conoco Phillips Oil Company, which took him and his wife Betty across the globe, including assignments in England, Norway, Japan, Malaysia, and the Netherlands. His life and career were marked by his work ethic and spirit of adventure.

The Kilgore Family PTA Endowed Scholarship honors both Jimmie and Betty Kilgore, who each attended NEO and believed deeply in the power of education. This scholarship will specifically support students enrolled in NEO's Physical Therapist Assistant (PTA) program—a growing and vital healthcare field that reflects the Kilgore's commitment to helping others. The scholarship underscores the family's connection with NEO and their desire to support student success through practical, life-changing careers.

"These scholarships truly emulate the Norse tradition and a life well-lived. This is a couple who valued education, service, and opportunity," said Ryan Orcutt, Executive Director of Development at NEO. "We are incredibly grateful to the Kilgore family for entrusting us with their legacy."

Together, these two endowments ensure that the Kilgore's story will continue to empower students through an education at NEO.

MEMORIAL SCHOLARSHIP HONORS THE LEGACY OF NEO AG STUDENT, CHASE LANGSTON

NEO A&M College is honored to announce the Chase Langston Memorial Scholarship, created to celebrate the life, values, and enduring legacy of Chase M. Langston—a beloved NEO student.

Chase Langston, 19, of Parsons, Kansas, passed away on April 6, 2023, following a tragic accident in Miami, Oklahoma. At the time of his passing, Chase was a freshman at NEO, where he was studying Ranch Management, pursuing his lifelong passion for agriculture, livestock, and the cowboy way of life.

Born in Dodge City, Kansas, and raised in Parsons, Chase embodied a philosophy of "work hard, play hard, and love hard"—principles that defined every aspect of his life. He was known for his relentless work ethic, helping with construction, farm labor, and cattle work across the region. He was an active FFA member, a SkillsUSA participant, and an accomplished student in carpentry and ag sales at Labette County High School. His dedication continued at NEO, where he was a valued member of the campus and the NEO Agriculture Department.

"Chase lived with purpose and passion," said Dr. Mary Booth, NEO Agriculture Department Chair. "He represented the best of what our students strive to be—driven, kind, and full of heart. This scholarship will help future NEO students pursue their dreams in agriculture and honor Chase's incredible legacy for generations to come."

The Chase Langston Memorial Scholarship supports students enrolled in NEO's Agriculture or Ranch Management programs, providing financial assistance to those who reflect Chase's dedication to rural life and hard work.

This year, Drew Schibi, also from Parsons, Kansas, was named the first recipient of the Chase Langston Memorial Scholarship. He was awarded the scholarship alongside Chase's parents, Jason and Taffy Langston. Drew will be attending NEO this fall.

NEO ALUMNA JILL DOUTHIT NAMED SUPERINTENDENT OF MIAMI PUBLIC SCHOOLS

ALUMNI SPOTLIGHT

Northeastern Oklahoma A&M College (NEO) proudly celebrates alumna Jill Douthit as she steps into her new role as Superintendent of Miami Public Schools. A hometown native and former NEO student, Douthit is returning to lead the district where her journey in education began.

Before becoming an educational leader, Douthit walked the halls of NEO A&M College, earning her associate degree and laying the foundation for a lifelong commitment to learning and community service. Now, she brings that same dedication to her new position, aiming to unite the community and prioritize student success.

In a recent Alumni Spotlight interview with NEO, Douthit shared her goals, leadership style, and what it means to serve the community she calls home.

Community-Centered Leadership

"One of my top priorities is bringing the community back together and being a voice for the district," said Douthit. "We'll be focusing on district perception, teacher retention, academic progress, bond planning, and enhancing extracurricular programs."

Her strategy is rooted in collaboration. "I rely on our administrative team and seek feedback from both teachers and parents. It's about listening and then turning that feedback into real action," she said.

A Personal Touch

Known for her positivity and hands-on approach, Douthit plans to lead by example. "Whether it's visiting classrooms, attending school events, or being present in the day-to-day operations, I want people to know I'm in this with them."

Douthit's passion for the district is deeply personal. "There's always pressure when you care this much, but that passion also makes it incredibly meaningful," she said. "My father graduated from Miami High School, and leading here brings everything full circle."

The NEO Connection

Reflecting on her time at NEO, Douthit credits the college with helping shape her path. "The professors truly cared about me as a student, which surprised me after high school. That feeling of being supported is something I want to make sure every student in Miami Public Schools experiences."

She also cherishes the friendships and formative experiences from her time at NEO, including late-night study sessions and campus involvement that helped her grow.

Looking to the Future

Douthit's ultimate goal is to ensure that every student in Miami Public Schools feels proud of their education. "In 10 years, I hope students can look back and say they got the best education possible and were prepared for the future. I want to foster a culture where excellence and innovation are the norm."

As she takes the helm, Douthit brings with her a clear vision—one grounded in collaboration, community pride, and a commitment to student success. With deep roots in the region and a heart for education, she is ready to lead Miami Public Schools into a promising new era.

FROM THE WAREHOUSE TO THE HELM:
DAVID TYSON'S VIKING JOURNEY COMES FULL CIRCLE AT NEO

For David Tyson, success is more than just titles or milestones—it's about the journey, the grit, and the return. From his early days as a student at Northeastern Oklahoma A&M College (NEO) to leading a thriving business that now serves over 4,000 clients across five locations, Tyson's story is a full-circle testament to hard work, leadership, and hometown pride.

Tyson began his journey in Miami, Oklahoma, as a student at NEO, where he found both direction and inspiration. He credits his professors, campus culture, and friendships with laying the foundation for his personal and professional growth.

"NEO is where I started to understand what it meant to lead and be part of something bigger than yourself," said Tyson. "I had great professors who pushed me and taught me the value of persistence and humility."

After leaving Oklahoma to grow his career, Tyson embraced challenge and change. In Naples, Florida, he worked his way up through the ranks of Ferguson Enterprises—starting in the warehouse and eventually managing a branch. That experience cemented his belief in learning every part of the business to lead it well.

"You don't just jump into sales," he said. "You start in the warehouse. You earn the right to lead by knowing the whole picture."

In 2007, Tyson returned to his roots, purchasing Lakeland Office Systems in Miami—just days after a flood devastated the building. Six months later, the Great Recession struck. Despite these hurdles, Tyson led his business through the storm and built it into a regional powerhouse with offices in Miami, Joplin, MO, Springfield, MO, West Plains, MO, and Sikeston, MO.

Today, Tyson still lives by a hands-on philosophy, working side-by-side with his employees—unloading trucks, answering service calls, and mentoring team members who, like he once did, start from the ground up.

"We don't say, 'That's not my job,'" said Tyson. "Everybody's pulling on the same rope."

Tyson's deep ties to the Miami community are reflected in his commitment to local institutions. His company services more than 80 school districts and maintains longstanding partnerships with Miami Public Schools and NEO.

"There's a lot of pride in coming back and building something here," he said. "To now partner with the places that shaped me—that means everything."

Beyond business, Tyson is focused on legacy—raising his family in Miami and investing in the next generation. Though his journey included risks and setbacks—including a difficult housing investment during the 2008 crash—he remains proud of the road he's traveled.

"I'm proud I took those risks," he said. "Proud I moved across the country to grow. Proud I came back to build something here."

Like the Norse heroes of old, David Tyson set out from his hometown, weathered the trials, and returned—not defeated, but transformed. His story is one of growth, resilience, and enduring connection to the place where it all began.

PRESIDENTIAL PARTNER HIGHLIGHT

NEO A&M COLLEGE | UPDATE MAGAZINE

PRESIDENTIAL PARTNERS ARE CHANGE MAKERS

AT NORTHEASTERN OKLAHOMA A&M COLLEGE

Since its inception in 2009, the NEO Presidential Partners program has been instrumental in improving NEO in areas that are often underfunded. From cultural mainstays like Miss Indian NEO to student necessities like ACT prep courses, support from the Presidential Partners ensures that students have the resources they need to succeed.

To date, Presidential Partners have supported nearly half a million dollars in projects on campus. The heart of NEO is the student body, and our Presidential Partners support students in a variety of ways. One prime example is the Textbook Bank, which allows students to visit the library to use textbooks from the most common courses on campus free of charge.

Presidential Partners also support academic awards such as the Top Ten Freshmen. Each year, we have the opportunity to recognize the cream of the crop, highlighting the ten most outstanding students during their freshmen year. Additionally, Presidential Partners support student and academic clubs across campus to encourage students to get the most out of their college educational experience.

Many of our students excel not only in the classroom, but on the field, arena, mat, or court as well. Presidential Partners show our nationally competitive athletic teams their appreciation in many ways, including travel expenses and national tournament gear. A student-athlete truly feels the support of our alumni and the community when they receive shirts or jackets for their national title run.

To maintain an excellent student body, we must also support our faculty and staff. The Presidential Partners show their support each year through funding of the NEO Service Awards. These awards highlight new talented employees as well as those who have gone above and beyond their job description.

Join the dozens of Presidential Partners today as we strive to improve the campus experience for students, faculty and staff!

JOIN PRESIDENTIAL PARTNERS ONLINE

TO BECOME A PARTNER TODAY, VISIT **NEO.EDU/PARTNERS**
TO FILL OUT THE ONLINE APPLICATION AND/OR PAY BY CARD.

C – POLICY AND OPERATIONAL PROCTURES -

1. Request approval of new Bursar Payment Policy (N2-1212 BURSAR August 2025). The purpose of this policy is to outline various payment options to assist students in their financial obligations to Northeastern Oklahoma A&M College.

Policy has been review an approved by Student Body Government, Executive Committee and Board of Regents' Office of Legal Counsel.

The Bursar Payment Policy establishes clear guidelines for students to meet their financial obligations each semester. All student accounts must be paid in full by the end of the 16-week add/drop period, or students may enroll in a deferred payment plan for a non-refundable $25 fee per semester. Failure to pay results in a monthly late fee of 1% (not to exceed $35) on unpaid balances. A missed deferred payment plan installments incur a late fee of 0.25% (not to exceed $25 per month). The policy also addresses procedures for handling financial aid, employer tuition assistance, veterans' benefits, and external scholarships, ensuring students are informed of their responsibilities and the consequences of unpaid balances.

To support compliance, the policy outlines acceptable payment methods, late fee waivers, and the process for managing delinquent accounts, including possible suspension, withdrawal, or withholding of diplomas. Students are responsible for ensuring all financial aid, employer payments, and external scholarships are properly reported and credited. The policy aims to balance flexibility for students with the college's need for fiscal responsibility. The fees for this policy were approved in the January 2025 Board meeting.

Northeastern Oklahoma A&M College Policy

BURSAR PAYMENT POLICY	N2-1212 BURSAR August 2025

PURPOSE

1.01 The purpose of this policy is to outline various payment options to assist students in meeting their financial obligations to Northeastern Oklahoma A&M College.

SCOPE

2.01 This policy applies to all students at Northeastern Oklahoma A&M College ("NEO").

POLICY

3.01 Accounts are to be paid in full by the end of the 16 week add/drop date each semester.

3.02 A 1% late fee (up to $35) will be charged monthly on unpaid balances until the end of the semester in which the charge was incurred.

A. Examples of situations that could result in an outstanding balance include, but are not limited to, the following: failure to establish and maintain a deferred payment plan, incomplete financial aid processing, unreported outside resources, or any balance greater than zero.

3.03 **Deferred Payment Plan**

If full payment is not possible at the start of the semester, students may enroll in a deferred payment plan. The cost to enroll in the deferred payment plan is $25 per semester. The fee is a non-refundable administrative fee charged by NEO for deferred payment plan service. The first installment payment and administrative fee will be due by the 15th of the month in which the deferred payment plan is established.

A. The number of payments depends on how early students enroll for the plan. The earlier students enroll, the smaller the payments and the longer students have to pay. The amount of each payment will depend on the amount of tuition and fees charged and financial aid award, if any.

1. Students may be eligible for the five-installment (per semester) plan. This plan allows students to make payments for each semester in up-to five

installments. Fall payment due dates: August 15 (if enrolled prior to July 31), September 15, October 15, November 15 and December 15. Spring payment due dates: January 15 (if enrolled prior to December 31), February 15, March 15, April 15, and May 15.

2. Full semester plan enrollment deadlines are as follows: Fall, September 15; Spring, February 15; Summer, June 15.

3. If students do not enroll in a deferred payment plan by the deadline dates, accounts will be subject to a 1% (not to exceed $35) per month late fee until paid in full.

B. The students' original deferred payment plan will automatically adjust if they have schedule changes such as adding or dropping a class, financial aid award changes, or if they add books to their deferred payment plan; these actions could increase or decrease their payments. They will be notified by the Bursar Office via email of any changes to their deferred payment plan.

C. Deferred payment plans submitted through NEO are valid for only one semester and must be requested each semester.

D. Missed deferred payment plan installments will result in an assessment of a late payment fee of .25% (not to exceed $25 per month) for each missed payment. Failure to pay will result in an enrollment hold for future classes/semesters.

3.04 **Enrollment**

A. For students who are not on a deferred payment plan, accounts must be paid down to $500 or less by the 16 week add/drop date each semester. Failure to pay the account down to $500 will result in an enrollment hold for future classes/semesters.

B. For students who are on a deferred payment plan, accounts must be in good standing. Failure to keep the account in good standing will result in an enrollment hold for future classes/semesters.

3.05 **Payments**

Applicable fees for using credit/debit card payments are collected by third-party payment processor for all payments. There are no service charges for using the Automatic Clearing House (ACH) method with a checking or savings account.

A. NEO imposes a non-refundable fee of $20.00 for each returned payment.

3.06 **Financial Aid**

If pending financial aid will not cover 100% of a student's account balance, then payment is due by the end of the 16 week add/drop date. Students whose financial aid does not pay 100% of their account balance may enroll in a deferred payment plan for the difference. The deferred payment plan will adjust automatically.

A. If financial aid is cancelled/reduced and no longer will cover 100% of the student's account balance, then payment is due by the due date listed on the monthly statement.

B. If financial aid covers 100% of the student's account balance, then any prior payments causing a credit will be refunded to the student.

3.07 **Employer tuition assistance**

Students who receive employer tuition assistance may have the costs of educational expenses paid by their employer through direct billing or through reimbursement. Students should check with their employers to determine which plan is appropriate for them. NEO is not responsible for agreements between students and their employers.

A. Direct billing: Students whose employer offers direct payment to NEO must ensure that NEO receives a letter from the employer that authorizes and describes the conditions of such an arrangement. The letter must be on file in the Bursar Office and Financial Aid Office no later than the beginning of the semester.

B. Reimbursement: Students attending under employer reimbursement are required to follow the standard payment policy and then receive reimbursement following guidelines established by his/her employer.

C. Under either form of tuition assistance, students are responsible for any portion of the educational fees not paid by their employers. Students whose employers have contingencies on payments (such as attaining a certain grade) are required to pay as if they did not have employer tuition assistance and be reimbursed after the employer makes payment in accordance with the employer's policy. NEO is not responsible for an employer's failure to pay.

D. If the student's employer pays tuition assistance benefits directly to eligible individuals, students are personally responsible for payment of their expenses and are required to follow NEO's standard payment policy.

3.08 **Veterans' educational assistance**

Individuals who are currently serving or have served in our nation's armed forces may be eligible for educational assistance from the Veterans Administration ("VA"). Eligible students must complete paperwork required to establish VA eligibility at the time of registration. If the VA pays benefits directly to eligible individuals, students are

personally responsible for payment of their expenses and are required to follow NEO's standard payment policy.

A. Veterans using Chapter 31 or 33 educational benefits shall not be prevented from enrolling; charged a late penalty fee; required to obtain additional funding or be denied access to school resources and classes if they are awaiting a delayed payment from the VA.

B. Veterans using Chapter 31 or 33 educational benefits who reduce their hours and received a payment are responsible to pay the difference to NEO and are required to follow NEO's standard payment policy.

3.09 **Other education tuition reimbursements and scholarships**

External reimbursements and scholarships must be reported to the Bursar Office and Financial Aid Office no later than the beginning of the semester for aid to be authorized as received. Unreported payments from external reimbursements and scholarships will not be considered when applying late fees to accounts. It is the responsibility of students to verify that both departments, the Business Office and Financial Aid Office, have received notice of all incoming account payments so not to be charged any late payment fees.

3.10 Any late fee charged to students' accounts may be waived or refunded based on the application of Financial Aid funds or external funding (i.e. third-party scholarships, employer assistance, etc.). Students must contact the Bursar Office to request the late fee to be waived or refunded.

PROCEDURE

4.01 Accounts are expected to be paid in full by the end of the add/drop date each semester or enrolled in a deferred payment plan.

4.02 Deferred payment plans can be set up by completing an application posted on the Bursar Office website.

4.03 The administrative fee and first installment are due by the 15th of the month in which the deferred payment plan was established.

4.04 Deferred payment plan participants are sent installment payment due notifications in separate emails and the statement email is to inform students of the total monthly billing statement amount for informational purposes.

4.05 Payments are due by the 15th of the month.

4.06 Late payment fees are assessed monthly. There will be no late fees on non-delinquent accounts.

4.07 To enroll in a future class/semester, students' account balances must be paid down to $500 or less, or the student must be enrolled in a deferred payment plan with their account in good standing.

4.08 Enrollment/academic holds placed on an account may be lifted as long as installment payments are current.

4.09 Charges and credits originate from on-campus departments. These departments are responsible for maintaining the detailed records of the transaction that appear on students' billing statements. If students have questions regarding an item on their statement, please contact the appropriate department directly.

4.10 If an account remains unpaid, NEO reserves the right to suspend or withdraw students from classes, deny future enrollments, and require students to move from student housing.

4.11 Accounts must be cleared before students can obtain a diploma.

4.12 Any charges incurred by NEO to collect on delinquent accounts will be assessed to and will be the responsibility of the account holder; to include reimbursing NEO the fees of any collection agency, which may be based on a percentage at a maximum of 33.3% of the debt, and all costs and expenses, including reasonable attorneys' fees, incurred in such collection efforts. This will be assessed to the student's account and included in the balance due.

4.13 Delinquent account information is disclosed to credit reporting agencies, which could endanger students' credit rating on a local or national level. Past due accounts may receive payment from the warrant intercept program (WIP) that captures state income tax refunds to pay outstanding NEO debt.

Approved:

D - PERSONNEL ACTIONS in compliance with Board Policies 3.01, 3.02, and 3.03

1. Request approval of personnel actions, new appointments, reappointments changes in salary, change in title and or personnel leaves:

Name	Action	Effective Date	Salary/Rate Annually
Keeley Adams	Additional Duties- Director of Title III	6/1/2025	$49,811.82
Mattie Haynes	Salary Increase- Instructor - Agriculture and Head Livestock Judging Coach	8/1/2025	$47,544.48
Hannah McLochlin	Salary Increase- Instructor - Agriculture and Head Judging Livestock Coach	8/1/2025	$48,031.02
Warren Harkins	Salary Increase- Director of Physical Plant	7/1/2025	$62,000.00*
Ryan Orcutt	Salary Increase- Executive Director of Development Foundation	7/1/2025	$77,000.00
Joy Bauer	Salary Increase- Director of Title III - Serving and Supporting the New Majority	7/1/2025	$86,375.38

*Correction of typographical error for the official record:
The salary for Warren Harkins should be $62,500.00, as listed in the FY 2026 NEO Salary & Wage Budget that was also approved by the Board at this meeting.

D - PERSONNEL ACTIONS in compliance with Board Policies 3.01, 3.02, and 3.03

2. Items not requiring Board action are provided for informational purposes only:

Name	Action	Effective Date	Salary/Rate Annually
Jeremy Jackson	Separation- Head Men's Basketball Coach & Student Activities Coordinator	4/30/2025	$46,100.00
Darius Jiggetts	Separation- Assistant Football Coach	4/30/2025	$45,000.00
Blake Mills	Transfer-Interim Head Men's Basketball Coach & Student Activities Coordinator	5/1/2025	$40,000.00
Ivy Fink	Hire- Assistant Volleyball Coach	5/1/2025	$15,000.00
Emily Jordan	Separation- Student Support Services Tutor	5/5/2025	$7,800.00
Janice Rice	Separation- Professional Tutor	5/6/2025	$21,840.00
Raeven Whitebird	Separation- American Indian Center of Excellence Mentor	5/8/2025	$16,016.00
Jeffrey Acuna	Separation- Academic Tutor of Math and Science	5/8/2025	$34,944.00
Steven Clay	Separation- Gold Mentor	5/8/2025	$9,828.00
Katrina Ball	Hire- Academic Specialist	5/19/2025	$35,484.80
Dustin May	Separation- Assistant Wrestling Coach and Resident Director of Russell Hall	5/31/2025	$24,100.00
Corley Rogers	Separation- Instructor of Agriculture	5/31/2025	$45,529.22
Hollis Mitchell	Hire- Assistant Men's Basketball Coach and Resident Director of Vann Hall	6/1/2025	$24,100.00
Seth Seago	Hire- Assistant Wrestling Coach and Resident Director of Russell Hall	6/1/2025	$24,100.00
Hunter Kirkpatrick	Separation- Assistant Baseball Coach	7/1/2025	$15,000.00
Keith Herring	Separation- Assistant Baseball Coach	7/1/2025	$15,000.00
Gerald Bailey	Salary Increase- Maintenance Technician II	7/1/2025	$41,600.00
Donella James	Salary Increase -Administrative Assistant for Nursing, Allied Health and Physical	7/1/2025	$27,664.00
Mackenzie Stackle	Separation- Fine Arts Assistant	5/22/2025	$15,007.20
Anathan Gibson	Hire- Asst. Football Coach	6/9/2025	$45,000.00

Northeastern Oklahoma A&M

Budget Assumptions

Enrollment	Budgeted FY26	Actual FY25	Actual FY24
Full Time Equivalent for full year (30 hrs.)	1581	1550	1471

Narrative: 2% increase vs FY25 Budget

Tuition & Fees			
Tuition	$ 114.00	$ 109.00	$ 100.00
Mandatory Fees	$ 64.75	$ 64.75	$ 64.75
In State - Tuition Waivers	$ -	$ -	$ -
Out of State - Tuition Waivers	$ 205.00	$ 205.00	$ 205.00
Total	$ 383.75	$ 378.75	$ 369.75

Narrative: We propose a $5 per credit hour for tuition. This equals a 2.9% increase in the total tuition and mandatory fee costs. The increase in tuition is not expected to impact the majority of our student population since it adds a modest $75 per semester for someone taking 15 credit hours.

State Appropriations			
General Appropriations	$ 8,243,080	$ 8,239,009	$ 7,919,684
Restricted for Capital	$ 1,000,000	$ 1,000,000	$ 900,000
State Match	$ -	$ -	$ -
Other	$ 1,019,638	$ 463,432	$ -

Narrative: Appropriations are staying flat. The amount to help offset insurance costs $121K will be repeated and $125K for STEM has been allocated . Other revenue in FY26 includes $795K for ARPA money that has not been spent in FY25

Housing			
Occupancy	1256	1122	1108
Revenue	$ 2,182,539	$ 1,903,636	$ 1,856,878

Narrative: *We are increasing by a flat rate in tr of $50 for all base dorms and $50 for the Suites. With enrollment showing to be equal to or greater than FY25 we are not anticipating* a decrease in occupancy but will be pushing to fill the dorms more.

Board			
Meal plan participation	1252	1118	1094
Revenue	$ 2,534,326	$ 2,133,678	$ 2,310,821

Narrative: The food service contractor instituted an increase of 4.1% of all meal plans.

Other Notable Budget Assumptions

Narrative:

G - OTHER BUSINESS AND FINANCIAL MATTERS-

1. Request approval to expend grant funds, including payment of administrative allowance at year-end, according to grant guidelines.

Upward Bound Grant FY 2026-

We have received notification from the US Department of Education of the award for the TRIO Upward Bound program for Fiscal Year 2026. This award is the 3rd year of a 5 year grant for the period of September 1, 2022 through August 31, 2027. The announced allocation is $362,941. The grant offers services to participants who reside in an impoverished three-counties in Northeastern Oklahoma and who attended one of 15 target high schools. All grant services and activities are targeted on the motivation and skills necessary to succeed in education beyond high school. Board authorization is requested to expend grant funds, including payment of administrative allowances at year-end, according to grant guidelines.

Federal Awards for Campus-Based Student Financial Aid Programs FY 2026-

The federal government has advised us of our tentative awards for the Supplemental Education Opportunity Grant (SEOG) in the amount of $129,828 and the Federal Work Study (FWS) elements of the Student Financial Aid (SFA) program for $150,989 for Fiscal Year 2026. Although these awards are tentative and subject to revision, experience has been that revisions are rare and minimal. Board authorization is requested to expend funds, including payment of administrative allowance at year-end, according to the financial aid program guidelines.

Adult Education & Family Literacy Grant Allocation FY 2026-

We have received notification from the Oklahoma Department of Career and Technology Education of our allocation for the Adult Education & Family Literacy Grant for Craig, Delaware and Ottawa Counties. The allocation for Fiscal Year 2026 is $120,670. These funds are used for the operation of an on-campus Adult Literacy Center that provides GED and HiSET test preparation, testing for any Oklahoma and/or bordering state residents as well as ESL (English as a Second Language/English Immersion) classes. Board authorization is requested to expend funds, including payment of administrative allowances at year-end, according to grant guidelines.

Carl D. Perkins Grant Postsecondary Allocation FY 2026-

The Oklahoma Department of Vocational and Technical Education advised the award for the Carl D. Perkins Vocational & Technical Education Act of 1991 for Fiscal Year 2026 is $42,095. These funds are used to develop the academic, vocational, and technical skills of secondary students and postsecondary students that elect to enroll in vocational and technical education programs.

G - OTHER BUSINESS AND FINANCIAL MATTERS-

2. Request approval to continue to use grant consulting services from Ramona Munsell & Associates Consulting Inc (RMA) and Aegis Grant Consulting (Aegis) for the federal grants at Northeastern Oklahoma A&M College.

Federal Grant – Upward Bound, Title III grants, Student Support Services grants.

For over 13 years, NEO has successfully partnered with RMA, which has played a critical role in securing and supporting multiple federal grants, particularly those under the Native American-Serving Nontribal Institutions (NASNTI) program. Recently, RMA has restructured, resulting in the creation of two distinct firms: RMA and Aegis, each now specializing in different aspects of grant services. NEO has entered into updated agreements with Aegis for continued support of future proposals, while RMA continues to provide essential ongoing technical assistance for grants awarded in previous cycles (2–5 years ago).

These firms offer unique expertise critical to NEO's continued federal funding success:

Exclusive Experience: RMA and Aegis are the only consulting firms with a proven track record of writing and managing NASNTI proposals specific to two-year colleges in Oklahoma. The principal consultant alone has authored five successful NASNTI grants for similar institutions in the state.

Day-to-Day Availability: They are the only full-time firms available to provide daily technical assistance and support throughout the grant lifecycle, ensuring proper implementation and compliance.

Performance-Based Fees: Both firms operate on a contingency fee basis, meaning NEO incurs no cost unless a grant is successfully awarded. While individual agreements with each firm remain below the $100,000 threshold, the combined total exceeds this limit.

Ongoing Grant Management: RMA continues to manage existing grants awarded under prior cycles, while Aegis focuses on new proposal development moving forward. This dual support structure ensures continuity, consistency, and expertise across all active and prospective projects.

Given their unique qualifications and critical support role, continued engagement with both RMA and Aegis is essential to maintaining and expanding NEO's federal grant portfolio.

G - OTHER BUSINESS AND FINANCIAL MATTERS-

3. Request approval to grant utilities easements to City of Miami Oklahoma.

The easement would allow the City of Miami to construct and maintain a new water line on the east side of the Synar Farm on E Rockdale Road, along Highway 69A.

- The proposed easement is 30 feet wide and contains approximately 2.044 acres. The easement is in an area more generally described as:

A tract of land being a part of the Northeast Quarter of Section 20, Township 28N, Range 23E of the Indian Base and Meridian, Ottawa County, Oklahoma.

- The proposed easement is 30 feet wide and contains approximately 1.061 acres. The easement is in an area more generally described as:

A tract of land being a part of the Southeast Quarter of Section 20, Township 28N, Range 23E of the Indian Base and Meridian, Ottawa County, Oklahoma.

- The proposed easement is 30 feet wide and contains approximately 0.123 acres. The easement is in an area more generally described as:

A tract of land being a part of the Northeast Quarter of Section 20, Township 28N, Range 23E of the Indian Base and Meridian, Ottawa County, Oklahoma.

Easement documents are pending review by the Office of Legal Counsel.

G - OTHER BUSINESS AND FINANCIAL MATTERS-

4. Request approval to sell approximately 1.7995 acres of Board-owned land to Fullerton Farms and to authorize the Northeastern Oklahoma A&M College (NEO) President, or his designee, to execute all necessary documents to effectuate the sale.

The subject property is located outside the existing fenced boundary of the NEO Farm and lies within a Grand River Dam Authority (GRDA) utility easement for electrical transmission lines. Fullerton Farms has continuously maintained this land, which is not currently used for instructional or operational purposes by NEO.

In exchange for this parcel (and in lieu of monetary consideration), Fullerton Farms will:

- Install new fencing along the revised property boundary,
- Clear brush and remove the existing fence line,
- Dispose of debris located on the site, and
- Cover all costs associated with the land survey required for the new fencing.

This exchange will provide NEO with improved boundary security, reduce maintenance obligations, and formalize a long-standing arrangement at no cost to the college.

The Board of Regents' Office of Legal Counsel will review and approve all documents necessary to complete the transaction.

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

1. Request approval for Fiscal year 2026 clinical facilities for Health Science Programs.

Associate Degree Nursing:

- Access Family Care – Neosho, MO
- Comforting Hands Hospice- Grove, OK
- CSS Early Learning Center- Webb City, MO
- Freeman Health System- Joplin, MO
- Good Shepherd Hospice- Grove, OK
- Grand Head Start (Through Jay Public Schools)- Jay, OK
- Grand Mental Health- Nowata, OK
- Grove Christian Med Clinic, Inc.- Grove, OK
- Grove Public Schools- Grove, OK
- Integris Health Inc.- Miami, OK & Grove, OK
- Kansas Public Scholls- Kansas, OK
- Mercy Hospital- Joplin, MO
- Miami Public Schools- Miami, OK
- NEO Community Health Center- Tahlequah, OK
- Northeastern Tribal Health System- Miami, OK
- Oklahoma Forensic Center- Vinita, OK
- Oklahoma State Department of Health- Oklahoma City, OK
- Saint Francis Hospital- Vinita, OK
- Siloam Springs Schools- Siloam Springs, AR
- Solace House of Ozarks- Joplin, MO
- Tahlequah Hospital (NHS)- Tahlequah, OK
- Vinita Public Schools- Vinita, OK
- Willow Crest Hospital- Miami, OK

Medical Laboratory Technician Program:

- Baptist Health – Ft. Smith, AR
- Choctaw Nation - Oklahoma
- Cox Health Barton County-Lamar, MO
- Diagnostic Laboratories of Oklahoma/Quest- various locations
- Fredonia Regional Hospital – Fredonia, KS
- Freeman Health System – Joplin, MO, Neosho, MO
- Hillcrest- Pryor, OK
- IHS Claremore-Claremore, OK
- Lab Corp – Tulsa, OK
- Labette Health – Parsons, KS
- Mercy – Carthage, MO. Fort Smith, AR, Rogers, AR, Pittsburg, KS
- Neosho Regional Memorial Medical Center- Chanute, KS

- NHS- Sallisaw, OK, Tahlequah, OK
- Norman Regional Hospital – Norman, OK
- St. Francis – Vinita, OK
- Texas Health – Ft. Worth, TX
- Texas Health- Dallas, TX, Flower Mound TX
- Tribal Diagnostics- Oklahoma City, OK

Physical Therapist Assistant Program:

- Freeman Hospital Joplin, MO (Inpatient- Rehab)
- Freeman Sports & Rehab- Joplin/ Carthage/ Neosho, MO (Outpatient)
- Hillcrest Tulsa Kaiser Rehab- Tulsa, OK (Inpatient)
- Integris Hospital - Miami/ Grove, OK (Outpatient/ Inpatient/ Pediatrics/ Homehealth)
- Landmark Acute Care Hospital- Joplin (Acute-Inpatient)
- Mercy Joplin, MO (Outpatient/ Outpatient-Neuro/ Inpatient)
- Mercy Ortho 4 States- Galena, KS (Outpatient)
- NEO Orthopedics -Miami/ Vinita/ Grove, OK (Outpatient)
- NEO Orthopedics- Heartsworth & Eastwood- Vinita/ Commerce, OK (SNF)
- Northeastern Tribal Health Center- Miami, OK (Outpatient)
- Ozarks Community Hospital- Gravette, AR (Outpatient/ Inpatient)
- Phoenix Rehab- The Gardens- Sapulpa, OK- (SNF)
- Pinamonti Physical Therapy & Wellness Center- Pittsburg, KS (Outpatient)
- Rehab Pro- Village of Southern Hills- Tulsa OK (SNF)
- St. Francis Hospital- Vinita, MO (Outpatient)
- TMC- Galena Nursing Center- Galena, KS (SNF)

OFFICIAL INTERIM APPROVAL REQUEST TO THE OFFICE OF THE CHIEF EXECUTIVE OFFICER OF THE OSU/A&M BOARD OF REGENTS

NOTE: Both pages of this form must be completed before interim approval is considered official.

Northeastern Oklahoma A&M College

College/University from which Request for Interim Approval Originated

1. The basis upon which interim approval is requested is indicated below (check one or more and explain).

☐ (a) The matter is related to the peace, health and safety of the institution and/or its inhabitants. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

☑ (b) The matter quite possibly could pose a deterrent to the accomplishment of important institutional objectives without authorization to act immediately or reasonably soon; and/or it is believed imprudent to delay action until the next meeting of the Board of Regents. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

Board authorization is requested for approval to use emergency repair services for damages received during windstorm at NEO A&M College.
Emergency roofing repair company: A-1 Roofing - $100,000.
Emergency "On-Call" restoration company: BMS CAT - $200,000.

☐ (c) The matter has significant economic implications for institutional resources and/or properties without authorization to act immediately or reasonably soon; and/or it is believed imprudent to delay action until the next meeting of the Board of Regents. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

☐ (d) The matter is related to an emergency requiring action by the administration prior to the next meeting of the Board of Regents because of extenuating circumstances not referenced above. (Describe the specific extenuating circumstances.)

2. The administrative action for which interim approval is hereby requested is as follows (describe fully what action is proposed and, if necessary, use an attached sheet):

Interim approval is requested to remediate damages sustained during the recent windstorm at NEO A&M College.

3. State the actual cost or best estimated cost required to complete the action for which interim approval is requested. $ 300,000 estimated amount

4. Identify the fund or funds to be used in covering the cost stated above. legally available funds & insurance claim

5. If verbal approval was previously granted, indicate to whom approval was given, the date, and whether by telephone or in person. _____

6.

_____ _____

(Optional) Signature of Requesting Administrator (Required) Signature of President

_____ 4/29/25

Date Date

==========

DO NOT COMPLETE FIELDS BELOW.
FOR USE BY THE OFFICE OF THE CHIEF EXECUTIVE OFFICER ONLY.

☑ Interim approval is granted by the office of the Chief Executive Officer for the business matter described above.

REMARKS:

☐ Interim approval is not granted for the business matter described above.

REMARKS:

Jason Ramsey
2025-04-29 23:16 UTC

_____

Signature of the Chief Executive Officer or
his designated representative

_____

Date

J - PURCHASE REQUESTS –

2. Board authorization is requested for purchase orders over $100,000. All purchases will comply with the Board of Regents for the Oklahoma Agricultural and Mechanical College Policies and Procedures, as well as applicable state statutes. The funding for these expenditures will come from legally available funds.

Increase to FY 25 Yearly Purchase

Orders	Supplier	Increase	
Enrollment Services	Graduation Alliance	$110,000.00	

Yearly Purchase orders FY 26		Yearly Amount	
Food Service	Sodexo	$3,000,000.00	*
Custiodial Service	AHI	$638,677.20	*
Enrollment Services	Graduation Alliance	$660,000.00	*
Shared Services (Pro Rated Board Cost, IT licenses, ERP)	Oklahoma State University	$500,000.00	
Insurance Coverage/Property/Fleet/Service	OMES-Risk Management Division	$405,000.00	
Fuel Card- State Contract	ComData	$100,000.00	
Pcard - State Contract	Bank of America	$350,000.00	

Sole Source - Type 2		Yearly Amount	
Nursing Program NCLEX Testing Academic Teaching Module Program & Supplies	Assessment Technologies, Inc LLC (ATI) Student Pass-though expense	$295,000.00	*

* Renewable annually based on mutual agreement

J - PURCHASE REQUESTS –

3. Request board approval to solicit competitive bids or contracts approved through the Office of Central Procurement to purchase equipment or services for various projects on campus. The funds for these expenditures will come from legally available funds.

- Library Administration Building - Roof replacement - Estimated Cost $700,000*
- Nursing Health Science Building – Classroom remodel - Estimated Cost - $300,000
- IT Server Equipment – Server replacements – Estimated Cost -$200,000*

All purchases will comply with the Board of Regents for the Oklahoma Agricultural and Mechanical College Policies and Procedures, as well as applicable state statutes.

Insurance claim pending

M – OTHER INFORMATIONAL MATTERS NOT REQUIRING ACTION OF THE BOARD –

1. Out-of-state travel summary for April and May 2025.

Northeastern Oklahoma A&M College
Summary of Out-of-State Travel as of **Apr-25**

Column (1): Travel This Month
Column (2): Corresponding Month Last FY
Column (3): Amount Expended Current FY
Column (4): Amount Expended Prior FY

Fund Source	No. Trips (5)	Amount Expended-Curr	(7)	Amount Expended-Prev	No. Trips (26)	Amt. Exp Current FY	No. Trips (35)	Amt. Exp Previous FY
Revolving	0	$0.00	0	$0.00	0	$0.00	0	$0.00
State Approp. (290)	3	$2,187.55	3	$3,142.45	17	$5,663.86	0	$0.00
Federal (430)	0	$0.00	0	$0.00	5	$1,280.34	15	$6,985.93
Private	0	$0.00	0	$0.00	0	$0.00	0	$0.00
Auxiliary (701)	2	$1,191.98	4	$4,614.23	4	$2,530.29	0	$0.00
Other	0	$0.00	0	$0.00	0	$0.00	20	$11,373.84
Total	5	$3,379.53	7	$7,756.68	26	$9,474.49	35	$18,359.77

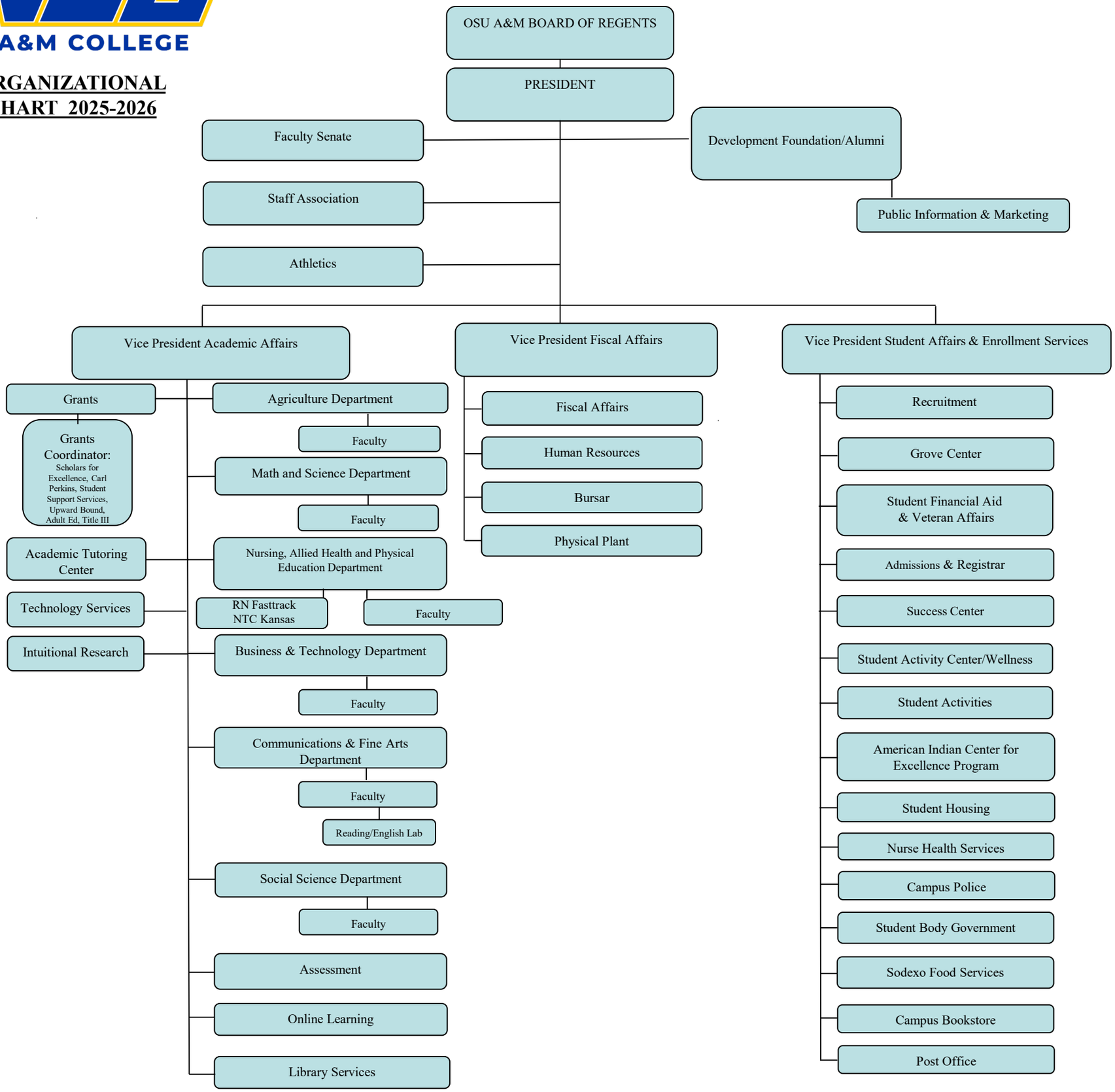
Northeastern Oklahoma A&M College
Summary of Out-of-State Travel as of **May-25**

Column (1): Travel This Month
Column (2): Corresponding Month Last FY
Column (3): Amount Expended Current FY
Column (4): Amount Expended Prior FY

Fund Source	4	Amount Expended-Curr	(3)	Amount Expended-Prev	No. Trips (30)	Amt. Exp Current FY	No. Trips (38)	Amt. Exp Previous FY
Revolving	0	$0.00	0	$0.00	0	$0.00	0	$0.00
State Approp. (290)	2	$200.00	1	$244.74	19	$5,863.86	16	$7,230.67
Federal (430)	0	$0.00	0	$0.00	5	$1,280.34	0	$0.00
Private	0	$0.00	0	$0.00	0	$0.00	0	$0.00
Auxiliary (701)	2	$477.40	2	$856.56	6	$3,007.69	22	$12,230.40
Other	0	$0.00	0	$0.00	0	$0.00	0	$0.00
Total	4	$677.40	3	$1,101.30	30	$10,151.89	38	$19,461.07

NEO A&M COLLEGE

ORGANIZATIONAL CHART 2025-2026



IV. CONNORS STATE COLLEGE, WARNER, OKLAHOMA

President Ron Ramming and other members of the administration came before the Board to review the Agenda and present the business of Connors State College (CSC). (The CSC Agenda is attached to this section and considered a part of these minutes.)

A-1 Remarks by President Ron Ramming

a. CSC Connection Publication

President Ramming began his remarks by thanking President Hess and the team at OSU-OKC for their hospitality last night. He said he appreciates the effort it takes to host Board Meetings and the related activities. He welcomed Regent Poole to the Board on behalf of CSC and said he looks forward to working with him. President Ramming then said it has been a pleasure working with Chair Harrel over the past year and thanked him for his leadership.

President Ramming called attention to page 2 of the *Connection* magazine, which features an article about the Spring 2025 Commencement Ceremony. He thanked Regent Taylor for representing the Board at graduation. The commencement speaker this year was former OK Supreme Court Chief Justice and current OSRHE Regent Steven W. Taylor, who delivered a great message. President Ramming said this year's graduating class was the largest he can recall at CSC with almost 300 graduates. In total, CSC has awarded over 1,100 degrees and certificates in FY 2025. That is an increase of approximately 140 percent over the past five years. This increase reflects the hard work of staff in the Office of Academic Affairs and the Office of Student Support Services. These offices keep students on track, ensuring they cross the finish line with a degree. Last year, 85 percent of CSC's degrees and certificates were classified as critical occupation degrees by the OSRHE, and he anticipates a similar number this year. He expressed appreciation to the people who work in those offices for their diligence in helping CSC students achieve their goals.

He noted the story on page 5 that highlights CSC's partnership with Cross Telephone Services (CTS) and its recognition with the prestigious Regional Business Partnership Excellence Award. He referenced the story on page 6 about a recent gift to the Owen and Velma Taylor Endowment. Ms. Brenda Martin, whose parents were Owen and Velma, contributed over $47,000 to the endowment named in their honor. He said this endowment is directed toward helping non-traditional students, and he is very thankful for the Taylor family's support.

President Ramming moved to page 8, featuring a story about a record-breaking Nurse Pinning Ceremony. This was CSC's largest ever graduating class from the Nursing Program with over 75 graduates, bringing the total graduates from that program to over 110 for the year. He said CSC has worked very hard to increase enrollment in its Nursing Program, yet the College still cannot produce enough nurses to meet the demand. He said hospital administrators are constantly telling him they need more nurses.

President Ramming noted the story about CSC's Early College Program on page 10, which is a Program offered in partnership with Muskogee High School (H.S.). 13 students graduated from that program this year with both their H.S. diploma and an associate's degree from CSC. Approximately 30 students per year are admitted to this four-year program. He said the CSC administration has enjoyed working with Muskogee H.S. by helping its talented students begin their college career while still attending H.S.

Lastly, he provided a brief enrollment report for the Regents, noting summer enrollment decreased by approximately 400 credit hours. That decrease is directly related to enrollment at the local correctional facilities and the College's continuing struggle to get the United States (U.S.) Department of Education to process Free Applications for Federal Student Aid (FAFSA) in a timely manner for those who are incarcerated. For the upcoming fall semester, CSC is within six students of reaching the same enrollment number as this time last year.

C-1 Approval of the revised CSC Faculty and Staff Handbooks

President Ramming said these revisions have been reviewed and approved by OLC, and noted this Item was discussed with members of the AAPP Committee. AAPP Committee Chair Callahan said the Committee recommends Board approval of this Item.

> Regent Callahan moved and Regent Poole seconded to approve Item C-1 as presented in the CSC Agenda.
>
> Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

D-1 Approval of personnel actions; items not requiring Board action are included for informational purposes only

President Ramming said he wanted to recognize one of the information-only personnel items. Ms. Debby Golden, Director of Agriculture, is retiring after serving CSC for nearly 23 years. Though she will return to help at CSC occasionally, she is retiring from her full-time position.

> Regent Taylor moved and Regent Callahan seconded to approve Item D-1 as presented in the CSC Agenda.
>
> Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

E-1 Approval for off-campus delivery of courses for the Summer 2025 semester

President Ramming said these courses are primarily those offered at the correctional facilities, as well as some clinical courses for the PTA Program.

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

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

F-1 Approval of Connors State College's proposed FY 2026 Budgets, including E&G Parts I and II, Auxiliary, Tuition and Fees, Room and Board Rates, and Salary Recommendations

President Ramming noted this Item was discussed with members of the FINC Committee. FINC Committee Member Hall said the Committee recommends Board approval of this Item.

Regent Hall moved and Regent Walker seconded to approve all elements of the proposed FY 2026 Budgets for CSC as presented in Item F-1 of the CSC Agenda.

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

J-1 Approval of FY 2026 purchase orders over $100,000

President Ramming noted correction of a typographical error for the record. This Item reads "FY 2025" on the CSC Agenda and should say "FY 2026."

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

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

The business of CSC being concluded, President Ramming and other members of the College's administration were excused from the meeting.

Connors State College

Warner, Oklahoma

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

June 13, 2025

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 Dr. Ron Ramming
   a. Connection

B – RESOLUTIONS- None

C - POLICY AND OPERATIONAL PROCEDURES

1. Board approval is requested for the revised Connors State College Faculty and Staff Handbooks. These proposed changes have been approved by Legal Counsel. (Reference Document C-1)

D - PERSONNEL ACTIONS in compliance with Board Policies 3.01, 3.02, and 3.03

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

E - INSTRUCTIONAL PROGRAM

1. Board approval is requested for off-campus delivery of the attached courses for the Summer 2025 semester. (Reference Document E-1)

F - BUDGETARY ACTIONS

1. Board authorization is requested to approve Connors State College's proposed Fiscal Year 2026 Budget, including E&G Parts I and II, Auxiliary, Tuition and Fees, Room and Board Rates, and Salary Recommendations. (Reference Document F-1, provided under separate cover.)

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

1. Board approval is requested for FY 2025 purchase orders over $100,000. (Reference Document J-1)

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 Reports for April and May 2025 (Reference Document M-1)
2. Organizational Chart (Reference Document M-2)

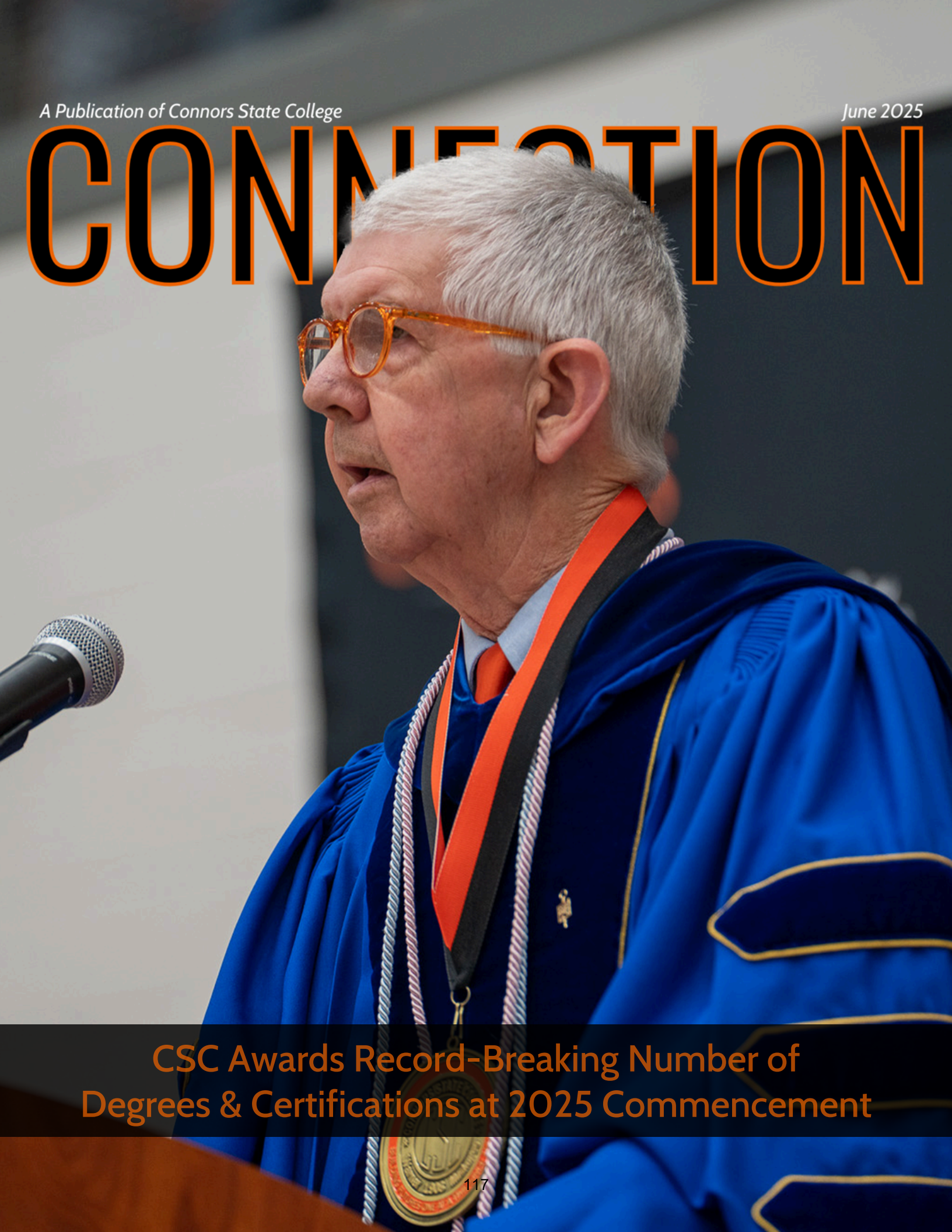
Respectfully submitted,

Dr. Ronald S. Ramming
President

A Publication of Connors State College

June 2025

CONNECTION



CSC Awards Record-Breaking Number of Degrees & Certifications at 2025 Commencement

INSIDE THIS ISSUE

April 2025

CONNORS STATE COLLEGE

WARNER CAMPUS
700 COLLEGE ROAD
WARNER, OK 74469

THREE RIVERS PORT CAMPUS
2501 N 41st St. E
MUSKOGEE, OK 74403

ADMINISTRATION

PRESIDENT
Dr. Ronald S. Ramming

VICE PRESIDENT FOR ACADEMIC AFFAIRS
Dr. Chris McBeath

VICE PRESIDENT FOR FISCAL SERVICES
Mike Lewis

VICE PRESIDENT FOR STUDENT AFFAIRS
Jake Lawson

CONNECTION CONTRIBUTORS

Dr. Krystle Lane
Derotha Rivenbark
Matthew Harmon
Macey McCoy
Richard Benge
Tosha Stout
Trent Todd

FEATURE

- *CSC Awards Record-Breaking Number of Degrees & Certs at 2025 Commencement* — 2

CAMPUS LIFE

- *Connors State College Partnership with Cross Telephone Recognized with Regional Business Partnership Excellence Award* — 7
- *Owen and Velma Taylor Endowment Receives Nearly $50,000 Boost from Family*
- *Connors State College Transitions to Summer Hours*
- *Office of Recruitment to Host Summer SPUR Events*

EDUCATION

- *Connors State College Celebrates Record-Breaking Nurse Pinning* — 9
- ***Connors State College's Early College Program Celebrates Inaugural Graduating Class***

SPOTLIGHTS

- *Student Spotlight: Daurys Manzanillo (Santo Domingo, Dominican Republic)* — 12
- *Alumni Spotlight: Bill Day ('65)*

ATHLETICS

- *Twelve Connors State Soccer Players Continue Playing Careers at 4-Year Universities* — 15
- *Baseball Ends 2025 Campaign as Region 2 Runner-up*
- *Softball Look to Bounce Back in 2025-2026*

CSC SOCIAL MEDIA

#ConnorsState

facebook.com/connorsstatecollege

@ConnorsState

@ConnorsState

youtube.com/connorsstatecollege

Connors State College in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972. Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, nation origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, crime statistics for both the Warner and Muskogee campuses may be reviewed at http://connorsstate.edu/asr. This publication was printed by Connors State College as authorized by the Director of College & Community Relations. The information given herein is for educational purposes only. Reference to commercial products or trade names is made with the understanding that no discrimination or endorsement is intended by Connors State College.

CSC Awards Record-Breaking Number of Degrees & Certifications at 2025 Commencement

by Matthew Harmon, CSC Communications & Marketing

Connors State College made history at its 2025 commencement ceremony, celebrating not just another graduating class, but a moment that showcases the college's expanding impact across Eastern Oklahoma. The numbers tell a remarkable story of growth, opportunity, and student success.

The graduation ceremony featured Former Oklahoma Supreme Court Chief Justice and current Oklahoma State Regents for Higher Education Regent Steven W. Taylor, who delivered the commencement address. Taylor, who served as Chief Justice from 2011 to 2017 and brings decades of legal and educational leadership experience to his current role as Regent, offered graduates insights on service, leadership, and the importance of education.

Most notably, CSC awarded more degrees and certificates in spring 2025 than in the entire previous year combined—a testament to the institution's rapidly growing influence in higher education.

"These numbers represent more than statistics—they represent a lot of hard work. From not only the students, but the faculty and staff that have invested into them," said Dr. Ron Ramming, CSC President. "When we see a 45% increase in degree production in just one year, we're witnessing the direct impact of our commitment to student success and educational accessibility."

The growth trajectory is nothing short of extraordinary. Degree and certificate production has surged over 45% from the 2023-24 academic year to 2024-25, with Associate of Science degrees leading the charge with a remarkable 70% increase. These aren't just numbers—they represent hundreds of students who found their path to success through CSC's programs.

Perhaps most impressive is the college's five-year growth story. Total degree and certificate production has increased by more than 144% over the past five years, positioning CSC among the top-performing institutions in Oklahoma for educational growth during this timeframe.

"This five-year trajectory reflects our strategic vision coming to fruition," Dr. Ramming noted. "We've invested deliberately in programs that meet student needs and regional workforce demands, and these graduation numbers prove that approach is working."

This expansion reflects strategic investments in programs, faculty, and student support services that have created new pathways for academic achievement.

The impact extends far beyond campus boundaries. More than 80% of CSC's degree and certificate programs are in fields deemed critical occupations by the state of Oklahoma, meaning graduates are entering the workforce with skills that directly address pressing economic needs.

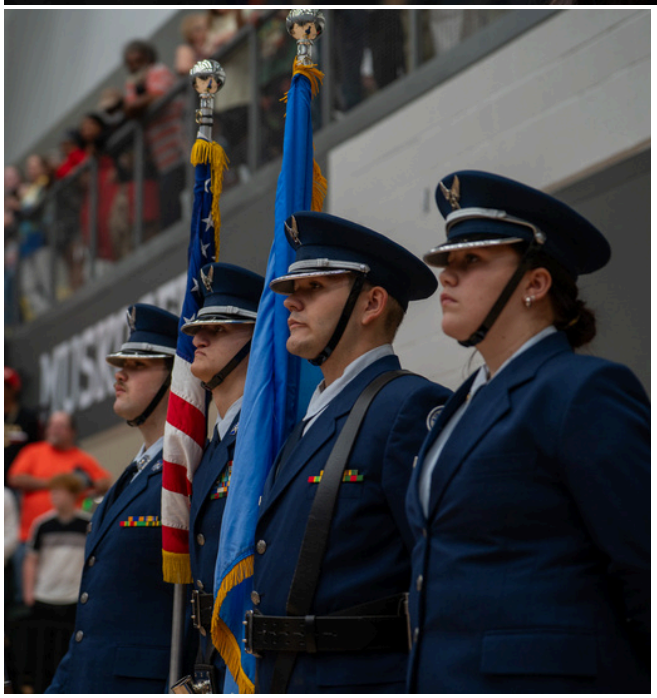
"We're not just educating students—we're strengthening the economic foundation of Eastern Oklahoma," Dr. Ramming emphasized. "When 80% of our graduates earn credentials in critical occupation fields, we're directly contributing to workforce development and regional prosperity."

From healthcare and technology to skilled trades and education, CSC graduates are filling essential roles that drive economic development throughout Northeast Oklahoma.

This record-breaking commencement

represents more than academic achievement—it demonstrates CSC's commitment to educational accessibility and student success. The college has become a vital pipeline for both immediate workforce entry and continued academic pursuits, providing students with credentials that open doors to career advancement and four-year university transfers.

As graduates walked across the stage to receive their degrees and certificates, they carried with them not just individual accomplishments, but the distinction of being part of the largest graduating class in Connors State College history. Their success reflects the college's evolving role as a cornerstone of higher education and economic development in Eastern Oklahoma.



CSC Partnership with Cross Telephone Recognized with Regional Business Partnership Excellence Award

by Matthew Harmon, CSC Communications & Marketing

Connors State College is proud to highlight its long-standing partnership with Cross Telephone Services, which has been recognized through the prestigious Regional Business Partnership Excellence Award (RBPEA). This honor includes a $1,000 grant that will further strengthen collaboration between the college and Cross Telephone through enhanced student internships, faculty externships, and educational resources.

The partnership between Connors State College and Cross Telephone Services exemplifies the power of community collaboration in advancing educational excellence and technological innovation. Cross Telephone has made significant contributions across the CSC campus, ranging from athletic facility improvements including softball field enhancements to scoreboards for baseball and basketball programs.

"We are thrilled to see our partnership with Cross Telephone Services receive this well-deserved recognition," said Dr. Ronald Ramming, President of Connors State College. "Their commitment to our students and campus community has been exceptional, particularly in their support of our nationally ranked E-Sports program through new streaming services and uniforms this year."

Cross Telephone's support has been instrumental in advancing Connors State College's four-time nationally ranked ESports team, providing cutting-edge streaming technology and professional uniforms that have elevated the program's profile. This technological partnership reinforces the importance of industry collaboration in education, providing CSC students with valuable insights into the telecommunications industry while enhancing access to digital learning tools.

"This partnership demonstrates how local

businesses and educational institutions can work together to create meaningful opportunities for students," added Dr. Ramming. "Cross Telephone's investment in our campus infrastructure and student programs has had a lasting impact on our ability to provide high-quality educational experiences."

The Regional Business Partnership Excellence Award recognizes outstanding collaborations between educational institutions and business partners that create mutual benefits and advance educational goals. The accompanying $1,000 grant will be used to expand internship opportunities, provide professional development for faculty, and enhance educational resources that directly benefit CSC students.

Connors State College extends its gratitude to Cross Telephone Services for their continued investment in the college's students and community. This partnership serves as a model for how business and education partnerships can drive innovation, support student success, and strengthen regional economic development.

Read more about the partnership here: https://tinyurl.com/4bjwey9n. For more information about Connors State College and its community partnerships, please visit connorsstate.edu.

Owen and Velma Taylor Endowment Receives Nearly $50,000 Boost from Family

by Matthew Harmon, CSC Communications & Marketing

Sometimes the best investments are the ones that grow across generations. Brenda Martin recently proved that point by contributing over $47,000 to the Owen and Velma Taylor Endowment at Connors State College—a donation that brings her family's story with the college full circle.

The endowment, named for Martin's parents, helps non-traditional students pursue their education by providing scholarships to those who maintain at least a 2.0 GPA, with preference given to Sequoyah County residents.

The Taylor family's connection to Connors State runs deep. Owen Taylor was a first-generation college graduate from CSC who faced financial challenges during his studies. When money got tight, the college president found creative solutions—including letting Taylor earn income by tending flower beds at administrative homes.

That support made all the difference. Owen not only graduated but went on to ensure his entire family valued education, including his wife Velma and their children, even during an era when higher education for women wasn't commonly encouraged.

Martin herself became part of the CSC tradition, serving as a cheerleader and staying actively involved in campus life during her time there.

Martin's substantial donation came from a strategic decision. She had been funding a local scholarship through a certificate of deposit but became frustrated with how that program awarded its funds. When the CD matured, she chose to redirect the entire amount to Connors State College instead.

:"The hard work of one man led to generations of her family line achieving higher education," Martin reflected, acknowledging both her father's determination and the college's crucial role in that success.

Martin has found a meaningful way to give back—ensuring that future students facing financial barriers can follow in her father's footsteps. The endowment represents more than just money; it's a testament to how one family's educational journey can create opportunities for countless others.

Connors State College Transitions to Summer Hours

by Macey McCoy, (Sophomore - Beggs, Oklahoma)

Summer has hit Connors State College and with students out, faculty and staff will once again transition into CSC's summer work schedule. The campus will operate on a four-day work week (Monday-Thursday). These changes have already gone into effect, beginning on May 19, 2025, and ending the week of August 1, 2025. Business hours are Monday through Thursday, 8:00 am to 5:00 pm during this time.

If you need a tour, to finish paperwork, help with financial aid, or have any other questions, please feel free to call us at (918) 463-2931, or stop by at any time during these operating hours.

Office of Recruitment to Host Summer SPUR Events

by Macey McCoy, (Sophomore - Beggs, Oklahoma)

Connors State College is once again hosting SPUR events this summer. SPUR is an event that gives students an opportunity to come meet faculty, staff, and advisors, as well as enroll for classes and tour campus before arriving for the fall semester.

The Muskogee and Warner campuses will each be hosting SPUR dates. he Muskogee campus will have their events on: June 10th (9:00 am-1:00 pm) and July 16th (4:00 pm-6:00 pm).

The Warner campus will have theirs on: June 3rd (9:00 am-1:00 pm), July 15th (9:00 am-1:00 pm), and August 5th (9:00 am-1:00 pm).

For more information, feel free to email cscrecruit@connorsstate.edu or follow along on Facebook at Connors State College Recruitment.

Connors State College Celebrates Record-Breaking Nurse Pinning

by Matthew Harmon, CSC Communications & Marketing

Connors State College proudly announces the pinning of its Nursing Program's largest-ever graduating class. With 75 graduates, this milestone achievement signifies the college's continued commitment to producing highly skilled healthcare professionals and addressing the nursing shortage in Northeast Oklahoma.

The Spring 2025 ceremony held special significance as it marked the final pinning ceremony for CSC's Director of Nursing & Allied Health Dr. Diana Mashburn, who retires after years of dedicated service to the program and its students.

Connors State College's Nursing Program has a long-standing reputation for excellence in nursing education. The comprehensive curriculum, under the guidance of experienced nursing faculty, equips graduates with a robust skill set, blending theoretical knowledge with extensive clinical experience. The program's emphasis on clinical education, critical thinking, and compassionate patient care ensures graduates are well-prepared for the challenges of the healthcare industry.

The Nurse Pinning ceremony, a long time tradition honoring the graduates, took place on May 9th at Rougher Village Arena in Muskogee, Oklahoma. This event marked the culmination of the graduates' nursing education journey, celebrating their dedication and achievement.

"Connors State College remains steadfast in its commitment to address the nursing shortage in Northeast Oklahoma," added Dr. Ronald Ramming, President of Connors State College. "By delivering a rigorous nursing curriculum, the college aims to meet the growing demand for qualified nurses and enhance healthcare outcomes in the region.

We also extend our deepest gratitude to Dr. Mashburn for her exceptional leadership and dedication to nursing education throughout her career."

Connors State College extends its heartfelt congratulations to the Spring 2025 Nursing Program graduates for their remarkable accomplishment. The college acknowledges the collective efforts of the nursing faculty, staff, and community partners who have contributed to the success of the program. Together, they have created an environment conducive to fostering competent and compassionate healthcare professionals.

For more information about Connors State College, please visit connorsstate.edu. To read more about the Nursing Program, visit connorsstate.edu/nursing/.

Connors State College's Early College Program Celebrates Inaugural Graduating Class

by Matthew Harmon, CSC Communications & Marketing

Thirteen students made history this year as the first graduates of Connors State College's groundbreaking early college program—a partnership with Muskogee High School that's already proving to be a game-changer for underserved students in the area.

The program allows high school students to graduate with both their diploma and an associate degree, completely free of charge. No tuition, no fees, no textbook costs—creating genuine opportunity for students who might otherwise find college financially out of reach.

"For students with financial challenges, this program is a game-changer, removing financial barriers and giving them the chance to earn a degree," explains Trent Todd, the program coordinator who has watched this inaugural class navigate their dual academic journey. "The goal is to provide underserved students in the Muskogee area the chance to pursue a college degree and create a better future for themselves and their families."

The impact extends far beyond the financial savings, though those numbers are substantial. Students are entering the workforce two years ahead of their peers, or transferring to four-year universities with half their degree already completed. It's a head start that can reshape entire career trajectories.

Currently partnered exclusively with Muskogee High School, the program represents a more intensive commitment than Connors State's regular concurrent enrollment offerings available to other area high schools. These students aren't just taking a college class or two—they're fully immersed in earning a complete associate degree alongside their high school requirements.

"It's incredibly exciting to see these students, who worked so hard and remained dedicated to their goals, complete the program and take the next step toward their future," Todd reflects. The dedication required is significant, but the payoff is transformational.

The partnership between Connors State College and Muskogee High School exemplifies how educational institutions can work together to create opportunities that might not otherwise exist. Research consistently shows that completing a college degree creates ripple effects that extend beyond individual students to their families and communities.

"Data shows that completing a degree can be life-changing not only for these students but also for their families," Todd notes. "I firmly believe this program exemplifies Connors State's mission of building futures one at a time."

As this inaugural cohort of 13 students moves forward—some into the workforce, others continuing their education—they carry with them not just degrees, but the distinction of being trailblazers. They've proven the concept works, paving the way for future students to follow in their footsteps.

The early college program at Connors State College isn't just offering education; it's offering hope, opportunity, and a concrete path forward for students who might otherwise find college financially out of reach. In a world where education costs continue to climb, programs like this stand as beacons of what's possible when institutions commit to removing barriers rather than creating them.

Student Spotlight: Daurys Manzanillo (‘25)

by Macey McCoy (Sophomore - Beggs, OK)

Daurys Manzanillo's path to Connors State College began with a life-changing opportunity. When Coach Perry Keith traveled to the Dominican Republic and offered Daurys and a few friends the chance to play baseball in the United States, the Santo Domingo native didn't hesitate.

"When Coach Keith came to the DR and offered a few friends and I the chance to play baseball for him, I was immediately interested," Daurys recalls. While leaving everything familiar behind was daunting, he recognized the incredible opportunity for both higher education and advancing his baseball career.

The transition to life in Warner wasn't without its challenges, but Daurys found his “home away from home” at CSC. Having a few friends from the Dominican Republic already on campus helped ease the adjustment, and the welcoming atmosphere at Connors State made the difference.

Beyond excelling on the baseball diamond, Daurys embraced campus life wholeheartedly. His favorite activities included attending basketball games and spending time with the friends he'd made here.

Daurys certainly made his mark during his time as a Cowboy. This season, he finished in the top 5 of several Region 2 hitting leaderboards and earned a spot on the first team Region 2 All-Region team—achievements that reflect his dedication and talent.

Daurys is ready for his next chapter at Oklahoma Wesleyan University, where he'll continue both his education and baseball career. As he prepares for this next step, Daurys remains grateful for the foundation CSC provided. "I cannot thank Coach Keith and CSC enough for the amazing opportunity I’ve had here.”

Alumni Spotlight: Bill Day ('65)

by Matthew Harmon, CSC Communications & Marketing

When Bill Day walked across the stage in 1965 with his A.A. in Arts from Connors State College, he was just beginning what would become an extraordinary half-century journey in education. What started as a degree in arts evolved into a passion for speech and drama with a music minor—setting the stage for a career that would touch countless lives across Oklahoma.

Bill's path took him from high school hallways to college campuses, spending five years at Sallisaw, ten at Muldrow, and wrapping up with 25 years at Carl Albert State College. Along the way, he built successful speech and drama programs at multiple high schools and earned Teacher of the Year honors at Carl Albert State College.

Even as he dedicated himself to his career, Bill never forgot where it all began. "I always found it hard to cheer against Connors while at CASC," he confessed, a testament to the lasting bond between alumni and their alma mater.

It was during those early teaching years at Sallisaw that Bill met Judy Simpson Day, and their shared passion for education became the foundation of both a successful marriage and a fulfilling life. Together, they built a family that includes two daughters and five grandchildren.

Bill's influence stretched beyond individual classrooms. He served as President of the Oklahoma Association of Communities, spent twelve years on the Board of Oklahoma Association of College Speech and Debate Teachers, eight years on the Roland City Council, and fifteen years leading the Roland Alumni Association.

Looking back on Bill Day's remarkable career, it's clear that his time at Connors State College planted seeds that grew into something extraordinary. You can watch Bill's full interview online. Look for the Connors Conversations series on the Connors State College Youtube channel.

Twelve Connors State Soccer Players Continue Playing Careers at 4-Year Universities

by Matthew Harmon, CSC Communications & Marketing

A dozen Connors State College soccer players are advancing their athletic and academic careers, having signed to continue playing at four-year institutions across the country. The group of transfers represents significant experience from the Cowboys and Cowgirls programs, combining for 214 starts across 282 total appearances during their time in Warner. Together, they contributed 35 goals and 18 assists to Connors State's soccer programs.

The players will compete at various levels, including NCAA Division I, NCAA Division III, and NAIA programs, showcasing the quality and versatility of talent developed at Connors State.

Miguel Gonzalez will take his talents to the NCAA Division I level at Central Connecticut State University in New Britain, Connecticut, while Giovanni Rech heads to North Central University in Minneapolis, Minnesota, to compete in NCAA Division III.

The majority of the group will continue their careers in NAIA programs. Alvaro Becerril signed with Webber International University in Babson Park, Florida, and Álvaro Pradillo will join Marian University in Indianapolis, Indiana.

Three players are staying closer to home, with Kayleigh Gondles, Mylie Arellano, and Toriana Holt all signing with Oklahoma Panhandle State University in Goodwell, Oklahoma.

Brandon Gomez will play at Bethany College in Lindsborg, Kansas, while David Manresa heads to Mid-America Christian University in Oklahoma City. Jelan Ward and Yaw Frimpong will both continue their careers at Oakland City University in Oakland City, Indiana, and Ransford Manu signed with John Brown University in Siloam Springs, Arkansas.

The transfers highlight the success of Connors State's soccer programs in developing players who can compete at the next level while preparing them academically for four-year institutions.

Fans can follow the continued success of Connors State Soccer on Facebook, X, and Instagram for updates on both teams throughout the upcoming seasons.

Connors State Cowgirls Softball Look to Bounce Back in 2025-2026

by Macey McCoy (Sophomore - Beggs, OK)

The Connors State Cowgirls Softball team rounded out their 2025 season, achieving a record of 27-24, and a 9-16 record in Region 2 play. Led by third-year head coach Bobby Foreman, the team showcased their potential and demonstrated noteworthy accomplishments throughout the season.

Despite encountering various challenges, the Cowgirls displayed resilience and a strong competitive spirit on the field. Coach Foreman's guidance and leadership played a pivotal role in fostering a cohesive playing style and instilling a sense of unity within the team.

Notably, Layne Sloan, Katelyn Fleming, Kambri Johnson, and Brooklyn Ellis all emerged as standout players this season. Sloan, Fleming, and Johnson were top 5 in many hitting categories in Region 2. Ellis ranked top 5 in pitching wins, along with ranking first in saves for Region 2. All their consistent performances and strong offensive/defensive capabilities greatly contributed to the team's success.

As the team reflects on their 2025 season, the Connors State Cowgirls Softball team is poised to achieve even greater success moving forward.

Baseball Ends 2025 Campaign as Region 2 Runner-up

by Macey McCoy (Sophomore - Beggs, OK)

2025 was another great season for the Connors State College Baseball team. The Cowboys went 42-20 this season, with a record of 12-12 in the conference standings. With the guidance of head coach Perry Keith, the Cowboys had a remarkable season on the road and at home, before it came to an end at the championship in the Regional 2 tournament.

Despite some challenges along the way, the team showed resilience and determination. With both things in mind, the Cowboys had many players ranking top 5 in the Region 2 leaderboard. Along with that, many players achieved the All-Region team and Gold Glove award. On the first team were Trevor Rowe, Wally Diaz, David Stanley, and Daurys Manzanillo.

On the second team were Brannon Westmoreland and Joseph Gutierrez. An honorable mention was made and that went to Kason Johnson. We had three Gold Glove awards, and those players were Maddox Edwards, Joseph Gutierrez, and Logan Hendrick.

The Cowboys played a great season but had a very exciting Regional Tournament. The team played 4 long days of baseball, and ended up playing in the Championship game on Sunday, May 11th. Despite being on Mother's Day, the Cowboys played their hardest, just coming up short with a score of 4-3 against Eastern Oklahoma State College.

Though their season ended earlier than hoped in the regional tournament, the Connors State Cowboys look forward to achieving more success in the future.

PHOTOS

Photos by Matthew Harmon, CSC Communications & Marketing

CONNORS STATE COLLEGE
700 COLLEGE ROAD
WARNER, OK 74469

President Ramming addresses the graduates & crowd at the 2025 Spring Commencement Ceremony.

Summary of Staff Handbook Changes:

1. Strategic Framework Updates

- Mission, Vision, and Core Values were updated to reflect the new strategic plan.

2. Employment & Hiring Practices

- Hiring Committees: New requirement for at least a three-person hiring committee for staff positions (not detailed in 2019).
- Emergency Hire Procedures: Explicitly defined in the 2025 version.

3. Performance & Discipline

- A comprehensive corrective action policy is added in 2025, detailing progressive discipline: informal discussions, first and second written warnings, job decision assignment, and grounds for dismissal.
- Performance Improvement Plans are now formally included.
- Clear criteria and examples for misconduct and disciplinary actions are outlined in detail.

4. Remote Work & Weather Policies

- The 2025 handbook introduces a Remote Work Policy, disallowing routine remote work but allowing exceptions with a formal request.
- Weather and emergency procedures are clarified, including “Virtual Campus” operations and leave expectations.

5. Benefits and Tuition Changes

- Employee Tuition Waiver updated, with clear eligibility for spouses and dependents.
- Tuition Reimbursement Policy added for graduate coursework.

6. New Policies Added

- Social Media Policy: Employees must act responsibly online; inappropriate posts may lead to discipline.
- Children on Campus: Children are no longer allowed in classrooms or work areas unless supervised.
- Job Titles and Salary Grade Adjustments: Authority explicitly delegated to the President or VPs.

Summary of Faculty Handbook Changes:

1. Strategic Framework Updates

- Mission, Vision, and Core Values were updated to reflect the new strategic plan.

2. Faculty Employment and Credentialing

- Faculty Credential Policy expanded to clarify:
    - Expectations for degrees, licenses, and tested experience.

3. Appointment & Reappointment

- Dismissal criteria now more closely aligned with new Corrective Action Policy.

4. Corrective Action and Dismissal (New Section)

- Newly added progressive corrective action structure:
    - Informal discussion
    - First and second written warnings
    - Performance improvement plans
    - Job decision assignment
    - Dismissal
- Misconduct examples are now explicitly listed and actionable.

5. Job Expectations & Faculty Duties

- Teaching Load Policy made more explicit:
    - Minimum 15 credit hours per semester.
    - Clear overload pay structure and process.
- Updated expectations for:
    - Syllabus submission
    - Assessment participation
    - Banner recordkeeping
    - Attendance tracking (No-Show and AW policies reinforced with potential disciplinary actions).

7. Leave and Benefits Clarified

- Clearer descriptions of tuition waiver vs. reimbursement policies by employee category and funding year.

8. Policy Updates and New Additions

- Added:
    - Children on Campus policy (no children allowed in work areas unless supervised).
    - Commencement participation expectations.
- Updated:
    - Grievance procedures to reflect current structure and faculty rights.
    - Updated Dress code policy

CONNORS STATE COLLEGE

Warner
Main Campus
700 College Road
Warner, OK 74469
Phone: 918.463.2931

Three Rivers
Port Campus
2501 N. 41st St. East
Muskogee, OK 74403
Phone: 918 .687 .6747

CONNORS
STATE COLLEGE
Building Futures One At A Time Since 1908

Faculty and Staff

HANDBOOK

(Revision Approved 1/2019)

Table of Contents

Preface (Revision 5/2014) 4
Organizational Information 5
History of the College 5
Mission Statement (Revision 1/2019) 5
Vision 5
Core Values (Revision 1/2019) 5
Governance 6
CSC Development Foundation 6
Affirmative Action Statement (Revision 6/2016) 6

Employment Policies 7
General Procedures for Employment (Revision 1/2019) 8
Employee Benefits (Revision 5/2014) 10
Employee Leave (Revision 5/2014) 12
Attendance and Punctuality (Revision 5/2014) 14
Shared Leave Policy (Revision 5/2014) 15
Family Medical Leave Act (FMLA) (Revised 7/2007) 18
Military Leave and Pay 22
Overtime Policy (Revision 5/2014) 25
Job Related Injury/Illness (Revision 9/2003) 28
Code of Ethics (Revision 5/2014) 28
Employee Conduct 29
Nepotism (Revision 9/2003) 30
Personal Appearance and Demeanor (Revision 10/2004) 30
Jury Duty (Revision 10/2004) 31
Employees Paid By Temporary Grants or Contracts 31
Faculty Responsibilities (Revision 5/2014) 32
Faculty Grievance Review Procedures (Revision 5/2014) 34
Grievances and Appeals Policy/Procedures for Staff 37
Anti-Harassment Policy (Revision 5/2014) 41
Sexual Harassment Policy (Revision 5/2014) 43
Policy on Workplace Violence 49
Drug-Free Workplace Policy (Revision 10/2018) 52
Tobacco-Free Workplace Policy (Revision 5/2014) 53

Technology Policies and Procedures 54
Computer Usage (Revision 5/2014) 54
User Responsibilities and Expectations 55
Authorized User Purposes 55
Special User Notifications 56
Conduct Expectations and Prohibited Actions 57

Electronic Mail 60
Appropriate Usage 61
Issues Related to Privacy 61
Individual Expectations 61
College Expectations/Requirements 62
Establishing College Electronic Mail Accounts 62
Objectionable Material, Violations and Sanctions 62

Consequences of Misuse of Computing Privileges 63
Administrative Policies and Procedures 63
Appointment of Administrators 63
Retention or Reappointment of Administrators 65
Appointment of Personnel 65
Retention or Reappointment of Personnel (other administrators) 66
Promotions 66

Financial Exigency Policy 67

Connors State College ~~Faculty and~~ Staff Handbook

~~Preface~~

Founded in 1908, with campuses in Muskogee and Warner, Connors State College is governed by the Oklahoma A & M Board of Regents with the mission of building futures one at a time as we promote excellence in our community and the global society.

PREFACE

The Board of Regents for Oklahoma Agricultural & Mechanical Colleges appreciates faculty and staff input pertaining to the development of policies affecting faculty and staff status and encourages the institutional administration to provide adequate opportunity for input on such matters prior to presenting recommendations to the governing A&M Board of Regents.

In discharging its duties and responsibilities, occasions may arise where the collective judgment of the A&M Board of Regents requires the A&M Board of Regents to act independently in the development and implementation of policies and procedures. In approving the Faculty/Staff Handbook for Connors State College, neither the governing A&M Board of Regents nor CSC is waiving or restricting its lawful power, duty, or responsibility to act at any future time to establish policies, regulations, and procedures and to implement other decisions of the A&M Board of Regents. In such instances, affected personnel will be informed through the official public record where such actions were approved, and the institutional administration is encouraged to take appropriate steps to help ensure that affected personnel are informed.

~~*Organizational Information*~~

ORGANIZATIONAL INFORMATION

History of the College

Connors State College (CSC) was authorized by an act of the first Legislature in 1908 as Connors State School of Agriculture. The school was named for Mr. John P. Connors who was President of the State Board of Agriculture at that time. In 1927, the Oklahoma Legislature amended the act, which established district agricultural schools to make Connors a junior college. The name was also changed, at that time, to Connors State Agricultural College. During the 1967 Legislative Session, the name was again changed, this time to Connors State College of Agriculture and Applied Science. In 2000, the A&M Board of Regents shortened the name to Connors State College. *A more detailed account of the history of Connors may be found in the college catalog.*

~~*A more detailed account of the history of Connors may be found in the college catalog.*~~

Mission Statement

Connors State College is committed to building futures one student at a ~~time~~lime as we ~~promote~~cultivate excellence in our community and the global society.

Vision

Connors State College ~~builds on~~integrates tradition and ~~fosters innovation~~adaptability to ~~ensure that we are~~ be the college of choice for ~~university transfer~~students seeking access to affordable education~~, degree completion, workforce, and community development.~~

~~*Core Values*~~

~~INTEGRITY~~

~~Connors State College cultivates an environment defined by the highest ethical standards characterized by honesty, respect, fairness, adherence to shared values, accountable stewardship, and the free exchange of ideas.~~

~~QUALITY~~

~~Connors State College sets high standards of individual excellence to ensure responsive and challenging learning opportunities~~ for ~~the communities we serve.~~

~~SERVICE~~

~~At Connors State College we elevate and value the wellbeing of others, providing a safe campus community and opportunities to serve the needs of our students, faculty, staff, alumni, community, state, and nation.~~

~~INCLUSIVITY~~

~~Acknowledging that diversity enriches our intellectual and professional community, Connors State College actively promotes diversity and inclusion, so that everyone feels recognized, welcomed, and respected in our college community.~~

~~EXCELLENCE~~

~~Connors State College encourages excellence by creating high expectations for achievement through building our legacy and providing rigorous and~~their lifelong learning ~~opportunities~~needs.

Core Values

Real Education

Our commitment to education means you'll get real learning experiences. What you see is what you get, and what you'll get is an authentic education that equips you with the skills to thrive in the jobs of the future.

Navigating the Future

Navigate your future with us, where we're committed to affordability, accessibility, and eliminating barriers to education. We offer you numerous pathways to reach your goals, whether you are at the beginning of your career or if you're looking to take the next step.

Our Community

At Connors, you're more than just a name on a roster; you're a valued member of our community. Our dedicated faculty and staff ensure that you receive personalized attention. From our president to our professors, we know you and we are invested in your journey.

Governance

Board of Regents for the Oklahoma Agricultural & Mechanical Colleges:

It is the policy of the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges that the Laws of the United States and of the State of Oklahoma shall be upheld and obeyed in all of its actions. In so doing, the A&M Board of Regents is especially aware of Title VI of the Civil Rights Act and of Title IX of the Educational Amendment of 1974, and it continues not to discriminate against persons on the basis of race, color, religion, national origin, sex, qualified disability, age or status as a veteran. Such non-discrimination applies to all policies, practices, and procedures; including those pertaining to admission, institution governed by the A&M Board of Regents is directed to develop, establish, and observe procedures that implement the nondiscriminatory policy of the A&M Board of Regents. In all such instances, the A&M Board of Regents encourages the inclusion of minorities and women.

~~*Connors*~~CSC Development Foundation

The Connors Development Foundation, Inc. was established to aid and assist Connors State College by providing the resources necessary to meet the ever-increasing costs of supplying quality programs in higher education. The Foundation meets the requirements of a tax-exempt organization, so all gifts are tax exempt under Section 501(c) (3) of the Internal Revenue Code of 1984.

Affirmative Action Statement

General Statements

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other federal, state, school rules, laws, regulations and policies, Connors State College does not discriminate on the basis of sex, race, color, age, religion, national origin, status as a veteran or disability in the educational programs or activities which it operates.

It is the intent of the Connors State College administration, faculty, and staff to comply with both the letter and spirit of the law in making certain that discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 of the Rehabilitation Act and the Americans with Disabilities Act have been established for students, their parents, and employees who feel discrimination has been shown by Connors State College.

Complaints

Any complaint alleging illegal discrimination should be referred to:

Director of Human Resources/Affirmative Action Officer
Connors State College~~,~~
Gatlin Hall, ~~2nd Floor,~~ Room 231

- (918) 463-2931, Ext. 6206

Title VI, Title IX, and Section 504 complaints may be referred to:

- Human Resources Director who is the designated Affirmative Action Officer
- ADA Coordinator (918) 463-2931, Ext. ~~6365~~6245

They may also be filled with the Regional Office for Civil Rights. Address correspondence to:

Office for Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, 3rd floor, Suite 320
Kansas City, MO 64106
Telephone: 816-268-0550
FAX: 816-268-0599; TDD: 800-877-8339
~~Email: OCR.KansasCity@ed.gov~~
Email: OCR.KansasCity@ed.gov

Title VII and ADA complaints may also be filed with the regional Equal Employment Opportunity Commission. Address correspondence to:

Equal Employment ~~OpportunityCommission~~ Opportunity Commission
215 Dean A. McGee Avenue, Suite-524
Oklahoma City, Oklahoma 73102
Telephone: 800-669-4000
FAX: 405-231-4140
TTY: 800-669-6820
ASL Video Phone: 844-234-5122

Sexual Harassment Complaints~~:~~

Any complaint alleging sexual harassment should be referred to:

- Human Resources Director, 918.463.6206
- Vice President for Academic Affairs, 918.463.6328

~~*Employment Policies*~~

EMPLOYMENT POLICIES

Connors State College complies with the employment policies set forth in the Policy Manual for the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges. The following procedures support the intent of the A&M Board of Regents' employment policies. At Connors, the levels of organizational structure are as follows:

~~At Connors, the levels of organizational structure are as follows:~~

Position	Function	Appointment Responsibility

President	Chief Executive Officer	Hired by and responsible to the A&M Board of Regents.
Vice-Presidents, Deans, and Directors	Major~~/~~ and mid-level administrative personnel	Hired by and responsible to the President with A&M Board of Regents approval.
Faculty	Instruction	Hired by and responsible to the President with A&M Board of Regents approval.
Administrative Assistant, Clerical, Maintenance, Secretarial, Custodial	Support Staff	Hired by and responsible to the President.
Adjunct Faculty	Instruction	Hired by and responsible to the Vice President ~~for~~of Academic Affairs.

General Procedures for Employment

The President has final responsibility for recommending employment, promotions, and terminations of all full-time faculty and staff to the A&M Board of Regents for final approval~~,~~ but may first choose to secure appropriate on campus counsel before making his/her final recommendations.

Equal Opportunity Employment decisions reflect the institution's policy of maintaining excellence in instruction, research, and extension. As a College, which recognizes the individual talents of people, Connors State College actively supports equal opportunity and affirmative action, complying fully and willingly with Executive Order 11246, Executive Order 11375, the Civil Rights Act of 1964, and all other appropriate Federal and State Legislation.

Advertisement~~:~~

The breadth of advertisement for positions depends on the position's level in the organizational structure. Advertisements are prepared according to the A&M Board of Regents' policies.

Advertisements for presidents are publicized nationally in publications ~~such as the Chronicle of Higher Education; in selected regional newspapers; in the two state newspapers, *The Daily Oklahoman*~~like HigherEdJobs.com and ~~*the Tulsa World;* and in local area newspapers~~other relevant publications.

Advertisements for ~~major and mid-level administrative~~all other personnel and ~~full-time~~ faculty are placed in ~~selected newspapers and/or~~relevant publications.

~~Advertisements for adjunct faculty, clerical, maintenance, technical and custodial staff may be placed in local area newspapers.~~

All open positions, with the exception of those on an in-house recruitment status only and emergency hire basis, will be posted on the CSC website for no less than 3 days.

Application~~:~~

The applicant must complete the official CSC Application for Employment. Official transcripts from all colleges and universities attended must be provided. Applicable licenses and certifications are also required. The applicant may also provide a resume at the time of application. Human Resources will collect all applications received and forward them to the supervisor.

Screening/Interview~~:~~

Employment for each position involves a thorough screening process. ~~An ad-hoc screening committee, composed of relevant personnel, reviews all applications and recommends the most qualified applicants. For full-time positions, the process also involves a personal interview.~~ The appropriate supervisor ~~is responsible for selecting the~~ will develop a minimum of a three-person hiring committee (larger committees may be developed depending on the position). The supervisor and committee members will determine which applicants (if any) to invite for an interview. The supervisor will send

recommendations to HR and HR will schedule interviews. The committee will recommend a candidate to the hiring supervisor. The ultimate hiring decision will be made by the supervisor. References are checked and an authorized background check may be included in the final assessment of candidates.

Contract of appointments may be made in writing to the appointee specifying position, salary, conditions and duration of the appointment. Official transcripts of all undergraduate and graduate work and/or required certifications for all professional staff and faculty must be filed with the Human Resources Director and the Vice President ~~for~~of Academic Affairs. Each employee is expected to keep his or her file updated as additional class work or certifications are acquired.

~~Full-time faculty members working overload will be compensated at the end of the semester in which the overload occurs unless pre-authorized by the Vice President for Academic Affairs.~~

~~***Employment File*** – Personnel files are confidential in nature, and are open only to the individual employee and the appropriate supervisors.~~

~~*Appointment/Reappointment/Non-reappointment Procedures (full-time faculty)*~~

~~Full-time faculty appointments are made for one academic year. Appointment to a faculty position is classified as "temporary" for the first three years of employment.~~

~~The "temporary" appointment (during the first three years) may be terminated upon expiration of the specific contract period without implication of reappointment. However, notice of intent to reappoint or not reappoint will be communicated in writing by May 30th of each academic year for faculty classified as "temporary."~~

~~Decisions to reappoint or not reappoint are based upon a combination of factors. Years of service, institutional need, institutional function, institutional/departmental budget, and non-professional conduct are factors that are considered.~~

The emergency hire process is designed to permit the hiring of individuals on an emergency temporary basis without the immediate completion of a competitive s~~earch. Th~~e individual selected must meet the minimum hiring qualifications of the position and final approval for the emergency hire will be given by the President to the Vice President of the department.

~~Dismissal or non reappointment of faculty who are not classified as "temporary" will be for reasonable cause. A confidential written statement prior to May 30th of the academic year will notify the faculty member if he/she will be dismissed or not reappointed. Termination for cause may be initiated by an administrator for reasons such as conduct seriously prejudicial to the college, an act of moral turpitude, neglect of duty, inefficiency or incompetence, repeated failure or refusal to follow administrative directions, a genuine lack of need for the service or necessity for financial retrenchment.~~

~~A faculty committee, at the option of the faculty member, may be called to consider the dismissal or non reappointment. A committee will be formed as set forth in the grievance procedure. It will hear information and make advisory recommendations to the Vice President for Academic Affairs and to the President.~~

Evaluation ~~– It is the intent of CSC to insure that~~

The continuation of all ~~employees are aware of~~ staff members in their ~~performance and progress as it relates to employment. Employees~~positions is at the will of the College. Staff members are evaluated informally on ~~a daily~~an ongoing basis, but the appropriate supervisor will also conduct a ~~formal evaluation~~performance review annually. The supervisor has the option to formally ~~evaluate an employee~~ review a staff member more than once a year, particularly in cases where performance is ~~viewed as~~ deficient ~~in nature.~~.

~~The evaluation will note strengths and weaknesses as identified by both the employee and supervisor. The supervisor will make commendations and suggestions for improvement. These commendations and/or suggestions will be conveyed to the employee both orally and in writing. The supervisor will make recommendations concerning retention to the President.~~

The goal of an employee appraisal is to enhance the employee's job performance and allow the employee to receive appropriate suggestions for improvement as needed. The supervisor will meet with the employee to discuss accomplishments, any needed improvements and to set performance goals for the next year. The supervisor and employee will both sign and date the review form. The performance review will be returned to the Human Resources Office and kept in the employee's personnel file.

Promotion

In the selection of a division chair, director or dean, a committee will be formed for consultation purposes. The committee will meet with the President prior to his/her recommendation to the A&M Board of Regents for such appointment.

The President may appoint a division chair, director, dean, or other mid-level administrators. Such appointments are on an "at-will" basis and are not made for any particular duration. Reappointment is determined by institutional need and/or performance.

When staff positions are open, all qualified applicants, including those who may already be employed in other positions within the college, may apply. Internal promotion is encouraged by the college where possible and when a qualified internal candidate has applied for a position, especially if such promotion supports the College's affirmative action efforts.

Procedures for Externally Funded Staff

Faculty or staffStaff positions created by federal grants or other external funds are appointed, evaluated, reappointed, or not reappointed through the same mechanism as other collegepersonnel.

college personnel. However, because of the nature and duration of the funds and programs, each contract automatically terminates at the conclusion of the year for the duration of the program. Notices of intent for continuance or, in some cases, discontinuance are based on performance and/or notification of funding awards.

Adjunct Faculty/Coaching Appointments

Professionals in the community and individuals with special skills, such as members of the coaching staffs of the College, may be granted appointments as adjunct instructors. Adjunct appointments are temporary appointments for specific periods of time and with no expectation of reappointment. Adjunct appointments do not count toward years of service as a continuing faculty member. No notice of non-renewal of an adjunct appointment is required, as the appointment ends by its own terms at the end of the appointment period. Such appointments do not require a search procedure as would usually be followed in filling a full-time faculty appointment.

Corrective Action and Dismissals

Purpose

Organizations have work rules designed to promote the proper and efficient operation of the organization. Organizations also require employees to meet prescribed standards for the quality and quantity of performance. The purpose of this policy is to set forth procedures by which supervisors communicate as early as possible with a staff person a problem or concern interfering with performance and the appropriate steps to provide a positive, fair and constructive means of correcting employee behavior/performance issues.

Scope

1. These policies and procedures are applicable to all continuous regular staff personnel of the College.
2. This procedure also does not apply to periodic/temporary employees or student employees.
3. Faculty are covered by separate procedures as indicated in the Faculty Handbook and other policies and procedures.

Responsibility

1. Each employee is expected to become knowledgeable with performance criteria for his or her particular position and with all rules, procedures, and standards of conduct established by Connors State College and the staff member's department. The employee who does not fulfill the responsibilities set out by such performance criteria, rules, procedures and standards of conduct may be subject to corrective action.
2. Employees of the College are at-will employees. "At-will" employment means that either the employee or the College may terminate the employment relationship at any time, for any reason, with or without cause or notice, so long as the reason is not prohibited by applicable federal or

state law. However, consistent with the College's values of excellence and integrity, supervisors should follow prescribed guidelines for corrective action or dismissals.

Work Performance and Misconduct Issues

1. Behaviors which may be subject to corrective action or dismissal may be a result of poor work performance or misconduct.
2. The term "work performance" may include all aspects of an employee's work.
3. Work performance is determined by the supervisor's evaluation of the quality and quantity of work performed by the employee. When, in the opinion of the supervisor, the work performance of an employee is below standard, the supervisor should take appropriate corrective action.
4. Work performance is normally evaluated by a performance review as described in this handbook.
5. When making the decision for taking corrective action, consideration should be given to the nature of the offense, the record of the employee, and the consequences recommended. A supervisor should initiate action as a dimension of performance improvement rather than a measure of punishment. It is a corrective process to help the employee overcome work-related shortcomings and strengthen his or her work performance.
6. Performance issues involving the quantity or quality of work may require additional training or practice in order to achieve the required standard. In this case, it may be appropriate to place the employee on a performance improvement plan for a specified length of time, usually up to three months. Performance improvement plans can be used in conjunction with other corrective action steps or in place of corrective action. The supervisor should consult with Human Resources prior to implementing a performance improvement plan.
    a. During the duration of the performance improvement plan, the supervisor works with the employee, providing feedback on a monthly or more frequent basis.
    b. If work performance has not improved to an acceptable standard by the end of the designated period, the employee will be dismissed from employment. In rare circumstances, the performance improvement period may be extended up to an additional three months.
    c. If work performance reverts to an unacceptable standard during the year following expiration of the performance improvement plan, the employee may be dismissed from employment immediately.
7. Even though the College's philosophy of discipline is a corrective, progressive one, there are some offenses serious enough to warrant immediate dismissal. This may require the supervisor to skip steps of corrective action. Such cases should be handled in consultation with University Human Resources.
8. Corrective action should be taken as soon as possible after a work rule violation or unacceptable behavior occurs.
9. The supervisor shall consult Human Resources prior to corrective action or dismissal.

Misconduct issues

1. All employees are expected to maintain standards of conduct suitable and acceptable to the work environment. Corrective action may be imposed for unacceptable conduct or work performance issues.
2. Each work rule violation is evaluated based on the severity of the infraction and the operational impact of the rule.
3. In cases where an employee fails to meet acceptable standards of conduct or work performance, a supervisor should initiate corrective action. The corrective action process includes the following:
    a. Informal Discussions – consists of an informal discussion between the supervisor and the staff member regarding a gap in current performance or behaviors and those expected by the university. This discussion is informal in nature and is intended to develop a clear understanding between the staff member and the supervisor regarding future performance or behavioral expectations. Supervisors are encouraged to maintain documentation of these discussions; however, the documentation is not formal and is used as a reminder to the supervisor of the topics discussed and agreements reached with the employee regarding potential developmental opportunities and training needs. Informal discussions may occur at any time. Staff members who have received an informal discussion are eligible for consideration for pay increases, transfers, promotions, and other employment privileges.
    b. First Step Corrective Action or Written Warning – consists of a formal discussion between the supervisor and the employee about a gap in current performance or behaviors and those expected by the College. This discussion includes the supervisor's expectations, timeline for correction of the concerns, and specific details on how the employee needs to improve. The underlying assumption is the employee has the desire to change. The supervisor shall document the formal discussion. In the event the job performance or behavior(s) does not improve, further corrective action may be supported. If a repeat incident of misconduct or work performance issue occurs within three months, further corrective action may be warranted, up to and including dismissal.
    c. Second Step Corrective Action or Written warning – consists of a formal discussion between the supervisor and the employee about continued failure to meet acceptable standards of conduct or work performance. The supervisor should consult with Human Resources before placing an employee on this step of corrective action The discussion is followed up with a written summary, including the seriousness of failure to meet acceptable standards of conduct or performance expectations. The employee shall receive a copy. The written corrective action should include the following:
        i. Desired performance;
        ii. Observed behavior;
        iii. Violated rule, policy, procedure, or performance issue;
        iv. Past work record, including training, coaching, feedback, mentoring or other formal corrective actions taken;
        v. A statement of the consequences in the absence of improvement;
        vi. Notice that discussion is a corrective action and that the employee has agreed to the desired performance; and

vii. The employee's signature signifying receipt of the written summary and the date received. If the employee declines to sign the document, the supervisor should indicate on the document that the employee received a copy of the corrective action.

If a repeat incident of misconduct or work performance issue occurs within six months, further correction action may be warranted, up to and including dismissal.

d. Job Decision Assignment – final formal discussion and written documentation requiring the employee to decide whether or not s/he wishes to continue employment with no further infractions or wishes to resign. To provide adequate time for this serious decision-making process, the employee may be placed on job decision assignment for up to one day. During that time the employee's work assignment is to give serious consideration to full compliance with performance standards or resignation. At the end of that time the employee is expected to provide a written commitment to the conduct and/or performance standards with detailed information on how they expect to maintain this commitment or to provide a written resignation notice. If the information contained in the employee's response meets the criteria of the supervisor, the employee will be expected to return to work in full compliance with conduct and/or performance standards. In the even the employee fails to provide a reasonable response or resign, they will be dismissed from employment. The supervisor must consult with Human Resources before placing an employee on job decision assignment. The formal documentation establishing administrative leave and requesting the employee's decision and the response from the employee are placed in the employee's personnel file. The job decision assignment will be considered inactive if no further incidents of misconduct or failure to meet performance standards occur within one year. If, however, misconduct or work performance issues occur within one year, employment will be terminated for cause immediately.

4. Unrelated incidents of misconduct or work performance will be handled separately, but in no case will more than two separate unrelated incidents of misconduct or work performance occur within any one time period. A third unrelated incident of misconduct or work performance will result in dismissal.
5. Employees engaged in any step within the corrective action process outlined above may be ineligible for transfers, promotions, pay increases, or other employment privileges. Notification of these restrictions ma be included in the written notice provided to the employee.
6. A serious violation of a rule, procedure or standard of conduct, including but not limited to, inappropriate use of computers, theft of College property, falsification of College documents, or conduct resulting in harm to another person, may result in immediate termination.
7. An employee who disagrees with a supervisor's formal or informal evaluation of their performance are encouraged to seek counsel from Human Resources, who may act as a neutral third party moderator for future discussions between the employee and the supervisor.
8. Misconduct that may result in corrective action (and/or termination) include (but are not limited to):

a. Tardiness or absenteeism without proper notification to the supervisor or unavailability for work; neglect of duties, loitering, loafing or wasting time during working hours including leaving the job during working hours without permission or sleeping during work hours; inefficiency or lack of application to work;
b. Failure to follow established safety rules and procedures; creating a condition hazardous to another person on the premises; creating or contributing to unhealthy or unsanitary conditions;
c. Disorderly or immoral conduct or horseplay on College property; fighting, encouraging a fight or threatening, attempting or causing injury to another person on College premises or on institutional time;
d. Harassment of other employees (including sexual harassment) or use of abusive language on the premises; failure to cooperate with supervisor or coworker, impairment of function of work unit, or disruptive conduct;
e. Refusal of an employee to follow instructions or to perform designated work that may be required of an employee as part of the employee's employment, refusal to adhere to established rules and regulations, insubordination or insolence;
f. Waste of materials and supplies; abuse or waste of tools, equipment, fixtures, property, supplies or goods of the institution; neglect of duty or failure to meet a reasonable and objective measure of efficiency and productivity; carelessness resulting in the damage to or destruction of tools, equipment supplies or other property belonging to the College or fellow employees or resulting in serious injury to fellow employees;
g. Violation of established departmental dress codes; use of tobacco in violation of College policy and state law;
h. Giving false information or falsification of College documents including timesheets, personnel records and application for employment;
i. Destroying or defacing institutional property or records or the property of a student or employee;
j. Gambling, participating in lotteries or any other unauthorized games of chance on the premises at any time; soliciting, collecting money or circulating petitions on the premises other than within the rules and regulations of the institution;
k. Bringing intoxicants or drugs onto the premises of the institution, using intoxicants or drugs, having intoxicants or drugs in one's possession, or being under the influence of intoxicants or drugs on the premises at any time;
l. Theft or unauthorized removal of property, dishonesty or unauthorized use of institutional property including records and confidential information;
m. Illegal transportation of firearms upon the premises (with the exception of law enforcement officers or other personnel authorized to do so);
n. Failure to comply with appropriate computer use policies; and
o. Violation of policies, rules, or procedures of the unit or Connors State College.

Dismissal

1. Any unauthorized absence for more than three consecutive workdays may be considered as a resignation from service and would not therefore be subject for corrective action. The supervisor

should consult with Human Resources for appropriate documentation and notification to the employee.

2. Under Oklahoma Statutes, any state employee who is found guilty of or pleads guilty or nolo contendere to a felony shall immediately forfeit employment and is not eligible for future employment with Connors State College if the felony record exists.
3. An employee dismissed for misconduct or work performance or who resigned in lieu of termination may be placed on a restricted hiring list and not be eligible for hire within CSC for at least one year.
4. Any person terminated from College employment shall have the right of appeal as outlined in Grievances and Appeals Policy.
5. The staff of Human Resources will serve in an advisory capacity in matters of corrective action and termination.
6. Connors State College reserves the right to change this Policy and Procedure or any portion thereof at any time.

Job Titles, Salary Grades, Duties, and Responsibilities Policy

Connors State College retains the right to make organizational and personnel adjustments as needed to meet the institution's operational and strategic goals. Accordingly, the President or the appropriate area Vice President shall have the authority to change the job titles, salary grades, duties, and responsibilities of any employee at any time, based on institutional needs, operational efficiency, or budgetary considerations.

Weather and Remote Work Policy-

Weather and Emergency Notifications

Connors State College prioritizes the safety of its students, faculty, staff, and visitors while maintaining campus operations whenever possible. In the event of inclement weather or emergencies, campus operations may transition to virtual status or temporary closure.

- **Campus Closure:** All operations are suspended except for essential services required for safety and security. Classes, meetings, and events are canceled. Administrative leave will be used for approved campus closure hours.
- **Classes Canceled, Campus Open:** Classes are canceled, but administrative offices remain open unless otherwise stated. Staff are expected to report to work.
- **Delayed Opening:** Campus operations are closed for a designated period, with reopening based on improving conditions.
- **Virtual Campus:** All physical campus offices are closed except for essential personnel, and other campus services are available online. Faculty will move scheduled classes online. Students should monitor their email and Canvas for instructor communication. Administrative services shift to virtual operations. **If offices are operating under virtual status but not fully closed during inclement weather, employees must use leave for any related absences.**

Communication: In the event of inclement weather, Connors State College will notify faculty, staff, and students in advance regarding the status of campus operations. Notifications will be sent via email and RAVE alerts. Additional updates will be provided through official college channels, including the Connors website and social media.

Remote Work Policy

Connors State College does not permit remote work under normal circumstances. All full-time employees must perform their duties in their assigned office, facility, or field location.

Exceptions: Remote work may be granted only in extenuating circumstances where office functions and services to students are not impeded. Examples include:

- Temporary illness preventing on-site attendance
- Temporary transportation issues (e.g., vehicle breakdown)
- Emergency childcare needs (e.g., last-minute babysitter cancellation)
- Approved accommodations under the Americans with Disabilities Act ("ADA"), as determined through Connors State's interactive process with Human Resources.

Approval Process:

- Employees must submit a Request to Work Remotely form or provide a written request specifying hours and reasons. Employees seeking remote work as an ADA accommodation must follow Connors State's accommodation request process through Human Resources.
- Supervisors will review and approve or deny requests. Approved forms or written requests should be sent to Human Resources for recordkeeping.

Accountability: Remote work is contingent on job performance. Abuse, falsification, or failure to meet responsibilities will result in corrective action, up to and including dismissal. **Remote work arrangements may be revoked at any time if they negatively impact job performance or office operations.**

Outside Employment

Full-time employment at CSC is considered to be one's primary employment. Employees may engage in outside employment provided the employment does not interfere with assigned duties and responsibilities or constitute a conflict of interest. Such outside employment must occur outside of the employee's regular work period.

Staff Development/Attendance at Professional Meetings

Employees are encouraged to continue their professional development by attending applicable meetings, workshops, etc. Proper authorization and arrangement need to be made prior to the meetings. (See section on authorization and travel arrangement procedures).

When the administration asks a staff member to represent the college at a meeting, the staff member will be reimbursed for travel and per diem expenses incurred according to approved Office of State Finance travel claim standards and procedures.

When classes are dismissed for professional meetings, all members of the faculty and pertinent staff are expected to attend. Permission to miss such meetings must be obtained from the appropriate vice president in advance of the meeting.

Professional Organizations/Community~~/~~ and Civil Involvement

All employees are encouraged to join professional organizations and to take leadership roles in their respective communities, disciplines, or areas of interest. All faculty and staff are encouraged to contribute to the Connors State Development Foundation. The amount of the contribution is at the discretion of the employee.

~~***Faculty Credential***~~Social Media Policy

~~*A. Introduction*~~

~~The Office of Academic Affairs is dedicated to ensuring that all members of its faculty uphold the recommendations established by The Higher Learning Commission (HLC) and Oklahoma State Regents for Higher Education (OSRHE). Connors State College's policy adheres to the HLC recommendations while abiding by the policy of the OSRHE.~~

~~*B. Requirements*~~

~~Faculty member credentials must be appropriate to assigned duties and disciplines, including level of instruction (AA, AS, AAS, Certificate, remedial, etc.).~~

~~1. Faculty must hold degrees, certifications, and licenses from institutions accredited by agencies recognized by the U.S. Department of Education such as the Higher Learning Commission or from institutions with comparable status, certification, or recognition in other countries.~~

~~2. Faculty members teaching general education core courses are expected to hold at least a master's degree with 18 graduate hours in the teaching field. (A limited number of faculty may hold~~

equivalent documented experience to meet educational qualifications.) See section, Evaluation of Credentials

3. Typically, faculty members teaching remedial/developmental education courses hold a master's degree but must hold a bachelor's degree in the teaching field.
4. Faculty members teaching in occupational skills areas (AAS) must hold at least a bachelor's degree or appropriate industry-related licensure/certification.

C. Full-Time and Part-Time Guidelines

The goal of Connors State College will be to maintain the same guidelines for both full-time and part-time faculty members.

D. Qualifications

Connors State College strives to maintain good practices in determining qualified faculty and as a policy will establish periodic reviews to ensure the minimum qualifications and expectations of all full-time and part-time faculty teaching in all disciplines. An "official" copy of academic transcripts bearing the seal of the college or university should be provided to the Human Resources Office. While the official certified transcript will be housed in the employee's official personnel file in the Human Resources Office, a copy will also be maintained in the Office of the Vice President of Academic Affairs.

Qualifications of instructors teaching courses leading to an associate degree require a master's degree in the discipline or related field with a minimum of 18 graduate credits in the subject area; candidates pursuing a Master's Degree may be considered with the understanding that the degree must be completed expeditiously. The failure of an individual faculty member to maintain satisfactory progress on his or her qualification plan will be considered adequate cause for the college to place the faculty member on probationary status or dismiss him or her from employment.

Full-time and part-time faculty who are working on completing their qualifications must submit updated transcripts at the beginning of each semester. The appropriate Division Chair is responsible for the evaluation of appropriate academic progress.

All references to degrees and semester hours in this and other College documents presume that credit comes from institutions that are fully accredited at the graduate level by one of the recognized regional associations or by another federally recognized specialized accrediting body. Degrees and courses from foreign institutions must come from institutions generally acknowledged to meet requirements equivalent to regional accreditation in the U.S.A.

Faculty with advanced degrees from foreign institutions must have their credentials evaluated and translated by a National Association of Credential Evaluation Services (NACES) approved organization prior to beginning work with CSC. Original documentation must be submitted prior to hire date.

E. Evaluation of Credentials

1. Associate of Arts and Associate of Science Degree Programs (Academic Transfer Intention) Required Qualifications:

Full-time and part-time faculty members are expected to hold a degree at least one level above that of the program in which they are teaching. For courses taught as part of an AA or AS degree, having the expectation of transfer to universities the generally accepted minimum faculty credential consists of a Master's degree with a major in the teaching field (or a very closely related subject) or a Master's degree in a related field along with at least 18 graduate hours in the specific teaching field (or a very closely related filed).

Alternative Qualifications:

a. When qualification is based on factors other than generally accepted graduate degree and hours credentialing, the faculty member must be able to make and document, and the Vice President for Academic Affairs must accept, a prima facie case that the alternate qualification would be persuasive to external peers. Examples might include high-level specialized training, advanced industry certification, professional licensing, publication in-field, workshops/seminars in field, recognition by in-field organizations, etc.

~~b. Degrees in Education:~~

~~As a general rule, degrees and course in education (EDUC or equivalent) are considered to be in a "related field" rather than in the major field. A Master's Degree in Education fields contributing to effective instruction (ie. Educational technology) will count toward 6 of the required 18+ hours in the field.~~

~~c. Exceptions:~~

~~Cases such as child development or physical education or business education in which education is the field.~~

~~Education courses that focus on a specific discipline may be considered in-field for the major if the course description/syllabus clearly documents that the principal focus of the course was on subject matter rather than pedagogy. Interdisciplinary Courses such as general humanities necessarily require faculty qualifications that reflect the multi-disciplinary foundations of the particular course and must be evaluated on a case-by-case basis.~~

~~Courses with a narrow focus such as art history or music appreciation are normally considered to be subject matter courses requiring subject expertise not broad interdisciplinary courses even if they carry the HUMN prefix. One the other hand, broader-based HUMN courses and other interdisciplinary course may be taught by interested, qualified, and prepared faculty members with a wide range of formal credentials.~~

~~d. Closely Related Fields:~~

~~The determination of how closely related subjects must be in order to qualify faculty is a subjective one. Generally accepted academic practice and the informed opinion of qualified expert peers should be brought to bear in the determination. Explanation of qualification based on closely related field should be included in the faculty member's file. Connors State College can utilize "Tested Experience" where appropriate. Connors State College will strive to utilize tested experience in addition to a strong and appropriate educational background. "Tested Experience" can be demonstrated through application of professional experiences along with professional certifications that correspond with the required minimum formal education. "Tested Experience" shall be figured at a rate corresponding to 1.5 hours of graduate credit per 1 year of professional work experience (as determined by CSC administration) (i.e.4 years of full-time job experience counts as 6 graduate credit hours).~~

As a public institution, Connors State College (CSC) values and protects the constitutional right of free speech. CSC encourages responsible use of social media while maintaining professionalism and protecting the institution's reputation. This policy applies to all employees.

General Guidelines:

- Personal Responsibility: Employees are responsible for their online activity. Posts that negatively impact job performance, colleagues, students, or CSC's reputation may result in corrective action, including dismissal.
- Respect & Professionalism: Be fair, courteous, and avoid content that is discriminatory, harassing, obscene, threatening, or defamatory. Work-related concerns should be resolved internally rather than on social media.
- Appropriate Content: Do not imply CSC endorsement of personal views. If discussing CSC-related topics, clearly state that opinions are personal and not official statements. Employees must not link personal blogs or social media accounts to CSC platforms without authorization.
- Workplace Use: Personal social media use should not interfere with work duties. Use of CSC equipment or email for non-work-related social media activities is prohibited unless authorized.
- Media & Public Statements: Employees should not speak on behalf of CSC or respond to media inquiries without prior approval.

For questions or further clarification, contact Human Resources.

Children on Campus

Because of reasons related to safety and potential problems with supervision, children will not be permitted on campus unless attended by a parent or guardian. No children are permitted in the classrooms, teaching areas, or work areas.

Employee Benefits

Benefits are contingent upon the availability of funds and are subject to change. The institution offers various benefits to full-time employees. Detailed information concerning all benefits is available in the Human Resources Department. A brief synopsis of the major benefits is listed below:

Health/Life Insurance

Group medical insurance, life insurance, long-term disability insurance, retirement, and major medical benefits are provided for all eligible (full-time) employees. For details, contact the Human Resources Department.

Disability Insurance

All full-time employees on active service under the age of 69-1/2 who are classified as faculty, administrative, or professional full-time staff are eligible for disability coverage. The waiting period is 180 calendar days after being certified as disabled.

Disability insurance guarantees employees 60% of the base pay (including payments from Social Security, Workers Compensation, State Teachers Retirement, or other group programs providing disability).

Retirement Program

All teachers entering the teaching profession in Oklahoma and certain other professionals, working one-half time or more, are required by State law to become members of the Teachers' Retirement System (TRS) of Oklahoma. Connors pays the entire Teachers' Retirement Employee contribution, and TRS 12 administration fees for all full-time employees as a part of the employee benefits package.

~~administration fees for *all* full-time employees as a part of the employee benefits package.~~

Complete information concerning the Teachers' Retirement System of Oklahoma can be obtained from the CSC Human Resources department or by contacting the Oklahoma Teachers' Retirement System in Oklahoma City (1-877-738-6365) or (~~www.ok.gov/trs).~~www.ok.gov/trs).

Connors participates in the Federal Social Security Program and Medicare for their employees. Individual contributions are deducted from the employee's salary and Connors provides the required employer's match.

Optional Benefits

Employees may also elect to pay for additional, optional benefits. Details of these benefits are available in Human Resources. Optional benefits include:

- Dependent Medical Coverage
- Dependent Life Coverage
- Supplemental Cancer Insurance
- Pre- and Post-Tax Annuities
- Section 125 Flexible Benefit Plans

~~U.S. Savings Bonds~~

- Employee Educational Savings Plan
- Short-term Disability
- Dental and Vision

Tuition Reduction

~~Employees may elect to enroll in courses at Connors. If the course benefits the institution~~ Policy (First and ~~the individual, one-half (1/2) the tuition rate is waived. The immediate supervisor must approve such a reduction in tuition. Classes that may impact the regular *work-day* should be approved by the supervisor, and the time must be made up within the current work week. This includes employees that are scheduled to work evenings.~~Second Year)

~~Employees who are 65 years of age or older may audit classes without charge. This option also applies to all Oklahoma residents. *Enrollment is contingent upon available space*.~~

~~*Tuition Waiver for Dependents of Employees*~~

~~Dependents (not spouses) of all full-time employees are eligible for a scholarship award of three hundred dollars ($300) per semester or six hundred ($600) per academic year. The awards are renewable contingent upon appropriate academic progress. Dependents of part-time employees who have at least one year of service at CSC are also eligible for this benefit.~~

Regular, current, full–time Connors employees are entitled to receive a 100% tuition–only waiver benefit. This benefit applies to tuition charges only; all fees must be paid by the student. The tuition-only waiver is for CSC tuition only. The tuition–only waiver is granted with the understanding that class and study hours will not conflict with regular work schedules. If it is necessary to take classes during regular working hours, the immediate supervisor must approve. During working hours, a maximum of one course or four hours may be taken. Courses taken during working hours should benefit both the College and the employee. Newly hired employees will be eligible for the full benefit for the semester provided they begin work no later than the end of the second week of classes during each semester. Employees hired after those dates will not be eligible until the following semester.

Employee's Spouse and Dependents are eligible for tuition reduction as well. Dependents may receive the 100% tuition–only waiver for any year in which an employee claimed them as dependents on federal income tax forms. Spouses and dependents must provide a copy of the employee's federal income tax form at the time of registration.

Condition of Benefit- All applicants who are eligible for this benefit must apply through the Financial Aid office for other appropriate scholarship or grant funds. All applicants will be required to follow the normal Financial Aid Office procedures. Tuition waivers from other programs will be utilized first and the employee waiver will then be applied. All federal, state, and other money designated specifically for tuition will be applied before the employee tuition waiver.

Employees, spouses, dependents and retirees must self-identify at the Registrar's Office. The Registrar's Office will verify employment or retirement with the Human Resources Office. This benefit applies to tuition charges only; all fees must be paid by the student

Tuition Reimbursement Policy – Staff- (Third and Fourth Year/Graduate)

Subject to availability of funds, CSC reimburses Regular Full-Time Employees who take nonequivalent courses for credit at a public or private institution of higher education other than CSC (Oklahoma State University preferred, if available) for tuition for up to twelve (12) credit hours per calendar year with a maximum of up to $1,000 per 3 credit hours course. This policy is not intended to limit the total number of credit hours an employee may take. However, credit hours taken in excess of the amounts specified in this policy shall not be reimbursed by CSC. Additional reimbursement may be available on a case by case basis and must be reviewed and approved by the President. Tuition reimbursement must be approved by Human Resources, Vice President of Fiscal Services, and the President prior to the start of coursework for staff.

The coursework must be within the discipline or subfield and must be directly related to the employee's job requirements.

To be reimbursed for a course, the Regular Full-Time Employee must earn a grade of C or higher for an undergraduate course and B or higher for a graduate course.

Reimbursement is for tuition and fees only. CSC does not reimburse the cost of books or other materials.

For reimbursement purposes, if a course is completed over the course of two fiscal years, the said course will be accounted toward the fiscal year in which the course was completed.

The final amount reimbursed to the employee will be calculated after crediting any scholarship, grant, or any other source of financial assistance which does not require any form of repayment.

CSC does not provide tuition reimbursement if the employee chooses to take freshman or sophomore level equivalency courses at an institution of higher education other than CSC. Requests for exceptions to this must be submitted in writing to the Office of Human Resources for approval by the Human Resources Director before the course commences.

CSC does not provide tuition reimbursement for courses taken by Spouses and Dependent Children.

Employees requesting tuition reimbursement must complete the tuition reimbursement authorization process, as specified by Human Resources. All tuition reimbursement requests must be submitted to the Office of Human Resources ten (10) business days prior to the beginning of the course, along with any documentation required to comply with this policy. The employee shall submit all required additional documentation (e.g. grades, invoice balances) within thirty (30) days following the end of the course. Human Resources shall direct Accounts Payable to issue reimbursement checks.

An employee must be employed for Connors State College for at least one year if reimbursed for twelve (12) credit hours or less and must be employed for two years if reimbursed for more than twelve (12) credit hours after receiving a tuition reimbursement, or they will be required to repay the amount of the funds received for tuition and fees. This repayment requirement will be enforced whether or not the degree/coursework is completed.

Admission to Sporting Events

Employees may attend all regular season, home sporting events free of charge. ~~Courtesy passes are issued at the beginning of the academic year. *Passes are also available upon request for part-time employees*. (Notify the President's [Office] Executive Assistant if you would like a card or need a replacement.)~~

Employee Leave

Annual~~/*Vacation*~~ Leave ~~(Applies~~

Annual leave, also known as vacation leave, applies to 11~~/~~ and 12-~~Month Personnel Only)~~

month personnel only. Eligible employees shall receive annual leave as indicated in the chart below:

~~ANNUAL LEAVE~~

Years of Service	Hours Accrued Per Month	Hours Accrued Per Year	Maximum Hours Accumulation	Maximum Hours Paid on Separation
0 ~~-~~ 5	6.23	75 (10 ~~Days~~days)	150	75
5 ~~-~~ 10	9.38	112 (15 ~~Days~~days)	224	112
10 ~~-~~ 15	11.25	135 (18 ~~Days~~days)	270	135
15 +	13.13	158 (21 ~~Days~~days)	315	158
Executives (Full term of employment)	15.63	188 (25 ~~Days~~days)	375	188

Leave should be scheduled in a timely manner with the appropriate supervisor. The approval of annual leave is at the supervisor's discretion and may be denied if the result of the leave impacts the college's operations. Employee leave balances will not be allowed to exceed their maximum hours accumulation. Employees may not take compensated leave in advance of leave earned. ~~Contact payroll~~Any compensatory leave hours previously earned will be used BEFORE annual leave is used. Contact Human Resources for balances.

Sick Leave ~~(Applies~~

Sick leave applies to 9~~/~~, 10~~/~~, 11~~/~~, and 12 ~~Month Personnel Only)~~
-month personnel only. Eligible employees shall receive sick leave as indicated in the chart below:

~~SICK LEAVE~~

Years of Service	Hours Accrued Per Month	Hours Accrued Per Year	Maximum Hours Accumulation	Maximum Hours Paid on Separation
ALL	9.38	112 (15 ~~Days~~days)	~~N/A~~n/a	~~N/A~~n/a

Employees may not take sick leave in advance of sick leave earned. Contact ~~payroll~~Human Resources for balances.

Unused days may be accumulated and used for OTRS retirement purposes. There is no monetary compensation for unused accumulated sick leave.

Any employee who misses work because of illness or injury must be sure the appropriate office/supervisor is notified as soon as possible. Scheduled medical appointments and the like should be reported in advance.

The corresponding leave ~~sheets~~ must be ~~given to~~reported on the ~~supervisor upon return to work~~employee's electronic timesheet or~~, when possible, in advance.~~ leave report by the corresponding due date. Supervisors must ~~submit~~approve all leave ~~sheets to Payroll no later than (5) five days following the last working day of each month. Appropriate forms are provided for this purpose.~~through timesheet or leave report approvals by the corresponding due date. (See your supervisor or payroll department for ~~forms).~~timesheet or leave report training).

When an employee exhausts their sick leave and their annual leave, they may be eligible for leave without pay at the discretion of their supervisor.

Sick leave cannot be used as ~~vacation~~annual leave.

Employees on extended medical leave (longer than 3 days) are required to report this absence to the Human Resources Office as soon as possible.

Holiday Leave

The College observes certain holidays and administrative closed days as determined by the President. Employees on leave without pay the day before or after a holiday or administrative closed day will not receive pay for the holiday or administrative closed day.

Overtime Policy

Purpose and Scope

An integral part of the employment program of the College is a uniform policy related to the earning of and compensation for overtime. This section deals with policies and procedures developed to comply with the Fair Labor Standards Act work regulations for exempt and non-exempt employees. Payment of overtime is generally avoided, and compensatory time is provided in its stead for non- exempt employees. Exempt employees are not entitled to receive overtime or compensation for time worked outside of the regular work schedule.

College Policy and State Law

It is the policy of Connors State College to comply with the overtime provisions of the Fair Labor Standards Act (FLSA) and its regulations in accordance with the policy of the State of Oklahoma. This includes, but is not limited to, the earning of and payment for overtime, establishment of the official workweek, and record keeping.

The Connors State College Human Resources Director shall post, where appropriate, information about the Fair Labor Standards Act and a copy of this policy to inform covered employees.

The employment and work program of each department or division of the College should be managed so that the necessity for overtime work is reduced to a minimum. The employee's supervisor and the department's Vice President must approve overtime work in advance, except for emergency situations.

It is intended, however, that non-exempt employees should be expected to work a reasonable period of overtime. Notice to employees scheduled to work overtime will be given by the supervisor as early as possible.

Provisions of the Fair Labor Standards Act places a liability upon the employer for the payment of a premium or all hours that an employee not specifically exempt from overtime payment is either requested or permitted to work in excess of the statutory limitation. Therefore, under no circumstances may a non-exempt employee perform work of any nature for the College at his normally assigned work station, or anywhere else on the employer's premises, in excess of his normal work schedule, unless such overtime work has been specifically authorized in advance by the supervisor.

The official workweek of the College shall be from Sunday until the following Saturday.

Overtime shall be calculated on the basis of the official workweek a not on the official workday.

Definitions

EXEMPT- The position meets the FLSA tests for exemption from the overtime provisions of the Act, and compensation for time worked outside of the regular work schedule is not required. At Connors State College, generally exempt positions are faculty, graduate assistants, administrative /professional, certain farm and recreation workers, student professional, and temporary professional. Information concerning the exempt or non-exempt status of a specific job is available in the Human Resources Department.

NON-EXEMPT- The position does not meet the FLSA tests for exemption from the overtime provisions of the Act, and the employee must be compensated for overtime. At Connors State College, generally non-exempt positions are identified as classified (except for certain farm and recreation workers) and non-professional student or temporary appointments. Information concerning the exempt or non-exempt status of a specific job is available in the Human Resources Department. All non-exempt employees are required to complete a monthly time sheet.

OVERTIME – Hours worked in excess of 40 in a workweek. Compensation for overtime hours is 1- 1/2 times the employee's regular pay rate. This "base" rate (which is multiplied by 1-1/2 to get the "premium" rate per hour) may be affected by special situations such as standby pay.

WORKWEEK – A regular, recurring period of 37.5 consecutive hours from Sunday until the following Saturday.

PAY PERIOD – The period of time covered in a paycheck. For employees on the salary budget a pay period is one month.

FLEXTIME – A supervisor may need to allow an employee to on occasion arrive later or leave early in reference to the normal work schedule. However, this practice should only be as needed and the employee still must work 37.5 hours in the workweek. This is different from compensatory time in that it is not a substitute for overtime, instead a scheduling allowance for activities or needs.

Procedures

Overtime Payment

Non-exempt personnel shall receive compensation by check or warrant or by compensatory time at the rate of time and one-half their regular rate for all hours worked in excess of 40 hours in any workweek. Each workweek shall stand-alone and may not be averaged.

Payment for overtime by check or warrant should be made within the same pay period, if possible, or no later than the pay period following the one in which the overtime hours were worked.

Exception: Payment may be later if the hours have first been accumulated for compensatory time.

If compensation for overtime worked is paid in released time at the premium rate, such released time (compensatory time) will be given according to the following:

1. The maximum compensatory time which may be accrued by any affected employee shall be 240 hours within a fiscal year.
2. An employee whose current accrual is the maximum number of compensatory hours shall be paid overtime compensation by check for any additional overtime hours of work according to the procedure above.
3. The use or payment of accumulated compensatory time will be permitted within a reasonable period after the employee requests the time, when it will not be disruptive to department operations. Upon reasonable notice, a department head may request that an employee use a portion of the accrued compensatory time, at any time this is deemed advisable. Disputes should be referred to the Human Resources Department.
4. At termination of employment, payment for accrued FLSA compensatory time shall be calculated at the average regular employment, or the final regular rate received by the employee, whichever is higher.
5. When an affected employee transfers to a non-exempt position in another department, accumulated compensatory time may be transferred to the new department.
6. When a non-exempt employee changes to exempt status, every effort should be made to clear accumulated compensatory time by payment, taking the time off, or a combination of these. If the change involves moving to another department, a cooperative decision by the two department heads may be necessary.
7. Compensatory time earned by an employee is banked for use in lieu of annual leave taken. Unused compensatory time will be paid to the employee twice per year, in June and December.

A non-exempt employee may not "volunteer" to the College services of the same type they are employed to perform.

Recordkeeping

Records of time worked shall be made and preserved by the payroll office for each non- exempt employee. The records shall include full name, social security number, or college work identification number (CWID), birth date if under 19, occupation, workweek beginning day/time, rate(s) of pay, hours worked each workday for each workweek, total hours to be paid for straight time, approved leave, and overtime. These time records shall be kept available for inspection for three years.

The work for which non-exempt employees must be paid (at the rate of at least the current minimum wage) and which must be counted in computing liability for weekly overtime pay is described as: the time the employee is actually at work or required to be on duty.

Counted as working time, in addition to time actually worked, are rest periods lasting 15 minutes or less, lectures, meetings, and training programs when attendance is required by the supervisor, and travel time (time en-route) as set out below:

1. Travel time from job site to job site during a workday, after reporting for the day's work.
2. Travel time from home to work and return on a special on-day assignment in another city. Deduct the usual time from home to regular work site and return and meal time(s).

3. Travel time for out-of-town assignment of more than one day. The travel time that coincides with the employee's normal workday schedule is counted as time worked. This applies to any day of the week.

4. Travel time for out-of-town assignment of more than one day. The travel time that coincides with the employee's normal workday schedule is counted as time worked. This applies to any day of the week.

Not counted as working time are bona fide meal periods, vacation, sick leave, other leave, holidays not worked, and certain travel time not listed above.

Compassionate Leave ~~(Special Sick Leave/Deducted from Sick/Annual Leave)~~

An employee will be granted a maximum of three (3) days of leave upon the death of a ~~memberof~~

member of the immediate family or a relative who has occupied that role.

In some cases of death in the immediate family, the three- (3) days of leave may not be sufficient. In such cases, additional leave may be granted upon the request of the employee and the approval of the supervisor. These additional days may be deducted from accumulated sick or annual leave.

If the relative is not a member of the immediate family, leave may be granted upon the request of the employee and with the approval of the appropriate supervisor.

Compassionate leave may be deducted from the employee's accumulated sick leave, or annual leave at their discretion. Additional leave may be granted at the discretion of the immediate supervisor.

~~***Personal Circumstances Leave*** (Deducted from sick leave/annual.)~~

~~A total of two (2) days of emergency leave (per fiscal year) is granted for absences caused by inclement weather or emergency business matters. Emergency leave is deducted from the employee's accumulated sick leave. *Please notify the appropriate supervisor of the need for such leave as quickly as possible.*~~

Attendance and Punctuality

An employee is required to be in attendance and prepared to begin work at the assigned work location on the specified days and hours. Attendance and punctuality are objective measures for job performance evaluations. All Non-Exempt employees are expected to record time worked and absences on a timesheet. ~~All employees eligible for leave must complete a leave sheet and give to the supervisor upon return to work. Supervisors must submit all attendance documents to Payroll no later than (5) five days following the last working day of each month. Appropriate forms are provided for this purpose. (See your supervisor or payroll department for forms).~~

An employee demonstrating excessive absenteeism or excessive tardiness, for whatever reason, shall be given the opportunity to substantiate the cause. The immediate supervisor shall evaluate the circumstances and determine the need for correction or disciplinary action.

If an employee cannot report to work as scheduled, he/she shall notify the immediate supervisor within one (1) hour after the reporting time. In the event notification is not made, immediately upon return to work the employee shall show sufficient reasons for the lack of notification. Failure to give sufficient reasons to the immediate supervisor shall be cause for disciplinary action.

An employee who is absent from work for three or more days without authorization from the supervisor may be subject to disciplinary action, including termination. Termination in such a case shall be placed in the personnel record as an involuntary resignation.

Absenteeism or tardiness that is unexcused or excessive in the judgment of Connors State College is grounds for disciplinary action, up to and including dismissal.

Shared Leave Policy

~~Purpose~~

The purpose of this policy is to permit CSC employees to donate ~~paid~~sick leave to fellow CSC employees who are ~~suffering from or have a relative suffering from an extraordinary or severe illness, injury, impairment or physical or mental condition that has caused or is likely to cause the employee to take~~currently on approve Family and Medical Leave Act (FMLA) leave ~~without pay or terminate employment~~. Donations made under this policy are gifts. This policy does not create an entitlement or expectation of shared leave to eligible employees and is one of the employment-related benefits afforded to its employees.

~~1.~~ Definitions ~~as used in this policy~~

~~a)~~ "Employee" – regular full-time CSC employee with over ~~6~~12 months of continuous services at CSC. A regular full-time employee is one who is employed to work ~~40~~37.5 or more hours per week and maintains continuous regular employment status.

~~b)~~ "New Hire" –regular full-time CSC employee with less than ~~6~~12 months of continuous service at CSC.

~~c)~~ "Relative of employee"-an employee's spouse, parent, stepparent, child (in this context "child" includes legal wards and stepchildren), grandchild, mother-in-law, or father-in- law.

~~d) "Extraordinary" or "severe" – serious, extreme and/or life threatening as confirmedbya licensed physician.~~

~~e) "Shared Leave Pool" – a voluntary and anonymous donation of paid leave by employees to a fund balance.~~

~~2.~~ Eligibility

An employee of CSC will be considered eligible to receive ~~shared~~donated sick leave pursuant to the following conditions:

~~a)~~• The employee has abided by CSC policies and practices regarding the use of leave.

~~b)~~• The employee has exhausted or will exhaust all accrued leave prior to start ~~ofrequested~~of requested leave.

~~c) The employee or a relative of the employee is suffering from an extraordinary or severe illness, injury, impairment or physical or mental condition as confirmed by a licensed physician. The employee must submit a medical certificate from a licensed physician or health care practitioner verifying the need for the leave and expected duration of the extraordinary or severe medical condition.~~

• The employee is on approved FMLA leave.

~~d)~~• The employee's eligibility shall cease upon the employee's receipt of income, or active enrollment or participation in a College provided employee benefit (worker's compensation benefits, etc.) or any other form of compensated leave plan such as short- term disability or long-term disability.

~~e) The President or designee determines that the employee meets the applicable criteria.~~

~~f) "New Hire" is eligible for one-half of the benefits that "employee" are eligible for under this policy.~~

~~3.~~ Donation

An employee may donate ~~paid~~sick leave pursuant to the following conditions:

~~a)~~• Donors must complete the ~~Leave Sharing~~Request for and Donation of Sick Leave Form in full.

~~b)~~• The employee may donate any amount of ~~paid~~sick leave provided that the donation does not cause the ~~paid~~sick leave balance of the donating employee to fall below 160 hours; thereby leaving an unused amount in the donating employees account equivalent to one month's hours for personal emergency use.

~~c)~~• Only an active employee may donate. An employee who has issued a letter of resignation or retirement may not donate. Furthermore, an employee may not donate accrued ~~paid~~sick leave within six months of his or her date of resignation ~~orretirement.~~or retirement.

~~d)~~• An employee may not donate excess ~~paid~~sick leave that the donor would not be able to take otherwise under the College's paid leave policy.

~~e)~~• ~~Compensatory~~Annual leave or compensatory time may not be donated.

~~f)~~• All donated ~~paid~~sick leave must be given voluntarily in writing. No employee shall be coerced, threatened, intimidated or financially induced into donating.

~~g)~~• Any accrued paid leave that has not been used or shared at the time an ~~employeeleaves~~employee leaves employment shall be forfeited.

~~h)~~• Any donated shared leave that has not been used at the time that an employee leaves employment, or when the condition causing the need for such leave ends, shall be returned to the donor(s~~) as set forth in Section 6(g) to this policy. If, in such a case, the donor(s) no longer are employed by CSC, the leave amount(s) donated by such employee(s) shall be transferred to the College.~~).

~~4.~~ Limitation on Leave Sharing

~~a)~~• The recipient employee may only receive a maximum of ~~261~~45 days/360 hours of donated leave during total employment at Connors State College.

~~b)~~• Any donated leave may be used by the recipient only for the purposes specified in this policy.

~~c)~~ Share leave ends in the event of termination of the condition causing the need ~~forleave.~~

~~d)~~• for leave. The leave received will be designated as donated leave and will be maintained separately in the Human Resources Office from all other ~~leavebalances.~~leave balances.

~~e)~~• All forms of paid leave available for use by the recipient must be exhausted prior to using any donated leave.

~~f) Complete the Leave Sharing Request Form and submit a current medical statement from a licensed physician verifying the need for the leave and the expected duration of the condition.~~

~~g) Upon completing the Leave Sharing Request Form the employee will forward the form to his/her immediate supervisor.~~

~~h) Once the Leave Sharing Request Form has been completed and has been signed by the employee's supervisor it should be forwarded to the Human Resources Director.~~

~~i)~~• Recipients do not accrue leave time while on shared leave.

~~5.~~ Recipients

• Employee must currently be on approved FMLA leave.

~~a)~~• The employee (or his/her representative in the event the employee is incapacitated) must complete the ~~Leave Sharing Request Form and submit a current medical statement from a licensed physician verifying the need for the leave and the duration of the condition.~~Request for and Donation of Sick Leave Form and return it to the office of Human Resources.

~~b) Upon completing the Leave Sharing Request Form the employee will forward the form to his/her immediate supervisor.~~

~~c) Once the Leave Sharing Request Form has been completed and has been signed by the employee's supervisor it should be forwarded to the Human Resources Director.~~

~~d)~~• Recipients do not accrue leave time while on shared leave.

~~6.~~ Administration of the Policy

~~a)~~• Recipient of leave is conditioned upon the availability of donated ~~paid~~ leave.

~~b)~~ The employee receiving donated leave shall be paid his or her regular rate of pay; therefore, one hour of donated leave may cover more or less than one hour of the salary of the recipient. The dollar value of the donated leave shall be converted from the donor to the recipient and the actual amount of donated leave credited to the recipient shall be calculated at the salary rate then paid to the recipient. (Ex: If Employee A, being paid

• $10.00 per hour, donates 2 hours of leave to Employee B, who is paid $20.00 per hour, the donated leave is converted to the salary rate being paid to Employee B, resulting in Employee B actually receiving one (1) hour of donated leave.)

~~c)~~• No leave share request will be processed retroactively.

~~d)~~• Donation will be transferred each pay period in amounts not to exceed the recipient employee's regular monthly hours for that pay period.

~~e)~~• Donations are irrevocable.

~~f)~~• Efforts will be made to process donations anonymously.

~~g)~~• Donated leave not actually used by the recipient ~~during each occurrence of an extraordinary or severe medical condition~~ shall be returned to the donor. In the case of multiple leave donors, the donated leave remaining will be divided among the donors on a prorated basis based on the original donated value, returned at its original donor value, and reinstated to the leave balance of each donor.

~~h)~~• The employee receiving donated leave shall be paid his or her regular rate of pay.

Family and Medical Leave Act (FMLA)

~~PURPOSE~~

Purpose

The Family and Medical Leave Act of 1993 (FMLA) gives certain job protections to employees when balancing work responsibilities with the demands of personal illness or injury or in caring for family members.

This policy sets forth the essential provisions of FMLA. In the event that additional clarification is needed, the actual Act and regulations issued by the federal government implementing the Act shall prevail.

Depending on individual circumstances of the leave, faculty and staff may also be concurrently eligible for paid sick leave benefits under Sick Leave ~~(Faculty/Staff Handbook).~~.

~~SCOPE~~

Scope

This policy applies to all CSC campuses.

To be eligible for FMLA leave, an employee must have been employed by the College for twelve months, which need not be consecutive, and must have worked at least 1,250 hours within the previous 12 months as of the date leave commences.

~~POLICY AND PROCEDURES~~

Policy and Procedures

Qualifying Event

Under FMLA an eligible employee may request up to 12 weeks of unpaid leave for a qualified event:

- ~~a.~~ For the birth and care of a child or placement of a child with you for adoption or foster care. Such leave must be taken within 12 months immediately after birth or within 12 months after placement. Leave may begin prior to birth or placement;

- ~~b.~~ For care of a family member with a serious health condition. The employee must be needed to care for basic needs, psychological comfort, filling in for others, or making arrangements for the relative; or

~~c.~~ • Because an employee's own serious health condition makes the employee unable to do his or her job due to illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatments.

Definition of Serious Health Condition

~~a.~~ • Under FMLA, a serious health condition is an illness, injury, impairment, or physical ~~ormental~~or mental condition that requires either in-patient care or continuing treatment by a health care provider.

~~b.~~ • Serious health condition would not include short-term conditions, which require brief treatment and recovery, such as common colds or flu, stomach viruses, non-migraine headaches, and routine pregnancy, or voluntary or cosmetic treatments not considered medically necessary. The above list is not exclusive.

FMLA Definitions of Family

a. Spouse means a husband or wife as defined or recognized under State law for the purpose ofmarriageof marriage.

b. Parent means a biological parent or an individual who stands or stood in the place of a parent toanto an employee when the employee was a child. This term does not include parents "in law."

c. Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in the place of a parent, who is under age 18, or incapable or self-care because of a mental or physical disability.

Employee Notice and Certifications

a. The employee must provide 30 days advance notice when the leave is "foreseeable." On rare occasions, advance notice might not be possible. These situations will be evaluated on a case-by-case basis.

b. Medical certification may be required prior to approval of leave indicating the employee is needed to provide care or unable to perform his/her job.

c. Continued doctor certification will be required if the situation warrants, but not more frequently than every 30 days unless the college has reason to believe the employee is able to return to work.

d. Forms for medical certification are available from the Human Resources office. This form is also acceptable for documentation of sick leave under the Sick Leave Policy (Faculty/Staff Handbook).

e. Leave will be denied if the employee fails to provide the required medical certification.

Maximum Leave Entitlement

a. Up to 12 weeks of absence from assigned duty may be requested within a 12-month period.

b. In the event both spouses are employed by Connors State College, maximum leave for each eligible spouse is 12 weeks.

Intermittent and Reduced Leave Schedule

a. In the event of employee or immediate family member illness only, an employee may request a reduced work schedule. Necessity for the leave must be such a medical need that can best be accommodated through an intermittent or reduced leave schedule. Employees needing intermittent FMLA leave or leave on a reduced schedule must attempt to schedule their leave so as not to disrupt CSC's operations.

~~b.~~ • Connors State College may transfer an employee to an alternative position with equivalent pay and benefits in order to accommodate the request when such a reassignment is available and expedient for the department in question.

~~c.~~ • Leave taken on an intermittent or reduced schedule will be calculated on a pro rata ~~orproportional~~or proportional basis comparing the employee's new schedule to his or her prior schedule.

Concurrent Use of Accrued Paid Leave

- ~~a.~~ Family and Medical Leave is taken concurrently with~~,~~ other CSC leave policies. Any paid leave remaining after exhaustion of Family and Medical Leave would be taken in accordance with applicable CSC leave policies.
- ~~b.~~ An employee with accrued compensatory, annual, or sick leave will take all applicable leave prior to unpaid leave. Paid leave is granted only when the conditions in CSC Policy and Procedures for such leave are met.

Continuation of Benefits During Leave

- ~~a.~~ An employee's coverage in a group health plan will continue under the same conditions that existed prior to the Family and Medical Leave. Employee medical will be paid by CSC if the employee is enrolled in medical coverage at the same time the leave is requested.
- ~~b.~~ Employee life insurance and all optional benefits regularly paid by the employee will be paid by the employee while on leave.
- ~~c.~~ Dependent coverage of existing benefits would continue to be paid by the employee as under normal circumstances. d. Employee contributions will be made by the employee through the Payroll Office on a timely basis.

~~d. Employee contributions will be made by the employee through the Payroll Office on a timely basis.~~

- ~~e.~~ In the event an employee elects to cancel insurance coverage, such cancellation will be effective at the end of the month after written notice to CSC Payroll Department. No partial premiums will be calculated.
- ~~f.~~ If an employee fails to return to work from unpaid leave, except where health conditions will not permit or death, the employee will be required to reimburse Connors State College for premiums paid on behalf of the employee during the Family and Medical Leave. The employee will be billed through the Business Office.

Restoration of Employment

- ~~a.~~ Upon return from family medical leave, an employee will be restored to his/her original or equivalent position with equivalent pay, benefits, and other employment terms.
- ~~b.~~ An employee may not be restored to an original or equivalent position if such position has been eliminated through a reduction in force program or if the original terms of appointment expired during the leave.
- ~~c.~~ Key employees ranking in the top 10% of the highest paid employees at CSC may be excluded from the job guarantee provision if there are reasons justifying such an action.

~~d.~~ • If the reason for leave is personal illness or injury of the employee, medical proof of fitness to return to work will typically be required indicating the employee is able to perform the essential functions of the job.

~~e.~~ • Time on leave of absence without pay may not count toward credited service for Oklahoma Teachers Retirement (OTR) purposes. The rules of the Oklahoma Teachers Retirement System (OTRS) prevail.

Restoration of Benefits

- ~~a.~~ CSC paid benefits such as CSC paid health care and life insurance will be restored to the employee once returning from leave and will be equivalent to what the employee would have had without taking the leave. If the employee does not want the insurance during this leave, s/he should cancel the insurance and upon return to work should notify CSC Payroll Office of his/her desire to reinstate the benefits. If the insurance is reinstated the day the employee returns, proof of insurability will not be required, and no pre-existing condition clauses will apply.
- ~~b.~~ Benefits normally paid for by the employee such as dependent coverage, long-term disability, etc. would also be reinstated.
- ~~c.~~ Health and dependent care reimbursement accounts will be reinstated once the employee is back on pay status if s/he was enrolled at the time of his/her leave.

Notice to Employees

- ~~a.~~ Notice of the Family and Medical Leave Act is posted in designated buildings on campus. Departments are responsible for ensuring such notification exists.
- ~~b.~~ Copies of this policy and procedure should be made available to employees upon their request.
- ~~c.~~ When leave is requested, the supervisor is required to send the employee to Human Resources. Human Resources will respond in writing to the employee specifying the rules for eligibility, 12-month period used, medical certification requirement, required substitutions of leave, rules on payment of benefit premiums, liability of employee for repayment, medical certification requirements, for return to work, status as a key employee, and right to restoration of original or equivalent position. Forms suitable for this response are available from the Human Resources Office.

Recordkeeping

~~Recordkeeping~~

- ~~a.~~ Supervisors will maintain adequate up-to-date records for each faculty/staff member that accurately reflect the rate and the amount of leave taken, the dates when such leave is used, and the current untaken leave balance.
- ~~b.~~ Supervisors will generate appropriate forms on any leave taken under FMLA.
- ~~c.~~ Supervisors will report leave used on payroll time-sheet reports.
- ~~d.~~ Documentation for use of leave will be maintained by the department for three years.

Exhaustion of Family and Medical Leave

- ~~a.~~ Once an employee has exhausted the 12 work-week eligibility under this policy and other paid leave does not apply, the employee must return to work immediately ~~or pursue a personal leave of absence.~~.

~~b.~~ If no other leave is approved, the employee will be terminated.

~~*COBRA*~~

Consolidated Omnibus Benefits Reconciliation Act (COBRA)

~~a.~~• If an employee does not return to work after FMLA leave, CSC will offer COBRA ~~asrequired~~as required under the Consolidated Omnibus Benefits Reconciliation Act.

~~b.~~• The qualifying event that will trigger an offer of COBRA continuation of coverage occurs on the last day of the employee's FMLA leave. The last day of FMLA leave is the earlier of (1) the date the employee gives termination notice or (2) the last scheduled day of the FMLA leave.

~~c.~~• Length of the COBRA coverage is measured from the day of the qualifying event.

Military Leave and Pay

Federal law prohibits discrimination by employers against persons because of their service in the Armed Forces of the United States and in certain related uniformed services in order to encourage non- career service in the Armed Forces. Additionally, the Oklahoma Legislature has adopted laws which provide special benefits to state employees who serve in the Armed Forces. Connors State College, as a matter of public policy, is committed to supporting its employees who choose to engage in service in the Armed Forces and this policy is intended to outline the rights and obligations of the ~~University~~College and its employees regarding such service. Often, individual cases will have to be resolved through a review of the facts particular to a given instance of military service. When faced with unique or unclear ~~question~~questions regarding the application of ~~College~~the College's policy and state and/or federal law to a particular case, unit administrators should consult with the Director of Human Resources for assistance and direction.

~~Definitions:~~

Definitions

"Uniformed Services" or "Armed Forces" as used in this policy means the Armed Forces of the United States (the Army, Navy, Air Force, Marine Corps, Coast Guard, and Reserve units for each such branch); the Army National Guard and the Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty; the commissioned corps of the Public Health Service; and any other category of persons designated by the President in time of war or national emergency.

"Service in the Uniformed Services" or "Military Service" means the performance of duty on a voluntary or involuntary basis in one of the Uniformed Services. It includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, and a period of time for which a person is absent from a position of employment with the University for the purpose of an examination to determine the fitness of the employee to perform any such duty.

"Notice of Service" means any written or verbal notification of an obligation or intention to perform service in the uniformed services provided to an employer by an employee who will perform such service or by the uniformed service in which such service is to be performed.

Scope of Policy

This policy applies to all College campuses and all other locations that have regular employees who serve in the Uniformed Services. It does not apply to students, independent contractors, or temporary employees.

Policies and Procedures:

Leave of Absence for Military Service

All regular employees are entitled leaves of absence from their employment at Connors State College in order to engage in military service as is authorized by federal law without loss of status or seniority. Such leave is permitted regardless of whether the leave is voluntary or involuntary in nature. In ordinary circumstances, the maximum amount of such leave, in the aggregate, will be five (5) years in duration. Exceptional circumstances may occur in which leave for more than five years in the aggregate may be required. Unit supervisors should consult with the Director of Human Resources in such cases.

Employees engaging in military service are required to give notice of such service in advance in writing or orally to their immediate unit supervisor, either in person or through an appropriate officer of the uniformed service in which the service will be performed, except in extraordinary circumstances. No advance notice is required if the giving of such notice is precluded by military necessity (as per regulations prescribed by the Secretary of Defense) or, under all of the relevant circumstances, the giving of such advance notice is impossible or unreasonable. In all instances, employees engaging in military service must submit copies of official written orders issued by the proper military authority to their unit supervisor.

Military Leave Pay~~/~~/Use of Annual Leave

Employees engaging in military service, as set forth in this Policy shall be entitled to leave with pay during such period of service for the first thirty regularly scheduled workdays of such service during each federal fiscal year. The federal fiscal year begins on October 1.

A leave of absence without pay shall be granted for the remainder of military service in excess of the first twenty scheduled workdays each federal fiscal year.

Employees on military leave, on request, may choose to use up any accrued, unused annual leave that is available to them, but may not be required to do so.

In all cases, appropriate leave forms must be filed. It is the responsibility of the unit administrator to maintain accurate records of military leave. When an employee transfers from one administrative unit to another, the new unit administrator is responsible to obtain military leave records from the previous administrator.

Benefits While on Military Leave

During a military leave of absence, certain benefit rights are protected. Details regarding specific rights should be obtained from the Director of Human Resources.

Subject to terms, conditions, and limitations (including war exclusion clauses) of the applicable benefit plans in which the employee is otherwise eligible, Connors State College will continue to provide coverage as long as law requires.

Employees returning to work after a military leave of absence will be reinstated in benefit programs, where authorized by law. Employees returning to work who do not make timely application for credit of time through OTRS will be required to pay all applicable penalties and interest payments set by OTRS.

Leave Accrual, Seniority, and Holiday Pay While on Military Leave

Leave does not accrue during a leave of absence without pay.

The continuous employment date will be maintained during periods of military leave to ensure that leave accrual rates and other benefits based on seniority remain uninterrupted, so long as the employee returns to duty with Connors State College as required by law and this policy statement.

Upon returning from military service, employees are entitled to pay for holidays occurring during the leave of absence. It is the unit administrator's responsibility to process appropriate pay through the supplemental pay process.

Reemployment Rights

Upon completion of military service, employees who have been on military leave must notify their unit administrator of their intent to return to duty at Connors State College within the following time frames:

Fitness Examinations

Service Less Than 31 Days: If an employee is absent from work at Connors State College due to the employee's being examined for the purpose of determining the employee's fitness to perform military service, or if an employee engages in military service for less than 31 days, the employee ordinarily must report to work on the first full regularly scheduled work period on the first full calendar day following the completion of such an examination or service of less than 31 days, plus the expiration of eight hours after a period allowing for transportation from the place of military service to the employee's home.

Service of More Than 30 Days but Less Than 181 Days: If an employee engages in military service for more than 30 days but less than 181 days, the employee must submit a written application for reemployment with the unit administrator not later than 14 days after the completion of the period of military service.

Service of More Than 180 Days: If an employee engages in military service for more than 180 days, the employee must submit a written application for reemployment with the unit administrator not later than 90 days after the completion of the period of military service.

Hospitalization / Convalescence Due ~~To~~to Injury or Illness While In Military Service

In cases where the employee is hospitalized for or convalescing from an illness or injury incurred in or aggravated during the period of military service, the employee is not required to return to work until the end of the period that is necessary for the employee to recover from that illness or injury, such period ordinarily not to exceed two years.

Extraordinary Cases Beyond the Employee's Control

All of the requirements in the Section entitled Reemployment Rights pertaining to the time frames ordinarily expected of an employee in returning to work are extended if returning to work or submitting an application to return to work within the normal time periods is impossible or unreasonable through no fault of the employee. In such instances, the time periods referred to in this Section shall be extended to the next full calendar day when such a return to work or submission of an application to return to work becomes

reasonable.

In instances where an employee is convalescing from an injury or illness while in military service, and returning to work is impossible or unreasonable within the normal two-year time period, the two-year time period shall be extended by the minimum time to accommodate circumstances beyond the employee's control which make the reporting within the period impossible or unreasonable.

Employees who have been on military service and who fail to report back to work or submit a written application for reemployment are subject to the College's regular policies which allow an employee to be separated from employment if absent without excuse for three consecutive days, except in instances where returning to work is unreasonable or impossible due to no fault of the employee, as set forth in the Section entitled Extraordinary Cases Beyond the Employee's Control.

Employees who are honorably discharged from their period of military service will be reinstated to active employment with Connors State College, provided that they have fulfilled the requirements of this policy statement and all applicable federal laws. Reinstatement will be in positions of like seniority, status and pay, or the nearest approximation consistent with the circumstances in each case. However, reemployment is contingent upon the employees' continued qualification to perform the duties of the job, and no change in circumstances that would make employment unreasonable or impossible.

Special Rules Regarding Separation from Employment after Military Service

Employees who return to work after engaging in qualified military service lasting more than 30 days may not be separated from employment for any reason other than cause for certain periods of time after returning to work.

Employees who serve more than 30 days but less than 181 days of military service may not be separated from employment except for cause for a period of 180 days after returning to work.

Employees who serve more than 180 days of military service may not be separated from employment except for cause for a period of one year after returning to work.

~~*Connors State College Policy and Procedures – OVERTIME*~~

~~(In compliance with the Fair Labor Standards Act)~~

~~*PURPOSE AND SCOPE*~~

~~1.01 An integral part of the employment program of the College is a uniform policy related to the earning of and compensation for overtime.~~

~~1.02 This section deals with policies and procedures developed to comply with the Fair Labor Standards Act work regulations for exempt and non-exempt employees.~~

~~1.03 Payment of overtime is generally avoided and compensatory time is provided in its stead for non-exempt employees. Exempt employees are not entitled to receive overtime or compensation for time worked outside of the regular work schedule.~~

~~*COLLEGE POLICY AND STATE LAW*~~

~~2.01 It is the policy of Connors State College to comply with the overtime provisions of the Fair~~

Labor Standards Act (FLSA) and its regulations in accordance with the policy of the State of Oklahoma. This includes, but is not limited to, the earning of and payment for overtime, establishment of the official workweek, and record keeping.

2.02 The Connors State College Human Resources Director shall post, where appropriate,information about the Fair Labor Standards Act and a copy of this policy to inform coveredemployees.

2.03 The employment and work program of each department or division of the College should be managed so that the necessity for overtime work is reduced to a minimum, except for emergency situations.

2.04 It is intended, however, that non-exempt employees should be expected to work a reasonable period of overtime. Notice to employees scheduled to work overtime will be given by the supervisor as early as possible.

2.05 Provisions of the Fair Labor Standards Act places a liability upon the employer for the payment of a premium or all hours that an employee not specifically exempt from overtime payment is either requested or permitted to work in excess of the statutory limitation. Therefore, under no circumstances may a non-exempt employee perform work of any nature for the College at his normally assigned work station, or anywhere else on the employer's premises, in excess of his normal work schedule, unless such overtime work has been specifically authorized in advance by the supervisor.

2.06 The official workweek of the College shall be from 12:00 midnight Friday until 12:00 midnight the following Friday.

2.07 Overtime shall be calculated on the basis of the official workweek a not on the official workday.

DEFINITIONS

3.01 EXEMPT- The position meets the FLSA tests for exemption from the overtime provisions of the Act, and compensation for time worked outside of the regular work schedule is not required. At Connors State College, generally exempt positions are faculty, graduate assistants, administrative /professional, certain farm and recreation workers, student professional, and temporary professional.

3.02 NON-EXEMPT- The position does not meet the FLSA tests for exemption from the overtime provisions of the Act, and the employee must be compensated for overtime. At Connors State College, generally non-exempt positions are identified as classified (except for certain farm and recreation workers) and non-professional student or temporary appointments.

NOTE: Information concerning the exempt or non-exempt status of a specific job is available in the Human Resources Department. All non-exempt employees are required to complete a monthly time sheet.

3.03 OVERTIME – Hours worked in excess of 40 in a workweek. Compensation for overtime hours is 1- 1/2 times the employee's regular pay rate. This "base" rate (which is multiplied by 1-1/2 to get the "premium" rate per hour) may be affected by special situations such as standby pay.

3.04 WORKWEEK – A regular, recurring period of 37.5 consecutive hours from 12:00 midnight Friday until 12:00 midnight the following Friday.

3.05 PAY PERIOD – The period of time covered in a paycheck. For employees on the salary budget a pay period is one month.

NOTE: Flextime definition: a supervisor may need to allow an employee to on occasion arrive later or leave early in reference to the normal work schedule. However, this practice should only be as needed and the employee still must work 37.5 hours in the workweek. This is different from compensatory time in that it is not a substitute for overtime, instead a scheduling allowance for activities or needs.

PROCEDURES

4.01 OVERTIME PAYMENT

a. Non-exempt

(1) Non-exempt personnel shall receive compensation by check or warrant or by compensatory time at the rate of time and one-half their regular rate for all hours worked in excess of 40 hours in any workweek. Each workweek shall stand alone and may not be averaged.

Payment for overtime by check or warrant should be made within the same pay period, if possible, or no later than the pay period following the one in which the overtime hours were worked. **Exception**: Payment may be later if the hours have first been accumulated for compensatory time.

(2) If compensation for overtime worked is paid in released time at the premium rate, such released time (compensatory time) will be given according to the following:

(a) The maximum compensatory time which may be accrued by any affected

employee shall be 120 hours for those engaged in public safety, emergency response, or seasonal activity; the federal maximum of 480 shall not be exceeded by employees engaging in these activities; and 120 hours for all other non-exempt employees, for hours worked after April 15, 1986. The maximum is not an annual accumulation and is not a one-time accumulation. Once the maximum is accumulated, and then time is used or paid, the amount may build to the maximum again, perhaps several times in the duration of the employee's tenure.

(b) An employee whose current accrual is the maximum number of compensatory hours shall be paid overtime compensation by check for any additional overtime hours of work according to the procedure in (2)above.

(c) The use or payment of accumulated compensatory time will be permitted within a reasonable period after the employee requests the time, when it will not be disruptive to department operations. Upon reasonable notice, a department head may request that at an employee use a portion of the accrued compensatory time, at any time this is deemed advisable. Disputes should be referred to the Human Resources Department.

(d) At termination of employment, payment for accrued FLSA compensatory time shall be calculated at the average regular employment, or the final regular rate received by the employee, whichever is higher.

(e) When an affected employee transfers to a non-exempt position in another department, accumulated compensatory time may be transferred to the new department, taken as time off before the effective date of the transfer paid check, of a combination of these. The employee's wishes will be considered; however, the decision will also be based on the budgets and operational needs of the two departments involved. If the decision is to pay by check for part or all of the accumulated compensatory time, the rate shall be calculated as in (d) above and charged to the department where it was accumulated.

(f)1.When a non-exempt employee changes to exempt status, every effort should be made to clear accumulated compensatory time by payment, taking the time off, or a combination of these. If the change involves moving to another department, a cooperative decision by the two department heads may be necessary.

(3) When circumstances permit payment or usage of compensatory time accumulation, an agreement or understanding between the supervisor or designee and the employee shall be arrived. Such agreement will involve consideration of three factors: (1) the employee's preference, (2) operational needs of the department, and (3) fiscal strictures which might preclude payment for overtime by check.

(4) A non-exempt employee may not "volunteer" to the College services of the same type he is employed to perform.

4.02 RECORD KEEPING

a. Records of time worked shall be made and preserved by the payroll office for each non- exempt employee. The records shall include full name, social security number, or college work identification number (CWID), birth date if under 19, occupation, workweek beginning day/time, rate(s) of pay, hours worked each workday for each

workweek, total hours to be paid for straight time, approved leave, and overtime. These time records shall be kept available for inspection for three years.

b. The work for which non-exempt employees must be paid (at the rate of at least the current minimum wage) and which must be counted in computing liability for weekly overtime pay is described as: the time the employee is actually at work or required to be onduty.

c. Counted as working time, in addition to time actually worked, are rest periods lasting 15 minutes or less, lectures, meetings, and training programs when attendance is required by the supervisor, and travel time (time en route) as set out below:

(1) Travel time from job site to job site during a workday, after reporting for the day's

~~work.~~

~~(2)1. Travel time from home to work and return on a special one-day assignment in another city. Deduct the usual time from home to regular work site and return and meal time(s).~~

~~(3)1. Travel time for out-of-town assignment of more than one day. The travel time that coincides with the employee's normal workday schedule is counted as time worked. This applies to any day of the week.~~

~~(4) Travel time for work performed while traveling. The time is counted as hours worked whether or not it occurs within the employee's normal working hours.~~

~~d. Not counted as working time are bona fide meal periods, vacation, sick leave, other leave, holidays not worked, and certain travel time not listed in "c" above.~~

Job-Related Injury ~~or~~ /Illness

Any injury or illness occurring as a result of employment shall be reported immediately upon occurrence to the immediate supervisor. If the immediate supervisor is unavailable the employee shall follow the chain of command. In the event that the employee is unable to contact supervisors, the employee shall contact the Human Resources Director. The employee must fill out an Employee Accident/Injury Report. The written report is to be submitted by the supervisor to the Director of Human Resources. Forms are available in the Human Resources Office. Failure to immediately report an accident/injury could result in a denial of claim.

Code of Ethics

Employees of the College shall maintain the highest standard of ethical conduct in all transactions with students, administrators, colleagues and the public. Employees represent the College when carrying out the duties associated with their position, and as such are expected to act in a manner consistent with the educational philosophy and goals of the College. Each employee must have a signed loyalty oath on file.

Additionally, the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges recognizes its obligation to students, faculty, staff and other stakeholders to maintain the highest ethical standards. To facilitate this, "Ethics Management" tools have been made available to provide you with a simple way to anonymously and confidentially report activities that may represent issues of concern, misconduct or violations of law or institutional policies and procedures.

Members of the institutional community are encouraged to continue to report concerns through regular lines of communication such as management, Human Resources or the Affirmative Action Department. The "Ethics Management" tool simply provides an additional means of reporting and enables individuals to report such issues anonymously.

Reported issues will be addressed promptly and discreetly. Facts will be made available only to those who need to know in order to address the issues reported. Connors College is committed to safeguarding the confidentiality of individuals who submit reports.

Under NO circumstances will retaliatory action ~~will~~ be taken against anyone for reporting or inquiring in good faith about potential breaches of institutional policies and procedures or for seeking guidance on how to address suspected misconduct. Visit the Connors State College website for more information.

Employee Conduct

~~*Guidelines for Appropriate Conduct*~~

As an integral employee of Connors State College, you are expected to accept certain

responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that both in your business and in your personal life you refrain from any behavior that might be harmful to you, your co-workers, and/or Connors State College, or that might be viewed unfavorably by current or potential supporters/parents/students or by the public at large.

Whether you are on duty or off, your conduct reflects on Connors State College. You are, consequently, encouraged to observe the highest standards of professionalism at all times.

Types of behavior and conduct that Connors State College considers inappropriate include, but are not limited to, the following:

~~1.~~• Falsifying employment or other College records
~~2.~~• Violating Connors State College's nondiscrimination and/or sexual harassment policy

~~3.~~• Excessive absenteeism or tardiness
~~4.~~• Excessive, unnecessary, and/or unauthorized use of College supplies, particularly ~~forpersonal~~for personal purposes

~~5.~~• Reporting to work intoxicated or under the influence of non-prescribed drugs, and illegal manufacture, possession, use, sale, distribution or transportation of drugs

~~6.~~• Bringing or using alcoholic beverages on Connors State College property or ~~usingalcoholic~~using alcoholic beverages while engaged in College business on College premises.

~~7.~~• Fighting or using obscene, abusive, or threatening language or gestures
~~8.~~• Theft of property from co-workers, students, or the College

~~9.~~• Unauthorized possession of firearms on Connors State College's premises or while on College business

~~10.~~• Disregarding safety or security regulations
~~11.~~• Insubordination
~~12.~~• Failing to maintain the confidentiality of the College, students or student/employee information; or any other improper conduct which is seriously injurious to the best interests of the College or any of its components.

Should your performance, work habits, overall attitude, conduct, or demeanor become ~~unsatisfactoryin~~unsatisfactory in the judgment of Connors State College, based on violations on either of the above or of any other College policies, rules, or regulations, you will be subject to disciplinary action, up to and including dismissal.

Nepotism

Employee shall not influence, advocate, negotiate, or approve an employment and promotion of a relative. In view of the sensitive nature of the issue, it is the best policy to refrain from involvement in any type of personnel action pertaining to a relative.

Connors State College permits the employment of relatives of employees as long as such employment does not, in the opinion of the College, create actual or perceived conflicts of interest. For purposes of this policy, "relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt,

uncle, first cousin, or corresponding in-law or "step" relation. The College will exercise sound judgment in the placement of related employees in accordance with the following guidelines:

- Individuals who are related by blood or marriage are permitted to work in the same College area, provided no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within the "chain of command" of a relative such that the relative could influence one relative's work responsibilities, salary, or career progress.
- No relatives are permitted to work in the same department or in any other positions in which the College believes an inherent conflict of interest may exist.
- Employees who marry while employed are treated in accordance with these guidelines. That is, if, in the opinion of the College, a conflict or an apparent conflict arises as a result of the marriage, one of the employees will be transferred at the earliest practicable time.

~~This~~The policy applies to all categories of employment at Connors State College.

~~*Personal Appearance and Demeanor*~~

~~Discretion in style of dress and behavior is essential to the efficient operation of Connors State College. Employees are therefore, required to dress in appropriate attire and to behave in a professional manner. Employees should exercise good judgment in the choice of work clothes and remember to use conduct at all times in a way that best represents the College.~~

Connors State College Dress Code

Connors State College should have a consistent and professionally dressed workforce serving the needs of our students. As a step towards enhancing a professional work environment, a dress code has been developed for our institution. The dress code is reflective of business casual dress that will be mostly utilized within the office and classroom setting. We realize that some job duties may require a different level of dress than what is listed, but this dress code was written with everyone in mind to give guidance on what is appropriate for our environment.

Pants/Bottoms- Dress Slacks, dress capris/crop pants and chinos are appropriate as long as they are not made of denim or denim in color. Clingy fabric or tight fitting clothing is not considered appropriate.

Shirts/Tops/Blouses- Collared shirts, dress shirts, or blouses are considered appropriate. Tank tops or camisoles are only acceptable under a jacket or another approved top and should be worn if the top shirt needs additional coverage. Sleeveless dress tops and blouses must be at least three fingers in width and made of dressy material.

Dresses and Skirts- Business, business casual and casual dresses are appropriate if meet all of the other dress code standards. Dress and skirt lengths should be at a minimum length of three inches above the knee, when standing.

Shoes- All shoes must be neat, clean, and appropriate for a professional work environment. Business and business casual shoes and sandals are considered acceptable. Flip-flops (based on appearance) and athletic shoes are generally not appropriate for the workplace. However, on designated spirit/jeans days,

employees may wear clean, presentable athletic shoes with jeans, provided they maintain a polished and professional look.

Hats- Hats are not encouraged for employees working inside college buildings, as they are generally not considered part of professional indoor attire. However, if a hat is worn during work hours, it must be neat, clean, and preferably reflect Connors State College branding.

Miscellaneous- The last day of the workweek is considered spirit day. As such, jeans may be worn with a Connors shirt, or you may choose to wear approved business casual wear. Jeans are permitted provided they are clean, in good condition, and allow for freedom of movement appropriate to the employee's duties. Clothing should maintain a professional appearance. If you have an article of clothing or shoe that you question being appropriate, please visit with your supervisor, your area Vice-President, or Human Resources before wearing to work.

Jury Duty

Connors State College considers jury duty to be a civic responsibility. Whenever an employee is called upon to serve as a juror, it will be without loss of College pay. An employee who is selected and serves as a juror should present documentation of the summons to his/her supervisor for the period of absence during the jury duty. All payments received from the court for services rendered as a juror shall remain the property of the employee.

Employees Paid ~~*By*~~by Temporary Grants or Contracts

Employees paid by a grant or contract that expires during a period of military leave may have reemployment rights in certain circumstances. Reemployment rights are situational, depending upon the individual case facts, such as a history of grant or contract renewal. Contact Personnel Services/Human Resources for a specific determination in instances involving employees paid under a grant or contract.

Reservation to Alter Policy

Connors State College reserves the right to change this policy handbook or any portion thereof at any time without any prior notice.

Faculty Responsibilities

Instruction and facilitation of learning are the primary responsibilities of the faculty. Official duties of the faculty include, but are not limited to:

- Maintaining up-to-date records of all of their academic development, transcripts, etc. inthe Office of the Human Resources Director
- As soon as you receive a computer and are enabled for Email, notify CIS office and determine if you have been included in the All-CSC address. If you have not, please complete a CIS work order.
- Maintaining current syllabi
- Teaching in accordance with syllabi
- Submitting reports and grades in a timely manner
- Evaluating student learning, maintaining accurate academic records, and implementing appropriate assessment measures
- Serving as academic advisors and keeping records for all advisees
- Attending faculty meetings, division meetings, and required official activities
- Demonstrating evidence of professional growth
- Serving on assigned committees
- Serving as advisors for student organizations
- Being knowledgeable of and enforcing college regulations (refer to college publications)
- Conducting themselves at all times in a professional manner which promotes a positive image of themselves and the College
- Participating in the evaluation process

Teaching Load

A normal teaching load for full-time instructors is 15 credit hours per semester. Those asked to teach more than 30 hours in an academic year will receive overload pay, pending approval by the Office of the President.

Office Hours

Each instructor posts a schedule that indicates class times and locations, student consultation periods, and office hours. The schedule includes both day and evening class schedules with at least 10 hours per week designated for student consultation. If a faculty member needs to cancel an office hour, he/she should inform their Division Chair or the Vice President for Academic Affairs and post a note on the door for the students.

Class Records/Grade Books

A preliminary class list is provided for all instructors prior to the beginning of classes. At a later date, an official class roll is provided. The instructor is responsible for obtaining a grade book from the CSC Bookstore. The instructor's grade book is the primary document of record. Instructors are asked to maintain thorough, accurate records of each student's attendance and performance. These records should also indicate the method in which the final grade was calculated and assigned.

Confidentiality of students' records should be maintained. The grade book and final grade "sheets" are to be submitted electronically to the Registrar's Office at the end of the semester.

Commencement Ceremonies

The annual commencement exercise in May involves an academic processional and recessional. Full time faculty and administration are required to participate in this ceremony. Please contact the Registrar's Office to obtain information concerning renting or purchasing your academic regalia.

Textbook Policy

The appropriate Division Chair and the Vice President for Academic Affairs must approve textbook changes. Contact the appropriate Division Chair for information on changes and deadlines.

Faculty Grievance Review Procedures

Application

All members of the College faculty who have a grievance as defined in this policy that cannot be resolved informally may request the formation of a Grievance Review Committee to examine the grievance and make recommendations to the Vice President for Academic Affairs or Persons holding a joint appointment (faculty and administrative staff combination) shall be entitled to use the procedures set forth in this policy only when the nature of the complaint pertains to faculty issues.

Definitions

A. Complaint: A "complaint" is a timely, verbal expression of dissatisfaction or concern with aspectsof employment that is outside of the control of the employee.

B. Grievance: A "grievance" is a timely, written complaint relating to reappointment, reassignment, working conditions, hostile work environment, retirement, and/or any other work related issue which has not been resolved to the satisfaction of the faculty member after informal discussion of the complaint through the appropriate administrative channels. This process does not cover terminations of faculty appointments for cause, due to financial exigency, or due to academic curtailment or discontinuance. The separate review processes set forth in the Faculty Handbook addressing those areas cover terminations.

Note: If the grievant believes that discrimination has occurred due to race, color, national origin, sex, age, or qualified disability or veteran's status, he/she must state that belief in the grievance.

Hearing Procedure

1. Informal Resolution Attempts

Faculty members with a complaint should first make every effort to resolve it through informal dialogue with appropriate colleagues and/or their immediate supervisor. Faculty members will be expected to have already thoroughly discussed their complaint with appropriate administrators prior to petitioning for grievance review.

2. Written Request for Response

Faculty members who believe that informal dialogue with colleagues and/or appropriate supervisors has not resulted in a timely and satisfactory resolution to a problem may request that a formal written response be made by the faculty member's immediate supervisor (or other administrator(s) if appropriate). This step of the process requires a written, dated memorandum to the person(s) from whom a response is desired, stating the concerns to be addressed, a resolution that would be acceptable, and a request for a written reply by a specific date. The time span for any written reply must allow the responding person(s) at least five (5) working days. The person(s) receiving such a request should make every attempt to respond within this five (5) day period.

3. Grievance Review

A. Where informal dialogue and written response methods of resolution are not successful, faculty members who believe that they have a qualified employment dispute may submit a written petition to the Human Resources Director (HRD) for examination of their grievance. The request for grievance adjudication should contain:

1. A clear, detailed statement of the grievance together with a statement describing all known specific supporting evidence;

2. A brief summary of the dates and results of previous dialogue and resolution steps taken by the faculty member;

3. A clear statement of specific remedial action or relief which is deemed acceptable as a fair resolution of the grievance;

4. A statement that illegal discrimination is or is not alleged;

5. Identification of the specific administrator(s) from which the faculty member requests a response.

B. Petitions to invoke the grievance review process must be submitted to the (HRD) within twenty (20) calendar days of the date when the faculty member received a written response as set forth above. Copies of such petition must be submitted at the same time to the Vice President for Academic Affairs and the person(s) whom the faculty member believes should respond to the petition. The Vice President may, at his/her discretion, authorize the filing of a petition outside of the five (5) daytime period.

Qualified faculty grievances will be reviewed through the use of the procedures set forth below:

A. Upon receipt of a valid petition asking for formal review of a faculty grievance, the (HRD) shall create a grievance review committee which will review the complaint and make advisory recommendations regarding the grievance to the President of the College. Every attempt will be made to select a committee within ten (10) working days after receipt of the petition.

B. The committee will be composed of five (5) faculty members selected through a random selection process utilizing all full-time members of the faculty as a pool from which committee members are to be drawn. At least three (3) members of each committee must be members of the continuing faculty of the College. The (HRD) shall oversee the random selection process. The faculty member and the appropriate administrative supervisor shall be afforded reasonable notice and opportunity to be present when the initial random selection process takes place.

C.A. The employee and the responding supervisor will each be allowed to challenge one selection for the committee without showing cause (peremptory challenge). Such challenge will be made at the time of the selection of the member.

D. In no instance may a member of the same academic area in which the faculty member is employed sit as a member of a review committee. If such a person is named in the random selection process, the name will be discarded and another selected.

E. Both the faculty member and the administrative supervisor shall have the right to challenge the participation of any member of the committee for cause. All such challenges must be made no later than two (2) working days after the committee members are selected. Any challenge for cause not expressed at the time of the initial committee selection shall be made in writing to the (HRD), with a copy given to the other party, with a brief factual explanation of the reasons for the challenge for cause. The (HRD) shall have the authority to dismiss challenged members of the committee if he/she finds that a conflict of interest would likely be present if the challenged committee member remains on the review committee. In such event, the random process will select another name. All parties will be notified of the new member as

~~soon as possible. Challenges for cause of substitute committee members must be made prior to the beginning of the hearing held to review the termination.~~

F. If any member of the review committee believes himself/herself to have a conflict of interest in the case, that member shall advise the (HRD) of the possible conflict and the (HRD) shall notify the parties. The (HRD) will select a replacement to serve on the committee whenever there appears to be a conflict of interest.

G. Prior to conducting any evidentiary hearings, the (HRD) shall coordinate the scheduling of a meeting of the members of the committee so that the committee members may select a Chair and discuss other procedural issues as may be appropriate. The (HRD) shall not attend such meeting. The members of the committee shall select from among themselves one person to serve as Chair for the committee. The Committee Chair will be responsible for scheduling hearing dates, communicating on behalf of the committee with the parties and for writing the ultimate recommendations of the committee.

H. Both parties shall have the right to be accompanied by an advisor at the hearing. Such advisor may be an attorney. However, advisors may not ask questions of witnesses nor address the committee members. In instances where the review is for cause (other than financial exigency or programmatic discontinuance) of a continuing faculty member who has been employed more than three years as an instructor, direct attorney input is allowed.

I. It is the grievant's responsibility to present evidence that supports his/her request. The grievant will go first in all phases of the hearing. Adherence to strict civil rules of evidence is not required in the hearing. The grievant to support his/her claim to relief must present clear and convincing evidence

J. Both parties shall be given the opportunity to present written evidence or testimony from witnesses relevant to the proposed grievance. The identity of persons intended to be called as witnesses will be given to the Chairperson of the committee and to the other party at least two (2) business days prior to the beginning of the hearing. When teaching competence is the issue, each party may introduce evidence and testimony from other members of the College faculty or instructors/scholars from other institutions. The College has no authority to issue subpoenas. Therefore, it is the obligation of the parties to be responsible for scheduling and ensuring that their respective witnesses appear as desired by them. The committee is not obligated to continue a hearing if a witness fails or refuses to appear as scheduled.

K. A confidential audio tape recording of the grievance review hearing shall be made and maintained as a part of the record of the hearing process. On request, and at the expense of the requesting party, a copy of such tape(s) shall be made for the requesting party, under supervision of the Committee Chair. Either party, upon reasonable advance notice to the Committee Chair, and at the sole expense of the requesting party, also may request a written transcript of the proceedings. The party requesting that the hearing be transcribed shall provide to the other party and to the committee at no cost to them copies of any such transcript.

L. The members of the committee shall keep all matters presented to them in the hearing in confidence and at the conclusion of the hearing shall make an advisory report with recommendations to the President of the College. The decision of the President is final. A copy of such report shall be transmitted to the parties and the (HRD). Faculty employees may seek redress from the A&M Board of Regents, but this type of review is extraordinary and is at the discretion of the A&M Board of Regents.

Grievances and Appeals Policy/Procedures for Staff

~~*Introduction*~~

This policy provides an avenue for the resolution of differences and misunderstandings between supervisors and staff regarding work-related issues. These policies and procedures statements are applicable to all employees of Connors State College. All employees who have a grievance as defined in this policy, that cannot be resolved informally, may request the formation of a Grievance Review Committee. The Grievance Review Committee will conduct an examination of the issues and make recommendations for review by the Affirmative Action Officer (HRD).

Definitions

~~A.~~ Complaint: A complaint is a timely, informal expression of dissatisfaction with particular aspects of employment outside of the employee's control.

~~B.~~ Grievance: A grievance is a timely, written complaint filed by an employee, with regard to good faith assertion of substantial administrative error relating to appointment, reappointment, disciplinary actions, dismissal, retirement, hostile work environment, or safety in working conditions. Excluded from the grievance definition are complaints concerning wages and salary judgments, performance-related dismissal during a formal probationary period of employment, and College statements concerning policies and rules.

Note: A grievant must state whether he or she believes that discrimination due to race, color, national origin, sex, age, or qualified disability or veteran's status is involved.

Hearing Procedures

1. Informal Resolution Attempts

All complaints will be reviewed in a timely manner to facilitate resolution at the lowest administrative level possible, beginning with the immediate supervisor. If the complaint cannot be resolved at this point, the employee must discuss the point(s) of dissatisfaction with the appropriate administrator at each level of the administrative jurisdiction through the HR.

2. Written Request for Response

If informal discussions between the employee(s) and the supervisor(s) do not resolve the issue, the employee has the option to request the formation of a Grievance Review Committee to consider the grievance and supporting evidence. The request must be submitted to the HR, in writing, within ten (10) workdays from the end of the informal discussion.

To expedite a timely review by the Grievance Review Committee, the request must include the following:

- ~~A.~~ A clear and detailed statement of the grievance(s) along with a statement describing the specific supporting evidence,
- ~~B.~~ The specific remedial action or relief sought with the reasons why such action is warranted,

C. • A brief summary of the results of the previous discussions of the issues involved,

~~D.~~ A statement that illegal discrimination is, or is not, alleged, and

~~E.~~ The signature of the grievant.

3. Grievance Review

Within fifteen (15) working days after receipt of a qualified written request for the formation of a Grievance Review Committee, the HR will initiate the selection of the Committee by random choice from computerized listings of the College full-time employees. Both the employee filing the grievance and the responder to the grievance will be notified of the time and place for the selection, and each will have the right to be present.

A. Five Committee members will be chosen. One member will be selected from the college staff. One member will be selected from the college faculty. The grievant will select one person, and the responder will select one. The remaining member and two alternates will be selected at random from the staff of the College. The alternates are expected to attend all hearings of the Grievance Review Committee but will not be involved in the recommendations of the Committee unless a serious illness, necessary absence, or extreme hardship of a staff Committee member occurs during the course of the grievance hearing. At least one staff member will be of the same sex as the employee. If the employee is a member of a racial minority, at least one staff member will be a member of a racial minority (it is not necessary that the member be of the same racial minority as the employee). No member of the Grievance Review Committee may be employed in the same departmental unit as the employee or supervised by the responding supervisor.

B. The employee and the responding supervisor will each be allowed to challenge one selection for the Grievance Review Committee without showing cause (peremptory challenge). Such challenge will be made at the time of the selection of the member.
~~B. Such challenge will be made at the time of the selection of the member.~~

C. Both parties will also have the right to challenge all other random members. Such challenges may be made either at the time of selection or at any time prior to the convening of the hearing conducted to review the employee's grievance. The HR will rule on the validity of all permissible challenges for cause, such as bias, prejudice, member of same unit as a party, etc.

D. All persons selected for membership on the Grievance Review Committee will be expected to serve except in cases of illness, necessary absence from the campus, prior service on a Grievance Review Committee in the current or immediately preceding calendar year, or other extreme hardship. The HR should decide whether a chosen person should be excused from service and may replace such a member by the same procedure used for the original selection.

E. In the event of serious illness, necessary absence, or extreme hardship of a Committee member during the course of a grievance hearing, HR may, at his or her option, or at the request of either the employee or the responding supervisor, select a replacement by using the same procedure that was used for the original selection. In the event that a Committee member is replaced during the course of the hearing, the successor will review the record of the proceedings to become familiar with the positions of the parties and with the evidence previously submitted to the Committee.

~~3. Grievance Review~~

The members of the Grievance Review Committee will select a Chair from their group. The HR will serve as a nonvoting advisor to the Committee, except when such official is a party to the grievance. In such an event, the college President will appoint an alternate to serve as the advisor.

~~A.~~ The Affirmative Action Officer will exercise reasonable discretion in attempting to schedule a hearing to be convened at the earliest convenient time and date that the affected parties can be in attendance. Such date will not exceed ten (10) workdays with a possible extension of five (5) workdays if necessary.

~~(5) workdays ifnecessary.~~

The Affirmative Action Officer will advise the Grievance Review Committee as to the nature of the charge and the Procedures for grievance review in order to promote fairness and equity for all persons involved.

The HR will remain neutral in the matter at all times, and may serve as a resource person on procedural questions upon request of the grievant, the responder, or both.

~~B.~~

The Affirmative Action Officer will be responsible for obtaining a hearing room, and will notify all appropriate Parties of the time, date, and place of all hearings. Attendance at the hearing will be limited to persons who have an official connection with the case as determined by tile Chair. The employee and the responding supervisor may choose to be accompanied at the hearings by an advisor, colleague, friend, or Office of Legal Counsel for A&M Board of Regents. Such person may not be someone who is contemplated to be a witness in the hearing. Others whose participation in the hearing is considered essential in order to assist the Committee in establishing the facts in the case will appear before the Committee only long enough to give statements and to answer questions from the grievant, responder or Committee members.

~~C.~~

~~D.~~ The Chair will set forth the rules of procedure for the hearing in general accordance with the guidelines below. The Chair may for good cause and with occurrence of a majority of the Committee, authorize minor deviations from the guidelines or format. In cases of deviation, the principal parties will be notified of the deviation.

The grievant will be heard first in all phases of the grievance hearing(s) and will be primarily responsible for the presentation of the evidence supporting the grievance.

Counsel or a representative may advise the principals but will not be permitted to participate directly in the proceedings, testify, or question witnesses except as noted below.

A reasonable time limit should be established for opening and closing statements, and will be announced prior to, or at the time of, the beginning of the hearing. Both Parties may make opening statements and present an overview of the evidence. Closing statements should review the evidence actually presented to the Committee, together with logical arguments for the parties' positions.

The length of hearing sessions may be established in advance, and every effort will be made to conduct them as expeditiously as possible, with fairness to both parties and attending witnesses.

The principal parties will provide the Chair with the name of potential witnesses at least 48 hours in advance of the first hearing session. These persons will be notified of the hearing session by the employee or by the responding supervisor, and the witnesses will be scheduled as close to the time of call as possible to avoid undue waiting. The College has no power to compel attendance by employees desired to be called as witnesses. Therefore, the principal parties are responsible for contacting and arranging for attendance of their own witnesses in all cases.

The parties will develop their positions through witnesses and documentation. Witnesses may be cross-examined. Rebuttal evidence is permitted. The Committee may call additional witnesses if they regard such evidence as probably relevant to the case. Either party may also request additional witnesses are permitted to appear before the Committee. The Committee has the discretion to permit such an appearance, if no undue prejudice to the other party would result.

All testimony pertaining to the grievance hearing will be held in confidence by all parties and should not be discussed with others unless there is a compelling official need.

Only evidence relevant to the grievance may be introduced. The Chair of the Committee will decide the question of relevance.

In cases of termination of employment of a staff member, the College recognizes the seriousness of such action and intends that if legal counsel is retained by the grievant; the utilization of counsel will include opportunity for counsel to participate directly in all appropriate portions of the hearing including the Presentation of the grievant's case to the Committee. Legal counsel may also represent the responder with the same opportunities for participation.

In order to have records of the proceedings, a confidential tape recording of the grievance hearing(s) will be made. Copies of such tape recording may be made accessible to members of the Grievance Review Committee, to the appropriate Vice President, to the President, and to the members of the A&M Board of Regents.

~~E.~~

~~F.~~ At the conclusion of all hearing sessions, after the final report of the Grievance Review Committee is submitted, the confidential tapes and all other relevant material will be sealed and preserved by the HR. These materials will be destroyed after five (5) years unless one or both parties submit a written reasonable request to the HR to preserve them for a longer period of time.

~~G.~~ At any point in the grievance proceedings prior to the time at which the Grievance Review Committee has issued its final report in the case; the employee may withdraw any portion or the entire grievance with the permission of the Grievance Review Committee. In all cases of withdrawal, the employee will not have the privilege of reopening the same grievance at any time in the future.

~~H.~~ At the conclusion of the final hearing session the Grievance Review Committee will establish a date, time and place to go into closed session for tile purpose of, deliberating the evidence, and Committee findings and recommendations in the case. Attendance at the closed sessions will be limited to Committee members unless a recalled witness is to be present, in which case both parties to the grievance will be notified and may attend.

~~1.~~ The Grievance Review Committee will issue a written report, which states its findings and advisory recommendations for resolving the case.

~~2.~~ The report of the Committee will include a summary of the testimony and evidence that was presented, and the evidence upon which the findings of fact were based will be specifically cited. The report of the Committee will contain:

~~3. The report of the Committee will contain:~~

- ~~a.~~ A statement of the purpose of the hearing.
- ~~b.~~ The issues considered.
- ~~c.~~ The findings of fact.
- ~~d.~~ Recommendation(s) for disposition of the grievance.

~~I.~~ The Grievance Review Committee will submit its report to the Affirmative Action Officer. The report will be forwarded to the appropriate Vice President. The Affirmative Action Officer will provide copies of the report to the employee, the responding supervisor, and to all members of the Grievance Review Committee. The Affirmative Action Officer will keep a copy in a permanent file.

4. Review and Final Decision

The appropriate Vice President will promptly review the report of the Grievance Review Committee. The report may be returned to the Grievance Review Committee for clarification purposes, if it is unclear or incomplete. The appropriate Vice President will then make a decision regarding the matter, normally within ten (10) workdays from receipt of the advisory recommendations of the Grievance Review Committee and will forward that decision to the President, both parties to the grievance, and to the Chair of the Grievance Review Committee.

Prior to its implementation, the President of the College will review the report from the Grievance Review Committee. Unless otherwise previously effective, the decision of the Vice President will be implemented and considered final and binding after the review concurrence of the President. Such review should normally be completed within ten (10) working days after receipt of the Vice President's decision.

The Vice President will communicate the final decision in the case to the Chair of the Grievance Review Committee, to the grievant, to the responder, and to the Affirmative Action Officer.

Anti-Harassment Policy

~~*ANTI - HARASSMENT POLICY*~~

Connors State College is committed to providing its staff and faculty the opportunity to pursue excellence in their academic and professional endeavors. This opportunity can exist only when each employee of our College is assured an atmosphere of mutual respect. The free and open exchange of ideas is fundamental to the College's purpose. It is not the College's intent in promulgating this policy to inhibit free speech or the free communication of ideas by academic members.

~~*A.*~~ Policy Against Discriminatory Harassment

~~1.~~ The College is committed to maintaining learning and working environments that are free from all forms of harassment and discrimination. Accordingly, harassment based on an individual's ~~gender, marital status, pregnancy,~~ race, religion, age, sex, color, ~~ethnicity,~~ national origin, ~~age~~marital status, disability, ~~religion, sexual orientation,~~ veteran status~~, or~~ of any other legally protected characteristic is prohibited. The College will not tolerate harassment, sexual harassment, or retaliation in the workplace or educational environment whether committed by faculty, staff, or by visitors to Connors State College while they are on campus. Each employee of Connors State College is responsible for fostering civility, for being familiar with this policy, and for refraining from conduct that violates this policy.

~~2.~~ For purposes of this policy, harassment is defined as:

~~a)~~• any type of behavior which is based on gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status, that

~~b)~~• is so severe or pervasive that it interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working environment.

~~3.~~ Harassment when directed at an individual because of ~~his/her gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, personal appearance, veteran status, or any other~~a legally protected characteristic may include, but is not limited to: unwanted physical contact; use of epithets, inappropriate jokes,

comments or innuendos; obscene or harassing telephone calls, e-mails, letters, notes or other forms of communication; and, any conduct that may create a hostile working or academic environment.

4. Sexual harassment, whether between people of different sexes or the same sex, is defined to include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other behavior of a sexual nature when:

(a)• submission to such conduct is made implicitly or explicitly a term or condition ofanof an individual's employment or participation in an education program;

(b)• submission to or rejection of such conduct by an individual is used as the basis forpersonnelfor personnel decisions or for academic evaluation or advancement; or

(c)• such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile or offensive working or educational environment.

Sexual harassment may include, but is not limited to: unwelcome sexual advances; demands/threats for sexual favors or actions; posting, distributing, or displaying sexual pictures or objects; suggestive gestures, or sounds; unwelcome physical contact; sending/forwarding inappropriate e-mails of a sexual or offensive nature; inappropriate jokes, comments or innuendos of a sexual nature; obscene or harassing telephone calls, e-mails, letters, notes or other forms of communication; and any conduct of a sexual nature that may create a hostile working or educational environment. See Sexual Harassment Policy Section in this Handbook.

5. Retaliation against an individual who complains of discriminatory harassment under this policy is strictly prohibited.

B. Responsibilities under this Policy

The College is committed to enforcement of this policy. Individuals who are found to have violated this policy will be subject to disciplinary action, up to and including termination of his/her College affiliation.

• All individuals are expected to conduct themselves in a manner consistent with this Policy.

1.

2.• Staff or faculty employees who believe that they have been subject to discriminatory harassment are encouraged to report, as soon as possible, their concerns to the Human Resources Director. The College provides an environment of confidentiality by which individuals can discuss concerns related to discriminatory harassment.

3.• Individuals who witness what they believe may be discriminatory harassment of another are encouraged to report their concerns as soon as possible to the Human Resources Director, their supervisors, division chairperson, or the Vice-President of their department.

4.• Complainants are assured that reports of harassment will be treated in a confidential manner, within the bounds of the College's legal obligation to respond appropriately to any and all allegations of harassment.

~~5.~~ • Supervisors, including faculty managers, who receive reports of harassment, should contact the Human Resources Director for assistance in investigating and resolving the issue.

~~6.~~ • Supervisors, including faculty managers, are required to implement corrective action where, after completing the investigation, it is determined corrective action is indicated. Intentionally making a false accusation of harassment is prohibited.

7.• The College administration is responsible for ensuring the consistent application ofthisof this policy.

C. Procedures for Discrimination Complaints Brought Within Connors State College

Inquiries regarding procedures on discrimination complaints may be directed to the Director of Human Resources, located in Gatlin Hall, Room 231, Warner Campus, 918-463-6206.

Sexual Harassment Policy

General Statements

A. This policy applies to employment and/or academic relationships among faculty, staff and students. The collegeCollege will take all reasonable steps necessary to prevent sexual harassment from occurring, which will include raising the subject, expressing strong disapproval, developing appropriate grievance procedures and sanctions, informing faculty, staff and students of their rights, and developing methods to sensitize all concerned about the issues

B. Connors State College explicitly condemns sexual harassment of students, staff, and faculty and will not tolerate such conduct on or off campus. Sexual harassment is prohibited in the workplace and in the recruitment, appointment, and advancement of employees. Sexual harassment of students is prohibited in and out of the classroom and in the evaluation of student academic or work performance. Connors State College reserves the authority to independently deal with sexual harassment issues whenever becoming aware of their existence, regardless of whether informal or formal complaints have been lodged by persons complaining of such issues. Sexual harassment is unlawful and may subject those who engage in it to College disciplinary sanctions as well as civil and criminal penalties.

Connors State College will take measures to periodically educate and train employees regarding conduct that could constitute a violation of this policy. All personnel, including management and supervisory officials, are expected to participate in such education and training and to be knowledgeable concerning the College policy. Retaliation against anyone who makes a complaint or participates in the complaint process will not be tolerated.

C.

D. Grievance procedures consistent with the principles of due process have been developed and implemented for faculty, students and staff; the latter includes administrative, professional employees, and classified staff. Complaints and grievances concerning sex discrimination will be reviewed under the appropriate grievance procedures for the accuser. Complaints and grievances concerning disciplinary actions will be reviewed under the appropriate disciplinary procedures for the person accused. Grievance procedures are available for students in the office of the Vice President for Academic Affairs. The grievance procedures for faculty and staff are included in the Faculty and StaffHandbook.Staff Handbook.

E. Connors State College will (1) respond to every complaint of sexual harassment reported, (2) take action to provide remedies when sexual harassment is discovered, (3) impose appropriate sanctions on offenders in a case-by-case manner, and (4) protect the privacy of all those involved in sexual harassment

complaints to the extent it is possible. The above actions will apply to the extent permitted by law or where personal safety is not an issue.

Sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

~~(1)~~• Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing,

~~(2)~~• Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual, or

• Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working/academic environment.

~~(3)~~

Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the College's educational mission.

Sexual harassment also can involve relationships among equals such as when repeated advances, demeaning verbal behavior, or offensive physical contact interfere with an individual's ability to work and study productively. The creation or acceptance of hostile working environments will not be tolerated and employees at all levels are subject to potential disciplinary action if engaged in ~~suchactions~~such actions.

Members of the College community holding positions of authority involving the legitimate exercise of power over others have a particular responsibility to be sensitive to that power relationship. Supervisors, in their relationships with subordinates, and faculty, in their relationships with students, particularly need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Because there is an inherent power difference in these relationships, the potential exists for the less powerful persons to perceive a coercive element in suggestions regarding activities outside those appropriate to the professional relationship.

Regulations

~~A.~~ It shall be a violation of College policy for faculty, staff and/or students to engage in sexual harassment as described in the Definition section of this policy.

~~B.~~ It is a violation of College policy for anyone to seek gain, advancement, improved academic ~~standingor~~standing or consideration in return for sexual favors.

It is a violation of College policy for faculty, staff and/or students to initiate any action as a reprisal against a faculty or staff member or student for reporting sexual harassment.

~~C.~~

~~D.~~ Whenever there is a demonstrated instance of sexual harassment, or reprisal for reporting same, prompt and corrective action shall be taken. Failure to take appropriate actions is against College policy. Supervisors are charged with the responsibility of responding immediately and appropriately to correct any situations which create a hostile working or educational environment within an administrative unit under their supervision. Supervisors who are concerned about whether such a situation is developing or who desire assistance in appropriately responding to such a situation should seek assistance from the Director of Human Resources. Any supervisor who fails to appropriately respond to a hostile working or educational environment, or to seek assistance from the Director of Human Resources when a hostile working or educational environment situation develops which reasonably should have been perceived by the supervisor, may be subject to disciplinary action. Supervisors should also be aware that failure to adequately respond to allegations of sexual harassment may subject them to personal liability under relevant Civil Rights statutes.

Reporting Complaints

~~A.~~ All persons who believe that they have been subjected to prohibited sexual harassment are encouraged to report such conduct to designated College officials. It is not necessary that a person complaining of sexual harassment file a formal complaint in order for the College to evaluate the matter and/or attempt to

informally resolve the situation. Persons who believe that they have been subjected to prohibited sexual harassment may seek either informal or formal College evaluation and response to their concerns by going to any of the designated officials listed above. However, in order for disciplinary action to be taken against a College employee or student, it may be necessary for a formal complaint to be filed, and that process may require the person complaining about such behavior to cooperate with College officials on a formal basis.

~~B.~~ B. Any individual, whether an employee, a student, or a visitor to the College, who believes he/she may have experienced sexual harassment, or who believes that he/she has observed sexual harassment taking place, should report this information immediately to any of the following "designated officials":

~~1.~~ 1. The President

~~2.~~ 2. The Vice President for Academic Affairs

~~3.~~ 3. The Director of Human Resources

~~4.~~ 4. Any administrator with direct or chain of command supervisory responsibility over the unit in which the concern arise.

Office locations, addresses, and telephone numbers for the above officials are provided on page 6 of this handbook. Reports/complaints, whether informal or formal, received by them must, in turn, be reported to the Director of Human Resources. If an extraordinary conflict of interest would prevent use of the usual informal or formal review procedures, the person complaining of sexual harassment may request assistance directly from the Office of the President.

Unless otherwise provided herein, investigation of sexual harassment complaints shall be the responsibility of the Director of Human Resources or such other official as designated by the President in a given case. In instances where formal disciplinary action is deemed necessary, other College policies may call for additional levels of review before such action is taken.

Review Procedures

If an individual believes an incident of sexual harassment has occurred, he/she may wish to discuss the alleged behavior with a trusted friend or colleague on a confidential basis. The Director of Human Resources is also available for consultation. The individual may elect to pursue the matter on an informal basis or to file a formal complaint.

~~A.~~ Informal Resolution

Many times, issues of concern are due to lack of communication or awareness that certain conduct is offensive, if comfortable to do so a simple talk with the person engaging in the conduct in question can resolve the matter. Persons complaining of sexual harassment may therefore desire to attempt to resolve the problem informally by discussing the matter with the person who is allegedly engaging in prohibited conduct, or by talking with supervisory officials if it is felt that an advocate is necessary.

An individual who feels he/she has been sexually harassed may desire to resolve his/her complaint informally (i.e., without formal disciplinary action being taken against the accused individual and without the formal investigatory process). Informal complaints are not required to be made in writing. An example of an informal complaint is one where the complainant requests only that an appropriate College official counsel the accused individual to cease and desist the alleged conduct, and requests no other specific

action(s) be taken against the accused. Persons making informal complaints of sexual harassment agree and understand that no formal disciplinary action will be taken against the alleged offender based on an informal complaint. If the complainant chooses, he/she may at any time prior to resolution of the informal complaint amend the informal complaint to a formal complaint.

If informal discussion with a supervisory official is desired, the concerns ordinarily should be directed to the immediate supervisor of the employee accused of engaging in sexual harassment. However, if the person complaining of sexual harassment is uncomfortable discussing the matter with such immediate supervisor, if the person accused of engaging in prohibited conduct is the supervisor of the person lodging concerns, or if the supervisor has previously been made aware of the conduct at issue and is not believed to have adequately responded to the matter, the person complaining of sexual harassment may ask to discuss the matter with College officials at a higher supervisory level. Any College supervisory official overseeing the area where the accused employee works through the level of Vice President, or the Director of Human Resources, may be contacted for informal discussion regarding the matter of concern. Such officials will evaluate the matter and, if the concerns expressed are believed to have merit, will attempt to aid the person complaining of sexual harassment in informally resolving the matter to the extent possible. A written record will be made of the informal discussions and interactions and such record will be maintained in a confidential manner for future reference as might be necessary.

Note: The College will attempt to balance the wishes of a complainant who does not want to file a formal complaint with the College's responsibility to respond to serious allegations and take prompt, appropriate corrective action. A complainant who chooses not to proceed with a formal complaint may be asked to state that preference in writing.

~~B.~~ Formal Review Process

1. If a person complaining of sexual harassment does not believe that informal attempts to resolve issues of concern have been successful and therefore desires to lodge a formal complaint, or if informal resolution attempts are not believed to be possible, that person may file a formal complaint alleging sexual harassment and asking that appropriate steps be taken in response to the complaint by the College.

2. Any formal complaint must be filed with the Director of Human Resources listed above within 180 calendar days of the act(s) of alleged sexual harassment.

3. Formal complaints must be delivered by the complainant to the Director of Human Resources. The formal complaint must be filed as soon as possible after the alleged incident occurred or after attempts to resolve the situation informally have been unsuccessful. A formal complaint must be in writing, signed by the complainant, and must include the following information:

   ~~a.~~1. Details concerning the incidents or conduct giving rise to the complaint;
   ~~b.~~2. Dates and location of incidents;
   ~~c.~~3. Any witnesses to the alleged incidents or conduct;
   ~~d.~~4. Action requested to resolve the complaint and prevent future violations of the policy.

4. Upon receipt of a formal complaint alleging sexual harassment, the Director of Human Resources (or other appropriate administrators or review committees) is empowered to conduct an initial investigation of the charge, to interview the parties involved, to hear testimony pertaining to the matter, and to gather any pertinent evidence. During such initial investigation, the Director of

Human Resources is authorized to explore means by which the matter may still be informally resolved.

~~5.~~ All College employees are obligated to fully cooperate with such an investigation and refusal or willful neglect to do so may subject such employees to independent disciplinary action, including possible termination, based upon such refusal or willful neglect. The investigating official may request assistance or advice from the Office of Legal Counsel to the A&M Board of Regents. The complaining party and the accused will be interviewed. Other witnesses and other parties may be interviewed to clarify details. The accused will be given a copy of the complaint and will have an opportunity to respond. In arriving at a determination of the existence of sexual harassment, at any stage in the proceedings, the evidence as a whole, the totality of the circumstances, and the context in which the alleged incident(s) occurred, shall be

5. considered. The determination of the existence of sexual harassment will be made from the facts on a case- by-case basis.
6. At any stage in the investigation and review process, if it is reasonably believed that the immediate harm to either party is threatened by the continued performance of either party's regular duties or College responsibilities, the appropriate administrative official may suspend or reassign such duties or responsibilities pending the completion of the investigation and review process.

7. The initial investigation should ordinarily be completed within 30 calendar days of receipt of the complaint. However, unusual circumstances may compel that the initial investigation extend beyond the usual 30-day time frame.

8. Upon completion of the initial investigation, the Director of Human Resources is authorized to take the following actions:

   ~~a.~~ Agreed Resolution

   Resolve the matter to the satisfaction of the College and both the person complaining of sexual harassment and the employee accused of sexual harassment. If such a resolution is reached through the efforts of the Director of Human Resources or other administrator, a written statement shall be prepared which shall indicate the agreement reached by the parties and shall be signed and dated by each party and by the administrator. A copy of such written statement shall be attached to the initial investigation report. At that time the investigation and the record thereof shall be closed.

   ~~b.~~ Formal Recommendation

   Find that the parties are unable to resolve the matter informally and make a written recommendation to appropriate administrative officials regarding whether acts of sexual harassment have occurred. Such report will be limited to factual recommendations regarding the existence of prohibited conduct and will not include recommendations regarding actions to take in response to the report. Upon receipt of a formal written recommendation from the Director of Human Resources, the administrative official overseeing the administrative unit in question shall review the recommendation and make a final decision regarding what administrative action to take in response to the recommendation, if any.

   In such instances, the person who has brought the complaint shall be notified of such decision and that such decision can be appealed for reconsideration to the administrative official of the College who has direct supervisory responsibility over the official making the decision not to pursue the matter further.

   Where administrative actions are to be directed in response to a written report, the administrative supervisor may consult with the Director of Human Resources or other appropriate administrative officials regarding such actions prior to implementation. The administrative official will, in turn, notify the complainant regarding the resolution of the complaint, what corrective action, if any, will be taken, and/or, in general, whether any discipline will be imposed.

~~C.~~ Appeal of Formal Complaint Resolution / Disciplinary Action

~~1.~~ Either the complainant or the person accused may file an appeal of any decision concerning the resolution of the complaint. An appeal by either party must be made in writing, delivered to the Director of Human Resources within five (5) business days of receipt of the notice of resolution/disciplinary decision.

~~2.~~ The written appeal must state in detail the reason(s) for the appeal and shall address one or more of the following:

- ~~A.~~ if the appeal alleges the findings of the investigator included relevant factual errors or omitted relevant facts, the appeal shall specify each and every alleged factual error, and/or details of each, and every relevant fact that was omitted from the investigation;

- ~~B.~~ if the appeal alleges substantive procedural errors, the person appealing shall identify each and every instance of said substantive procedural error;
- ~~C.~~ if the appeal alleges relevant and substantive issues or questions concerning interpretation of University policy, the person appealing shall state, in detail, the issues/questions supporting this allegation;
- ~~D.~~ if the appeal alleges new information or evidence, the person appealing shall specify the reasons why said information was not available or provided to the investigator during the investigation, including specific reasons why said information could not have been provided on a timely basis;

- ~~E.~~ if the appeal alleges either that the action(s) or inaction(s) of the supervisor in response to the findings of the investigator will not prevent future violation(s) of this policy, the person appealing shall specify, in detail, the reasons and basis for this belief/allegation.

~~3.~~ No disciplinary or other action based on the complaint shall be taken against the alleged offender during the appeal process, although temporary, interim measures may remain in place. As indicated herein, the College in its discretion, may at any point in the complaint process elect to place the alleged offender on administrative leave, with pay, or implement a temporary reassignment.

~~4.~~ The Director of Human Resources will convene a three-person hearing panel. The Director will preside as a non-voting facilitator. The panel will review all previous findings and the disciplinary action recommended, if any. In addition, the panel will interview the complaining party and the accused. After reviewing the written summary, considering the interviews, and deliberating, the committee will communicate its findings and, if appropriate, recommendations for disciplinary and/or corrective action to be taken. The Director of Human Resources will meet with the President of the College and outline the panel's findings. The President or his designee will meet with the complaining party, the accused and appropriate department supervisors or directors to communicate his decision based upon the panel's findings.

~~D.~~ Withdrawal of Complaint

The person complaining of sexual harassment may withdraw the complaint at any point during the investigation or prior to the completion of any formal hearing on the matter. Once a complaint is withdrawn, it may not be refiled and will not be further considered except where the conduct constitutes part of a continuing pattern of similar conduct.

~~*POLICY ON WORKPLACE VIOLENCE*~~

Policy on Workplace Violence

Purpose and Goal

It is Connors State College's policy to promote a safe environment for its students and employees. The College is committed to working with its employees and students to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. While this kind of conduct is not pervasive at the College, no institution is immune. Disruptive behavior at one time or another will affect every institution.

Violence, threats, harassment, intimidation, and other disruptive behavior at the College will not be tolerated. All reports of incidents will be taken seriously and dealt with accordingly. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

Scope

This policy applies to all situations involving violence, threats, harassment, intimidation and other disruptive behavior that may be engaged in by faculty, staff, or students (full-time or part-time, permanent or temporary) on Connors State College- Warner and Muskogee campuses.

Responsibility

The interpretation and administration of this policy is the responsibility of Connors State College's Human Resources Department. The Human Resources Department is assisted in the Policy on Workplace Violence interpretation and administration by an appointed body called the ~~Crisis Management~~Threat Assessment Team.

Duty to Warn

In furtherance of its Policy on Workplace Violence, Connors State College employees have a "duty to warn". A "duty to warn" refers to each employee's responsibility to notify their supervisor, the Security Office, or Human Resource's office of any workplace activity, situation, or incident that they observe or know of that involves (or appears to involve) problematic behavior. On Connors campuses in Warner or Muskogee, "problematic behavior" may involve fellow employees, students, parents and/or visitors to the campus. Examples of "problematic behavior" may include but are not limited to: verbally and physically aggressive behavior, threats or acts of violence, offensive acts, threatening or offensive comments or remarks; etc. Employee reports ~~made~~ pursuant to this policy will be held in confidence, to the maximum extent possible. Connors State College will not condone or support any form of retaliation against an employee for making a report in good faith under this policy.

In-Person Threats Against Individual(s) and/or Connors State College

The following guidelines are to be adhered to relative to Connors State College's Policy on Workplace Violence:

1. Confrontational threats while at work shall be dealt with by the supervisor and Human Resources office through a meeting with the individual(s) involved as soon as reasonably possible.
2. Depending on the seriousness of the threats, actions may include suspension (for gathering facts), written warning, or termination.
3. For employees suspended or terminated, the campus Security Office must be notified whereby an officer will retrieve the employee's ID card and building keys. The Security Office will also escort said person(s) off campus.

4. Use of the Security Office should be engaged at any time, as it appears appropriate and necessary.
5. Further follow-up through a crisis assessment may be invoked if warranted.

Other Threats Against Individual(s) and/or Connors State College

Threats against (an) individual(s) and/or Connors State College-regardless of how transmitted (written, verbally, electronically)- should be immediately reported to the Human Resources Department.

The Human Resources Department will as soon as reasonably possible, initiate a ~~crisis~~threat assessment conducted by members of ~~Crisis Management~~Threat Assessment Team along with the supervisor of the individual making the threat. The ~~Crisis Management~~Threat Assessment Team-as warranted-may approach other individuals-e.g., the party against whom the threat was made and/or their supervisor. The Human Resources Department will also collect information from the ~~employs~~employees or student to whom the threat was made.

Factors that will be included in a crisis assessment will center are:

1. The nature of the threat;
2. The need for immediate action;
3. The circumstances preceding the threat;
4. The assurance that the individual(s) will not be able to enter the campus (or building);
5. The nature of ongoing communications with the involved individual(s);
6. Notification of law enforcement authorities;
7. Possible legal action.

~~Muskogee Campuses~~

~~Hostile actions and in-person. Written or electronic threats~~Threats occurring at locations other than the main campus should follow the procedures outlined below~~.~~:

1. Hostile actions and threats require the Director on site to determine the appropriateness of contacting local law enforcement agencies. The Human Resources Department on the main campus should be notified immediately to help determine appropriate follow-up actions.
2. Written or electronically transmitted threats must be made known to the on-site Director immediately. Employees should contact the main campus Human Resources Department to determine the next steps to be taken in conjunction with the crisis management team's assessment.
3. The Director (on site and others as deemed necessary) should record details of the incident for analysis and review by Connors State College Security Office, Human Resources, and local law enforcement officials, if necessary.

Documentation

Whether on the main campus, or Muskogee Campuses—it is critical that any material relevant to an incident be maintained until Human Resources decides upon proper disposition. Additionally, in all circumstances, a complete and detailed log of events will be maintained by the Human Resources Department and reviewed on an on-going and/or as needed basis.

Communication with the News Media

The College President (or president's designee) will handle all communications with the press and other news media about a violent workplace incident. All other employees who receive inquiries from the press should direct them to the College and Community Relations Director.

Policy Statement

Serious threats or acts of intimidation (i.e., statements, or physical acts which put a reasonable person in fear of harm to him/herself or another), and acts of violence, with or without the presence of a weapon, will not be tolerated at Connors State College. Violations of this policy may result in disciplinary action, including possible suspension, termination, and/or the filing of criminal charges.

All employees, regardless of position with the College, shall immediately report acts of violence and/or serious threats (which a reasonable person would consider potentially dangerous) made against them or witnessed by them. Such reports may be made to the employee's immediate supervisor. When/if the immediate supervisor receives a report regarding treats or violent episodes he/she shall advise the Human Resources Department and the Security Office.

Employees should also feel free to report concerns about unusual or threatening behavior, even though such behavior is not perceived as a direct threat of an immediately dangerous situation when the employee, in good faith, is fearful ~~for~~of their continued safety or the safety of others. Reportable situations include those of co-workers, students, and visitors to the campus.

Reports made as authorized in this policy may be in oral or written form. If an oral form, said reports shall be followed by a written report as soon as it is reasonably possible.

The College will not tolerate retaliation against employees making good faith reports as provided for in this policy, even where the concerns prove ultimately to have been in error. The College will also not tolerate intentionally false reports made with the intent of wrongfully discrediting another.

Supervisors, etc., receiving reports of acts of violence, serious threats, or good faith concerns about unusual or threatening behavior shall take all appropriate steps to eliminate potentially dangerous occurrences—including but not limited to contacting the Security Office. He/she shall also forward a written report describing the threatening situation to the Human Resources Department. The Human Resources Department will in turn share copies of the report with the Crisis Management Team.

Nothing in this policy relieves a supervisor or manager from taking immediate action when the safety or security of employees is threatened, and time is critical. Such action may include notification of the Security Office, suspension, or the temporary physical separation of employees in the ~~work place~~workplace. Similarly, this policy does not replace routine management actions such as reprimands, or changes in work assignments. This policy is intended for those cases of continuing inappropriate actions or threats where normal management and personnel actions have been ineffective, and the possibility of violence is such that police and others need to be involved.

Procedures

The following procedures will be followed in the event of workplace serious threats or violence:

~~1.~~ The ~~Crisis Management~~Threat Assessment Team, Director of Human Resources, and other administrators selected by the College President, will review all reports generated relative to this policy.

~~2.~~ When reports are received, the ~~Crisis Management~~Threat Assessment Team and Human Resources will review, gather additional information as needed, and develop a plan of action. The action may include specific suggestions ~~to~~from the immediate supervisor, ~~recommendation~~recommendations for counseling, and/or legal action. Decisions and actions that directly affect an accused employee will be taken in compliance with existing laws and applicable policies of the College.

~~3.~~ Connors State College understands the sensitivity of the information provided and/or alleged in such reports as it pertains to an employee's ~~reputations~~reputation, rights to privacy, and confidentiality. Therefore, appropriate procedures will be followed to corroborate or dispel the accusations and limit the dissemination of reports too an "as need-to-know basis." Should a report prove to be false, or actions misinterpreted as threats of violence, the continued acceptance and effectiveness of the accused employee is essential. Legal guidance will be obtained as necessary.

~~effectiveness of the accused employee is essential. Legal guidance will be obtained as necessary.~~

Drug-Free Workplace Policy

~~*General Statements*~~

The 1988 Federal Drug-Free Workplace Act requires that entities seeking consideration for a grant from any federal agency or any entity seeking a contract for the procurement of any property or services valued at $25,000 or more from any federal agency, certify to the federal granting or contracting agency that it will provide a drug-free workplace. Supporting this anti-drug abuse legislation and recognizing that drug abuse in the workplace is a concern regardless of any connection to federal funds, Connors State College established a Drug-Free Workplace Policy.

~~*Specific Statements*~~

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace.

Each department shall post the Drug-Free Workplace Policy Statement (available from the Human Resources Office) in a conspicuous location.

Each employee of Connors State College should have access to a copy of the policy statement. A copy of the policy statement must be signed by the employee to verify such a delivery. The signed statements are maintained in the permanent personnel files. New employees are to acknowledge the receipt of the policy statement when processing employment forms.

Each department chair or area supervisor should ensure that each employee has received the drug- free workplace policy. This policy will be explained in a departmental meeting at least once each fiscal year.

The Director of Human Resources will be responsible for an on-going educational program regarding the dangers of drug abuse. The program will be an expanded effort to ensure that all employees and students are aware of the dangers of substance abuse. The program will include activities such as the distributing of education pamphlets and other printed material, displaying posters in highly visible locations, publishing articles in the student paper, providing guest lectures, observing an annual “Substance Abuse Awareness Week,” and/or other related activities.

An employee convicted under a state or federal criminal drug statute for misconduct in the workplace shall notify the Human Resources Office within five (5) days of such conviction (as a condition of continued employment).

The Human Resources Office shall provide timely notification (within ten (10) days of knowledge) to appropriate federal granting or contracting agencies when a university employee engaged in the performance of federal grants or contracts is convicted under any state or federal criminal drug statute for misconduct in the workplace.

Penalties assessed for convictions of drug abuse in the workplace shall range from reprimand to termination, depending upon the circumstances of the individual situation. An individual may also be required to participate in an approved substance abuse rehabilitation program as a condition of continued employment.

Notification of Criminal Plea or Conviction Information

~~As a condition of employment, all Connors State College employees are expected to report to work fit for duty~~

~~and free of impairment due to the consumption of drugs (whether illegal or prescribed) or alcohol.~~

~~This does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their physician(s) about the medication's effect on their fitness for duty and the ability to work safely and promptly disclose restrictions to their supervisor. Employees need not disclose underlying medical conditions to supervisors but should do so to the Health Insurance Portability and Accountability Act (HIPAA) official in Human Resources.~~

All employees must notify the Human Resources Office, in writing, of entering any plea of guilty or nolo contendre (no contest) to any criminal violation of any state or federal law, or of any conviction of state or federal criminal statutes, other than minor traffic violations, no later than five calendar days after the entry of such a plea of guilty, nolo contendre or conviction.

Lack of compliance with these requirements may subject the employee to disciplinary action, including immediate separation from employment.

Definitions

~~A.~~ "*Controlled Substance"* means any controlled substance set forth in Schedules I through IV of Section 202 of the federal Controlled Substances Act (21 U.S.C. Sec. 812, as amended). Such controlled substances include, but are not limited to cocaine, marijuana, opiates, amphetamines ~~andbarbiturates.~~and barbiturates.

~~B.~~ *"Conviction"* means a finding of guilt (including a plea of nolo contendre) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes.

~~C.~~ *"Criminal Drug Statute"* means any criminal drug statute involving manufacture, distribution, dispensation, use or possession of any controlled substance.

~~D.~~ *"Employee"* means any person receiving pay through the College payroll system.

Tobacco ~~*& Vapor*~~ Free Workplace Policy

College Policy and State Law

Tobacco use in any form is prohibited on all college campuses. In compliance with the executive order 2012-01, signed by Governor Mary Fallin, Connors State College and all properties owned, or contracted by the State of Oklahoma have been tobacco free since July 1, 2012. Effective January 1, 2014, executive order 2013-43 prohibits the use of electronic cigarettes, vaping devices or any other product packaged for smoking, or the simulation of smoking, throughout all indoor and outdoor areas of property owned by, or under the control of, Connors State College and the State of Oklahoma. This includes college-owned or leased buildings, all indoor areas such as classrooms, laboratories, offices, work areas, vestibules,

hallways, enclosed walkways, restrooms, elevators, residential facilities, and stairwells. This policy also includes any outdoor areas on campus including residential breezeways, rodeo arena, athletic fields, farm operations, south ranch, parking lots, ~~and~~ streets and college-owned vehicles.

Connors State College will not accept donations, gifts, money, or materials intended to promote the use of tobacco nor participate in any type of services that promote the use of tobacco.

Appropriate signage will be posted by the CSC Physical Plant as necessary to inform employees, students and visitors of policy provisions.

“Breathe Easy” signs will be placed on all campus buildings.

"Tobacco Free Campus" will be clearly posted at all main campus entrances.

It is prohibited to sell tobacco products or advertise the sale of tobacco products on University property.

Littering the campus with the remains of tobacco products or other disposable products is prohibited.

Organizers and attendees at events (meetings, conferences, lectures, cultural events and sporting events) using CSC facilities are required to abide by the policy. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy.

Courtesy and consideration will be exercised when informing others unaware of and/or in disregard of this policy. No retaliation will occur to any person for doing so.

Compliance with this policy by all students, faculty and staff is expected based on CSC's commitment to a healthy culture, free of tobacco, and should be a cooperative effort, encouraged by all students, faculty and staff.

A complaint against an offender~~,~~ who fails to respond to a request by another~~, as noted in Section 3.06,~~ may be referred to a Director, Department head, or VP. Appropriate disciplinary action will be taken for an offender against whom multiple complaints have been received.

1. Students- CSC students shall be directed to and handled by a designated authority. Violations occurring within college Housing shall be directed to and handled ~~bythe~~by the Housing Office.
2. Faculty- CSC faculty shall be directed to and handled by the department chair and/or Vice President for Academic Affairs.
3. Staff- CSC staff shall be directed to and handled by immediate supervisor, director, or designated authority.
4. Visitors- Visitors shall be directed to and handled by the College Police department. The visitor may be asked to leave university premises for failure to comply.
5. Fines- College Police/Security may issue a citation to violators. The fine range is $10 to $100.

~~*Technology Policies and Procedures*~~

TECHNOLOGY POLICIES AND PROCEDURES

Computer Usage

As an institution of higher learning, Connors State College encourages, supports, and protects freedom of expression and an open environment to pursue scholarly inquiry and to share information. Access to networked computer information in general and to the Internet, in particular, supports the academic community by providing a link to electronic information in a variety of formats and covering all academic disciplines. Consistent with our College policies, this policy is intended to respect the rights and obligations of academic freedom, while protecting the rights of others. The computing and network facilities of the College are limited and should be used wisely and carefully with consideration for the needs of others. As with any resource, it is possible to misuse computing resources and facilities and to abuse access to the Internet. The following statement address, in general terms, the College's philosophy about computing use.

This policy is applicable to all individuals using College owned or controlled computer and computer communication facilities or equipment, whether such persons are student, staff, faculty, or authorized third-party users of College computing information resources. It is applicable to all College information resources whether individually controlled or shared, stand alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the College. This includes, but is not limited to, word processing equipment, personal computers, workstations, mainframes, minicomputers, and associated peripherals and software, and electronic mail accounts, regardless of whether used for administration, research, teaching, or other purposes. In addition, a user must be specifically authorized to use a particular computing or network resource by the campus unit responsible for operating the resource.

Individual units within the College may define "conditions of use" for information resources under their control. These statements must be consistent with this overall Policy but may provide additional detail, guidelines and/or restrictions. Such policies may not relax or subtract from this policy. Where such "conditions of use" exist, enforcement mechanisms defined therein shall apply. These individual units are

responsible for publicizing both the regulations they establish and their policies concerning the authorized and appropriate use of the equipment for which they are responsible. In such cases, the unit administrator shall provide the Executive Vice President with a copy of such supplementary policies prior to implementation thereof. Where use of external networks is involved, policies governing such use also are applicable and must be adhered to.

User Responsibilities and Expectations

Access to the information resource infrastructure both within and beyond the College Campus, sharing of information, and security of the intellectual products of the community all require that each and every user accept responsibility to protect the rights of the community. Access to the networks and to the IT resources at Connors State College is a privilege granted to College students, faculty, staff, and third parties that have been granted special permission to use such facilities. Access to College information resources must take into account the following factors: relevant laws and contractual obligations, the requestor's need to know, the information's sensitivity, and the risk of damage to or loss by the College.

Anyone who accesses, uses, destroys, alters, or damages College information resources, properties or facilities without authorization, may be guilty of violating state or federal law, infringing upon the privacy of others, injuring or misappropriating the work produced and records maintained by others, and/or threatening the integrity of information kept within these systems. Such conduct is unethical and unacceptable and will subject violators of this Policy to disciplinary action by the College, including possible termination from employment, expulsion as a student, and/or loss of computing systems privileges.

The College requires the members of its community act in accordance with these responsibilities, this Policy, the College's Student or Faculty Handbook, as appropriate, Connors State College Policies and Procedures, relevant laws and contractual obligations, and the highest standard of ethics. The policies as stated in this policy are intended to ensure that users of College information technology resources shall:

- Respect software copyrights and licenses,
- Respect the integrity of computer-based information resources,
- Refrain from seeking to gain unauthorized access,
- Respect the privacy of other computer users.

The College reserves the right to limit, restrict, or extend computing privileges and access to its information resources. Data owners – whether departments, units, faculty, students, or staff – may allow individuals other than College faculty, staff, and students access to information for which they are responsible, so long as such access does not violate any license or contractual agreement, College policy, or any federal, state, county or local law, or ordinance. However, users are personally responsible for all activities on their user ID or computer system and may be subjected to disciplinary action and/or loss of privileges for misuse of computers or computing systems under their control, even if not personally engaged in by the person controlling the computer or system.

Units and individuals may, with the permission of the appropriate College officials and in consonance with applicable College policies and guidelines, configure computing systems to provide information retrieval services to the public at large. However, in so doing, particular attention must be paid to College policies regarding authorized use (must be consistent with the mission of the College) ownership of intellectual works, responsible use of resources, use of ~~copyrighted information and materials, use of licensed software, and individual and unit responsibilities.~~

Authorized User Purposes

Use of College computers must comply with Federal and State law and College policies. College computing facilities and accounts are to be used for the College-related activities for which they are assigned. When users cease to be members of the academic community (such as by graduating or ceasing employment) or when persons are assigned to a new position and/or responsibilities within the College, the access authorization of such person will be reviewed and may be altered. Users whose relationships with

the College change may not use computers and computing resources, facilities, accounts, access codes, privileges, or information for which they are not authorized in their new relation to the College.

Users may use only their own computer accounts. The negligence or naiveté of another user in revealing an account name or password is not considered authorized use. Convenience of file or printer sharing is not sufficient reason for sharing a computer account. Users are personally responsible for all use of their computer account(s).

Appropriate use of computing and networking resources includes instruction, independent study, authorized research, independent research, communications, and official work of the offices, units, recognized student and campus organizations, and agencies of the College.

Computing facilities, services, and networks may not be used in connection with compensated outside work for the benefit or organizations unrelated to the College except in connection with scholarly pursuits (such as faculty publishing activities) in accordance with the College consulting policy or the policy governing Access by External Entities to University Technology Resources, or in a purely incidental way. State law generally prohibits the use of College computing and network facilities for personal gain or profit, and use of computing resources for unauthorized commercial purposes, unauthorized personal gain, or any illegal activities is prohibited.

Roles and Responsibilities

The IT Systems Department is responsible for implementing and enforcing adequate computer security policies throughout the organization.

The IT Systems Department requires all software installed on IT-supported computers be properly licensed and authorized.

Special User Notifications

The College makes available both internal and external computing facilities consisting of hardware and software. The College accepts no responsibility for any damage to or loss of data arising directly or indirectly from the use of these facilities or for any consequential loss or damage. The College makes no warranty, express or implied, regarding the computing services offered, or their fitness for any particular purpose.

Liability for any loss or damage shall be limited to a credit for fees and charges paid to the College for use of the computing facilities, which resulted in the loss or damage.

The College cannot protect individuals against the existence or receipt of material that may be offensive to them. As such, those who make use of electronic communications are warned that they may come across or be the recipients of materials they find offensive. Those who use e-mail and/or make information about themselves available on the Internet should be forewarned that the College cannot protect them from invasions of privacy and other possible dangers that could result from the individual's distribution of personal information.

An individual using College computing resources or facilities must do so in the knowledge that he/she is using College resources in support of his/her work. The College owns everything stored in its facilities

unless it has agreed otherwise. The College has the right of access to the contents of stored computing information at any time for any purpose for which it has a legitimate "need to know." The College will make reasonable efforts to maintain the confidentiality of computing information storage contents and to safeguard the contents from loss, but is not liable for the inadvertent or unavoidable loss or disclosure of the contents.

Any individual using College computing resources and facilities must realize that all networked computer systems maintain audit trials logs or file logs within the network system. Such information as the user identification, date and time of the session, the software used, the files used, the computer time, and storage used, the user account, and other run-related information is normally available for diagnostic, accounting, and load analysis purposes. Under certain circumstances, this information is reviewed by system administrators, either at the request of an academic department, or in situations where it is necessary to determine what has occurred to cause a particular system problem at a particular time. For example, analysis of audit files may indicate why a particular data file is being erased, when it was erased, and what user identification has erased it.

IT Systems Department employees and system administrators do not routinely look at individual data files. However, the College reserves the right to view or scan any file or software stored on the computer or passing through the network, and will do so periodically to verify that software and hardware are working correctly, to look for particular kinds of data or software (such as computer viruses), or to audit the use of College resources. Violations of policy that come to the attention of College officials during these and other activities will be acted upon. User data on the mainframe will be periodically copied to backup tapes. The College cannot guarantee confidentiality of stored data. Users should be aware that use of one of the data networks, such as the Internet, and electronic mail and messages, will not necessarily remain confidential from third parties outside the College in transit or on the destination computer system, as those data networks are configured to permit fairly easy access to transmissions.

Conduct Expectations and Prohibited Actions

The well-being of all computer users depends on the availability and integrity of the system. Any defects discovered in the system accounting or system security is to be reported to the appropriate system administrators so that steps can be taken to investigate and solve the problem. The cooperation of all users is needed to ensure prompt action. The integrity of most systems may be maintained by password protection of accounts. A computer user who has been authorized to use such a protected account may be subject to criminal and civil liability, as well as College discipline, if the user discloses a password or otherwise makes the account available to others without the permission of the ~~systemadministrator.~~system administrator.

Restrictions on computer security and self-replicating code are to be interpreted in a manner that protects university and individual computing environments, but does not unduly restrict or limit legitimate academic pursuits.

The following examples of acts or omissions, though not covering every situation, specify some of the responsibilities that accompany computer use at Connors State College, and outline acts or omissions that are considered unethical and unacceptable, and may result in immediate revocation of privileges to use the College's computing resources and/or just cause for taking disciplinary action up to and including discharge, dismissal, expulsion, and/or legal action:

- Violating any software license agreement or copyright, including copying or redistributing copyrighted computer software, data, or reports without proper, recorded authorization. Software protected by copyright shall not be copied except as specifically stipulated by the owner of the copyright. Protected software is not to be copied into, from, or by any College facility or system, except by license. The number and distribution of copies must be handled in such a way

that the number of simultaneous users in a department does not exceed the number of original copies purchased by that department, unless otherwise stipulated in the purchase contract.

- Interfering with the intended use of the information resources or without authorization, destroying, altering, dismantling, disfiguring, preventing rightful access to or otherwise interfering with the integrity of computer-based information and/or ~~informationresources.~~information resources.

- Modifying or removing computer equipment, software, or peripherals without proper authorization is prohibited.
- Encroaching on others' use of the College's computers. This includes, but is not limited to: the sending of chain-letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs; running grossly inefficient programs when efficient alternatives are known to be available; unauthorized modification of system facilities, operating systems, or disk partitions; attempting to crash or tie up a College computer; damaging or vandalizing College computing facilities, equipment, software, or computer files.
- Developing or using programs which harass other computer users or which access private or restricted portions of the system and/or damage the software or hardware components of the system. Computer users shall use great care to ensure that they do not use programs or utilities that interfere with other computer users or which modify normally protected or restricted portions of the system or user accounts. Computer users shall not use network links for any use other than permitted in network guidelines (e.g., ONENET, Internet, NSFNet, and BITNET). The use of any unauthorized or destructive program may result in legal civil action for damages or other punitive action by any injured party, including the College, as well as criminal action.

- Using College computing resources for commercial purposes or non-College-related activities without written authorization from the College. In these cases, the College will require restitution payment of appropriate fees. This Policy applies equally to all College- owned or College-leased computers.
- Using College computing resources to generate or access obscene material as defined by Oklahoma or federal law and acceptable community standards or creating a hostile work and/or educational environment.

- Seeking to gain or gaining unauthorized access to information resources or enabling unauthorized access.

- Accessing computers, computer software, computer data or information, or networks without proper authorization, or intentionally allowing others to do so, regardless of whether the computer, software, data, information, or network in question is owned by the College. For example, abuse of the networks to which the College belongs or the computers at other sites connected to those networks will be treated as an abuse of Connors State College computing privileges.

- Without authorization, invading the privacy of individuals or entities that ~~arecreators~~are creators, authors, users, or subjects of the information resources.
- Using College electronic communication facilities to send fraudulent, harassing, obscene, threatening, or other unlawful messages is prohibited. Users shall respect the purpose and charters of computer mailing lists (including local or network news groups and bulletin boards). It is the responsibility of any user of an electronic mailing list to determine the purpose of the list before sending messages to the list or receiving messages from the list. Persons subscribing to an electronic mailing list will be viewed as having solicited any material delivered by the list as long as that material is consistent with the purpose of the list. Persons sending to a mailing list any materials that are not consistent with the purpose of the mailing list will be viewed as having sent unsolicited material to the mailing list.

- Transmitting commercial or personal advertisements, solicitations, promotions, or programs intended to harass other computer users or access private or restricted computer or network resources. Some public bulletin boards may be designated for selling items, etc., and must be used appropriately, according to the stated purpose of the lists). Vendors may send product information and technical material to specific mailing lists, with the permission of the manager of the mailing list.
- Seeking to provide information on, obtain copies of, or modify data files, programs, or passwords belonging to other users without the permission of these other users; using programs or devices to intercept or decode passwords or similar access control information.
- Attempting to circumvent mechanisms intended to protect private information from unauthorized examination by others in order to gain unauthorized access to the system or to private information; configuring or running software so as to allow unauthorized use.

- Using College computers or computing systems in any manner, which violates Federal, state, or local laws, or College policies.

- Using College computing facilities or accounts for other than the College-related activities for which they were assigned and intended.

- Using computers or the College computing resources to engage in political campaigning or commercial advertisement.

The IT Systems Department systems administrator(s) has certain responsibilities to the College as a whole for the system(s) under his/her control, regardless of the policies of his/her department or groups, and the owner has the immediate responsibility to see that the system administrator carries these out. These responsibilities are:

- To take reasonable precautions against theft of, or damage to, the system components.
- To faithfully execute all hardware and software licensing agreements applicable to ~~thesystem.~~the system.
- To treat information about, and information stored by, the system's users as confidential (as conditioned in this policy) as conditioned in this policy and to take reasonable precautions to ensure the security of a system or network and the information contained therein.
- To promulgate information about specific policies and procedures that govern access to and use of the system and services provided to the users or explicitly not provided. This information should describe the data backup services, if any, offered to the users. A written document given to users or messages posted on the computer system itself shall be considered adequate notice.
- To cooperate with the system administrators of other computer systems or networks, whether within or without Connors State College, to find and correct problems caused on another system by the use of the system under his/her control.

The system administrator is authorized to take all reasonable steps and actions to implement and enforce the usage and service policies of the system and to provide for security of the system. The system administrator operating computers and networks may routinely monitor and log usage data, such as network session connection times and end-points, CPU and disk utilization for each user, security audit trails, network loading, etc. These units may review this data for evidence of violation of law or policy and

for other lawful purposes. System administrators may access computer user's files at any time for maintenance purposes. System administrators may access other files for the maintenance of networks and computer storage systems, such as to create backup copies of media. System administrators are required to report suspected unlawful or improper activities to the proper College authorities. Computer users, when requested, have an affirmative duty to cooperate with system administrators in investigations ~~ofsystem~~of system abuse. Users are encouraged to report suspected illegal activity or abuse, especially if related to any damage to or problems with their files.

~~abuse. Users are encouraged to report suspected illegal activity or abuse, especially if related to any damage to or problems with their files.~~

When system response, integrity, or security is threatened, a system administrator is authorized to access all files and information necessary to find and correct the problems or otherwise resolve the situation.

If an occasion arises when a College officer or supervisor believes that access stop an individual's data is required for the conduct of College business (unrelated to the need to investigate possible wrongdoing), the individual is not available, and a system administrator is required to access the individual's account, the following procedure shall be followed:

- The College official or supervisor shall secure permission to access the data fromthe Executive Vice President or designee of such officer.
- An appropriate form with the signature of the Executive Vice President shall be presented to the system administrator allowing the system administrator to proceed to access ~~thedata.~~the data.
- The individuals whose e-mail account has been accessed will be notified as soon as possible by copy of the above referenced form. Where necessary to ensure the integrity of an investigation into the use of College computing resources, such notice, with the approval of the Executive Vice President, may be delayed until such time as such investigation wouldno longer be compromised.

System administrators are required to report suspected unlawful or improper activities to the proper College authorities. Computer users, when requested, have an affirmative duty to cooperate with system administrators in investigations of system abuse. Users are encouraged to report suspected illegal activity or abuse, especially if related to any damage to or problems with their files.

If an occasion arises when a College officer or supervisor believes that a user is violating state or federal law, or College policy, and that access to an individual's data is required in order to conduct an internal investigation into such possibility, system administrators may monitor all the activities of and inspect the files of such specific user(s) on their computers and networks. In such cases, and a system administrator is required to access the individual's data, steps (1) and (2) set forth above in Section 2.05(d) shall be followed and the Office of Legal Counsel for A&M Board of Regents shall be contacted and informed of the matter.

~~*Electronic Mail*~~

ELECTRONIC MAIL

The policy statements below refer only to e-mail. It is recognized that the law governing electronic communication technologies and the material transmitted using these technologies is in an early stage of development and that the policy statements in this document will change in response to changes in law and further development of electronic communications technology.

This policy will apply to all College e-mail services. Members of the college community who are given access to CSC's e-mail system are expected to familiarize themselves with and abide by the policies in this document. Violations of this policy will result in loss of e-mail privileges at the College, disciplinary action, or legal action where applicable.

Appropriate ~~Use~~Usage

As with other College resources, e-mail is appropriately used for purposes that further the mission and goals of the College.

- Individuals may not use e-mail for entrepreneurial activities except in cases of College- sanctioned activities. Specifically prohibited is the selling of access to the Internet by any member of the College community.
- No one shall be added to an e-mail mailing list for other than official College business without his or her consent. Mailing lists may be used only for their intended purposes.
- College computing services should not be used to solicit goods and services to or from other members of the College community. For such purposes, Usenet news groups or bulletin boards may be made available by the IT Systems Department.

All materials sent by campus e-mail must be attributed to the individual, office, or organization sending the material. It is a violation of this policy to originate e-mail in such a manner as to create the impression to the recipient that it originated from another source or individual.

Issues Related to Privacy

It is the intent of the College to preserve the privacy of e-mail communications and maintain access to communications intended for an individual. Given that institutions or higher education place high value on open communication of ideas, the intention of the College is to maximize freedom of communication for purposes that further the mission and goals of the College.

All e-mail communications, unless subject to a specific privilege, are subject to production under the Oklahoma Open Records Act and, when relevant, to discovery in civil litigation. The College will observe and follow the requirements of all applicable state and federal statutes relating to privacy concerns in electronic mail.

*The term “electronic mail which has not been opened,” or “unopened e-mail” or similar references, applies only to electronic messages received by a user but which the user has not opened. Once the user opens a message it is no longer considered “unopened,” even if such message has not been moved or otherwise stored in another location.

Individual Expectations

E-mail messages shall be delivered to the intended addresses and not censored or interfered with in any way by the College.

Individually addressed e-mail communications may not be intercepted by any third party except as noted below. This does not prevent persons who have legitimately received electronic mail messages from forwarding such messages on to third parties.

Users of the College’s e-mail services are required at all times to observe all laws relating to copyright, trademark, and trade secrets protection.

College ~~*Expectation*~~Expectations/Requirements

Account holders may not use encrypting programs when engaging in e-mail communications except as specifically authorized in advance in writing by the IT Systems Department.

College officers and supervisors shall have the right to read any e-mail when the individual has given written permission for such access.

Under certain circumstances, an IT Systems Department Administrator may, in the course of his or her professional duties, access an individual's e-mail for legitimate management or maintenance purposes. An IT Systems Department Administrator shall designate in writing the identities of all such persons to the President.

If an occasion arises when a College officer or supervisor believes that access to an individual's e- mail account is required for the conduct of College business, and the individual is not available, and an IT administrator is required to access the individual's e-mail account, the following procedure shall be followed:

- The College official or supervisor shall secure permission to access the e-mail account from the Executive Vice President of this institution.
- An appropriate form with the signature of the Executive Vice President shall be presented to the IT Systems Department Administrator allowing him/her to proceed to access the e- mail account.
- The individual whose e-mail account has been accessed will be notified as soon as possible with a copy of the above referenced form.

Individuals shall make all e-mail files related to College business available to his or her supervisor prior to termination or resignation. At such time the individual's e-mail account will be terminated and all information not retained by the supervisor will be deleted from the College system.

Establishing College Electronic Mail Accounts

Persons who desire to have e-mail accounts established on their behalf shall make application to the IT Systems Department. When such services become available, requests from faculty, non-faculty staff, and students asking for the establishment of an e-mail account normally will be honored. However, such an account is a privilege extended by the College and may be withdrawn by the IT Systems Department at any time without prior notice. The establishment of an e-mail account does not grant or guarantee unlimited or unrestricted opportunities to use the e-mail account. Reasonable access to e-mail cannot be guaranteed at all times and in all circumstances.

While account holders may expect reasonable access to e-mail, there is no guarantee that access will be possible at all times and in all circumstances.

Violation of this Policy Statement may result in the loss of e-mail privileges at this College.

~~*Objectionable*~~Objectional Material, Violations, and Sanctions

The College cannot protect individuals against the existence or receipt of material that may offend them. Those who make use of electronic communications are warned that they may willingly or unwillingly come across, or be recipients of, material that they may find offensive. Members of the College community are expected to demonstrate good taste and sensitivity to others in their communications.

It is a violation of this policy to use e-mail to libel, harass, or threaten other individuals.

Users of campus communications are subject to all applicable local, state, and federal laws and regulations, and Connors State College policies and procedures.

Consequences of Misuse of Computing Privileges

Users, when requested, are expected to fully cooperate with system administrators in any investigations of system abuse. Failure to cooperate may be grounds for cancellation of access privileges or disciplinary action.

Abuse of computing privileges is subject to disciplinary action. If system administrators have strong evidence of misuse of computing resources, and if that evidence points to the computing activities or the computer files of an individual, they have the obligation to pursue any or all of the following steps to protect the user community:

1. Notify the user's instructor, department or division chair, or supervisor of ~~theinvestigation.~~the investigation.
2. Suspend or restrict the user's computing privileges during the investigation.
3. Inspect the user's files, drives, discs, diskettes, tapes, and/or other computer-accessible storage media. System administrators must be certain that the trail of evidence clearlyleads to the user's computing activities or computing files before inspecting the ~~user'sfiles.~~user's files.
4. Refer the matter for possible disciplinary action to the appropriate College department.

Individuals whose privileges to access College computing resources have been suspended may request that the President or his/her designee, review the suspension. The President, or designee, may reinstate privileges, alter any restrictions that have been imposed, or refuse to interfere with the administrative action taken to that time. There is no right to a hearing or appearance regarding such issues, and the decision made by the President or designee is final.

~~*Administrative Policies and Procedures*~~

ADMINISTRATIVE POLICIES AND PROCEDURES

Appointment of Administrators

Appointment of President

It is the responsibility of the governing A&M Board of Regents to appoint personnel to fill the position of President of any institution under the governance of the A&M Board of Regents. Prior to accepting applications, the A&M Board of Regents shall request from the faculty and administrators of the institutions a list of personal and professional attributes which they believe are essential qualifications of the new President. The A&M Board of Regents may at its discretion, request similar input from students and alumni of the institution and from certain other groups as the A&M Board of Regents may choose. The A&M Board of Regents may, at its own discretion, develop its own list of priorities concerning the

personal and professional qualifications. The minimum qualifications for the person to be selected as the new President shall be established by the A&M Board of Regents in consideration of the lists of priorities suggested by the faculty, administrators, alumni, or other groups, and the Board A&M Board ~~ofRegents.~~of Regents.

In addition to participating in establishing the qualifications to be required of the new President, the appropriate faculty representative(s) so designated by the faculty of the institution involved shall be consulted concerning other input to be made by the faculty of the institution in which the vacant position exists. For the purpose of this consultation, the Chairman of the A&M Board of Regents shall appoint a policy committee for appointment of personnel or a committee of his choosing to confer with the

appropriate faculty representative(s). This committee shall consist of not less than three (3) A&M Board of Regents members.

Following consultation with the faculty, the policy committee for appointment of personnel shall devise and recommend to the A&M Board of Regents specific procedures to be utilized in the nominating of candidates, screening of applicants, and in making the selection of the new President.

The responsibility for screening applications shall be assigned to a screening committee on which there shall be no less than three members of the A&M Board of Regents and representatives of other groups. The Chairman of the A&M Board of Regents shall appoint the chairperson of the Screening Committee. The A&M Board of Regents shall decide the number of the faculty, administrators, and other citizenry who shall be represented to serve on the committee. At the A&M Board of Regents' discretion, other citizens may be involved in the screening of applicants.

From the pool of applications, the screening committee shall submit a predetermined number of unranked applications to the A&M Board of Regents as a whole. Preliminary to the work of the screening committee, the Board A&M Board of Regents shall decide the number of applications to be submitted by the screening committee.

The A&M Board of Regents shall give first consideration to those names submitted by the screening committee. If the A&M Board of Regents cannot make a selection from the original names submitted, the screening committee should be requested to send additional names to the A&M Board of Regents.

In all instances where a vacancy exists in the Office of the President for any of the institutions under the Board A&M Board of Regents, the vacancy shall be made known by use of the news media to accomplish a wide circulation of the fact. Any person who wishes to apply for a vacant position of President will be given an opportunity to do so equal to that of any other applicant, subject to appropriately reasonable deadlines. Procedures utilized to screen and select will not discriminate on the basis of race, color, religion, national origin, sex, qualified disability, or status as a veteran.

The A&M Board of Regents may alter its format for the selection of a President at any time.

Appointment of Other Major Administrative Personnel

With regard to the appointment of other major administrative personnel, appropriate consultation shall be secured from the A&M Board of Regents. This will include presenting the A&M Board of Regents with a complete job description of the position to be filled with minimum required qualifications and salary range, all of which must have A&M Board of Regents approval prior to the acceptance of applications or initiating screening procedures of applicants.

Appropriate faculty and/or staff counsel shall precede any recommendation for appointment by the President. At the President's option, unless otherwise directed by the Board A&M Board of Regents, he/she may consult and/or involve students and other citizens in making recommendations to the A&M Board of Regents.

The President shall recommend all major personnel to the A&M Board of Regents for approval. In the event any recommendation does not receive approval by the A&M Board of Regents, the President of the institution may bring another recommendation before the A&M Board of Regents. Major administrative personnel shall be considered to be those holding, or to hold, the title of Vice President, or an equivalent administrator of a major administrative unit.

Retention or Reappointment of Administrators

The continuation of administrators in their positions at institutions under the operational control of the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges is a result of demonstrated satisfactory performance. The concept of tenure in an administrative position is not applicable.

It is the policy of the A&M Board of Regents that each administrator's performance shall be continually evaluated. Administrators below the level of president shall be evaluated by the responsible administrative supervisor. The evaluation shall be made in accord with the evaluation procedures developed in the institution where the administrator is employed. All evaluation procedures in each institution shall be developed under the direction of the president and are subject to the approval of the A&M Board of Regents. In instances where the performance of an administrator is determined to be unsatisfactory, the administrative supervisor responsible for that administrator must carefully monitor the future performance by such an administrator. Continuing failure to improve by an administrator whose present or past performance is unsatisfactory may result in reassignment to other duties or termination of employment.

Only the governing A&M Board of Regents will evaluate the performance of presidents. Retention or reappointment of presidents is a result of demonstrated satisfactory performance in the following areas:

- Academic Leadership
- Administrative Leadership
- Financial Responsibility
- Personnel management
- Implementation of A&M Board of Regents and Institutional Policies
- Maintenance of Confidence and Respect of the Board A&M Board of Regents and the Relevant Constituencies and Publics of ~~theInstitution~~the Institution

Appointment of Personnel

The President shall have final responsibility for recommending appointments, promotions, and discontinuances, but he shall secure appropriate faculty and/or staff counsel before making recommendations. Insofar as possible, the responsible administrative officer shall arrange for principle candidates for initial appointments to visit the campus for personal interviews. Approved administrative practices shall include the following procedures:

The school's affirmative action policy shall be complied with at all times. The college shall pursue a non-discriminatory policy with respect to age, race, sex, religion, color, national origin, qualified disability, or status as a veteran.

In the selection of major administrative personnel defined by the Board A&M Board of Regents policy as including all Vice Presidents, Deans and Directors a committee will be formed for consultation purposes with the President prior to his or her recommendation to the Board A&M Board of Regents for appointment. The committee shall be composed of two major administrators, an administrator/instructor, and, at the President's option two faculty members, (where federal projects federally funded are involved, the Federal Programs Director would be included). This committee shall be used by the President to assist him or her in arriving at a recommendation.

In the selection of an individual to serve in a faculty ~~position~~[1]position, a screening and interviewing committee shall be formed/composed of the appropriate division chairperson, the appropriate dean or administrative head, the President and/or appropriate Vice President. Their choice shall be recommended

~~Rev.~~

to the President and, after consideration, the President may recommend appointment to the A&M Board of Regents. Insofar as possible, the Division Chairperson shall appoint or select a faculty member of his division for committee participation.

Notification of appointments shall be made to the appointee specifying position, salary, conditions and duration of the appointment. Such appointments are recommended by the president and are subject to A&M Board of Regents approval.

~~†A~~Note: A faculty position is defined as any position with teaching or research responsibilities requiring a Bachelor's degree or higher and not listed as major administrative personnel as defined by A&M Board of Regents policy.

Retention ~~or~~of Reappointment of Personnel (other administrators)

Retention or reappointment of other administrators to their respective positions shall be evaluated each year on a continual basis. The evaluation shall be by the major administrative officer for each area. The President, as specified in this policy, shall evaluate the major administrators. Evaluation criteria for all administrators shall be demonstrated satisfactory performance in their respective areas with regard to leadership, responsibility, management, and implementation of the A&M Board of Regents' and President's policies and objectives and support and loyalty to the administrative head of the college as this relates to the institution. Where an administrator's performance is unsatisfactory, the future performance must be carefully observed and continuing failure may result in reassignment, non-reappointment or dismissal. There is no property interest, e.g. continuing employment, applicable to administrative positions.

Promotions

Since the college has only one faculty rank, the question of promotion is a rare procedure and relates to positions of division chairpersons or administrative positions.

In the selection of Division Chairpersons, Directors, and Deans, a committee shall be appointed by the President to make recommendations to the President.

In the case of appointments by the President, of Division Chairpersons, Directors, and other minor administrative roles, such appointments are "at-will" and are reappointed or not reappointed on the basis of institutional need and/or performance.

~~Financial Exigency Policy~~

~~**Introduction**~~

FINANCIAL EXIGENCY POLICY

On May 18, 1979, the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges unanimously adopted the following resolution:

"That the A&M Board of Regents direct each of the presidents under the jurisdiction of the A&M Board of Regents to develop and recommend to the A&M Board of Regents a policy for meeting any possible conditions of financial exigency. Included in this policy shall be provisions for securing appropriate input from representatives of academic and non-academic personnel.

Representatives of these personnel shall serve only in an advisory capacity to the President. Such policy statements after being approved by the A&M Board of Regents may be included in the respective institutional faculty and/or staff handbooks. Regardless of input or counsel received by the President from institutional personnel, it shall be the sole responsibility of the A & M Board of Regents to make the final decision regarding recommendations to the A&M Board of Regents concerning any financial exigency. The President and the governing A&M Board of Regents shall finally decide the specific actions required concerning any existing or anticipated financial exigency."

This policy statement was submitted pursuant to this directive from the A&M Board of Regents and establishes the procedures and guidelines for addressing a state of financial exigency at Connors State College. It will supersede other College policies and procedures, including all grievance procedures, if the President of the College declares a state of financial exigency.

Definitions

When used in this policy statement, unless the context clearly indicates otherwise, the following words and terms shall be construed as having the meanings described to them in this section:

A&M Board of Regents shall mean the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges.

~~Continuing Faculty shall mean faculty with more than three years of service with the College and should not be construed as meaning tenured. (Coaching personnel are considered non-faculty even though they may teach some classes.)~~

Financial Exigency shall mean that state of financial crisis brought about by an Educational and General Part I budget allocation to the College, which would:

- Necessitate the elimination or reduction of existing instructional programs; or,

- Necessitate the termination of employment or reduction of compensation for permanently employed faculty or staff prior to the normal expiration of their contract or appointment; or,

- Seriously erode the quality of any existing program.

Financial Exigency Executive Committee shall be composed of the President, who shall serve as Chairman, the Vice President for Academic Affairs**,** the Vice President for Fiscal Services, and other designees as may be deemed appropriate at the time.

Financial Exigency Task Force shall be composed of the incumbents of the following described positions or their successors in interest as defined by the President~~:~~;

- Vice President for Fiscal Services
- Affirmative Action Officer
- President of Student ~~Senate~~Government Association
- One (1) elected representative of the Division Chairpersons
- Athletic Director
- Vice President for Academic Affairs (Ex-officio and non-voting)
- Director of the Muskogee Branch Campuses (Ex-officio and non-voting)

In addition, the President may appoint to the Task Force such other faculty, administrators, staff, or students to assure appropriate representation of all groups within the college community.

When exploring termination of an employee for financial exigency, a Termination Review Committee shall be appointed. Termination Review Committee shall be composed of a chairman and six members, three of whom shall be faculty members and three of whom shall be administrators or staff. The Vice President for Academic Affairs shall determine the faculty members of the committee by random selection from among the continuing faculty who are full-time employees for two of the positions, and from among other faculty who are full-time employees for the remaining faculty position. Any faculty member so chosen may decline to serve. A continuing faculty member whose termination, if proposed, shall be allowed to excuse one of the three faculty members of the committee without cause; if necessary, another faculty member shall be chosen to serve. Challenges for justifiable cause shall also be allowed. The President shall designate administrators to serve on the committee. When the committee is considering the appeal of a faculty member whose termination is proposed, the Vice President for Academic Affairs shall chair the proceedings; when the committee is considering the appeal of a staff member whose termination is proposed, the Vice President for Fiscal Services shall chair the proceedings. (All members shall be voting members.)

Procedures

Declaration

When, in his opinion, a state of financial exigency is impending, the President shall convene the Connors State College Executive Council and may convene such other entities or groups as he shall deem appropriate and advise any group so convened of the circumstances upon which the opinion is founded. Included within the statement of circumstances shall be an estimate of the scope and duration of budgetary shortfall or other condition which gives rise to the expected exigency and an explanation of all pre- exigency budgetary reductions affected. The President shall further consult with the Executive Secretary and any appropriate committee of the A&M Board of Regents with respect to the expected exigency. If, following these consultations, the President determines that a financial exigency exists or is imminent; he shall declare the College to be in a state of financial exigency.

Preliminary Action Plan

Following the declaration, the President shall convene the Financial Exigency Task Force (Task Force) and charge it with the responsibility of conducting appropriate studies and reviews to determine the nature and extent of the crisis and developing a Preliminary Action Plan to return the college to a stable financial

state. As a minimum, the plan shall contain a summary review of the academic and support programs of the college recommendations for reorientation, reorganization, realignment or reduction of academic and support programs; recommendations concerning reduction of personnel; the effect of the plan upon the performance of the college's mission and the effect of the plan upon the college's Affirmative Action Plan.

All Task Force Members shall seek input from personnel within their respective areas of representation.

Upon completion of its evaluation, the Task Force shall prepare and recommend its Preliminary Action Plan to the Financial Exigency Executive Committee (Executive Committee) which shall review the

plan, make such revision as it deems appropriate, and recommend the plan to the President. The Executive Committee shall provide the Task Force with copies of the revised plan recommended to the President.

Exigency Action Plan

The President shall review and consider the Preliminary Action Plan and any revision thereof submitted by the Executive Committee. Further, the President will seek such other and advice and counsel from faculty, students, and other interested parties, as he shall deem appropriate. Any advice and counsel shall be advisory only, and it shall remain the sole responsibility of the President to make final decisions regarding recommendations to the A&M Board of Regents concerning the financial exigency. Following such deliberation, the President shall prepare and submit to the A&M Board of Regents an Exigency Action Plan for alleviating the financial crisis at the college. The Exigency Action Plan will not identify specific faculty or staff for termination but will identify areas in which reductions are proposed.

Action by A&M Board of Regents

The A&M Board of Regents has ultimate responsibility for the financial integrity of the college. It will review the Action Plan submitted by the President and may consider such other factors as it deems appropriate in determining what actions should be taken to restore the college to a stable financial state. Any Action Plan adopted by the A&M Board of Regents will not identify specific faculty or staff for termination, but it will identify areas and units in which reductions are proposed.

Action Plan Implementation

Following adoption by the A&M Board of Regents, the President shall direct the Vice President to implement the provisions of the approved Action Plan. If the plan entails the reduction of programs, activities of services, or the termination of faculty or staff, then the following appropriate provisions of this policy shall apply.

Guidelines for Termination of Employment

In reviewing programs and activities for reorientation, reorganization, realignment, reduction, or termination, the mission of the college and the fulfillment of its obligations as a higher education institution shall remain paramount. As the Task Force and Executive Committee conduct their studies and develop their respective plans, they should consider centrality to the college's mission, productivity, support of productive programs, cost-benefit relationship, program achievement and income generating ability with respect to consolidation, reduction, or termination of college programs or activities. This may, in some cases, necessitate the retention of programs, services, and activities which are not strong, but which are central to the concept of the college and to the mission of Connors State College.

Guidelines for Program Review

Every termination must be based on an appropriate administrative judgment that the action will have an effect substantially less detrimental to the quality and effectiveness of the performance of the college's mission than any alternate budgetary reduction.

Program Deletions

If an academic/technical program at the college is discontinued, students in the program shall be notified and every effort shall be made to allow them to finish their academic work. If it is not possible for students to complete the program, the college will explore making special allowances for such students. Special allowances might include, without limitation, permitting students to complete programs by taking work in related departments, or in any other reasonable manner facilitating the academic needs of affected students. To accommodate affected students, action will be taken to obtain approval of the A&M Board of Regents for program adjustments if required.

Connors State College
Staff Handbook

Founded in 1908, with campuses in Muskogee and Warner, Connors State College is governed by the Oklahoma A & M Board of Regents with the mission of building futures one at a time as we promote excellence in our community and the global society.

WWW.CONNORSSTATE.EDU

MAIN CAMPUS 700 COLLEGE ROAD | WARNER OK 74469 | (918) 463-2931

THREE RIVERS PORT CAMPUS 2501 N 41ST ST E | MUSKOGEE OK 74403 | (918) 684-5471

TABLE OF CONTENTS

PREFACE 4

ORGANIZATIONAL INFORMATION 4

History of the College 4
Mission Statement 4
Vision 4
Core Values 4
Governance 5
CSC Development Foundation 5
Affirmative Action Statement 5

EMPLOYMENT POLICIES 6

General Procedures for Employment 7
Corrective Action and Dismissals 9
Job Titles, Salary Grades, Duties, and Responsibilities Policy 14
Weather and Remote Work Policy - 14
Children on Campus 16
Employee Benefits 17
Employee Leave 19
Overtime Policy 20
Attendance and Punctuality 23
Shared Leave Policy 24
Family and Medical Leave Act (FMLA) 26
Military Leave and Pay 30
Job-Related Injury/Illness 33
Code of Ethics 33
Employee Conduct 34
Nepotism 34
Connors State College Dress Code 35
Jury Duty 36
Employees Paid by Temporary Grants or Contracts 36
Reservation to Alter Policy 36
Grievances and Appeals Policy/Procedures for Staff 36
Anti-Harassment Policy 40
Sexual Harassment Policy 42
Policy on Workplace Violence 48
Drug-Free Workplace Policy 51
Tobacco-Free Workplace Policy 53

TECHNOLOGY POLICIES AND PROCEDURES 54

COMPUTER USAGE 54
USER RESPONSIBILITIES AND EXPECTATIONS 55
AUTHORIZED USER PURPOSES 56
ROLES AND RESPONSIBILITIES 56
SPECIAL USER NOTIFICATIONS 56
CONDUCT EXPECTATIONS AND PROHIBITED ACTIONS 57

ELECTRONIC MAIL 61

APPROPRIATE USAGE 61
ISSUES RELATED TO PRIVACY 61
INDIVIDUAL EXPECTATIONS 62
COLLEGE EXPECTATIONS/REQUIREMENTS 62
ESTABLISHING COLLEGE ELECTRONIC MAIL ACCOUNTS 62
OBJECTIONAL MATERIAL, VIOLATIONS, AND SANCTIONS 63
CONSEQUENCES OF MISUSE OF COMPUTING PRIVILEGES 63

ADMINISTRATIVE POLICIES AND PROCEDURES 63

APPOINTMENT OF ADMINISTRATORS 63
RETENTION OR REAPPOINTMENT OF ADMINISTRATORS 65
APPOINTMENT OF PERSONNEL 65
RETENTION OF REAPPOINTMENT OF PERSONNEL (OTHER ADMINISTRATORS) 66
PROMOTIONS 66

FINANCIAL EXIGENCY POLICY 67

DEFINITIONS 67
PROCEDURES 68
GUIDELINES FOR TERMINATION OF EMPLOYMENT 69
GUIDELINES FOR PROGRAM REVIEW 70
PROGRAM DELETIONS 70

PREFACE

The Board of Regents for Oklahoma Agricultural & Mechanical Colleges appreciates faculty and staff input pertaining to the development of policies affecting faculty and staff status and encourages the institutional administration to provide adequate opportunity for input on such matters prior to presenting recommendations to the governing A&M Board of Regents.

In discharging its duties and responsibilities, occasions may arise where the collective judgment of the A&M Board of Regents requires the A&M Board of Regents to act independently in the development and implementation of policies and procedures. In approving the Faculty/Staff Handbook for Connors State College, neither the governing A&M Board of Regents nor CSC is waiving or restricting its lawful power, duty, or responsibility to act at any future time to establish policies, regulations, and procedures and to implement other decisions of the A&M Board of Regents. In such instances, affected personnel will be informed through the official public record where such actions were approved, and the institutional administration is encouraged to take appropriate steps to help ensure that affected personnel are informed.

ORGANIZATIONAL INFORMATION

History of the College

Connors State College (CSC) was authorized by an act of the first Legislature in 1908 as Connors State School of Agriculture. The school was named for Mr. John P. Connors who was President of the State Board of Agriculture at that time. In 1927, the Oklahoma Legislature amended the act, which established district agricultural schools to make Connors a junior college. The name was also changed, at that time, to Connors State Agricultural College. During the 1967 Legislative Session, the name was again changed, this time to Connors State College of Agriculture and Applied Science. In 2000, the A&M Board of Regents shortened the name to Connors State College. *A more detailed account of the history of Connors may be found in the college catalog.*

Mission Statement

Connors State College is committed to building futures one student at a lime as we cultivate excellence in our community and the global society.

Vision

Connors State College integrates tradition and adaptability to be the college of choice for students seeking access to affordable education for their lifelong learning needs.

Core Values

Real Education

Our commitment to education means you'll get real learning experiences. What you see is what you get, and what you'll get is an authentic education that equips you with the skills to thrive in the jobs of the future.

Navigating the Future

Navigate your future with us, where we're committed to affordability, accessibility, and eliminating barriers to education. We offer you numerous pathways to reach your goals, whether you are at the beginning of your career or if you're looking to take the next step.

Our Community

At Connors, you're more than just a name on a roster; you're a valued member of our community. Our dedicated faculty and staff ensure that you receive personalized attention. From our president to our professors, we know you and we are invested in your journey.

Governance

Board of Regents for the Oklahoma Agricultural & Mechanical Colleges:

It is the policy of the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges that the Laws of the United States and of the State of Oklahoma shall be upheld and obeyed in all of its actions. In so doing, the A&M Board of Regents is especially aware of Title VI of the Civil Rights Act and of Title IX of the Educational Amendment of 1974, and it continues not to discriminate against persons on the basis of race, color, religion, national origin, sex, qualified disability, age or status as a veteran. Such non-discrimination applies to all policies, practices, and procedures; including those pertaining to admission, institution governed by the A&M Board of Regents is directed to develop, establish, and observe procedures that implement the nondiscriminatory policy of the A&M Board of Regents. In all such instances, the A&M Board of Regents encourages the inclusion of minorities and women.

CSC Development Foundation

The Connors Development Foundation, Inc. was established to aid and assist Connors State College by providing the resources necessary to meet the ever-increasing costs of supplying quality programs in higher education. The Foundation meets the requirements of a tax-exempt organization, so all gifts are tax exempt under Section 501(c) (3) of the Internal Revenue Code of 1984.

Affirmative Action Statement

General Statements

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other federal, state, school rules, laws, regulations and policies, Connors State College does not discriminate on the basis of sex, race, color, age, religion, national origin, status as a veteran or disability in the educational programs or activities which it operates.

It is the intent of the Connors State College administration, faculty, and staff to comply with both the letter and spirit of the law in making certain that discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 of the Rehabilitation Act and the Americans with Disabilities Act have been established for students, their parents, and employees who feel discrimination has been shown by Connors State College.

Complaints

Any complaint alleging illegal discrimination should be referred to:

Director of Human Resources/Affirmative Action Officer
Connors State College
Gatlin Hall, Room 231
(918) 463-2931, Ext. 6206

Title VI, Title IX, and Section 504 complaints may be referred to:

- Human Resources Director who is the designated Affirmative Action Officer
- ADA Coordinator (918) 463-2931, Ext. 6245

They may also be filed with the Regional Office for Civil Rights. Address correspondence to:

Office for Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, 3rd floor, Suite 320
Kansas City, MO 64106
Telephone: 816-268-0550
FAX: 816-268-0599; TDD: 800-877-8339
Email: OCR.KansasCity@ed.gov

Title VII and ADA complaints may also be filed with the regional Equal Employment Opportunity Commission. Address correspondence to:

Equal Employment Opportunity Commission
215 Dean A. McGee Avenue, Suite-524
Oklahoma City, Oklahoma 73102
Telephone: 800-669-4000
FAX: 405-231-4140
TTY: 800-669-6820
ASL Video Phone: 844-234-5122

Sexual Harassment Complaints

Any complaint alleging sexual harassment should be referred to:

- Human Resources Director, 918.463.6206
- Vice President for Academic Affairs, 918.463.6328

EMPLOYMENT POLICIES

Connors State College complies with the employment policies set forth in the Policy Manual for the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges. The following procedures support the intent of the A&M Board of Regents' employment policies. At Connors, the levels of organizational structure are as follows:

Position	Function	Appointment Responsibility
President	Chief Executive Officer	Hired by and responsible to the A&M Board of Regents.
Vice-Presidents, Deans, and Directors	Major and mid-level administrative personnel	Hired by and responsible to the President with A&M Board of Regents approval.
Faculty	Instruction	Hired by and responsible to the President with A&M Board of Regents approval.
Administrative Assistant, Clerical, Maintenance, Secretarial, Custodial	Support Staff	Hired by and responsible to the President.
Adjunct Faculty	Instruction	Hired by and responsible to the Vice President of Academic Affairs.

General Procedures for Employment

The President has final responsibility for recommending employment, promotions, and terminations of all full-time faculty and staff to the A&M Board of Regents for final approval but may first choose to secure appropriate on campus counsel before making his/her final recommendations.

Equal Opportunity Employment decisions reflect the institution's policy of maintaining excellence in instruction, research, and extension. As a College, which recognizes the individual talents of people, Connors State College actively supports equal opportunity and affirmative action, complying fully and willingly with Executive Order 11246, Executive Order 11375, the Civil Rights Act of 1964, and all other appropriate Federal and State Legislation.

Advertisement

The breadth of advertisement for positions depends on the position's level in the organizational structure. Advertisements are prepared according to the A&M Board of Regents' policies.

Advertisements for presidents are publicized nationally in publications like HigherEdJobs.com and other relevant publications.

Advertisements for all other personnel and faculty are placed in relevant publications.

All open positions, with the exception of those on an in-house recruitment status only and emergency hire basis, will be posted on the CSC website for no less than 3 days.

Application

The applicant must complete the official CSC Application for Employment. Official transcripts from all colleges and universities attended must be provided. Applicable licenses and certifications are also required. The applicant may also provide a resume at the time of application. Human Resources will collect all applications received and forward them to the supervisor.

Screening/Interview

Employment for each position involves a thorough screening process. The appropriate supervisor will develop a minimum of a three-person hiring committee (larger committees may be developed depending

on the position). The supervisor and committee members will determine which applicants (if any) to invite for an interview. The supervisor will send recommendations to HR and HR will schedule interviews. The committee will recommend a candidate to the hiring supervisor. The ultimate hiring decision will be made by the supervisor. References are checked and an authorized background check may be included in the final assessment of candidates.

Contract of appointments may be made in writing to the appointee specifying position, salary, conditions and duration of the appointment. Official transcripts of all undergraduate and graduate work and/or required certifications for all professional staff and faculty must be filed with the Human Resources Director and the Vice President of Academic Affairs. Each employee is expected to keep his or her file updated as additional class work or certifications are acquired.

The emergency hire process is designed to permit the hiring of individuals on an emergency temporary basis without the immediate completion of a competitive search. The individual selected must meet the minimum hiring qualifications of the position and final approval for the emergency hire will be given by the President to the Vice President of the department.

Evaluation

The continuation of all staff members in their positions is at the will of the College. Staff members are evaluated informally on an ongoing basis, but the appropriate supervisor will also conduct a performance review annually. The supervisor has the option to formally review a staff member more than once a year, particularly in cases where performance is deficient.

The goal of an employee appraisal is to enhance the employee's job performance and allow the employee to receive appropriate suggestions for improvement as needed. The supervisor will meet with the employee to discuss accomplishments, any needed improvements and to set performance goals for the next year. The supervisor and employee will both sign and date the review form. The performance review will be returned to the Human Resources Office and kept in the employee's personnel file.

Promotion

In the selection of a director or dean, a committee will be formed for consultation purposes. The committee will meet with the President prior to his/her recommendation to the A&M Board of Regents for such appointment.

The President may appoint a director, dean, or other mid-level administrators. Such appointments are on an "at-will" basis and are not made for any particular duration. Reappointment is determined by institutional need and/or performance.

When staff positions are open, all qualified applicants, including those who may already be employed in other positions within the college, may apply. Internal promotion is encouraged by the college where possible and when a qualified internal candidate has applied for a position, especially if such promotion supports the College's affirmative action efforts.

Procedures for Externally Funded Staff

Staff positions created by federal grants or other external funds are appointed, evaluated, reappointed, or not reappointed through the same mechanism as other college personnel. However, because of the

nature and duration of the funds and programs, each contract automatically terminates at the conclusion of the year for the duration of the program. Notices of intent for continuance or, in some cases, discontinuance are based on performance and/or notification of funding awards.

Adjunct Faculty/Coaching Appointments

Professionals in the community and individuals with special skills, such as members of the coaching staffs of the College, may be granted appointments as adjunct instructors. Adjunct appointments are temporary appointments for specific periods of time and with no expectation of reappointment. Adjunct appointments do not count toward years of service as a continuing faculty member. No notice of non-renewal of an adjunct appointment is required, as the appointment ends by its own terms at the end of the appointment period. Such appointments do not require a search procedure as would usually be followed in filling a full-time faculty appointment.

Corrective Action and Dismissals

Purpose

Organizations have work rules designed to promote the proper and efficient operation of the organization. Organizations also require employees to meet prescribed standards for the quality and quantity of performance. The purpose of this policy is to set forth procedures by which supervisors communicate as early as possible with a staff person a problem or concern interfering with performance and the appropriate steps to provide a positive, fair and constructive means of correcting employee behavior/performance issues.

Scope

1. These policies and procedures are applicable to all continuous regular staff personnel of the College.
2. This procedure also does not apply to periodic/temporary employees or student employees.
3. Faculty are covered by separate procedures as indicated in the Faculty Handbook and other policies and procedures.

Responsibility

1. Each employee is expected to become knowledgeable with performance criteria for his or her particular position and with all rules, procedures, and standards of conduct established by Connors State College and the staff member's department. The employee who does not fulfill the responsibilities set out by such performance criteria, rules, procedures and standards of conduct may be subject to corrective action.
2. Employees of the College are at-will employees. "At-will" employment means that either the employee or the College may terminate the employment relationship at any time, for any reason, with or without cause or notice, so long as the reason is not prohibited by applicable federal or state law. However, consistent with the College's values of excellence and integrity, supervisors should follow prescribed guidelines for corrective action or dismissals.

Work Performance and Misconduct Issues

1. Behaviors which may be subject to corrective action or dismissal may be a result of poor work performance or misconduct.
2. The term “work performance” may include all aspects of an employee’s work.
3. Work performance is determined by the supervisor’s evaluation of the quality and quantity of work performed by the employee. When, in the opinion of the supervisor, the work performance of an employee is below standard, the supervisor should take appropriate corrective action.
4. Work performance is normally evaluated by a performance review as described in this handbook.
5. When making the decision for taking corrective action, consideration should be given to the nature of the offense, the record of the employee, and the consequences recommended. A supervisor should initiate action as a dimension of performance improvement rather than a measure of punishment. It is a corrective process to help the employee overcome work-related shortcomings and strengthen his or her work performance.
6. Performance issues involving the quantity or quality of work may require additional training or practice in order to achieve the required standard. In this case, it may be appropriate to place the employee on a performance improvement plan for a specified length of time, usually up to three months. Performance improvement plans can be used in conjunction with other corrective action steps or in place of corrective action. The supervisor should consult with Human Resources prior to implementing a performance improvement plan.
    a. During the duration of the performance improvement plan, the supervisor works with the employee, providing feedback on a monthly or more frequent basis.
    b. If work performance has not improved to an acceptable standard by the end of the designated period, the employee will be dismissed from employment. In rare circumstances, the performance improvement period may be extended up to an additional three months.
    c. If work performance reverts to an unacceptable standard during the year following expiration of the performance improvement plan, the employee may be dismissed from employment immediately.
7. Even though the College’s philosophy of discipline is a corrective, progressive one, there are some offenses serious enough to warrant immediate dismissal. This may require the supervisor to skip steps of corrective action. Such cases should be handled in consultation with University Human Resources.
8. Corrective action should be taken as soon as possible after a work rule violation or unacceptable behavior occurs.
9. The supervisor shall consult Human Resources prior to corrective action or dismissal.

Misconduct issues

1. All employees are expected to maintain standards of conduct suitable and acceptable to the work environment. Corrective action may be imposed for unacceptable conduct or work performance issues.

2. Each work rule violation is evaluated based on the severity of the infraction and the operational impact of the rule.
3. In cases where an employee fails to meet acceptable standards of conduct or work performance, a supervisor should initiate corrective action. The corrective action process includes the following:
    a. Informal Discussions – consists of an informal discussion between the supervisor and the staff member regarding a gap in current performance or behaviors and those expected by the university. This discussion is informal in nature and is intended to develop a clear understanding between the staff member and the supervisor regarding future performance or behavioral expectations. Supervisors are encouraged to maintain documentation of these discussions; however, the documentation is not formal and is used as a reminder to the supervisor of the topics discussed and agreements reached with the employee regarding potential developmental opportunities and training needs. Informal discussions may occur at any time. Staff members who have received an informal discussion are eligible for consideration for pay increases, transfers, promotions, and other employment privileges.
    b. First Step Corrective Action or Written Warning – consists of a formal discussion between the supervisor and the employee about a gap in current performance or behaviors and those expected by the College. This discussion includes the supervisor's expectations, timeline for correction of the concerns, and specific details on how the employee needs to improve. The underlying assumption is the employee has the desire to change. The supervisor shall document the formal discussion. In the event the job performance or behavior(s) does not improve, further corrective action may be supported. If a repeat incident of misconduct or work performance issue occurs within three months, further corrective action may be warranted, up to and including dismissal.
    c. Second Step Corrective Action or Written warning – consists of a formal discussion between the supervisor and the employee about continued failure to meet acceptable standards of conduct or work performance. The supervisor should consult with Human Resources before placing an employee on this step of corrective action The discussion is followed up with a written summary, including the seriousness of failure to meet acceptable standards of conduct or performance expectations. The employee shall receive a copy. The written corrective action should include the following:
        i. Desired performance;
        ii. Observed behavior;
        iii. Violated rule, policy, procedure, or performance issue;
        iv. Past work record, including training, coaching, feedback, mentoring or other formal corrective actions taken;
        v. A statement of the consequences in the absence of improvement;
        vi. Notice that discussion is a corrective action and that the employee has agreed to the desired performance; and
        vii. The employee's signature signifying receipt of the written summary and the date received. If the employee declines to sign the document, the supervisor should

indicate on the document that the employee received a copy of the corrective action.

If a repeat incident of misconduct or work performance issue occurs within six months, further correction action may be warranted, up to and including dismissal.

d. Job Decision Assignment – final formal discussion and written documentation requiring the employee to decide whether or not s/he wishes to continue employment with no further infractions or wishes to resign. To provide adequate time for this serious decision-making process, the employee may be placed on job decision assignment for up to one day. During that time the employee's work assignment is to give serious consideration to full compliance with performance standards or resignation. At the end of that time the employee is expected to provide a written commitment to the conduct and/or performance standards with detailed information on how they expect to maintain this commitment or to provide a written resignation notice. If the information contained in the employee's response meets the criteria of the supervisor, the employee will be expected to return to work in full compliance with conduct and/or performance standards. In the even the employee fails to provide a reasonable response or resign, they will be dismissed from employment. The supervisor must consult with Human Resources before placing an employee on job decision assignment. The formal documentation establishing administrative leave and requesting the employee's decision and the response from the employee are placed in the employee's personnel file. The job decision assignment will be considered inactive if no further incidents of misconduct or failure to meet performance standards occur within one year. If, however, misconduct or work performance issues occur within one year, employment will be terminated for cause immediately.

4. Unrelated incidents of misconduct or work performance will be handled separately, but in no case will more than two separate unrelated incidents of misconduct or work performance occur within any one time period. A third unrelated incident of misconduct or work performance will result in dismissal.
5. Employees engaged in any step within the corrective action process outlined above may be ineligible for transfers, promotions, pay increases, or other employment privileges. Notification of these restrictions ma be included in the written notice provided to the employee.
6. A serious violation of a rule, procedure or standard of conduct, including but not limited to, inappropriate use of computers, theft of College property, falsification of College documents, or conduct resulting in harm to another person, may result in immediate termination.
7. An employee who disagrees with a supervisor's formal or informal evaluation of their performance are encouraged to seek counsel from Human Resources, who may act as a neutral third party moderator for future discussions between the employee and the supervisor.
8. Misconduct that may result in corrective action (and/or termination) include (but are not limited to):

a. Tardiness or absenteeism without proper notification to the supervisor or unavailability for work; neglect of duties, loitering, loafing or wasting time during working hours including leaving the job during working hours without permission or sleeping during work hours; inefficiency or lack of application to work;
b. Failure to follow established safety rules and procedures; creating a condition hazardous to another person on the premises; creating or contributing to unhealthy or unsanitary conditions;
c. Disorderly or immoral conduct or horseplay on College property; fighting, encouraging a fight or threatening, attempting or causing injury to another person on College premises or on institutional time;
d. Harassment of other employees (including sexual harassment) or use of abusive language on the premises; failure to cooperate with supervisor or coworker, impairment of function of work unit, or disruptive conduct;
e. Refusal of an employee to follow instructions or to perform designated work that may be required of an employee as part of the employee's employment, refusal to adhere to established rules and regulations, insubordination or insolence;
f. Waste of materials and supplies; abuse or waste of tools, equipment, fixtures, property, supplies or goods of the institution; neglect of duty or failure to meet a reasonable and objective measure of efficiency and productivity; carelessness resulting in the damage to or destruction of tools, equipment supplies or other property belonging to the College or fellow employees or resulting in serious injury to fellow employees;
g. Violation of established departmental dress codes; use of tobacco in violation of College policy and state law;
h. Giving false information or falsification of College documents including timesheets, personnel records and application for employment;
i. Destroying or defacing institutional property or records or the property of a student or employee;
j. Gambling, participating in lotteries or any other unauthorized games of chance on the premises at any time; soliciting, collecting money or circulating petitions on the premises other than within the rules and regulations of the institution;
k. Bringing intoxicants or drugs onto the premises of the institution, using intoxicants or drugs, having intoxicants or drugs in one's possession, or being under the influence of intoxicants or drugs on the premises at any time;
l. Theft or unauthorized removal of property, dishonesty or unauthorized use of institutional property including records and confidential information;
m. Illegal transportation of firearms upon the premises (with the exception of law enforcement officers or other personnel authorized to do so);
n. Failure to comply with appropriate computer use policies; and
o. Violation of policies, rules, or procedures of the unit or Connors State College.

Dismissal

1. Any unauthorized absence for more than three consecutive workdays may be considered as a resignation from service and would not therefore be subject for corrective action. The supervisor should consult with Human Resources for appropriate documentation and notification to the employee.
2. Under Oklahoma Statutes, any state employee who is found guilty of or pleads guilty or nolo contendere to a felony shall immediately forfeit employment and is not eligible for future employment with Connors State College if the felony record exists.
3. An employee dismissed for misconduct or work performance or who resigned in lieu of termination may be placed on a restricted hiring list and not be eligible for hire within CSC for at least one year.
4. Any person terminated from College employment shall have the right of appeal as outlined in Grievances and Appeals Policy.
5. The staff of Human Resources will serve in an advisory capacity in matters of corrective action and termination.
6. Connors State College reserves the right to change this Policy and Procedure or any portion thereof at any time.

Job Titles, Salary Grades, Duties, and Responsibilities Policy

Connors State College retains the right to make organizational and personnel adjustments as needed to meet the institution's operational and strategic goals. Accordingly, the President or the appropriate area Vice President shall have the authority to change the job titles, salary grades, duties, and responsibilities of any employee at any time, based on institutional needs, operational efficiency, or budgetary considerations.

Weather and Remote Work Policy-

Weather and Emergency Notifications

Connors State College prioritizes the safety of its students, faculty, staff, and visitors while maintaining campus operations whenever possible. In the event of inclement weather or emergencies, campus operations may transition to virtual status or temporary closure.

- Campus Closure: All operations are suspended except for essential services required for safety and security. Classes, meetings, and events are canceled. Administrative leave will be used for approved campus closure hours.
- Classes Canceled, Campus Open: Classes are canceled, but administrative offices remain open unless otherwise stated. Staff are expected to report to work.
- Delayed Opening: Campus operations are closed for a designated period, with reopening based on improving conditions.
- Virtual Campus: All physical campus offices are closed except for essential personnel, and other campus services are available online. Faculty will move scheduled classes online. Students should

monitor their email and Canvas for instructor communication. Administrative services shift to virtual operations. If offices are operating under virtual status but not fully closed during inclement weather, employees must use leave for any related absences.

Communication: In the event of inclement weather, Connors State College will notify faculty, staff, and students in advance regarding the status of campus operations. Notifications will be sent via email and RAVE alerts. Additional updates will be provided through official college channels, including the Connors website and social media.

Remote Work Policy

Connors State College does not permit remote work under normal circumstances. All full-time employees must perform their duties in their assigned office, facility, or field location.

Exceptions: Remote work may be granted only in extenuating circumstances where office functions and services to students are not impeded. Examples include:

- Temporary illness preventing on-site attendance
- Temporary transportation issues (e.g., vehicle breakdown)
- Emergency childcare needs (e.g., last-minute babysitter cancellation)
- Approved accommodations under the Americans with Disabilities Act ("ADA"), as determined through Connors State's interactive process with Human Resources.

Approval Process:

- Employees must submit a Request to Work Remotely form or provide a written request specifying hours and reasons. Employees seeking remote work as an ADA accommodation must follow Connors State's accommodation request process through Human Resources.
- Supervisors will review and approve or deny requests. Approved forms or written requests should be sent to Human Resources for recordkeeping.

Accountability: Remote work is contingent on job performance. Abuse, falsification, or failure to meet responsibilities will result in corrective action, up to and including dismissal. Remote work arrangements may be revoked at any time if they negatively impact job performance or office operations.

Outside Employment

Full-time employment at CSC is considered to be one's primary employment. Employees may engage in outside employment provided the employment does not interfere with assigned duties and responsibilities or constitute a conflict of interest. Such outside employment must occur outside of the employee's regular work period.

Staff Development/Attendance at Professional Meetings

Employees are encouraged to continue their professional development by attending applicable meetings, workshops, etc. Proper authorization and arrangement need to be made prior to the meetings. (See section on authorization and travel arrangement procedures).

When the administration asks a staff member to represent the college at a meeting, the staff member will be reimbursed for travel and per diem expenses incurred according to approved Office of State Finance travel claim standards and procedures.

When classes are dismissed for professional meetings, all members of the faculty and pertinent staff are expected to attend. Permission to miss such meetings must be obtained from the appropriate vice president in advance of the meeting.

Professional Organizations/Community and Civil Involvement

All employees are encouraged to join professional organizations and to take leadership roles in their respective communities, disciplines, or areas of interest. All faculty and staff are encouraged to contribute to the Connors State Development Foundation. The amount of the contribution is at the discretion of the employee.

Social Media Policy

As a public institution, Connors State College (CSC) values and protects the constitutional right of free speech. CSC encourages responsible use of social media while maintaining professionalism and protecting the institution's reputation. This policy applies to all employees.

General Guidelines:

- Personal Responsibility: Employees are responsible for their online activity. Posts that negatively impact job performance, colleagues, students, or CSC's reputation may result in corrective action, including dismissal.
- Respect & Professionalism: Be fair, courteous, and avoid content that is discriminatory, harassing, obscene, threatening, or defamatory. Work-related concerns should be resolved internally rather than on social media.
- Appropriate Content: Do not imply CSC endorsement of personal views. If discussing CSC-related topics, clearly state that opinions are personal and not official statements. Employees must not link personal blogs or social media accounts to CSC platforms without authorization.
- Workplace Use: Personal social media use should not interfere with work duties. Use of CSC equipment or email for non-work-related social media activities is prohibited unless authorized.
- Media & Public Statements: Employees should not speak on behalf of CSC or respond to media inquiries without prior approval.

For questions or further clarification, contact Human Resources.

Children on Campus

Because of reasons related to safety and potential problems with supervision, children will not be permitted on campus unless attended by a parent or guardian. No children are permitted in the classrooms, teaching areas, or work areas.

Employee Benefits

Benefits are contingent upon the availability of funds and are subject to change. The institution offers various benefits to full-time employees. Detailed information concerning all benefits is available in the Human Resources Department. A brief synopsis of the major benefits is listed below:

Health/Life Insurance

Group medical insurance, life insurance, long-term disability insurance, retirement, and major medical benefits are provided for all eligible (full-time) employees. For details, contact the Human Resources Department.

Disability Insurance

All full-time employees on active service under the age of 69-1/2 who are classified as faculty, administrative, or professional full-time staff are eligible for disability coverage. The waiting period is 180 calendar days after being certified as disabled.

Disability insurance guarantees employees 60% of the base pay (including payments from Social Security, Workers Compensation, State Teachers Retirement, or other group programs providing disability).

Retirement Program

All teachers entering the teaching profession in Oklahoma and certain other professionals, working one-half time or more, are required by State law to become members of the Teachers' Retirement System (TRS) of Oklahoma. Connors pays the entire Teachers' Retirement Employee contribution, and TRS 12 administration fees for all full-time employees as a part of the employee benefits package.

Complete information concerning the Teachers' Retirement System of Oklahoma can be obtained from the CSC Human Resources department or by contacting the Oklahoma Teachers' Retirement System in Oklahoma City (1-877-738-6365) or (www.ok.gov/trs).

Connors participates in the Federal Social Security Program and Medicare for their employees. Individual contributions are deducted from the employee's salary and Connors provides the required employer's match.

Optional Benefits

Employees may also elect to pay for additional, optional benefits. Details of these benefits are available in Human Resources. Optional benefits include:

Dependent Medical Coverage
Dependent Life Coverage
Supplemental Cancer Insurance
Pre- and Post-Tax Annuities
Section 125 Flexible Benefit Plans
Employee Educational Savings Plan
Short-term Disability
Dental and Vision

Tuition Reduction Policy (First and Second Year)

Regular, current, full–time Connors employees are entitled to receive a 100% tuition–only waiver benefit. This benefit applies to tuition charges only; all fees must be paid by the student. The tuition-only waiver is for CSC tuition only. The tuition–only waiver is granted with the understanding that class and study hours will not conflict with regular work schedules. If it is necessary to take classes during regular working hours, the immediate supervisor must approve. During working hours, a maximum of one course or four hours may be taken. Courses taken during working hours should benefit both the College and the employee. Newly hired employees will be eligible for the full benefit for the semester provided they begin work no later than the end of the second week of classes during each semester. Employees hired after those dates will not be eligible until the following semester.

Employee's Spouse and Dependents are eligible for tuition reduction as well. Dependents may receive the 100% tuition–only waiver for any year in which an employee claimed them as dependents on federal income tax forms. Spouses and dependents must provide a copy of the employee's federal income tax form at the time of registration.

Condition of Benefit- All applicants who are eligible for this benefit must apply through the Financial Aid office for other appropriate scholarship or grant funds. All applicants will be required to follow the normal Financial Aid Office procedures. Tuition waivers from other programs will be utilized first and the employee waiver will then be applied. All federal, state, and other money designated specifically for tuition will be applied before the employee tuition waiver.

Employees, spouses, dependents and retirees must self-identify at the Registrar's Office. The Registrar's Office will verify employment or retirement with the Human Resources Office. This benefit applies to tuition charges only; all fees must be paid by the student

Tuition Reimbursement Policy – Staff- (Third and Fourth Year/Graduate)

Subject to availability of funds, CSC reimburses Regular Full-Time Employees who take nonequivalent courses for credit at a public or private institution of higher education other than CSC (Oklahoma State University preferred, if available) for tuition for up to twelve (12) credit hours per calendar year with a maximum of up to $1,000 per 3 credit hours course. This policy is not intended to limit the total number of credit hours an employee may take. However, credit hours taken in excess of the amounts specified in this policy shall not be reimbursed by CSC. Additional reimbursement may be available on a case by case basis and must be reviewed and approved by the President. Tuition reimbursement must be approved by Human Resources, Vice President of Fiscal Services, and the President prior to the start of coursework for staff.

The coursework must be within the discipline or subfield and must be directly related to the employee's job requirements.

To be reimbursed for a course, the Regular Full-Time Employee must earn a grade of C or higher for an undergraduate course and B or higher for a graduate course.

Reimbursement is for tuition and fees only. CSC does not reimburse the cost of books or other materials.

For reimbursement purposes, if a course is completed over the course of two fiscal years, the said course will be accounted toward the fiscal year in which the course was completed.

The final amount reimbursed to the employee will be calculated after crediting any scholarship, grant, or any other source of financial assistance which does not require any form of repayment.

CSC does not provide tuition reimbursement if the employee chooses to take freshman or sophomore level equivalency courses at an institution of higher education other than CSC. Requests for exceptions to this must be submitted in writing to the Office of Human Resources for approval by the Human Resources Director before the course commences.

CSC does not provide tuition reimbursement for courses taken by Spouses and Dependent Children.

Employees requesting tuition reimbursement must complete the tuition reimbursement authorization process, as specified by Human Resources. All tuition reimbursement requests must be submitted to the Office of Human Resources ten (10) business days prior to the beginning of the course, along with any documentation required to comply with this policy. The employee shall submit all required additional documentation (e.g. grades, invoice balances) within thirty (30) days following the end of the course. Human Resources shall direct Accounts Payable to issue reimbursement checks.

An employee must be employed for Connors State College for at least one year if reimbursed for twelve (12) credit hours or less and must be employed for two years if reimbursed for more than twelve (12) credit hours after receiving a tuition reimbursement, or they will be required to repay the amount of the funds received for tuition and fees. This repayment requirement will be enforced whether or not the degree/coursework is completed.

Admission to Sporting Events

Employees may attend all regular season, home sporting events free of charge.

Employee Leave

Annual Leave

Annual leave, also known as vacation leave, applies to 11 and 12-month personnel only. Eligible employees shall receive annual leave as indicated in the chart below:

Years of Service	Hours Accrued Per Month	Hours Accrued Per Year	Maximum Hours Accumulation	Maximum Hours Paid on Separation
0 – 5	6.23	75 (10 days)	150	75
5 – 10	9.38	112 (15 days)	224	112
10 – 15	11.25	135 (18 days)	270	135
15 +	13.13	158 (21 days)	315	158
Executives **(Full term of employment)**	15.63	188 (25 days)	375	188

Leave should be scheduled in a timely manner with the appropriate supervisor. The approval of annual leave is at the supervisor's discretion and may be denied if the result of the leave impacts the college's operations. Employee leave balances will not be allowed to exceed their maximum hours accumulation. Employees may not take compensated leave in advance of leave earned. Any compensatory leave hours previously earned will be used BEFORE annual leave is used. Contact Human Resources for balances.

Sick Leave

Sick leave applies to 9, 10, 11, and 12-month personnel only. Eligible employees shall receive sick leave as indicated in the chart below:

Years of Service	Hours Accrued Per Month	Hours Accrued Per Year	Maximum Hours Accumulation	Maximum Hours Paid on Separation
ALL	9.38	112 (15 days)	n/a	n/a

Employees may not take sick leave in advance of sick leave earned. Contact Human Resources for balances.

Unused days may be accumulated and used for OTRS retirement purposes. There is no monetary compensation for unused accumulated sick leave.

Any employee who misses work because of illness or injury must be sure the appropriate office/supervisor is notified as soon as possible. Scheduled medical appointments and the like should be reported in advance.

The corresponding leave must be reported on the employee's electronic timesheet or leave report by the corresponding due date. Supervisors must approve all leave through timesheet or leave report approvals by the corresponding due date. (See your supervisor or payroll department for timesheet or leave report training).

When an employee exhausts their sick leave and their annual leave, they may be eligible for leave without pay at the discretion of their supervisor.

Sick leave cannot be used as annual leave.

Employees on extended medical leave (longer than 3 days) are required to report this absence to the Human Resources Office as soon as possible.

Holiday Leave

The College observes certain holidays and administrative closed days as determined by the President. Employees on leave without pay the day before or after a holiday or administrative closed day will not receive pay for the holiday or administrative closed day.

Overtime Policy

Purpose and Scope

An integral part of the employment program of the College is a uniform policy related to the earning of and compensation for overtime. This section deals with policies and procedures developed to comply with the Fair Labor Standards Act work regulations for exempt and non-exempt employees. Payment of overtime is generally avoided, and compensatory time is provided in its stead for non- exempt employees. Exempt employees are not entitled to receive overtime or compensation for time worked outside of the regular work schedule.

College Policy and State Law

It is the policy of Connors State College to comply with the overtime provisions of the Fair Labor Standards Act (FLSA) and its regulations in accordance with the policy of the State of Oklahoma. This includes, but is not limited to, the earning of and payment for overtime, establishment of the official workweek, and record keeping.

The Connors State College Human Resources Director shall post, where appropriate, information about the Fair Labor Standards Act and a copy of this policy to inform covered employees.

The employment and work program of each department or division of the College should be managed so that the necessity for overtime work is reduced to a minimum. The employee's supervisor and the department's Vice President must approve overtime work in advance, except for emergency situations.

It is intended, however, that non-exempt employees should be expected to work a reasonable period of overtime. Notice to employees scheduled to work overtime will be given by the supervisor as early as possible.

Provisions of the Fair Labor Standards Act places a liability upon the employer for the payment of a premium or all hours that an employee not specifically exempt from overtime payment is either requested or permitted to work in excess of the statutory limitation. Therefore, under no circumstances may a non-exempt employee perform work of any nature for the College at his normally assigned work station, or anywhere else on the employer's premises, in excess of his normal work schedule, unless such overtime work has been specifically authorized in advance by the supervisor.

The official workweek of the College shall be from Sunday until the following Saturday.

Overtime shall be calculated on the basis of the official workweek a not on the official workday.

Definitions

EXEMPT- The position meets the FLSA tests for exemption from the overtime provisions of the Act, and compensation for time worked outside of the regular work schedule is not required. At Connors State College, generally exempt positions are faculty, graduate assistants, administrative /professional, certain farm and recreation workers, student professional, and temporary professional. Information concerning the exempt or non-exempt status of a specific job is available in the Human Resources Department.

NON-EXEMPT- The position does not meet the FLSA tests for exemption from the overtime provisions of the Act, and the employee must be compensated for overtime. At Connors State College, generally non-exempt positions are identified as classified (except for certain farm and recreation workers) and non-professional student or temporary appointments. Information concerning the exempt or non-exempt status of a specific job is available in the Human Resources Department. All non-exempt employees are required to complete a monthly time sheet.

OVERTIME – Hours worked in excess of 40 in a workweek. Compensation for overtime hours is 1- 1/2 times the employee's regular pay rate. This "base" rate (which is multiplied by 1-1/2 to get the "premium" rate per hour) may be affected by special situations such as standby pay.

WORKWEEK – A regular, recurring period of 37.5 consecutive hours from Sunday until the following Saturday.

PAY PERIOD – The period of time covered in a paycheck. For employees on the salary budget a pay period is one month.

FLEXTIME – A supervisor may need to allow an employee to on occasion arrive later or leave early in reference to the normal work schedule. However, this practice should only be as needed and the employee still must work 37.5 hours in the workweek. This is different from compensatory time in that it is not a substitute for overtime, instead a scheduling allowance for activities or needs.

Procedures

Overtime Payment

Non-exempt personnel shall receive compensation by check or warrant or by compensatory time at the rate of time and one-half their regular rate for all hours worked in excess of 40 hours in any workweek. Each workweek shall stand-alone and may not be averaged.

Payment for overtime by check or warrant should be made within the same pay period, if possible, or no later than the pay period following the one in which the overtime hours were worked.

Exception: Payment may be later if the hours have first been accumulated for compensatory time.

If compensation for overtime worked is paid in released time at the premium rate, such released time (compensatory time) will be given according to the following:

1. The maximum compensatory time which may be accrued by any affected employee shall be 240 hours within a fiscal year.
2. An employee whose current accrual is the maximum number of compensatory hours shall be paid overtime compensation by check for any additional overtime hours of work according to the procedure above.
3. The use or payment of accumulated compensatory time will be permitted within a reasonable period after the employee requests the time, when it will not be disruptive to department operations. Upon reasonable notice, a department head may request that an employee use a portion of the accrued compensatory time, at any time this is deemed advisable. Disputes should be referred to the Human Resources Department.
4. At termination of employment, payment for accrued FLSA compensatory time shall be calculated at the average regular employment, or the final regular rate received by the employee, whichever is higher.
5. When an affected employee transfers to a non-exempt position in another department, accumulated compensatory time may be transferred to the new department.
6. When a non-exempt employee changes to exempt status, every effort should be made to clear accumulated compensatory time by payment, taking the time off, or a combination of these. If the change involves moving to another department, a cooperative decision by the two department heads may be necessary.
7. Compensatory time earned by an employee is banked for use in lieu of annual leave taken. Unused compensatory time will be paid to the employee twice per year, in June and December.

A non-exempt employee may not “volunteer” to the College services of the same type they are employed to perform.

Recordkeeping

Records of time worked shall be made and preserved by the payroll office for each non- exempt employee. The records shall include full name, social security number, or college work identification number (CWID), birth date if under 19, occupation, workweek beginning day/time, rate(s) of pay, hours worked each workday for each workweek, total hours to be paid for straight time, approved leave, and overtime. These time records shall be kept available for inspection for three years.

The work for which non-exempt employees must be paid (at the rate of at least the current minimum wage) and which must be counted in computing liability for weekly overtime pay is described as: the time the employee is actually at work or required to be on duty.

Counted as working time, in addition to time actually worked, are rest periods lasting 15 minutes or less, lectures, meetings, and training programs when attendance is required by the supervisor, and travel time (time en-route) as set out below:

1. Travel time from job site to job site during a workday, after reporting for the day's work.
2. Travel time from home to work and return on a special on-day assignment in another city. Deduct the usual time from home to regular work site and return and meal time(s).
3. Travel time for out-of-town assignment of more than one day. The travel time that coincides with the employee's normal workday schedule is counted as time worked. This applies to any day of the week.
4. Travel time for out-of-town assignment of more than one day. The travel time that coincides with the employee's normal workday schedule is counted as time worked. This applies to any day of the week.

Not counted as working time are bona fide meal periods, vacation, sick leave, other leave, holidays not worked, and certain travel time not listed above.

Compassionate Leave

An employee will be granted a maximum of three (3) days of leave upon the death of a member of the immediate family or a relative who has occupied that role.

In some cases of death in the immediate family, the three- (3) days of leave may not be sufficient. In such cases, additional leave may be granted upon the request of the employee and the approval of the supervisor. These additional days may be deducted from accumulated sick or annual leave.

If the relative is not a member of the immediate family, leave may be granted upon the request of the employee and with the approval of the appropriate supervisor.

Compassionate leave may be deducted from the employee's accumulated sick leave, or annual leave at their discretion. Additional leave may be granted at the discretion of the immediate supervisor.

Attendance and Punctuality

An employee is required to be in attendance and prepared to begin work at the assigned work location on the specified days and hours. Attendance and punctuality are objective measures for job performance evaluations. All Non-Exempt employees are expected to record time worked and absences on a timesheet. An employee demonstrating excessive absenteeism or excessive tardiness, for whatever reason, shall be

given the opportunity to substantiate the cause. The immediate supervisor shall evaluate the circumstances and determine the need for correction or disciplinary action.

If an employee cannot report to work as scheduled, he/she shall notify the immediate supervisor within one (1) hour after the reporting time. In the event notification is not made, immediately upon return to work the employee shall show sufficient reasons for the lack of notification. Failure to give sufficient reasons to the immediate supervisor shall be cause for disciplinary action.

An employee who is absent from work for three or more days without authorization from the supervisor may be subject to disciplinary action, including termination. Termination in such a case shall be placed in the personnel record as an involuntary resignation.

Absenteeism or tardiness that is unexcused or excessive in the judgment of Connors State College is grounds for disciplinary action, up to and including dismissal.

Shared Leave Policy

The purpose of this policy is to permit CSC employees to donate sick leave to fellow CSC employees who are currently on approve Family and Medical Leave Act (FMLA) leave. Donations made under this policy are gifts. This policy does not create an entitlement or expectation of shared leave to eligible employees and is one of the employment-related benefits afforded to its employees.

Definitions

“Employee” – regular full-time CSC employee with over 12 months of continuous services at CSC. A regular full-time employee is one who is employed to work 37.5 or more hours per week and maintains continuous regular employment status.

“New Hire” –regular full-time CSC employee with less than 12 months of continuous service at CSC.

“Relative of employee”-an employee’s spouse, parent, stepparent, child (in this context “child” includes legal wards and stepchildren), grandchild, mother-in-law, or father-in- law.

Eligibility

An employee of CSC will be considered eligible to receive donated sick leave pursuant to the following conditions:

- The employee has abided by CSC policies and practices regarding the use of leave.
- The employee has exhausted or will exhaust all accrued leave prior to start of requested leave.
- The employee is on approved FMLA leave.
- The employee’s eligibility shall cease upon the employee’s receipt of income, or active enrollment or participation in a College provided employee benefit (worker’s compensation benefits, etc.) or any other form of compensated leave plan such as short- term disability or long-term disability.

Donation

An employee may donate sick leave pursuant to the following conditions:

- Donors must complete the Request for and Donation of Sick Leave Form in full.

- The employee may donate any amount of sick leave provided that the donation does not cause the sick leave balance of the donating employee to fall below 160 hours; thereby leaving an unused amount in the donating employees account equivalent to one month's hours for personal emergency use.
- Only an active employee may donate. An employee who has issued a letter of resignation or retirement may not donate. Furthermore, an employee may not donate accrued sick leave within six months of his or her date of resignation or retirement.
- An employee may not donate excess sick leave that the donor would not be able to take otherwise under the College's paid leave policy.
- Annual leave or compensatory time may not be donated.
- All donated sick leave must be given voluntarily in writing. No employee shall be coerced, threatened, intimidated or financially induced into donating.
- Any accrued paid leave that has not been used or shared at the time an employee leaves employment shall be forfeited.
- Any donated shared leave that has not been used at the time that an employee leaves employment, or when the condition causing the need for such leave ends, shall be returned to the donor(s).

Limitation on Leave Sharing

- The recipient employee may only receive a maximum of 45 days/360 hours of donated leave during total employment at Connors State College.
- Any donated leave may be used by the recipient only for the purposes specified in this policy.
- Share leave ends in the event of termination of the condition causing the need for leave. The leave received will be designated as donated leave and will be maintained separately in the Human Resources Office from all other leave balances.
- All forms of paid leave available for use by the recipient must be exhausted prior to using any donated leave.
- Recipients do not accrue leave time while on shared leave.

Recipients

- Employee must currently be on approved FMLA leave.
- The employee (or his/her representative in the event the employee is incapacitated) must complete the Request for and Donation of Sick Leave Form and return it to the office of Human Resources.
- Recipients do not accrue leave time while on shared leave.

Administration of the Policy

- Recipient of leave is conditioned upon the availability of donated leave.
- The employee receiving donated leave shall be paid his or her regular rate of pay; therefore, one hour of donated leave may cover more or less than one hour of the salary of the recipient. The dollar value of the donated leave shall be converted from the donor to the recipient and the actual amount of donated leave credited to the recipient shall be calculated at the salary rate then paid to the recipient. (Ex: If Employee A, being paid $10.00 per hour, donates 2 hours of

leave to Employee B, who is paid $20.00 per hour, the donated leave is converted to the salary rate being paid to Employee B, resulting in Employee B actually receiving one (1) hour of donated leave.)

- No leave share request will be processed retroactively.
- Donation will be transferred each pay period in amounts not to exceed the recipient employee's regular monthly hours for that pay period.
- Donations are irrevocable.
- Efforts will be made to process donations anonymously.
- Donated leave not actually used by the recipient shall be returned to the donor. In the case of multiple leave donors, the donated leave remaining will be divided among the donors on a prorated basis based on the original donated value, returned at its original donor value, and reinstated to the leave balance of each donor.
- The employee receiving donated leave shall be paid his or her regular rate of pay.

Family and Medical Leave Act (FMLA)

Purpose

The Family and Medical Leave Act of 1993 (FMLA) gives certain job protections to employees when balancing work responsibilities with the demands of personal illness or injury or in caring for family members.

This policy sets forth the essential provisions of FMLA. In the event that additional clarification is needed, the actual Act and regulations issued by the federal government implementing the Act shall prevail.

Depending on individual circumstances of the leave, faculty and staff may also be concurrently eligible for paid sick leave benefits under Sick Leave.

Scope

This policy applies to all CSC campuses. To be eligible for FMLA leave, an employee must have been employed by the College for twelve months, which need not be consecutive, and must have worked at least 1,250 hours within the previous 12 months as of the date leave commences.

Policy and Procedures

Qualifying Event

Under FMLA an eligible employee may request up to 12 weeks of unpaid leave for a qualified event:

- For the birth and care of a child or placement of a child with you for adoption or foster care. Such leave must be taken within 12 months immediately after birth or within 12 months after placement. Leave may begin prior to birth or placement;
- For care of a family member with a serious health condition. The employee must be needed to care for basic needs, psychological comfort, filling in for others, or making arrangements for the relative; or
- Because an employee's own serious health condition makes the employee unable to do his or her job due to illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatments.

Definition of Serious Health Condition

- Under FMLA, a serious health condition is an illness, injury, impairment, or physical or mental condition that requires either in-patient care or continuing treatment by a health care provider.
- Serious health condition would not include short-term conditions, which require brief treatment and recovery, such as common colds or flu, stomach viruses, non-migraine headaches, and routine pregnancy, or voluntary or cosmetic treatments not considered medically necessary. The above list is not exclusive.

FMLA Definitions of Family

- Spouse means a husband or wife as defined or recognized under State law for the purpose of marriage.
- Parent means a biological parent or an individual who stands or stood in the place of a parent to an employee when the employee was a child. This term does not include parents "in law."
- Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in the place of a parent, who is under age 18, or incapable or self-care because of a mental or physical disability.

Employee Notice and Certifications

- The employee must provide 30 days advance notice when the leave is "foreseeable." On rare occasions, advance notice might not be possible. These situations will be evaluated on a case-by-case basis.
- Medical certification may be required prior to approval of leave indicating the employee is needed to provide care or unable to perform his/her job.
- Continued doctor certification will be required if the situation warrants, but not more frequently than every 30 days unless the college has reason to believe the employee is able to return to work.
- Forms for medical certification are available from the Human Resources office. This form is also acceptable for documentation of sick leave under the Sick Leave Policy.
- Leave will be denied if the employee fails to provide the required medical certification.

Maximum Leave Entitlement

- Up to 12 weeks of absence from assigned duty may be requested within a 12-month period.
- In the event both spouses are employed by Connors State College, maximum leave for each eligible spouse is 12 weeks.

Intermittent and Reduced Leave Schedule

- In the event of employee or immediate family member illness only, an employee may request a reduced work schedule. Necessity for the leave must be such a medical need that can best be accommodated through an intermittent or reduced leave schedule. Employees needing intermittent FMLA leave or leave on a reduced schedule must attempt to schedule their leave so as not to disrupt CSC's operations.
- Connors State College may transfer an employee to an alternative position with equivalent pay and benefits in order to accommodate the request when such a reassignment is available and expedient for the department in question.

- Leave taken on an intermittent or reduced schedule will be calculated on a pro rata or proportional basis comparing the employee's new schedule to his or her prior schedule.

Concurrent Use of Accrued Paid Leave

- Family and Medical Leave is taken concurrently with other CSC leave policies. Any paid leave remaining after exhaustion of Family and Medical Leave would be taken in accordance with applicable CSC leave policies.
- An employee with accrued compensatory, annual, or sick leave will take all applicable leave prior to unpaid leave. Paid leave is granted only when the conditions in CSC Policy and Procedures for such leave are met.

Continuation of Benefits During Leave

- An employee's coverage in a group health plan will continue under the same conditions that existed prior to the Family and Medical Leave. Employee medical will be paid by CSC if the employee is enrolled in medical coverage at the same time the leave is requested.
- Employee life insurance and all optional benefits regularly paid by the employee will be paid by the employee while on leave.
- Dependent coverage of existing benefits would continue to be paid by the employee as under normal circumstances. d. Employee contributions will be made by the employee through the Payroll Office on a timely basis.
- In the event an employee elects to cancel insurance coverage, such cancellation will be effective at the end of the month after written notice to CSC Payroll Department. No partial premiums will be calculated.
- If an employee fails to return to work from unpaid leave, except where health conditions will not permit or death, the employee will be required to reimburse Connors State College for premiums paid on behalf of the employee during the Family and Medical Leave. The employee will be billed through the Business Office.

Restoration of Employment

- Upon return from family medical leave, an employee will be restored to his/her original or equivalent position with equivalent pay, benefits, and other employment terms.
- An employee may not be restored to an original or equivalent position if such position has been eliminated through a reduction in force program or if the original terms of appointment expired during the leave.
- Key employees ranking in the top 10% of the highest paid employees at CSC may be excluded from the job guarantee provision if there are reasons justifying such an action.
- If the reason for leave is personal illness or injury of the employee, medical proof of fitness to return to work will typically be required indicating the employee is able to perform the essential functions of the job.
- Time on leave of absence without pay may not count toward credited service for Oklahoma Teachers Retirement (OTR) purposes. The rules of the Oklahoma Teachers Retirement System (OTRS) prevail.

Restoration of Benefits

- CSC paid benefits such as CSC paid health care and life insurance will be restored to the employee once returning from leave and will be equivalent to what the employee would have had without taking the leave. If the employee does not want the insurance during this leave, s/he should cancel the insurance and upon return to work should notify CSC Payroll Office of his/her desire to reinstate the benefits. If the insurance is reinstated the day the employee returns, proof of insurability will not be required, and no pre-existing condition clauses will apply.
- Benefits normally paid for by the employee such as dependent coverage, long-term disability, etc. would also be reinstated.
- Health and dependent care reimbursement accounts will be reinstated once the employee is back on pay status if s/he was enrolled at the time of his/her leave.

Notice to Employees

- Notice of the Family and Medical Leave Act is posted in designated buildings on campus. Departments are responsible for ensuring such notification exists.
- Copies of this policy and procedure should be made available to employees upon their request.
- When leave is requested, the supervisor is required to send the employee to Human Resources. Human Resources will respond in writing to the employee specifying the rules for eligibility, 12-month period used, medical certification requirement, required substitutions of leave, rules on payment of benefit premiums, liability of employee for repayment, medical certification requirements, for return to work, status as a key employee, and right to restoration of original or equivalent position. Forms suitable for this response are available from the Human Resources Office.

Recordkeeping

- Supervisors will maintain adequate up-to-date records for each faculty/staff member that accurately reflect the rate and the amount of leave taken, the dates when such leave is used, and the current untaken leave balance.
- Supervisors will generate appropriate forms on any leave taken under FMLA.
- Supervisors will report leave used on payroll time-sheet reports.
- Documentation for use of leave will be maintained by the department for three years.

Exhaustion of Family and Medical Leave

- Once an employee has exhausted the 12 work-week eligibility under this policy and other paid leave does not apply, the employee must return to work immediately.
- If no other leave is approved, the employee will be terminated.

Consolidated Omnibus Benefits Reconciliation Act (COBRA)

- If an employee does not return to work after FMLA leave, CSC will offer COBRA as required under the Consolidated Omnibus Benefits Reconciliation Act.
- The qualifying event that will trigger an offer of COBRA continuation of coverage occurs on the last day of the employee's FMLA leave. The last day of FMLA leave is the earlier of (1) the date the employee gives termination notice or (2) the last scheduled day of the FMLA leave.
- Length of the COBRA coverage is measured from the day of the qualifying event.

Military Leave and Pay

Federal law prohibits discrimination by employers against persons because of their service in the Armed Forces of the United States and in certain related uniformed services in order to encourage non- career service in the Armed Forces. Additionally, the Oklahoma Legislature has adopted laws which provide special benefits to state employees who serve in the Armed Forces. Connors State College, as a matter of public policy, is committed to supporting its employees who choose to engage in service in the Armed Forces and this policy is intended to outline the rights and obligations of the College and its employees regarding such service. Often, individual cases will have to be resolved through a review of the facts particular to a given instance of military service. When faced with unique or unclear questions regarding the application of the College's policy and state and/or federal law to a particular case, unit administrators should consult with the Director of Human Resources for assistance and direction.

Definitions

"Uniformed Services" or "Armed Forces" as used in this policy means the Armed Forces of the United States (the Army, Navy, Air Force, Marine Corps, Coast Guard, and Reserve units for each such branch); the Army National Guard and the Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty; the commissioned corps of the Public Health Service; and any other category of persons designated by the President in time of war or national emergency.

"Service in the Uniformed Services" or "Military Service" means the performance of duty on a voluntary or involuntary basis in one of the Uniformed Services. It includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, and a period of time for which a person is absent from a position of employment with the University for the purpose of an examination to determine the fitness of the employee to perform any such duty.

"Notice of Service" means any written or verbal notification of an obligation or intention to perform service in the uniformed services provided to an employer by an employee who will perform such service or by the uniformed service in which such service is to be performed.

Scope of Policy

This policy applies to all College campuses and all other locations that have regular employees who serve in the Uniformed Services. It does not apply to students, independent contractors, or temporary employees.

Policies and Procedures

Leave of Absence for Military Service

All regular employees are entitled leaves of absence from their employment at Connors State College in order to engage in military service as is authorized by federal law without loss of status or seniority. Such leave is permitted regardless of whether the leave is voluntary or involuntary in nature. In ordinary circumstances, the maximum amount of such leave, in the aggregate, will be five (5) years in duration. Exceptional circumstances may occur in which leave for more than five years in the aggregate may be required. Unit supervisors should consult with the Director of Human Resources in such cases.

Employees engaging in military service are required to give notice of such service in advance in writing or orally to their immediate unit supervisor, either in person or through an appropriate officer of the

uniformed service in which the service will be performed, except in extraordinary circumstances. No advance notice is required if the giving of such notice is precluded by military necessity (as per regulations prescribed by the Secretary of Defense) or, under all of the relevant circumstances, the giving of such advance notice is impossible or unreasonable. In all instances, employees engaging in military service must submit copies of official written orders issued by the proper military authority to their unit supervisor.

Military Leave Pay/Use of Annual Leave

Employees engaging in military service, as set forth in this Policy shall be entitled to leave with pay during such period of service for the first thirty regularly scheduled workdays of such service during each federal fiscal year. The federal fiscal year begins on October 1.

A leave of absence without pay shall be granted for the remainder of military service in excess of the first twenty scheduled workdays each federal fiscal year.

Employees on military leave, on request, may choose to use up any accrued, unused annual leave that is available to them, but may not be required to do so.

In all cases, appropriate leave forms must be filed. It is the responsibility of the unit administrator to maintain accurate records of military leave. When an employee transfers from one administrative unit to another, the new unit administrator is responsible to obtain military leave records from the previous administrator.

Benefits While on Military Leave

During a military leave of absence, certain benefit rights are protected. Details regarding specific rights should be obtained from the Director of Human Resources.

Subject to terms, conditions, and limitations (including war exclusion clauses) of the applicable benefit plans in which the employee is otherwise eligible, Connors State College will continue to provide coverage as long as law requires.

Employees returning to work after a military leave of absence will be reinstated in benefit programs, where authorized by law. Employees returning to work who do not make timely application for credit of time through OTRS will be required to pay all applicable penalties and interest payments set by OTRS.

Leave Accrual, Seniority, and Holiday Pay While on Military Leave

Leave does not accrue during a leave of absence without pay.

The continuous employment date will be maintained during periods of military leave to ensure that leave accrual rates and other benefits based on seniority remain uninterrupted, so long as the employee returns to duty with Connors State College as required by law and this policy statement.

Upon returning from military service, employees are entitled to pay for holidays occurring during the leave of absence. It is the unit administrator’s responsibility to process appropriate pay through the supplemental pay process.

Reemployment Rights

Upon completion of military service, employees who have been on military leave must notify their unit administrator of their intent to return to duty at Connors State College within the following time frames:

Fitness Examinations

Service Less Than 31 Days: If an employee is absent from work at Connors State College due to the employee's being examined for the purpose of determining the employee's fitness to perform military service, or if an employee engages in military service for less than 31 days, the employee ordinarily must report to work on the first full regularly scheduled work period on the first full calendar day following the completion of such an examination or service of less than 31 days, plus the expiration of eight hours after a period allowing for transportation from the place of military service to the employee's home.

Service of More Than 30 Days but Less Than 181 Days: If an employee engages in military service for more than 30 days but less than 181 days, the employee must submit a written application for reemployment with the unit administrator not later than 14 days after the completion of the period of military service.

Service of More Than 180 Days: If an employee engages in military service for more than 180 days, the employee must submit a written application for reemployment with the unit administrator not later than 90 days after the completion of the period of military service.

Hospitalization / Convalescence Due to Injury or Illness While In Military Service

In cases where the employee is hospitalized for or convalescing from an illness or injury incurred in or aggravated during the period of military service, the employee is not required to return to work until the end of the period that is necessary for the employee to recover from that illness or injury, such period ordinarily not to exceed two years.

Extraordinary Cases Beyond the Employee's Control

All of the requirements in the Section entitled Reemployment Rights pertaining to the time frames ordinarily expected of an employee in returning to work are extended if returning to work or submitting an application to return to work within the normal time periods is impossible or unreasonable through no fault of the employee. In such instances, the time periods referred to in this Section shall be extended to the next full calendar day when such a return to work or submission of an application to return to work becomes reasonable. In instances where an employee is convalescing from an injury or illness while in military service, and returning to work is impossible or unreasonable within the normal two-year time period, the two-year time period shall be extended by the minimum time to accommodate circumstances beyond the employee's control which make the reporting within the period impossible or unreasonable.

Employees who have been on military service and who fail to report back to work or submit a written application for reemployment are subject to the College's regular policies which allow an employee to be separated from employment if absent without excuse for three consecutive days, except in instances where returning to work is unreasonable or impossible due to no fault of the employee, as set forth in the Section entitled Extraordinary Cases Beyond the Employee's Control.

Employees who are honorably discharged from their period of military service will be reinstated to active employment with Connors State College, provided that they have fulfilled the requirements of this policy statement and all applicable federal laws. Reinstatement will be in positions of like seniority, status and pay, or the nearest approximation consistent with the circumstances in each case. However, reemployment is contingent upon the employees' continued qualification to perform the duties of the job, and no change in circumstances that would make employment unreasonable or impossible.

Special Rules Regarding Separation from Employment after Military Service

Employees who return to work after engaging in qualified military service lasting more than 30 days may not be separated from employment for any reason other than cause for certain periods of time after returning to work.

Employees who serve more than 30 days but less than 181 days of military service may not be separated from employment except for cause for a period of 180 days after returning to work.

Employees who serve more than 180 days of military service may not be separated from employment except for cause for a period of one year after returning to work.

Job-Related Injury/Illness

Any injury or illness occurring as a result of employment shall be reported immediately upon occurrence to the immediate supervisor. If the immediate supervisor is unavailable the employee shall follow the chain of command. In the event that the employee is unable to contact supervisors, the employee shall contact the Human Resources Director. The employee must fill out an Employee Accident/Injury Report. The written report is to be submitted by the supervisor to the Director of Human Resources. Forms are available in the Human Resources Office. Failure to immediately report an accident/injury could result in a denial of claim.

Code of Ethics

Employees of the College shall maintain the highest standard of ethical conduct in all transactions with students, administrators, colleagues and the public. Employees represent the College when carrying out the duties associated with their position, and as such are expected to act in a manner consistent with the educational philosophy and goals of the College. Each employee must have a signed loyalty oath on file.

Additionally, the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges recognizes its obligation to students, faculty, staff and other stakeholders to maintain the highest ethical standards. To facilitate this, “Ethics Management” tools have been made available to provide you with a simple way to anonymously and confidentially report activities that may represent issues of concern, misconduct or violations of law or institutional policies and procedures.

Members of the institutional community are encouraged to continue to report concerns through regular lines of communication such as management, Human Resources or the Affirmative Action Department. The “Ethics Management” tool simply provides an additional means of reporting and enables individuals to report such issues anonymously.

Reported issues will be addressed promptly and discreetly. Facts will be made available only to those who need to know in order to address the issues reported. Connors College is committed to safeguarding the confidentiality of individuals who submit reports.

Under NO circumstances will retaliatory action be taken against anyone for reporting or inquiring in good faith about potential breaches of institutional policies and procedures or for seeking guidance on how to address suspected misconduct. Visit the Connors State College website for more information.

Employee Conduct

As an integral employee of Connors State College, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that both in your business and in your personal life you refrain from any behavior that might be harmful to you, your co-workers, and/or Connors State College, or that might be viewed unfavorably by current or potential supporters/parents/students or by the public at large. Whether you are on duty or off, your conduct reflects on Connors State College. You are, consequently, encouraged to observe the highest standards of professionalism at all times. Types of behavior and conduct that Connors State College considers inappropriate include, but are not limited to, the following:

- Falsifying employment or other College records
- Violating Connors State College's nondiscrimination and/or sexual harassment policy
- Excessive absenteeism or tardiness
- Excessive, unnecessary, and/or unauthorized use of College supplies, particularly for personal purposes
- Reporting to work intoxicated or under the influence of non-prescribed drugs, and illegal manufacture, possession, use, sale, distribution or transportation of drugs
- Bringing or using alcoholic beverages on Connors State College property or using alcoholic beverages while engaged in College business on College premises.
- Fighting or using obscene, abusive, or threatening language or gestures
- Theft of property from co-workers, students, or the College
- Unauthorized possession of firearms on Connors State College's premises or while on College business
- Disregarding safety or security regulations
- Insubordination
- Failing to maintain the confidentiality of the College, students or student/employee information; or any other improper conduct which is seriously injurious to the best interests of the College or any of its components.

Should your performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory in the judgment of Connors State College, based on violations on either of the above or of any other College policies, rules, or regulations, you will be subject to disciplinary action, up to and including dismissal.

Nepotism

Employee shall not influence, advocate, negotiate, or approve an employment and promotion of a relative. In view of the sensitive nature of the issue, it is the best policy to refrain from involvement in any type of personnel action pertaining to a relative. Connors State College permits the employment of relatives of employees as long as such employment does not, in the opinion of the College, create actual or perceived conflicts of interest. For purposes of this policy, "relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation. The College will exercise sound judgment in the placement of related employees in accordance with the following guidelines:

- Individuals who are related by blood or marriage are permitted to work in the same College area, provided no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within the "chain of command" of a relative such that the relative could influence one relative's work responsibilities, salary, or career progress.
- No relatives are permitted to work in the same department or in any other positions in which the College believes an inherent conflict of interest may exist.
- Employees who marry while employed are treated in accordance with these guidelines. That is, if, in the opinion of the College, a conflict or an apparent conflict arises as a result of the marriage, one of the employees will be transferred at the earliest practicable time.

The policy applies to all categories of employment at Connors State College.

Connors State College Dress Code

Connors State College should have a consistent and professionally dressed workforce serving the needs of our students. As a step towards enhancing a professional work environment, a dress code has been developed for our institution. The dress code is reflective of business casual dress that will be mostly utilized within the office and classroom setting. We realize that some job duties may require a different level of dress than what is listed, but this dress code was written with everyone in mind to give guidance on what is appropriate for our environment.

Pants/Bottoms- Dress Slacks, dress capris/crop pants and chinos are appropriate as long as they are not made of denim or denim in color. Clingy fabric or tight fitting clothing is not considered appropriate.

Shirts/Tops/Blouses- Collared shirts, dress shirts, or blouses are considered appropriate. Tank tops or camisoles are only acceptable under a jacket or another approved top and should be worn if the top shirt needs additional coverage. Sleeveless dress tops and blouses must be at least three fingers in width and made of dressy material.

Dresses and Skirts- Business, business casual and casual dresses are appropriate if meet all of the other dress code standards. Dress and skirt lengths should be at a minimum length of three inches above the knee, when standing.

Shoes- All shoes must be neat, clean, and appropriate for a professional work environment. Business and business casual shoes and sandals are considered acceptable. Flip-flops (based on appearance) and athletic shoes are generally not appropriate for the workplace. However, on designated spirit/jeans days, employees may wear clean, presentable athletic shoes with jeans, provided they maintain a polished and professional look.

Hats- Hats are not encouraged for employees working inside college buildings, as they are generally not considered part of professional indoor attire. However, if a hat is worn during work hours, it must be neat, clean, and preferably reflect Connors State College branding.

Miscellaneous- The last day of the workweek is considered spirit day. As such, jeans may be worn with a Connors shirt, or you may choose to wear approved business casual wear. Jeans are permitted provided they are clean, in good condition, and allow for freedom of movement appropriate to the employee's duties. Clothing should maintain a professional appearance. If you have an article of clothing or shoe that

you question being appropriate, please visit with your supervisor, your area Vice-President, or Human Resources before wearing to work.

Jury Duty

Connors State College considers jury duty to be a civic responsibility. Whenever an employee is called upon to serve as a juror, it will be without loss of College pay. An employee who is selected and serves as a juror should present documentation of the summons to his/her supervisor for the period of absence during the jury duty. All payments received from the court for services rendered as a juror shall remain the property of the employee.

Employees Paid by Temporary Grants or Contracts

Employees paid by a grant or contract that expires during a period of military leave may have reemployment rights in certain circumstances. Reemployment rights are situational, depending upon the individual case facts, such as a history of grant or contract renewal. Contact Personnel Services/Human Resources for a specific determination in instances involving employees paid under a grant or contract.

Reservation to Alter Policy

Connors State College reserves the right to change this policy handbook or any portion thereof at any time without any prior notice.

Grievances and Appeals Policy/Procedures for Staff

This policy provides an avenue for the resolution of differences and misunderstandings between supervisors and staff regarding work-related issues. These policies and procedures statements are applicable to all employees of Connors State College. All employees who have a grievance as defined in this policy, that cannot be resolved informally, may request the formation of a Grievance Review Committee. The Grievance Review Committee will conduct an examination of the issues and make recommendations for review by the Affirmative Action Officer (HRD).

Definitions

Complaint: A complaint is a timely, informal expression of dissatisfaction with particular aspects of employment outside of the employee's control.

Grievance: A grievance is a timely, written complaint filed by an employee, with regard to good faith assertion of substantial administrative error relating to appointment, reappointment, disciplinary actions, dismissal, retirement, hostile work environment, or safety in working conditions. Excluded from the grievance definition are complaints concerning wages and salary judgments, performance-related dismissal during a formal probationary period of employment, and College statements concerning policies and rules.

Note: A grievant must state whether he or she believes that discrimination due to race, color, national origin, sex, age, or qualified disability or veteran's status is involved.

Hearing Procedures

1. Informal Resolution Attempts

All complaints will be reviewed in a timely manner to facilitate resolution at the lowest administrative level possible, beginning with the immediate supervisor. If the complaint cannot be resolved at this point, the

employee must discuss the point(s) of dissatisfaction with the appropriate administrator at each level of the administrative jurisdiction through the HR.

2. Written Request for Response

If informal discussions between the employee(s) and the supervisor(s) do not resolve the issue, the employee has the option to request the formation of a Grievance Review Committee to consider the grievance and supporting evidence. The request must be submitted to the HR, in writing, within ten (10) workdays from the end of the informal discussion.

To expedite a timely review by the Grievance Review Committee, the request must include the following:

- A clear and detailed statement of the grievance(s) along with a statement describing the specific supporting evidence,
- The specific remedial action or relief sought with the reasons why such action is warranted,
- A brief summary of the results of the previous discussions of the issues involved,
- A statement that illegal discrimination is, or is not, alleged, and
- The signature of the grievant.

3. Grievance Review

Within fifteen (15) working days after receipt of a qualified written request for the formation of a Grievance Review Committee, the HR will initiate the selection of the Committee by random choice from computerized listings of the College full-time employees. Both the employee filing the grievance and the responder to the grievance will be notified of the time and place for the selection, and each will have the right to be present.

A. Five Committee members will be chosen. One member will be selected from the college staff. One member will be selected from the college faculty. The grievant will select one person, and the responder will select one. The remaining member and two alternates will be selected at random from the staff of the College. The alternates are expected to attend all hearings of the Grievance Review Committee but will not be involved in the recommendations of the Committee unless a serious illness, necessary absence, or extreme hardship of a staff Committee member occurs during the course of the grievance hearing. At least one staff member will be of the same sex as the employee. If the employee is a member of a racial minority, at least one staff member will be a member of a racial minority (it is not necessary that the member be of the same racial minority as the employee). No member of the Grievance Review Committee may be employed in the same departmental unit as the employee or supervised by the responding supervisor.

B. The employee and the responding supervisor will each be allowed to challenge one selection for the Grievance Review Committee without showing cause (peremptory challenge). Such challenge will be made at the time of the selection of the member.

C. Both parties will also have the right to challenge all other random members. Such challenges may be made either at the time of selection or at any time prior to the convening of the hearing conducted to review the employee's grievance. The HR will rule on the validity of all permissible challenges for cause, such as bias, prejudice, member of same unit as a party, etc.

D. All persons selected for membership on the Grievance Review Committee will be expected to serve except in cases of illness, necessary absence from the campus, prior service on a Grievance Review Committee in the current or immediately preceding calendar year, or other extreme hardship. The HR should decide whether a chosen person should be excused from

service and may replace such a member by the same procedure used for the original selection.

E. In the event of serious illness, necessary absence, or extreme hardship of a Committee member during the course of a grievance hearing, HR may, at his or her option, or at the request of either the employee or the responding supervisor, select a replacement by using the same procedure that was used for the original selection. In the event that a Committee member is replaced during the course of the hearing, the successor will review the record of the proceedings to become familiar with the positions of the parties and with the evidence previously submitted to the Committee.

The members of the Grievance Review Committee will select a Chair from their group. The HR will serve as a nonvoting advisor to the Committee, except when such official is a party to the grievance. In such an event, the college President will appoint an alternate to serve as the advisor.

The Affirmative Action Officer will exercise reasonable discretion in attempting to schedule a hearing to be convened at the earliest convenient time and date that the affected parties can be in attendance. Such date will not exceed ten (10) workdays with a possible extension of five (5) workdays if necessary.
The Affirmative Action Officer will advise the Grievance Review Committee as to the nature of the charge and the Procedures for grievance review in order to promote fairness and equity for all persons involved.

The HR will remain neutral in the matter at all times, and may serve as a resource person on procedural questions upon request of the grievant, the responder, or both.

The Affirmative Action Officer will be responsible for obtaining a hearing room, and will notify all appropriate Parties of the time, date, and place of all hearings. Attendance at the hearing will be limited to persons who have an official connection with the case as determined by tile Chair. The employee and the responding supervisor may choose to be accompanied at the hearings by an advisor, colleague, friend, or Office of Legal Counsel for A&M Board of Regents. Such person may not be someone who is contemplated to be a witness in the hearing. Others whose participation in the hearing is considered essential in order to assist the Committee in establishing the facts in the case will appear before the Committee only long enough to give statements and to answer questions from the grievant, responder or Committee members.

The Chair will set forth the rules of procedure for the hearing in general accordance with the guidelines below. The Chair may for good cause and with occurrence of a majority of the Committee, authorize minor deviations from the guidelines or format. In cases of deviation, the principal parties will be notified of the deviation.

The grievant will be heard first in all phases of the grievance hearing(s) and will be primarily responsible for the presentation of the evidence supporting the grievance.
Counsel or a representative may advise the principals but will not be permitted to participate directly in the proceedings, testify, or question witnesses except as noted below.

A reasonable time limit should be established for opening and closing statements, and will be announced prior to, or at the time of, the beginning of the hearing. Both Parties may make opening statements and present an overview of the evidence. Closing statements should review the evidence actually presented to the Committee, together with logical arguments for the parties' positions.

The length of hearing sessions may be established in advance, and every effort will be made to conduct them as expeditiously as possible, with fairness to both parties and attending witnesses.

The principal parties will provide the Chair with the name of potential witnesses at least 48 hours in advance of the first hearing session. These persons will be notified of the hearing session by the employee or by the responding supervisor, and the witnesses will be scheduled as close to the time of call as possible to avoid undue waiting. The College has no power to compel attendance by employees desired to be called as witnesses. Therefore, the principal parties are responsible for contacting and arranging for attendance of their own witnesses in all cases.

The parties will develop their positions through witnesses and documentation. Witnesses may be cross-examined. Rebuttal evidence is permitted. The Committee may call additional witnesses if they regard such evidence as probably relevant to the case. Either party may also request additional witnesses are permitted to appear before the Committee. The Committee has the discretion to permit such an appearance, if no undue prejudice to the other party would result.

All testimony pertaining to the grievance hearing will be held in confidence by all parties and should not be discussed with others unless there is a compelling official need.

Only evidence relevant to the grievance may be introduced. The Chair of the Committee will decide the question of relevance.

In cases of termination of employment of a staff member, the College recognizes the seriousness of such action and intends that if legal counsel is retained by the grievant; the utilization of counsel will include opportunity for counsel to participate directly in all appropriate portions of the hearing including the Presentation of the grievant's case to the Committee. Legal counsel may also represent the responder with the same opportunities for participation.

In order to have records of the proceedings, a confidential tape recording of the grievance hearing(s) will be made. Copies of such tape recording may be made accessible to members of the Grievance Review Committee, to the appropriate Vice President, to the President, and to the members of the A&M Board of Regents.

At the conclusion of all hearing sessions, after the final report of the Grievance Review Committee is submitted, the confidential tapes and all other relevant material will be sealed and preserved by the HR. These materials will be destroyed after five (5) years unless one or both parties submit a written reasonable request to the HR to preserve them for a longer period of time.

At any point in the grievance proceedings prior to the time at which the Grievance Review Committee has issued its final report in the case; the employee may withdraw any portion or the entire grievance with the permission of the Grievance Review Committee. In all cases of withdrawal, the employee will not have the privilege of reopening the same grievance at any time in the future.

At the conclusion of the final hearing session the Grievance Review Committee will establish a date, time and place to go into closed session for tile purpose of, deliberating the evidence, and Committee findings

and recommendations in the case. Attendance at the closed sessions will be limited to Committee members unless a recalled witness is to be present, in which case both parties to the grievance will be notified and may attend.

The Grievance Review Committee will issue a written report, which states its findings and advisory recommendations for resolving the case. The report of the Committee will include a summary of the testimony and evidence that was presented, and the evidence upon which the findings of fact were based will be specifically cited. The report of the Committee will contain:

- A statement of the purpose of the hearing.
- The issues considered.
- The findings of fact.
- Recommendation(s) for disposition of the grievance.

The Grievance Review Committee will submit its report to the Affirmative Action Officer. The report will be forwarded to the appropriate Vice President. The Affirmative Action Officer will provide copies of the report to the employee, the responding supervisor, and to all members of the Grievance Review Committee. The Affirmative Action Officer will keep a copy in a permanent file.

4. Review and Final Decision

The appropriate Vice President will promptly review the report of the Grievance Review Committee. The report may be returned to the Grievance Review Committee for clarification purposes, if it is unclear or incomplete. The appropriate Vice President will then make a decision regarding the matter, normally within ten (10) workdays from receipt of the advisory recommendations of the Grievance Review Committee and will forward that decision to the President, both parties to the grievance, and to the Chair of the Grievance Review Committee.

Prior to its implementation, the President of the College will review the report from the Grievance Review Committee. Unless otherwise previously effective, the decision of the Vice President will be implemented and considered final and binding after the review concurrence of the President. Such review should normally be completed within ten (10) working days after receipt of the Vice President's decision.

The Vice President will communicate the final decision in the case to the Chair of the Grievance Review Committee, to the grievant, to the responder, and to the Affirmative Action Officer.

Anti-Harassment Policy

Connors State College is committed to providing its staff and faculty the opportunity to pursue excellence in their academic and professional endeavors. This opportunity can exist only when each employee of our College is assured an atmosphere of mutual respect. The free and open exchange of ideas is fundamental to the College's purpose. It is not the College's intent in promulgating this policy to inhibit free speech or the free communication of ideas by academic members.

Policy Against Discriminatory Harassment

The College is committed to maintaining learning and working environments that are free from all forms of harassment and discrimination. Accordingly, harassment based on an individual’s race, religion, age, sex, color, national origin, marital status, disability, veteran status of any other legally protected characteristic is prohibited. The College will not tolerate harassment, sexual harassment, or retaliation in the workplace or educational environment whether committed by faculty, staff, or by visitors to Connors

State College while they are on campus. Each employee of Connors State College is responsible for fostering civility, for being familiar with this policy, and for refraining from conduct that violates this policy.

For purposes of this policy, harassment is defined as:

- any type of behavior which is based on gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status, that
- is so severe or pervasive that it interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working environment.

Harassment when directed at an individual because of a legally protected characteristic may include, but is not limited to: unwanted physical contact; use of epithets, inappropriate jokes, comments or innuendos; obscene or harassing telephone calls, e-mails, letters, notes or other forms of communication; and, any conduct that may create a hostile working or academic environment.

Sexual harassment, whether between people of different sexes or the same sex, is defined to include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other behavior of a sexual nature when:

- submission to such conduct is made implicitly or explicitly a term or condition of an individual's employment or participation in an education program;
- submission to or rejection of such conduct by an individual is used as the basis for personnel decisions or for academic evaluation or advancement; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile or offensive working or educational environment.

Sexual harassment may include, but is not limited to: unwelcome sexual advances; demands/threats for sexual favors or actions; posting, distributing, or displaying sexual pictures or objects; suggestive gestures, or sounds; unwelcome physical contact; sending/forwarding inappropriate e-mails of a sexual or offensive nature; inappropriate jokes, comments or innuendos of a sexual nature; obscene or harassing telephone calls, e-mails, letters, notes or other forms of communication; and any conduct of a sexual nature that may create a hostile working or educational environment. See Sexual Harassment Policy Section in this Handbook.

Retaliation against an individual who complains of discriminatory harassment under this policy is strictly prohibited.

Responsibilities under this Policy

The College is committed to enforcement of this policy. Individuals who are found to have violated this policy will be subject to disciplinary action, up to and including termination of his/her College affiliation.

- All individuals are expected to conduct themselves in a manner consistent with this Policy.

- Staff or faculty employees who believe that they have been subject to discriminatory harassment are encouraged to report, as soon as possible, their concerns to the Human Resources Director. The College provides an environment of confidentiality by which individuals can discuss concerns related to discriminatory harassment.

- Individuals who witness what they believe may be discriminatory harassment of another are encouraged to report their concerns as soon as possible to the Human Resources Director, their supervisors, division chairperson, or the Vice-President of their department.

- Complainants are assured that reports of harassment will be treated in a confidential manner, within the bounds of the College's legal obligation to respond appropriately to any and all allegations of harassment.

- Supervisors, including faculty managers, who receive reports of harassment, should contact the Human Resources Director for assistance in investigating and resolving the issue.

- Supervisors, including faculty managers, are required to implement corrective action where, after completing the investigation, it is determined corrective action is indicated. Intentionally making a false accusation of harassment is prohibited.

- The College administration is responsible for ensuring the consistent application of this policy.

Procedures for Discrimination Complaints Brought Within Connors State College

Inquiries regarding procedures on discrimination complaints may be directed to the Director of Human Resources, located in Gatlin Hall, Room 231, Warner Campus, 918-463-6206.

Sexual Harassment Policy

This policy applies to employment and/or academic relationships among faculty, staff and students. The College will take all reasonable steps necessary to prevent sexual harassment from occurring, which will include raising the subject, expressing strong disapproval, developing appropriate grievance procedures and sanctions, informing faculty, staff and students of their rights, and developing methods to sensitize all concerned about the issues

Connors State College explicitly condemns sexual harassment of students, staff, and faculty and will not tolerate such conduct on or off campus. Sexual harassment is prohibited in the workplace and in the recruitment, appointment, and advancement of employees. Sexual harassment of students is prohibited in and out of the classroom and in the evaluation of student academic or work performance. Connors State College reserves the authority to independently deal with sexual harassment issues whenever becoming aware of their existence, regardless of whether informal or formal complaints have been lodged by persons complaining of such issues. Sexual harassment is unlawful and may subject those who engage in it to College disciplinary sanctions as well as civil and criminal penalties.

Connors State College will take measures to periodically educate and train employees regarding conduct that could constitute a violation of this policy. All personnel, including management and supervisory officials, are expected to participate in such education and training and to be knowledgeable concerning the College policy. Retaliation against anyone who makes a complaint or participates in the complaint process will not be tolerated.

Grievance procedures consistent with the principles of due process have been developed and implemented for faculty, students and staff; the latter includes administrative, professional employees, and classified staff. Complaints and grievances concerning sex discrimination will be reviewed under the appropriate grievance procedures for the accuser. Complaints and grievances concerning disciplinary actions will be reviewed under the appropriate disciplinary procedures for the person accused. Grievance procedures are available for students in the office of the Vice President for Academic Affairs. The grievance procedures for faculty and staff are included in the Faculty and Staff Handbook.

Connors State College will (1) respond to every complaint of sexual harassment reported, (2) take action to provide remedies when sexual harassment is discovered, (3) impose appropriate sanctions on offenders in a case-by-case manner, and (4) protect the privacy of all those involved in sexual harassment complaints to the extent it is possible. The above actions will apply to the extent permitted by law or where personal safety is not an issue.

Sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working/academic environment.

Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the College's educational mission.

Sexual harassment also can involve relationships among equals such as when repeated advances, demeaning verbal behavior, or offensive physical contact interfere with an individual's ability to work and study productively. The creation or acceptance of hostile working environments will not be tolerated and employees at all levels are subject to potential disciplinary action if engaged in such actions.

Members of the College community holding positions of authority involving the legitimate exercise of power over others have a particular responsibility to be sensitive to that power relationship. Supervisors, in their relationships with subordinates, and faculty, in their relationships with students, particularly need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Because there is an inherent power difference in these relationships, the potential exists for the less powerful persons to perceive a coercive element in suggestions regarding activities outside those appropriate to the professional relationship.

Regulations

It shall be a violation of College policy for faculty, staff and/or students to engage in sexual harassment as described in the Definition section of this policy.

It is a violation of College policy for anyone to seek gain, advancement, improved academic standing or consideration in return for sexual favors.

It is a violation of College policy for faculty, staff and/or students to initiate any action as a reprisal against a faculty or staff member or student for reporting sexual harassment.

Whenever there is a demonstrated instance of sexual harassment, or reprisal for reporting same, prompt and corrective action shall be taken. Failure to take appropriate actions is against College policy. Supervisors are charged with the responsibility of responding immediately and appropriately to correct any situations which create a hostile working or educational environment within an administrative unit under their supervision. Supervisors who are concerned about whether such a situation is developing or who desire assistance in appropriately responding to such a situation should seek assistance from the Director of Human Resources. Any supervisor who fails to appropriately respond to a hostile working or educational environment, or to seek assistance from the Director of Human Resources when a hostile working or educational environment situation develops which reasonably should have been perceived by the supervisor, may be subject to disciplinary action. Supervisors should also be aware that failure to adequately respond to allegations of sexual harassment may subject them to personal liability under relevant Civil Rights statutes.

Reporting Complaints

All persons who believe that they have been subjected to prohibited sexual harassment are encouraged to report such conduct to designated College officials. It is not necessary that a person complaining of sexual harassment file a formal complaint in order for the College to evaluate the matter and/or attempt to informally resolve the situation. Persons who believe that they have been subjected to prohibited sexual harassment may seek either informal or formal College evaluation and response to their concerns by going to any of the designated officials listed above. However, in order for disciplinary action to be taken against a College employee or student, it may be necessary for a formal complaint to be filed, and that process may require the person complaining about such behavior to cooperate with College officials on a formal basis.
B. Any individual, whether an employee, a student, or a visitor to the College, who believes he/she may have experienced sexual harassment, or who believes that he/she has observed sexual harassment taking place, should report this information immediately to any of the following “designated officials”:

1. The President
2. The Vice President for Academic Affairs
3. The Director of Human Resources
4. Any administrator with direct or chain of command supervisory responsibility over the unit in which the concern arise.

Office locations, addresses, and telephone numbers for the above officials are provided on page 6 of this handbook. Reports/complaints, whether informal or formal, received by them must, in turn, be reported to the Director of Human Resources. If an extraordinary conflict of interest would prevent use of the usual informal or formal review procedures, the person complaining of sexual harassment may request assistance directly from the Office of the President.

Unless otherwise provided herein, investigation of sexual harassment complaints shall be the responsibility of the Director of Human Resources or such other official as designated by the President in

a given case. In instances where formal disciplinary action is deemed necessary, other College policies may call for additional levels of review before such action is taken.

Review Procedures

If an individual believes an incident of sexual harassment has occurred, he/she may wish to discuss the alleged behavior with a trusted friend or colleague on a confidential basis. The Director of Human Resources is also available for consultation. The individual may elect to pursue the matter on an informal basis or to file a formal complaint.

Informal Resolution

Many times, issues of concern are due to lack of communication or awareness that certain conduct is offensive, if comfortable to do so a simple talk with the person engaging in the conduct in question can resolve the matter. Persons complaining of sexual harassment may therefore desire to attempt to resolve the problem informally by discussing the matter with the person who is allegedly engaging in prohibited conduct, or by talking with supervisory officials if it is felt that an advocate is necessary.

An individual who feels he/she has been sexually harassed may desire to resolve his/her complaint informally (i.e., without formal disciplinary action being taken against the accused individual and without the formal investigatory process). Informal complaints are not required to be made in writing. An example of an informal complaint is one where the complainant requests only that an appropriate College official counsel the accused individual to cease and desist the alleged conduct, and requests no other specific action(s) be taken against the accused. Persons making informal complaints of sexual harassment agree and understand that no formal disciplinary action will be taken against the alleged offender based on an informal complaint. If the complainant chooses, he/she may at any time prior to resolution of the informal complaint amend the informal complaint to a formal complaint.

If informal discussion with a supervisory official is desired, the concerns ordinarily should be directed to the immediate supervisor of the employee accused of engaging in sexual harassment. However, if the person complaining of sexual harassment is uncomfortable discussing the matter with such immediate supervisor, if the person accused of engaging in prohibited conduct is the supervisor of the person lodging concerns, or if the supervisor has previously been made aware of the conduct at issue and is not believed to have adequately responded to the matter, the person complaining of sexual harassment may ask to discuss the matter with College officials at a higher supervisory level. Any College supervisory official overseeing the area where the accused employee works through the level of Vice President, or the Director of Human Resources, may be contacted for informal discussion regarding the matter of concern. Such officials will evaluate the matter and, if the concerns expressed are believed to have merit, will attempt to aid the person complaining of sexual harassment in informally resolving the matter to the extent possible. A written record will be made of the informal discussions and interactions and such record will be maintained in a confidential manner for future reference as might be necessary.

Note: The College will attempt to balance the wishes of a complainant who does not want to file a formal complaint with the College's responsibility to respond to serious allegations and take prompt, appropriate corrective action. A complainant who chooses not to proceed with a formal complaint may be asked to state that preference in writing.

Formal Review Process

1. If a person complaining of sexual harassment does not believe that informal attempts to resolve issues of concern have been successful and therefore desires to lodge a formal complaint, or if informal resolution attempts are not believed to be possible, that person may file a formal complaint alleging sexual harassment and asking that appropriate steps be taken in response to the complaint by the College.
2. Any formal complaint must be filed with the Director of Human Resources listed above within 180 calendar days of the act(s) of alleged sexual harassment.
3. Formal complaints must be delivered by the complainant to the Director of Human Resources. The formal complaint must be filed as soon as possible after the alleged incident occurred or after attempts to resolve the situation informally have been unsuccessful. A formal complaint must be in writing, signed by the complainant, and must include the following information:
    1. Details concerning the incidents or conduct giving rise to the complaint;
    2. Dates and location of incidents;
    3. Any witnesses to the alleged incidents or conduct;
    4. Action requested to resolve the complaint and prevent future violations of the policy.
4. Upon receipt of a formal complaint alleging sexual harassment, the Director of Human Resources (or other appropriate administrators or review committees) is empowered to conduct an initial investigation of the charge, to interview the parties involved, to hear testimony pertaining to the matter, and to gather any pertinent evidence. During such initial investigation, the Director of Human Resources is authorized to explore means by which the matter may still be informally resolved.
5. All College employees are obligated to fully cooperate with such an investigation and refusal or willful neglect to do so may subject such employees to independent disciplinary action, including possible termination, based upon such refusal or willful neglect. The investigating official may request assistance or advice from the Office of Legal Counsel to the A&M Board of Regents. The complaining party and the accused will be interviewed. Other witnesses and other parties may be interviewed to clarify details. The accused will be given a copy of the complaint and will have an opportunity to respond. In arriving at a determination of the existence of sexual harassment, at any stage in the proceedings, the evidence as a whole, the totality of the circumstances, and the context in which the alleged incident(s) occurred, shall be considered. The determination of the existence of sexual harassment will be made from the facts on a case- by-case basis.
6. At any stage in the investigation and review process, if it is reasonably believed that the immediate harm to either party is threatened by the continued performance of either party's regular duties or College responsibilities, the appropriate administrative official may suspend or reassign such duties or responsibilities pending the completion of the investigation and review process.
7. The initial investigation should ordinarily be completed within 30 calendar days of receipt of the complaint. However, unusual circumstances may compel that the initial investigation extend beyond the usual 30-day time frame.
8. Upon completion of the initial investigation, the Director of Human Resources is authorized to take the following actions:
    - Agreed Resolution
      Resolve the matter to the satisfaction of the College and both the person complaining of sexual harassment and the employee accused of sexual harassment. If such a resolution is

reached through the efforts of the Director of Human Resources or other administrator, a written statement shall be prepared which shall indicate the agreement reached by the parties and shall be signed and dated by each party and by the administrator. A copy of such written statement shall be attached to the initial investigation report. At that time the investigation and the record thereof shall be closed.

- Formal Recommendation
  Find that the parties are unable to resolve the matter informally and make a written recommendation to appropriate administrative officials regarding whether acts of sexual harassment have occurred. Such report will be limited to factual recommendations regarding the existence of prohibited conduct and will not include recommendations regarding actions to take in response to the report. Upon receipt of a formal written recommendation from the Director of Human Resources, the administrative official overseeing the administrative unit in question shall review the recommendation and make a final decision regarding what administrative action to take in response to the recommendation, if any.

  In such instances, the person who has brought the complaint shall be notified of such decision and that such decision can be appealed for reconsideration to the administrative official of the College who has direct supervisory responsibility over the official making the decision not to pursue the matter further.

  Where administrative actions are to be directed in response to a written report, the administrative supervisor may consult with the Director of Human Resources or other appropriate administrative officials regarding such actions prior to implementation. The administrative official will, in turn, notify the complainant regarding the resolution of the complaint, what corrective action, if any, will be taken, and/or, in general, whether any discipline will be imposed.

Appeal of Formal Complaint Resolution / Disciplinary Action

Either the complainant or the person accused may file an appeal of any decision concerning the resolution of the complaint. An appeal by either party must be made in writing, delivered to the Director of Human Resources within five (5) business days of receipt of the notice of resolution/disciplinary decision.

The written appeal must state in detail the reason(s) for the appeal and shall address one or more of the following:

- if the appeal alleges the findings of the investigator included relevant factual errors or omitted relevant facts, the appeal shall specify each and every alleged factual error, and/or details of each, and every relevant fact that was omitted from the investigation;
- if the appeal alleges substantive procedural errors, the person appealing shall identify each and every instance of said substantive procedural error;
- if the appeal alleges relevant and substantive issues or questions concerning interpretation of University policy, the person appealing shall state, in detail, the issues/questions supporting this allegation;
- if the appeal alleges new information or evidence, the person appealing shall specify the reasons why said information was not available or provided to the investigator during the

investigation, including specific reasons why said information could not have been provided on a timely basis;

- if the appeal alleges either that the action(s) or inaction(s) of the supervisor in response to the findings of the investigator will not prevent future violation(s) of this policy, the person appealing shall specify, in detail, the reasons and basis for this belief/allegation.

No disciplinary or other action based on the complaint shall be taken against the alleged offender during the appeal process, although temporary, interim measures may remain in place. As indicated herein, the College in its discretion, may at any point in the complaint process elect to place the alleged offender on administrative leave, with pay, or implement a temporary reassignment.

The Director of Human Resources will convene a three-person hearing panel. The Director will preside as a non-voting facilitator. The panel will review all previous findings and the disciplinary action recommended, if any. In addition, the panel will interview the complaining party and the accused. After reviewing the written summary, considering the interviews, and deliberating, the committee will communicate its findings and, if appropriate, recommendations for disciplinary and/or corrective action to be taken. The Director of Human Resources will meet with the President of the College and outline the panel's findings. The President or his designee will meet with the complaining party, the accused and appropriate department supervisors or directors to communicate his decision based upon the panel's findings.

Withdrawal of Complaint

The person complaining of sexual harassment may withdraw the complaint at any point during the investigation or prior to the completion of any formal hearing on the matter. Once a complaint is withdrawn, it may not be refiled and will not be further considered except where the conduct constitutes part of a continuing pattern of similar conduct.

Policy on Workplace Violence

Purpose and Goal

It is Connors State College's policy to promote a safe environment for its students and employees. The College is committed to working with its employees and students to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. While this kind of conduct is not pervasive at the College, no institution is immune. Disruptive behavior at one time or another will affect every institution.

Violence, threats, harassment, intimidation, and other disruptive behavior at the College will not be tolerated. All reports of incidents will be taken seriously and dealt with accordingly. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

Scope

This policy applies to all situations involving violence, threats, harassment, intimidation and other disruptive behavior that may be engaged in by faculty, staff, or students (full-time or part-time, permanent or temporary) on Connors State College- Warner and Muskogee campuses.

Responsibility

The interpretation and administration of this policy is the responsibility of Connors State College's Human Resources Department. The Human Resources Department is assisted in the Policy on Workplace Violence interpretation and administration by an appointed body called the Threat Assessment Team.

Duty to Warn

In furtherance of its Policy on Workplace Violence, Connors State College employees have a "duty to warn". A "duty to warn" refers to each employee's responsibility to notify their supervisor, the Security Office, or Human Resource's office of any workplace activity, situation, or incident that they observe or know of that involves (or appears to involve) problematic behavior. On Connors campuses in Warner or Muskogee, "problematic behavior" may involve fellow employees, students, parents and/or visitors to the campus. Examples of "problematic behavior" may include but are not limited to: verbally and physically aggressive behavior, threats or acts of violence, offensive acts, threatening or offensive comments or remarks; etc. Employee reports pursuant to this policy will be held in confidence, to the maximum extent possible. Connors State College will not condone or support any form of retaliation against an employee for making a report in good faith under this policy.

In-Person Threats Against Individual(s) and/or Connors State College

The following guidelines are to be adhered to relative to Connors State College's Policy on Workplace Violence:

- Confrontational threats while at work shall be dealt with by the supervisor and Human Resources office through a meeting with the individual(s) involved as soon as reasonably possible.
- Depending on the seriousness of the threats, actions may include suspension (for gathering facts), written warning, or termination.
- For employees suspended or terminated, the campus Security Office must be notified whereby an officer will retrieve the employee's ID card and building keys. The Security Office will also escort said person(s) off campus.
- Use of the Security Office should be engaged at any time, as it appears appropriate and necessary.
- Further follow-up through a crisis assessment may be invoked if warranted.

Other Threats Against Individual(s) and/or Connors State College

Threats against (an) individual(s) and/or Connors State College-regardless of how transmitted (written, verbally, electronically)- should be immediately reported to the Human Resources Department.

The Human Resources Department will as soon as reasonably possible, initiate a threat assessment conducted by members of Threat Assessment Team along with the supervisor of the individual making the threat. The Threat Assessment Team-as warranted-may approach other individuals-e.g., the party against whom the threat was made and/or their supervisor. The Human Resources Department will also collect information from the employees or student to whom the threat was made.

Factors that will be included in a crisis assessment will center are:

- The nature of the threat;
- The need for immediate action;
- The circumstances preceding the threat;
- The assurance that the individual(s) will not be able to enter the campus (or building);
- The nature of ongoing communications with the involved individual(s);
- Notification of law enforcement authorities;
- Possible legal action.

Threats occurring at locations other than the main campus should follow the procedures outlined below:

1. Hostile actions and threats require the Director on site to determine the appropriateness of contacting local law enforcement agencies. The Human Resources Department on the main campus should be notified immediately to help determine appropriate follow-up actions.
2. Written or electronically transmitted threats must be made known to the on-site Director immediately. Employees should contact the main campus Human Resources Department to determine the next steps to be taken in conjunction with the crisis management team's assessment.
3. The Director (on site and others as deemed necessary) should record details of the incident for analysis and review by Connors State College Security Office, Human Resources, and local law enforcement officials, if necessary.

Documentation

Whether on the main campus, or Muskogee Campuses—it is critical that any material relevant to an incident be maintained until Human Resources decides upon proper disposition. Additionally, in all circumstances, a complete and detailed log of events will be maintained by the Human Resources Department and reviewed on an on-going and/or as needed basis.

Communication with the News Media

The College President (or president's designee) will handle all communications with the press and other news media about a violent workplace incident. All other employees who receive inquiries from the press should direct them to the College and Community Relations Director.

Policy Statement

Serious threats or acts of intimidation (i.e., statements, or physical acts which put a reasonable person in fear of harm to him/herself or another), and acts of violence, with or without the presence of a weapon, will not be tolerated at Connors State College. Violations of this policy may result in disciplinary action, including possible suspension, termination, and/or the filing of criminal charges.

All employees, regardless of position with the College, shall immediately report acts of violence and/or serious threats (which a reasonable person would consider potentially dangerous) made against them or witnessed by them. Such reports may be made to the employee's immediate supervisor. When/if the immediate supervisor receives a report regarding treats or violent episodes he/she shall advise the Human Resources Department and the Security Office.

Employees should also feel free to report concerns about unusual or threatening behavior, even though such behavior is not perceived as a direct threat of an immediately dangerous situation when the employee, in good faith, is fearful of their continued safety or the safety of others. Reportable situations include those of co-workers, students, and visitors to the campus.

Reports made as authorized in this policy may be in oral or written form. If an oral form, said reports shall be followed by a written report as soon as it is reasonably possible.

The College will not tolerate retaliation against employees making good faith reports as provided for in this policy, even where the concerns prove ultimately to have been in error. The College will also not tolerate intentionally false reports made with the intent of wrongfully discrediting another.

Supervisors, etc., receiving reports of acts of violence, serious threats, or good faith concerns about unusual or threatening behavior shall take all appropriate steps to eliminate potentially dangerous occurrences—including but not limited to contacting the Security Office. He/she shall also forward a written report describing the threatening situation to the Human Resources Department. The Human Resources Department will in turn share copies of the report with the Crisis Management Team.

Nothing in this policy relieves a supervisor or manager from taking immediate action when the safety or security of employees is threatened, and time is critical. Such action may include notification of the Security Office, suspension, or the temporary physical separation of employees in the workplace. Similarly, this policy does not replace routine management actions such as reprimands, or changes in work assignments. This policy is intended for those cases of continuing inappropriate actions or threats where normal management and personnel actions have been ineffective, and the possibility of violence is such that police and others need to be involved.

Procedures

The following procedures will be followed in the event of workplace serious threats or violence:

The Threat Assessment Team, Director of Human Resources, and other administrators selected by the College President, will review all reports generated relative to this policy.
When reports are received, the Threat Assessment Team and Human Resources will review, gather additional information as needed, and develop a plan of action. The action may include specific suggestions from the immediate supervisor, recommendations for counseling, and/or legal action. Decisions and actions that directly affect an accused employee will be taken in compliance with existing laws and applicable policies of the College.
Connors State College understands the sensitivity of the information provided and/or alleged in such reports as it pertains to an employee's reputation, rights to privacy, and confidentiality. Therefore, appropriate procedures will be followed to corroborate or dispel the accusations and limit the dissemination of reports too an "as need-to-know basis." Should a report prove to be false, or actions misinterpreted as threats of violence, the continued acceptance and effectiveness of the accused employee is essential. Legal guidance will be obtained as necessary.

Drug-Free Workplace Policy

The 1988 Federal Drug-Free Workplace Act requires that entities seeking consideration for a grant from any federal agency or any entity seeking a contract for the procurement of any property or services valued

at $25,000 or more from any federal agency, certify to the federal granting or contracting agency that it will provide a drug-free workplace. Supporting this anti-drug abuse legislation and recognizing that drug abuse in the workplace is a concern regardless of any connection to federal funds, Connors State College established a Drug-Free Workplace Policy.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace.

Each department shall post the Drug-Free Workplace Policy Statement (available from the Human Resources Office) in a conspicuous location.

Each employee of Connors State College should have access to a copy of the policy statement. A copy of the policy statement must be signed by the employee to verify such a delivery. The signed statements are maintained in the permanent personnel files. New employees are to acknowledge the receipt of the policy statement when processing employment forms.

Each department chair or area supervisor should ensure that each employee has received the drug- free workplace policy. This policy will be explained in a departmental meeting at least once each fiscal year.

The Director of Human Resources will be responsible for an on-going educational program regarding the dangers of drug abuse. The program will be an expanded effort to ensure that all employees and students are aware of the dangers of substance abuse. The program will include activities such as the distributing of education pamphlets and other printed material, displaying posters in highly visible locations, publishing articles in the student paper, providing guest lectures, observing an annual “Substance Abuse Awareness Week,” and/or other related activities.

An employee convicted under a state or federal criminal drug statute for misconduct in the workplace shall notify the Human Resources Office within five (5) days of such conviction (as a condition of continued employment).

The Human Resources Office shall provide timely notification (within ten (10) days of knowledge) to appropriate federal granting or contracting agencies when a university employee engaged in the performance of federal grants or contracts is convicted under any state or federal criminal drug statute for misconduct in the workplace.

Penalties assessed for convictions of drug abuse in the workplace shall range from reprimand to termination, depending upon the circumstances of the individual situation. An individual may also be required to participate in an approved substance abuse rehabilitation program as a condition of continued employment.

Notification of Criminal Plea or Conviction Information

All employees must notify the Human Resources Office, in writing, of entering any plea of guilty or nolo contendre (no contest) to any criminal violation of any state or federal law, or of any conviction of state or federal criminal statutes, other than minor traffic violations, no later than five calendar days after the entry of such a plea of guilty, nolo contendre or conviction.

Lack of compliance with these requirements may subject the employee to disciplinary action, including immediate separation from employment.

Definitions

"*Controlled Substance"* means any controlled substance set forth in Schedules I through IV of Section 202 of the federal Controlled Substances Act (21 U.S.C. Sec. 812, as amended). Such controlled substances include, but are not limited to cocaine, marijuana, opiates, amphetamines and barbiturates.

"Conviction" means a finding of guilt (including a plea of nolo contendre) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes.

"Criminal Drug Statute" means any criminal drug statute involving manufacture, distribution, dispensation, use or possession of any controlled substance.

"Employee" means any person receiving pay through the College payroll system.

Tobacco-Free Workplace Policy

College Policy and State Law

Tobacco use in any form is prohibited on all college campuses. In compliance with the executive order 2012-01, signed by Governor Mary Fallin, Connors State College and all properties owned, or contracted by the State of Oklahoma have been tobacco free since July 1, 2012. Effective January 1, 2014, executive order 2013-43 prohibits the use of electronic cigarettes, vaping devices or any other product packaged for smoking, or the simulation of smoking, throughout all indoor and outdoor areas of property owned by, or under the control of, Connors State College and the State of Oklahoma. This includes college-owned or leased buildings, all indoor areas such as classrooms, laboratories, offices, work areas, vestibules, hallways, enclosed walkways, restrooms, elevators, residential facilities, and stairwells. This policy also includes any outdoor areas on campus including residential breezeways, rodeo arena, athletic fields, farm operations, south ranch, parking lots, streets and college-owned vehicles.

Connors State College will not accept donations, gifts, money, or materials intended to promote the use of tobacco nor participate in any type of services that promote the use of tobacco.

Appropriate signage will be posted by the CSC Physical Plant as necessary to inform employees, students and visitors of policy provisions.

"Breathe Easy" signs will be placed on all campus buildings.

"Tobacco Free Campus" will be clearly posted at all main campus entrances.

It is prohibited to sell tobacco products or advertise the sale of tobacco products on University property.

Littering the campus with the remains of tobacco products or other disposable products is prohibited.

Organizers and attendees at events (meetings, conferences, lectures, cultural events and sporting events) using CSC facilities are required to abide by the policy. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy.

Courtesy and consideration will be exercised when informing others unaware of and/or in disregard of this policy. No retaliation will occur to any person for doing so.

Compliance with this policy by all students, faculty and staff is expected based on CSC's commitment to a healthy culture, free of tobacco, and should be a cooperative effort, encouraged by all students, faculty and staff.

A complaint against an offender who fails to respond to a request by another may be referred to a Director, Department head, or VP. Appropriate disciplinary action will be taken for an offender against whom multiple complaints have been received.

1. Students- CSC students shall be directed to and handled by a designated authority. Violations occurring within college Housing shall be directed to and handled by the Housing Office.
2. Faculty- CSC faculty shall be directed to and handled by the department chair and/or Vice President for Academic Affairs.
3. Staff- CSC staff shall be directed to and handled by immediate supervisor, director, or designated authority.
4. Visitors- Visitors shall be directed to and handled by the College Police department. The visitor may be asked to leave university premises for failure to comply.
5. Fines- College Police/Security may issue a citation to violators. The fine range is $10 to $100.

TECHNOLOGY POLICIES AND PROCEDURES

Computer Usage

As an institution of higher learning, Connors State College encourages, supports, and protects freedom of expression and an open environment to pursue scholarly inquiry and to share information. Access to networked computer information in general and to the Internet, in particular, supports the academic community by providing a link to electronic information in a variety of formats and covering all academic disciplines. Consistent with our College policies, this policy is intended to respect the rights and obligations of academic freedom, while protecting the rights of others. The computing and network facilities of the College are limited and should be used wisely and carefully with consideration for the needs of others. As with any resource, it is possible to misuse computing resources and facilities and to abuse access to the Internet. The following statement address, in general terms, the College's philosophy about computing use.

This policy is applicable to all individuals using College owned or controlled computer and computer communication facilities or equipment, whether such persons are student, staff, faculty, or authorized third-party users of College computing information resources. It is applicable to all College information resources whether individually controlled or shared, stand alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the College. This includes, but is not limited to, word processing equipment, personal computers, workstations, mainframes, minicomputers, and associated peripherals and software, and electronic mail accounts, regardless of whether used for administration, research, teaching, or other purposes. In addition, a user must be specifically authorized to use a particular computing or network resource by the campus unit responsible for operating the resource.

Individual units within the College may define "conditions of use" for information resources under their control. These statements must be consistent with this overall Policy but may provide additional detail, guidelines and/or restrictions. Such policies may not relax or subtract from this policy. Where such

"conditions of use" exist, enforcement mechanisms defined therein shall apply. These individual units are responsible for publicizing both the regulations they establish and their policies concerning the authorized and appropriate use of the equipment for which they are responsible. In such cases, the unit administrator shall provide the Executive Vice President with a copy of such supplementary policies prior to implementation thereof. Where use of external networks is involved, policies governing such use also are applicable and must be adhered to.

User Responsibilities and Expectations

Access to the information resource infrastructure both within and beyond the College Campus, sharing of information, and security of the intellectual products of the community all require that each and every user accept responsibility to protect the rights of the community. Access to the networks and to the IT resources at Connors State College is a privilege granted to College students, faculty, staff, and third parties that have been granted special permission to use such facilities. Access to College information resources must take into account the following factors: relevant laws and contractual obligations, the requestor's need to know, the information's sensitivity, and the risk of damage to or loss by the College.

Anyone who accesses, uses, destroys, alters, or damages College information resources, properties or facilities without authorization, may be guilty of violating state or federal law, infringing upon the privacy of others, injuring or misappropriating the work produced and records maintained by others, and/or threatening the integrity of information kept within these systems. Such conduct is unethical and unacceptable and will subject violators of this Policy to disciplinary action by the College, including possible termination from employment, expulsion as a student, and/or loss of computing systems privileges.

The College requires the members of its community act in accordance with these responsibilities, this Policy, the College's Student or Faculty Handbook, as appropriate, Connors State College Policies and Procedures, relevant laws and contractual obligations, and the highest standard of ethics. The policies as stated in this policy are intended to ensure that users of College information technology resources shall:

- Respect software copyrights and licenses,
- Respect the integrity of computer-based information resources,
- Refrain from seeking to gain unauthorized access,
- Respect the privacy of other computer users.

The College reserves the right to limit, restrict, or extend computing privileges and access to its information resources. Data owners – whether departments, units, faculty, students, or staff – may allow individuals other than College faculty, staff, and students access to information for which they are responsible, so long as such access does not violate any license or contractual agreement, College policy, or any federal, state, county or local law, or ordinance. However, users are personally responsible for all activities on their user ID or computer system and may be subjected to disciplinary action and/or loss of privileges for misuse of computers or computing systems under their control, even if not personally engaged in by the person controlling the computer or system.

Units and individuals may, with the permission of the appropriate College officials and in consonance with applicable College policies and guidelines, configure computing systems to provide information retrieval services to the public at large. However, in so doing, particular attention must be paid to College policies

regarding authorized use (must be consistent with the mission of the College) ownership of intellectual works, responsible use of resources, use of

Authorized User Purposes

Use of College computers must comply with Federal and State law and College policies. College computing facilities and accounts are to be used for the College-related activities for which they are assigned. When users cease to be members of the academic community (such as by graduating or ceasing employment) or when persons are assigned to a new position and/or responsibilities within the College, the access authorization of such person will be reviewed and may be altered. Users whose relationships with the College change may not use computers and computing resources, facilities, accounts, access codes, privileges, or information for which they are not authorized in their new relation to the College.

Users may use only their own computer accounts. The negligence or naiveté of another user in revealing an account name or password is not considered authorized use. Convenience of file or printer sharing is not sufficient reason for sharing a computer account. Users are personally responsible for all use of their computer account(s).

Appropriate use of computing and networking resources includes instruction, independent study, authorized research, independent research, communications, and official work of the offices, units, recognized student and campus organizations, and agencies of the College.

Computing facilities, services, and networks may not be used in connection with compensated outside work for the benefit or organizations unrelated to the College except in connection with scholarly pursuits (such as faculty publishing activities) in accordance with the College consulting policy or the policy governing Access by External Entities to University Technology Resources, or in a purely incidental way. State law generally prohibits the use of College computing and network facilities for personal gain or profit, and use of computing resources for unauthorized commercial purposes, unauthorized personal gain, or any illegal activities is prohibited.

Roles and Responsibilities

The IT Systems Department is responsible for implementing and enforcing adequate computer security policies throughout the organization.

The IT Systems Department requires all software installed on IT-supported computers be properly licensed and authorized.

Special User Notifications

The College makes available both internal and external computing facilities consisting of hardware and software. The College accepts no responsibility for any damage to or loss of data arising directly or indirectly from the use of these facilities or for any consequential loss or damage. The College makes no warranty, express or implied, regarding the computing services offered, or their fitness for any particular purpose.

Liability for any loss or damage shall be limited to a credit for fees and charges paid to the College for use of the computing facilities, which resulted in the loss or damage.

The College cannot protect individuals against the existence or receipt of material that may be offensive to them. As such, those who make use of electronic communications are warned that they may come

across or be the recipients of materials they find offensive. Those who use e-mail and/or make information about themselves available on the Internet should be forewarned that the College cannot protect them from invasions of privacy and other possible dangers that could result from the individual's distribution of personal information.

An individual using College computing resources or facilities must do so in the knowledge that he/she is using College resources in support of his/her work. The College owns everything stored in its facilities unless it has agreed otherwise. The College has the right of access to the contents of stored computing information at any time for any purpose for which it has a legitimate "need to know." The College will make reasonable efforts to maintain the confidentiality of computing information storage contents and to safeguard the contents from loss, but is not liable for the inadvertent or unavoidable loss or disclosure of the contents.

Any individual using College computing resources and facilities must realize that all networked computer systems maintain audit trials logs or file logs within the network system. Such information as the user identification, date and time of the session, the software used, the files used, the computer time, and storage used, the user account, and other run-related information is normally available for diagnostic, accounting, and load analysis purposes. Under certain circumstances, this information is reviewed by system administrators, either at the request of an academic department, or in situations where it is necessary to determine what has occurred to cause a particular system problem at a particular time. For example, analysis of audit files may indicate why a particular data file is being erased, when it was erased, and what user identification has erased it.

IT Systems Department employees and system administrators do not routinely look at individual data files. However, the College reserves the right to view or scan any file or software stored on the computer or passing through the network, and will do so periodically to verify that software and hardware are working correctly, to look for particular kinds of data or software (such as computer viruses), or to audit the use of College resources. Violations of policy that come to the attention of College officials during these and other activities will be acted upon. User data on the mainframe will be periodically copied to backup tapes. The College cannot guarantee confidentiality of stored data. Users should be aware that use of one of the data networks, such as the Internet, and electronic mail and messages, will not necessarily remain confidential from third parties outside the College in transit or on the destination computer system, as those data networks are configured to permit fairly easy access to transmissions.

Conduct Expectations and Prohibited Actions

The well-being of all computer users depends on the availability and integrity of the system. Any defects discovered in the system accounting or system security is to be reported to the appropriate system administrators so that steps can be taken to investigate and solve the problem. The cooperation of all users is needed to ensure prompt action. The integrity of most systems may be maintained by password protection of accounts. A computer user who has been authorized to use such a protected account may be subject to criminal and civil liability, as well as College discipline, if the user discloses a password or otherwise makes the account available to others without the permission of the system administrator.

Restrictions on computer security and self-replicating code are to be interpreted in a manner that protects university and individual computing environments, but does not unduly restrict or limit legitimate academic pursuits.

The following examples of acts or omissions, though not covering every situation, specify some of the responsibilities that accompany computer use at Connors State College, and outline acts or omissions that are considered unethical and unacceptable, and may result in immediate revocation of privileges to use the College's computing resources and/or just cause for taking disciplinary action up to and including discharge, dismissal, expulsion, and/or legal action:

- Violating any software license agreement or copyright, including copying or redistributing copyrighted computer software, data, or reports without proper, recorded authorization. Software protected by copyright shall not be copied except as specifically stipulated by the owner of the copyright. Protected software is not to be copied into, from, or by any College facility or system, except by license. The number and distribution of copies must be handled in such a way that the number of simultaneous users in a department does not exceed the number of original copies purchased by that department, unless otherwise stipulated in the purchase contract.
- Interfering with the intended use of the information resources or without authorization, destroying, altering, dismantling, disfiguring, preventing rightful access to or otherwise interfering with the integrity of computer-based information and/or information resources.
- Modifying or removing computer equipment, software, or peripherals without proper authorization is prohibited.
- Encroaching on others' use of the College's computers. This includes, but is not limited to: the sending of chain-letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs; running grossly inefficient programs when efficient alternatives are known to be available; unauthorized modification of system facilities, operating systems, or disk partitions; attempting to crash or tie up a College computer; damaging or vandalizing College computing facilities, equipment, software, or computer files.
- Developing or using programs which harass other computer users or which access private or restricted portions of the system and/or damage the software or hardware components of the system. Computer users shall use great care to ensure that they do not use programs or utilities that interfere with other computer users or which modify normally protected or restricted portions of the system or user accounts. Computer users shall not use network links for any use other than permitted in network guidelines (e.g., ONENET, Internet, NSFNet, and BITNET). The use of any unauthorized or destructive program may result in legal civil action for damages or other punitive action by any injured party, including the College, as well as criminal action.
- Using College computing resources for commercial purposes or non-College-related activities without written authorization from the College. In these cases, the College will require restitution payment of appropriate fees. This Policy applies equally to all College- owned or College-leased computers.
- Using College computing resources to generate or access obscene material as defined by Oklahoma or federal law and acceptable community standards or creating a hostile work and/or educational environment.
- Seeking to gain or gaining unauthorized access to information resources or enabling unauthorized access.
- Accessing computers, computer software, computer data or information, or networks without proper authorization, or intentionally allowing others to do so, regardless of whether the computer, software, data, information, or network in question is owned by the College. For example, abuse of the networks to which the College belongs or the computers at other sites

connected to those networks will be treated as an abuse of Connors State College computing privileges.

- Without authorization, invading the privacy of individuals or entities that are creators, authors, users, or subjects of the information resources.
- Using College electronic communication facilities to send fraudulent, harassing, obscene, threatening, or other unlawful messages is prohibited. Users shall respect the purpose and charters of computer mailing lists (including local or network news groups and bulletin boards). It is the responsibility of any user of an electronic mailing list to determine the purpose of the list before sending messages to the list or receiving messages from the list. Persons subscribing to an electronic mailing list will be viewed as having solicited any material delivered by the list as long as that material is consistent with the purpose of the list. Persons sending to a mailing list any materials that are not consistent with the purpose of the mailing list will be viewed as having sent unsolicited material to the mailing list.
- Transmitting commercial or personal advertisements, solicitations, promotions, or programs intended to harass other computer users or access private or restricted computer or network resources. Some public bulletin boards may be designated for selling items, etc., and must be used appropriately, according to the stated purpose of the lists). Vendors may send product information and technical material to specific mailing lists, with the permission of the manager of the mailing list.
- Seeking to provide information on, obtain copies of, or modify data files, programs, or passwords belonging to other users without the permission of these other users; using programs or devices to intercept or decode passwords or similar access control information.
- Attempting to circumvent mechanisms intended to protect private information from unauthorized examination by others in order to gain unauthorized access to the system or to private information; configuring or running software so as to allow unauthorized use.
- Using College computers or computing systems in any manner, which violates Federal, state, or local laws, or College policies.
- Using College computing facilities or accounts for other than the College-related activities for which they were assigned and intended.
- Using computers or the College computing resources to engage in political campaigning or commercial advertisement.

The IT Systems Department systems administrator(s) has certain responsibilities to the College as a whole for the system(s) under his/her control, regardless of the policies of his/her department or groups, and the owner has the immediate responsibility to see that the system administrator carries these out. These responsibilities are:

- To take reasonable precautions against theft of, or damage to, the system components.
- To faithfully execute all hardware and software licensing agreements applicable to the system.
- To treat information about, and information stored by, the system's users as confidential (as conditioned in this policy) as conditioned in this policy and to take reasonable precautions to ensure the security of a system or network and the information contained therein.
- To promulgate information about specific policies and procedures that govern access to and use of the system and services provided to the users or explicitly not provided. This information

should describe the data backup services, if any, offered to the users. A written document given to users or messages posted on the computer system itself shall be considered adequate notice.

- To cooperate with the system administrators of other computer systems or networks, whether within or without Connors State College, to find and correct problems caused on another system by the use of the system under his/her control.

The system administrator is authorized to take all reasonable steps and actions to implement and enforce the usage and service policies of the system and to provide for security of the system. The system administrator operating computers and networks may routinely monitor and log usage data, such as network session connection times and end-points, CPU and disk utilization for each user, security audit trails, network loading, etc. These units may review this data for evidence of violation of law or policy and for other lawful purposes. System administrators may access computer user's files at any time for maintenance purposes. System administrators may access other files for the maintenance of networks and computer storage systems, such as to create backup copies of media. System administrators are required to report suspected unlawful or improper activities to the proper College authorities. Computer users, when requested, have an affirmative duty to cooperate with system administrators in investigations of system abuse. Users are encouraged to report suspected illegal activity or abuse, especially if related to any damage to or problems with their files.

When system response, integrity, or security is threatened, a system administrator is authorized to access all files and information necessary to find and correct the problems or otherwise resolve the situation.

If an occasion arises when a College officer or supervisor believes that access stop an individual's data is required for the conduct of College business (unrelated to the need to investigate possible wrongdoing), the individual is not available, and a system administrator is required to access the individual's account, the following procedure shall be followed:

- The College official or supervisor shall secure permission to access the data fromthe Executive Vice President or designee of such officer.
- An appropriate form with the signature of the Executive Vice President shall be presented to the system administrator allowing the system administrator to proceed to access the data.
- The individuals whose e-mail account has been accessed will be notified as soon as possible by copy of the above referenced form. Where necessary to ensure the integrity of an investigation into the use of College computing resources, such notice, with the approval of the Executive Vice President, may be delayed until such time as such investigation wouldno longer be compromised.

System administrators are required to report suspected unlawful or improper activities to the proper College authorities. Computer users, when requested, have an affirmative duty to cooperate with system administrators in investigations of system abuse. Users are encouraged to report suspected illegal activity or abuse, especially if related to any damage to or problems with their files.

If an occasion arises when a College officer or supervisor believes that a user is violating state or federal law, or College policy, and that access to an individual's data is required in order to conduct an internal investigation into such possibility, system administrators may monitor all the activities of and inspect the files of such specific user(s) on their computers and networks. In such cases, and a system administrator is required to access the individual's data, steps (1) and (2) set forth above in Section 2.05(d) shall be

followed and the Office of Legal Counsel for A&M Board of Regents shall be contacted and informed of the matter.

ELECTRONIC MAIL

The policy statements below refer only to e-mail. It is recognized that the law governing electronic communication technologies and the material transmitted using these technologies is in an early stage of development and that the policy statements in this document will change in response to changes in law and further development of electronic communications technology.

This policy will apply to all College e-mail services. Members of the college community who are given access to CSC's e-mail system are expected to familiarize themselves with and abide by the policies in this document. Violations of this policy will result in loss of e-mail privileges at the College, disciplinary action, or legal action where applicable.

Appropriate Usage

As with other College resources, e-mail is appropriately used for purposes that further the mission and goals of the College.

- Individuals may not use e-mail for entrepreneurial activities except in cases of College- sanctioned activities. Specifically prohibited is the selling of access to the Internet by any member of the College community.
- No one shall be added to an e-mail mailing list for other than official College business without his or her consent. Mailing lists may be used only for their intended purposes.
- College computing services should not be used to solicit goods and services to or from other members of the College community. For such purposes, Usenet news groups or bulletin boards may be made available by the IT Systems Department.

All materials sent by campus e-mail must be attributed to the individual, office, or organization sending the material. It is a violation of this policy to originate e-mail in such a manner as to create the impression to the recipient that it originated from another source or individual.

Issues Related to Privacy

It is the intent of the College to preserve the privacy of e-mail communications and maintain access to communications intended for an individual. Given that institutions or higher education place high value on open communication of ideas, the intention of the College is to maximize freedom of communication for purposes that further the mission and goals of the College.

All e-mail communications, unless subject to a specific privilege, are subject to production under the Oklahoma Open Records Act and, when relevant, to discovery in civil litigation. The College will observe and follow the requirements of all applicable state and federal statutes relating to privacy concerns in electronic mail.

*The term "electronic mail which has not been opened," or "unopened e-mail" or similar references, applies only to electronic messages received by a user but which the user has not opened. Once the user opens a message it is no longer considered "unopened," even if such message has not been moved or otherwise stored in another location.

Individual Expectations

E-mail messages shall be delivered to the intended addresses and not censored or interfered with in any way by the College.

Individually addressed e-mail communications may not be intercepted by any third party except as noted below. This does not prevent persons who have legitimately received electronic mail messages from forwarding such messages on to third parties.

Users of the College's e-mail services are required at all times to observe all laws relating to copyright, trademark, and trade secrets protection.

College Expectations/Requirements

Account holders may not use encrypting programs when engaging in e-mail communications except as specifically authorized in advance in writing by the IT Systems Department.

College officers and supervisors shall have the right to read any e-mail when the individual has given written permission for such access.

Under certain circumstances, an IT Systems Department Administrator may, in the course of his or her professional duties, access an individual's e-mail for legitimate management or maintenance purposes. An IT Systems Department Administrator shall designate in writing the identities of all such persons to the President.

If an occasion arises when a College officer or supervisor believes that access to an individual's e- mail account is required for the conduct of College business, and the individual is not available, and an IT administrator is required to access the individual's e-mail account, the following procedure shall be followed:

- The College official or supervisor shall secure permission to access the e-mail account from the Executive Vice President of this institution.
- An appropriate form with the signature of the Executive Vice President shall be presented to the IT Systems Department Administrator allowing him/her to proceed to access the e- mail account.
- The individual whose e-mail account has been accessed will be notified as soon as possible with a copy of the above referenced form.

Individuals shall make all e-mail files related to College business available to his or her supervisor prior to termination or resignation. At such time the individual's e-mail account will be terminated and all information not retained by the supervisor will be deleted from the College system.

Establishing College Electronic Mail Accounts

Persons who desire to have e-mail accounts established on their behalf shall make application to the IT Systems Department. When such services become available, requests from faculty, non-faculty staff, and students asking for the establishment of an e-mail account normally will be honored. However, such an account is a privilege extended by the College and may be withdrawn by the IT Systems Department at any time without prior notice. The establishment of an e-mail account does not grant or guarantee unlimited or unrestricted opportunities to use the e-mail account. Reasonable access to e-mail cannot be guaranteed at all times and in all circumstances.

While account holders may expect reasonable access to e-mail, there is no guarantee that access will be possible at all times and in all circumstances.

Violation of this Policy Statement may result in the loss of e-mail privileges at this College.

Objectional Material, Violations, and Sanctions

The College cannot protect individuals against the existence or receipt of material that may offend them. Those who make use of electronic communications are warned that they may willingly or unwillingly come across, or be recipients of, material that they may find offensive. Members of the College community are expected to demonstrate good taste and sensitivity to others in their communications.

It is a violation of this policy to use e-mail to libel, harass, or threaten other individuals.

Users of campus communications are subject to all applicable local, state, and federal laws and regulations, and Connors State College policies and procedures.

Consequences of Misuse of Computing Privileges

Users, when requested, are expected to fully cooperate with system administrators in any investigations of system abuse. Failure to cooperate may be grounds for cancellation of access privileges or disciplinary action.

Abuse of computing privileges is subject to disciplinary action. If system administrators have strong evidence of misuse of computing resources, and if that evidence points to the computing activities or the computer files of an individual, they have the obligation to pursue any or all of the following steps to protect the user community:

1. Notify the user's instructor, department or division chair, or supervisor of the investigation.
2. Suspend or restrict the user's computing privileges during the investigation.
3. Inspect the user's files, drives, discs, diskettes, tapes, and/or other computer-accessible storage media. System administrators must be certain that the trail of evidence clearlyleads to the user's computing activities or computing files before inspecting the user's files.
4. Refer the matter for possible disciplinary action to the appropriate College department.

Individuals whose privileges to access College computing resources have been suspended may request that the President or his/her designee, review the suspension. The President, or designee, may reinstate privileges, alter any restrictions that have been imposed, or refuse to interfere with the administrative action taken to that time. There is no right to a hearing or appearance regarding such issues, and the decision made by the President or designee is final.

ADMINISTRATIVE POLICIES AND PROCEDURES

Appointment of Administrators

Appointment of President

It is the responsibility of the governing A&M Board of Regents to appoint personnel to fill the position of President of any institution under the governance of the A&M Board of Regents. Prior to accepting applications, the A&M Board of Regents shall request from the faculty and administrators of the institutions a list of personal and professional attributes which they believe are essential qualifications of

the new President. The A&M Board of Regents may at its discretion, request similar input from students and alumni of the institution and from certain other groups as the A&M Board of Regents may choose. The A&M Board of Regents may, at its own discretion, develop its own list of priorities concerning the personal and professional qualifications. The minimum qualifications for the person to be selected as the new President shall be established by the A&M Board of Regents in consideration of the lists of priorities suggested by the faculty, administrators, alumni, or other groups, and the Board A&M Board of Regents.

In addition to participating in establishing the qualifications to be required of the new President, the appropriate faculty representative(s) so designated by the faculty of the institution involved shall be consulted concerning other input to be made by the faculty of the institution in which the vacant position exists. For the purpose of this consultation, the Chairman of the A&M Board of Regents shall appoint a policy committee for appointment of personnel or a committee of his choosing to confer with the appropriate faculty representative(s). This committee shall consist of not less than three (3) A&M Board of Regents members.

Following consultation with the faculty, the policy committee for appointment of personnel shall devise and recommend to the A&M Board of Regents specific procedures to be utilized in the nominating of candidates, screening of applicants, and in making the selection of the new President.

The responsibility for screening applications shall be assigned to a screening committee on which there shall be no less than three members of the A&M Board of Regents and representatives of other groups. The Chairman of the A&M Board of Regents shall appoint the chairperson of the Screening Committee. The A&M Board of Regents shall decide the number of the faculty, administrators, and other citizenry who shall be represented to serve on the committee. At the A&M Board of Regents' discretion, other citizens may be involved in the screening of applicants.

From the pool of applications, the screening committee shall submit a predetermined number of unranked applications to the A&M Board of Regents as a whole. Preliminary to the work of the screening committee, the Board A&M Board of Regents shall decide the number of applications to be submitted by the screening committee.

The A&M Board of Regents shall give first consideration to those names submitted by the screening committee. If the A&M Board of Regents cannot make a selection from the original names submitted, the screening committee should be requested to send additional names to the A&M Board of Regents.

In all instances where a vacancy exists in the Office of the President for any of the institutions under the Board A&M Board of Regents, the vacancy shall be made known by use of the news media to accomplish a wide circulation of the fact. Any person who wishes to apply for a vacant position of President will be given an opportunity to do so equal to that of any other applicant, subject to appropriately reasonable deadlines. Procedures utilized to screen and select will not discriminate on the basis of race, color, religion, national origin, sex, qualified disability, or status as a veteran.

The A&M Board of Regents may alter its format for the selection of a President at any time.

Appointment of Other Major Administrative Personnel

With regard to the appointment of other major administrative personnel, appropriate consultation shall be secured from the A&M Board of Regents. This will include presenting the A&M Board of Regents with a

complete job description of the position to be filled with minimum required qualifications and salary range, all of which must have A&M Board of Regents approval prior to the acceptance of applications or initiating screening procedures of applicants.

Appropriate faculty and/or staff counsel shall precede any recommendation for appointment by the President. At the President's option, unless otherwise directed by the Board A&M Board of Regents, he/she may consult and/or involve students and other citizens in making recommendations to the A&M Board of Regents.

The President shall recommend all major personnel to the A&M Board of Regents for approval. In the event any recommendation does not receive approval by the A&M Board of Regents, the President of the institution may bring another recommendation before the A&M Board of Regents. Major administrative personnel shall be considered to be those holding, or to hold, the title of Vice President, or an equivalent administrator of a major administrative unit.

Retention or Reappointment of Administrators

The continuation of administrators in their positions at institutions under the operational control of the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges is a result of demonstrated satisfactory performance. The concept of tenure in an administrative position is not applicable.

It is the policy of the A&M Board of Regents that each administrator's performance shall be continually evaluated. Administrators below the level of president shall be evaluated by the responsible administrative supervisor. The evaluation shall be made in accord with the evaluation procedures developed in the institution where the administrator is employed. All evaluation procedures in each institution shall be developed under the direction of the president and are subject to the approval of the A&M Board of Regents. In instances where the performance of an administrator is determined to be unsatisfactory, the administrative supervisor responsible for that administrator must carefully monitor the future performance by such an administrator. Continuing failure to improve by an administrator whose present or past performance is unsatisfactory may result in reassignment to other duties or termination of employment.

Only the governing A&M Board of Regents will evaluate the performance of presidents. Retention or reappointment of presidents is a result of demonstrated satisfactory performance in the following areas:

- Academic Leadership
- Administrative Leadership
- Financial Responsibility
- Personnel management
- Implementation of A&M Board of Regents and Institutional Policies
- Maintenance of Confidence and Respect of the Board A&M Board of Regents and the Relevant Constituencies and Publics of the Institution

Appointment of Personnel

The President shall have final responsibility for recommending appointments, promotions, and discontinuances, but he shall secure appropriate faculty and/or staff counsel before making recommendations. Insofar as possible, the responsible administrative officer shall arrange for principle

candidates for initial appointments to visit the campus for personal interviews. Approved administrative practices shall include the following procedures:

The school's affirmative action policy shall be complied with at all times. The college shall pursue a non-discriminatory policy with respect to age, race, sex, religion, color, national origin, qualified disability, or status as a veteran.

In the selection of major administrative personnel defined by the Board A&M Board of Regents policy as including all Vice Presidents, Deans and Directors a committee will be formed for consultation purposes with the President prior to his or her recommendation to the Board A&M Board of Regents for appointment. The committee shall be composed of two major administrators, an administrator/instructor, and, at the President's option two faculty members, (where federal projects federally funded are involved, the Federal Programs Director would be included). This committee shall be used by the President to assist him or her in arriving at a recommendation.

In the selection of an individual to serve in a faculty position, a screening and interviewing committee shall be formed/composed of the appropriate division chairperson, the appropriate dean or administrative head, the President and/or appropriate Vice President. Their choice shall be recommended to the President and, after consideration, the President may recommend appointment to the A&M Board of Regents. Insofar as possible, the Division Chairperson shall appoint or select a faculty member of his division for committee participation.

Notification of appointments shall be made to the appointee specifying position, salary, conditions and duration of the appointment. Such appointments are recommended by the president and are subject to A&M Board of Regents approval.

Note: A faculty position is defined as any position with teaching or research responsibilities requiring a Bachelor's degree or higher and not listed as major administrative personnel as defined by A&M Board of Regents policy.

Retention of Reappointment of Personnel (other administrators)

Retention or reappointment of other administrators to their respective positions shall be evaluated each year on a continual basis. The evaluation shall be by the major administrative officer for each area. The President, as specified in this policy, shall evaluate the major administrators. Evaluation criteria for all administrators shall be demonstrated satisfactory performance in their respective areas with regard to leadership, responsibility, management, and implementation of the A&M Board of Regents' and President's policies and objectives and support and loyalty to the administrative head of the college as this relates to the institution. Where an administrator's performance is unsatisfactory, the future performance must be carefully observed and continuing failure may result in reassignment, non-reappointment or dismissal. There is no property interest, e.g. continuing employment, applicable to administrative positions.

Promotions

Since the college has only one faculty rank, the question of promotion is a rare procedure and relates to positions of division chairpersons or administrative positions.

In the selection of Division Chairpersons, Directors, and Deans, a committee shall be appointed by the President to make recommendations to the President.

In the case of appointments by the President, of Division Chairpersons, Directors, and other minor administrative roles, such appointments are “at-will” and are reappointed or not reappointed on the basis of institutional need and/or performance.

FINANCIAL EXIGENCY POLICY

On May 18, 1979, the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges unanimously adopted the following resolution:

“That the A&M Board of Regents direct each of the presidents under the jurisdiction of the A&M Board of Regents to develop and recommend to the A&M Board of Regents a policy for meeting any possible conditions of financial exigency. Included in this policy shall be provisions for securing appropriate input from representatives of academic and non-academic personnel.

Representatives of these personnel shall serve only in an advisory capacity to the President. Such policy statements after being approved by the A&M Board of Regents may be included in the respective institutional faculty and/or staff handbooks. Regardless of input or counsel received by the President from institutional personnel, it shall be the sole responsibility of the A & M Board of Regents to make the final decision regarding recommendations to the A&M Board of Regents concerning any financial exigency. The President and the governing A&M Board of Regents shall finally decide the specific actions required concerning any existing or anticipated financial exigency.”

This policy statement was submitted pursuant to this directive from the A&M Board of Regents and establishes the procedures and guidelines for addressing a state of financial exigency at Connors State College. It will supersede other College policies and procedures, including all grievance procedures, if the President of the College declares a state of financial exigency.

Definitions

When used in this policy statement, unless the context clearly indicates otherwise, the following words and terms shall be construed as having the meanings described to them in this section:

A&M Board of Regents shall mean the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges.

Financial Exigency shall mean that state of financial crisis brought about by an Educational and General Part I budget allocation to the College, which would:

- Necessitate the elimination or reduction of existing instructional programs; or,
- Necessitate the termination of employment or reduction of compensation for permanently employed faculty or staff prior to the normal expiration of their contract or appointment; or,
- Seriously erode the quality of any existing program.

Financial Exigency Executive Committee shall be composed of the President, who shall serve as Chairman, the Vice President for Academic Affairs**,** the Vice President for Fiscal Services, and other designees as may be deemed appropriate at the time.

Financial Exigency Task Force shall be composed of the incumbents of the following described positions or their successors in interest as defined by the President;

- Vice President for Fiscal Services
- Affirmative Action Officer
- President of Student Government Association
- One (1) elected representative of the Division Chairpersons
- Athletic Director
- Vice President for Academic Affairs (Ex-officio and non-voting)
- Director of the Muskogee Branch Campuses (Ex-officio and non-voting)

In addition, the President may appoint to the Task Force such other faculty, administrators, staff, or students to assure appropriate representation of all groups within the college community.

When exploring termination of an employee for financial exigency, a Termination Review Committee shall be appointed. Termination Review Committee shall be composed of a chairman and six members, three of whom shall be faculty members and three of whom shall be administrators or staff. The Vice President for Academic Affairs shall determine the faculty members of the committee by random selection from among the continuing faculty who are full-time employees for two of the positions, and from among other faculty who are full-time employees for the remaining faculty position. Any faculty member so chosen may decline to serve. A continuing faculty member whose termination, if proposed, shall be allowed to excuse one of the three faculty members of the committee without cause; if necessary, another faculty member shall be chosen to serve. Challenges for justifiable cause shall also be allowed. The President shall designate administrators to serve on the committee. When the committee is considering the appeal of a faculty member whose termination is proposed, the Vice President for Academic Affairs shall chair the proceedings; when the committee is considering the appeal of a staff member whose termination is proposed, the Vice President for Fiscal Services shall chair the proceedings. (All members shall be voting members.)

Procedures

Declaration

When, in his opinion, a state of financial exigency is impending, the President shall convene the Connors State College Executive Council and may convene such other entities or groups as he shall deem appropriate and advise any group so convened of the circumstances upon which the opinion is founded. Included within the statement of circumstances shall be an estimate of the scope and duration of budgetary shortfall or other condition which gives rise to the expected exigency and an explanation of all pre- exigency budgetary reductions affected. The President shall further consult with the Executive Secretary and any appropriate committee of the A&M Board of Regents with respect to the expected exigency. If, following these consultations, the President determines that a financial exigency exists or is imminent; he shall declare the College to be in a state of financial exigency.

Preliminary Action Plan

Following the declaration, the President shall convene the Financial Exigency Task Force (Task Force) and charge it with the responsibility of conducting appropriate studies and reviews to determine the nature

and extent of the crisis and developing a Preliminary Action Plan to return the college to a stable financial state. As a minimum, the plan shall contain a summary review of the academic and support programs of the college recommendations for reorientation, reorganization, realignment or reduction of academic and support programs; recommendations concerning reduction of personnel; the effect of the plan upon the performance of the college's mission and the effect of the plan upon the college's Affirmative Action Plan.

All Task Force Members shall seek input from personnel within their respective areas of representation.

Upon completion of its evaluation, the Task Force shall prepare and recommend its Preliminary Action Plan to the Financial Exigency Executive Committee (Executive Committee) which shall review the plan, make such revision as it deems appropriate, and recommend the plan to the President. The Executive Committee shall provide the Task Force with copies of the revised plan recommended to the President.

Exigency Action Plan

The President shall review and consider the Preliminary Action Plan and any revision thereof submitted by the Executive Committee. Further, the President will seek such other and advice and counsel from faculty, students, and other interested parties, as he shall deem appropriate. Any advice and counsel shall be advisory only, and it shall remain the sole responsibility of the President to make final decisions regarding recommendations to the A&M Board of Regents concerning the financial exigency. Following such deliberation, the President shall prepare and submit to the A&M Board of Regents an Exigency Action Plan for alleviating the financial crisis at the college. The Exigency Action Plan will not identify specific faculty or staff for termination but will identify areas in which reductions are proposed.

Action by A&M Board of Regents

The A&M Board of Regents has ultimate responsibility for the financial integrity of the college. It will review the Action Plan submitted by the President and may consider such other factors as it deems appropriate in determining what actions should be taken to restore the college to a stable financial state. Any Action Plan adopted by the A&M Board of Regents will not identify specific faculty or staff for termination, but it will identify areas and units in which reductions are proposed.

Action Plan Implementation

Following adoption by the A&M Board of Regents, the President shall direct the Vice President to implement the provisions of the approved Action Plan. If the plan entails the reduction of programs, activities of services, or the termination of faculty or staff, then the following appropriate provisions of this policy shall apply.

Guidelines for Termination of Employment

In reviewing programs and activities for reorientation, reorganization, realignment, reduction, or termination, the mission of the college and the fulfillment of its obligations as a higher education institution shall remain paramount. As the Task Force and Executive Committee conduct their studies and develop their respective plans, they should consider centrality to the college's mission, productivity, support of productive programs, cost-benefit relationship, program achievement and income generating ability with respect to consolidation, reduction, or termination of college programs or activities. This may, in some cases, necessitate the retention of programs, services, and activities which are not strong, but which are central to the concept of the college and to the mission of Connors State College.

Guidelines for Program Review

Every termination must be based on an appropriate administrative judgment that the action will have an effect substantially less detrimental to the quality and effectiveness of the performance of the college's mission than any alternate budgetary reduction.

Program Deletions

If an academic/technical program at the college is discontinued, students in the program shall be notified and every effort shall be made to allow them to finish their academic work. If it is not possible for students to complete the program, the college will explore making special allowances for such students. Special allowances might include, without limitation, permitting students to complete programs by taking work in related departments, or in any other reasonable manner facilitating the academic needs of affected students. To accommodate affected students, action will be taken to obtain approval of the A&M Board of Regents for program adjustments if required.

Connors State College

Faculty Handbook

Table of Contents

PREFACE ***4***

ORGANIZATIONAL INFORMATION ***4***

History of the College 4
Mission Statement 4

Vision 4
Core Values 5

Governance 5
Connors Development Foundation 5

AFFIRMATIVE ACTION STATEMENT ***5***

EMPLOYMENT POLICIES ***7***

General Procedures for Employment 7

APPOINTMENT/REAPPOINTMENT/NON-REAPPOINTMENT PROCEDURES (FULL-TIME FACULTY) ***9***

FACULTY CREDENTIAL POLICY ***10***

CONTRACT/TRANSCRIPTS ***12***

EVALUATION ***13***

Full-time Faculty Work Responsibilities 13
Overload Assignment Procedure for Full-time faculty 14

Adjunct Faculty Appointment and Contract 14
Summer Session and/or Intersession Employment 15
Academic Freedom 15

Electronic Systems/Software Access 15
Class Cap 15

Office Hours 15
Class Records/Grade Records 15
No-Show and Administrative Withdrawal Submissions 16

Midterm and Final Grades 16
Assessment 16

Connors State Campuses 16
Classroom Assignments 16
Textbook Policy 17

Externally Funded Faculty 17
Outside Employment 17

Attendance at Professional Meetings 17
Professional Organizations/Community/Civic Involvement 17

Commencement Ceremonies 17

Children on Campus 18

EMPLOYEE BENEFITS ***18***

EMPLOYEE LEAVE ***19***

SHARED LEAVE POLICY ***20***

Purpose 20
ATTENDANCE AND PUNCTUALITY 23
FAMILY AND MEDICAL LEAVE ACT 23
MILITARY LEAVE AND PAY 27
JOB-RELATED INJURY OR ILLNESS 30
CODE OF ETHICS 30
EMPLOYEE CONDUCT 31
NEPOTISM 32
PERSONAL APPEARANCE AND DEMEANOR 32
JURY DUTY 32
FACULTY GRIEVANCE REVIEW PROCEDURES 32
ANTI-HARASSMENT POLICY 35
SEXUAL HARASSMENT POLICY 37
POLICY ON WORKPLACE VIOLENCE 42
DRUG-FREE WORKPLACE POLICY 45
TOBACCO & VAPOR FREE WORKPLACE POLICY 47
TECHNOLOGY POLICIES AND PROCEDURES 48
Computer Usage 48
User Responsibility and Expectations 48
Authorized User Purposes 49
Roles and Responsibilities 50
Special User Notifications 50
Conduct Expectations and Prohibited Actions 51
Electronic Mail 54
Appropriate Use 54
Issues Related to Privacy 54
Individual Expectations 55
College Expectations/Requirements 55
Establishing College Electronic Mail Accounts 55
Objectionable Material, Violations and Sanctions 56
Consequences of Misuse of Computing Privileges 56
ADMINISTRATIVE POLICIES AND PROCEDURES 56
Appointment of Administrators 56
Appointment of President 56
Appointment of Other Major Administrative Personnel 57
Retention or Reappointment of Administrators 58
Appointment of Personnel 58
Retention or Reappointment of Personnel (other administrators) 60
Promotions 60
FINANCIAL EXIGENCY POLICY 60

~~Preface~~

Founded in 1908, with campuses in Muskogee and Warner, Connors State College is governed by the Oklahoma A & M Board of Regents with the mission of building futures one at a time as we promote excellence in our community and the global society.

WWW.CONNORSSTATE.EDU

MAIN CAMPUS 700 COLLEGE ROAD | WARNER OK 74469 | (918) 463-2931

THREE RIVERS PORT CAMPUS 2501 N 41ST ST E | MUSKOGEE OK 74403 | (918) 684-5471

TABLE OF CONTENTS

CONTENTS 4

PREFACE 8

ORGANIZATIONAL INFORMATION 8

History of the College 8

Mission Statement (updated to new strategic plan) 8

VISION (UPDATED TO NEW STRATEGIC PLAN) 8
CORE VALUES (UPDATED TO NEW STRATEGIC PLAN) 9
GOVERNANCE 9
CSC DEVELOPMENT FOUNDATION 10
AFFIRMATIVE ACTION STATEMENT 10

EMPLOYMENT POLICIES 13

GENERAL PROCEDURES FOR EMPLOYMENT 13

APPOINTMENT/REAPPOINTMENT/NON-REAPPOINTMENT PROCEDURES (FULL-TIME FACULTY) 17

FACULTY CREDENTIAL POLICY 18

REQUIREMENTS 18
FULL-TIME AND PART-TIME GUIDELINES 18
QUALIFICATIONS 18
EVALUATION OF CREDENTIALS 20
ALTERNATIVE QUALIFICATIONS 20
DEGREES IN EDUCATION 20
CLOSELY RELATED FIELDS 22
CONTRACT AND TRANSCRIPTS 22

EVALUATION 23

CORRECTIVE ACTION AND DISMISSALS ..... ERROR! BOOKMARK NOT DEFINED.

PURPOSE ..... **ERROR! BOOKMARK NOT DEFINED.**
SCOPE ..... **ERROR! BOOKMARK NOT DEFINED.**
RESPONSIBILITY ..... **ERROR! BOOKMARK NOT DEFINED.**
CORRECTIVE ACTION ..... **ERROR! BOOKMARK NOT DEFINED.**
WORK PERFORMANCE ISSUES ..... **ERROR! BOOKMARK NOT DEFINED.**
MISCONDUCT ISSUES ..... **ERROR! BOOKMARK NOT DEFINED.**
DISMISSAL ..... **ERROR! BOOKMARK NOT DEFINED.**

JOB TITLES, SALARY GRADES, DUTIES, AND RESPONSIBILITIES POLICY 23

FULL-TIME FACULTY WORK RESPONSIBILITIES 28
TEACHING LOAD 30
OVERLOAD ASSIGNMENT PROCEDURE FOR FULL-TIME FACULTY 31
ADJUNCT FACULTY APPOINTMENT AND CONTRACT 31
SUMMER SESSION AND/OR INTERSESSION EMPLOYMENT 33
ACADEMIC FREEDOM 33
ELECTRONIC SYSTEMS/SOFTWARE ACCESS 33
CLASS CAPACITY 33
OFFICE HOURS 33
CLASS RECORDS/GRADE RECORDS 34
NO-SHOW AND ADMINISTRATIVE WITHDRAWAL SUBMISSIONS 35
MIDTERM AND FINAL GRADES 35
ASSESSMENT 35
CONNORS STATE CAMPUSES 35
CLASSROOM ASSIGNMENTS 36
TEXTBOOK POLICY 37
EXTERNALLY FUNDED FACULTY 37
OUTSIDE EMPLOYMENT 37
ATTENDANCE AT PROFESSIONAL MEETINGS 37
PROFESSIONAL ORGANIZATIONS/COMMUNITY/CIVIC INVOLVEMENT 37
COMMENCEMENT CEREMONIES 37

CHILDREN ON CAMPUS 39
EMPLOYEE BENEFITS 39
Health/Life Insurance 39
Disability Insurance 40
Retirement Program 40
Optional Benefits 40
Tuition Reduction Policy (First and Second Year) 41
Tuition Reimbursement Policy – Staff - (Third and Fourth Year/Graduate) 42
Admission to Sporting Events 43
EMPLOYEE LEAVE 43
Sick Leave (Applies to 9/10/11/12 -Month Personnel Only) 43
Compassionate Leave (Special Sick Leave/Deducted from Sick/Annual Leave) 44
Holiday Leave 44
Shared Leave Policy 44
ATTENDANCE AND PUNCTUALITY 50
FAMILY AND MEDICAL LEAVE ACT 50
Purpose 50
Scope 52
Policy and Procedures Qualifying Event 52
Definition of Serious Health Condition 52
FMLA Definitions of Family 52
Employee Notice and Certifications 53
Maximum Leave Entitlement 54
Intermittent and Reduced Leave Schedule 54
Concurrent Use of Accrued Paid Leave 54
Continuation of Benefits During Leave 54
Restoration of Employment 56
Restoration of Benefits 56
Notice to Employees 56
Recordkeeping 56
Exhaustion of Family and Medical Leave 57
COBRA 58
MILITARY LEAVE AND PAY 58
Definitions 58
Scope of Policy 59
Policies and Procedures 60
JOB-RELATED INJURY OR ILLNESS 64
CODE OF ETHICS 65
JURY DUTY 66
EMPLOYEE CONDUCT 66
Guidelines for Appropriate Conduct 66
Nepotism 68
Connors State College Dress Behavior Policy 68
FACULTY GRIEVANCE REVIEW PROCEDURES 69
Definitions 70
Hearing Procedure 70

ANTI-HARASSMENT POLICY 74
Policy Against Discriminatory Harassment 74
Responsibilities Under This Policy 76
SEXUAL HARASSMENT POLICY 78
General Statements 78
Regulations 80
Reporting Complaints 80
Review Procedures 82
POLICY ON WORKPLACE VIOLENCE 87
Purpose and Goal 87
Scope 88
Responsibility 88
Duty to Warn 89
In-Person Threat Against Individual(s) and/or Connors State College 89
Other Threats Against Individual(s) and/or Connors State College 89
Communication with the News Media 91
DRUG-FREE WORKPLACE POLICY 93
General Statements 93
Specific Statements 94
Notification of Criminal Plea or Conviction Information 95
TOBACCO & VAPOR FREE WORKPLACE POLICY 97
College Policy and State Law 97
TECHNOLOGY POLICIES AND PROCEDURES 99
Computer Usage 99
User Responsibility and Expectations 99
Authorized User Purposes 101
Roles and Responsibilities 102
Special User Notifications 102
Conduct Expectations and Prohibited Actions 104
Electronic Mail 109
Appropriate Use 109
Issues Related to Privacy 109
Individual Expectations 111
College Expectations/Requirements 111
Establishing College Electronic Mail Accounts 112
Objectionable Material, Violations and Sanctions 113
Consequences of Misuse of Computing Privileges 113
ADMINISTRATIVE POLICIES AND PROCEDURES 114
Appointment of Administrators 114
Appointment of Personnel 117
FINANCIAL EXIGENCY POLICY 120
Introduction 120
Definitions 122
Procedures 124

PREFACE

The Board of Regents for Oklahoma Agricultural & Mechanical Colleges appreciates faculty input pertaining to the development of policies affecting faculty status and encourages the institutional administration to provide adequate opportunity for input on such matters prior to presenting recommendations to the governing A&M Board of Regents.

In discharging its duties and responsibilities, occasions may arise where the collective judgment of the A&M Board of Regents requires the A&M Board of Regents to act independently in the development and implementation of policies and procedures. In approving the Faculty/Staff Handbook for Connors State College, neither the governing A&M Board of Regents nor CSC is waiving or restricting its lawful power, duty, or responsibility to act at any future time to establish policies, regulations, and procedures and to implement other decisions of the A&M Board of Regents. In such instances, affected personnel will be informed through the official public record where such actions were approved, and the institutional administration is encouraged to take appropriate steps to help ensure that affected personnel are informed.

~~Organizational Information~~

ORGANIZATIONAL INFORMATION

History of the College

Connors State College (CSC) was authorized by an act of the first Legislature in 1908 as Connors State School of Agriculture. The school was named for Mr. John P. Connors who was President of the State Board of Agriculture at that time. In 1927, the Oklahoma Legislature amended the act, which established district agricultural schools to make Connors a junior college. The name was also changed, at that time, to Connors State Agricultural College. During the 1967 Legislative Session, the name was again changed, this time to Connors State College of Agriculture and Applied Science. In 2000, the A&M Board of Regents shortened the name to Connors State College.

A more detailed account of the history of Connors may be found in the college catalog.

Mission Statement

Connors State College is committed to building futures one student at a ~~time~~lime as we ~~promote~~cultivate excellence in our community and the global society.

Vision

Connors State College ~~builds on~~integrates tradition and ~~fosters innovation~~adaptability to ~~ensure that we are~~ be the college of choice for ~~university transfer~~students seeking access to affordable education~~, degree completion, workforce, and community development.~~

~~Core Values~~

~~*Integrity*~~

~~Connors State College cultivates an environment defined by the highest ethical standards characterized by honesty, respect, fairness, adherence to shared values, accountable stewardship, and the free exchange of ideas.~~

~~*Quality*~~

~~Connors State College sets high standards of individual excellence to ensure responsive and challenging learning opportunities~~ for ~~the communities we serve.~~

~~*Service*~~

~~At Connors State College we elevate and value the wellbeing of others, providing a safe campus community and opportunities to serve the needs of our students, faculty, staff, alumni, community, state, and nation.~~

~~*Inclusivity*~~

~~Acknowledging that diversity enriches our intellectual and professional community, Connors State College actively promotes diversity and inclusion, so that everyone feels recognized, welcomed, and respected in our college community.~~

~~*Excellence*~~

~~Connors State College encourages excellence by creating high expectations for achievement through building our legacy and providing rigorous and~~their lifelong learning ~~opportunities~~needs.

Core Values

Real Education

Our commitment to education means you'll get real learning experiences. What you see is what you get, and what you'll get is an authentic education that equips you with the skills to thrive in the jobs of the future.

Navigating the Future

Navigate your future with us, where we're committed to affordability, accessibility, and eliminating barriers to education. We offer you numerous pathways to reach your goals, whether you are at the beginning of your career or if you're looking to take the next step.

Our Community

At Connors, you're more than just a name on a roster; you're a valued member of our community. Our dedicated faculty and staff ensure that you receive personalized attention. From our president to our professors, we know you and we are invested in your journey.

Governance

Board of Regents for the Oklahoma Agricultural & Mechanical Colleges:

It is the policy of the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges that the Laws of the United States and of the State of Oklahoma shall be upheld and obeyed in all of its actions. In so

doing, the A&M Board of Regents is especially aware of Title VI of the Civil Rights Act and of Title IX of the Educational Amendment of 1974, and it continues not to discriminate against persons on the basis of race, color, religion, national origin, sex, qualified disability, age or status as a veteran. Such non-discrimination applies to all policies, practices, and procedures; including those pertaining to admission, institution governed by the A&M Board of Regents is directed to develop, establish, and observe procedures that implement the nondiscriminatory policy of the A&M Board of Regents. In all such instances, the A&M Board of Regents encourages the inclusion of minorities and women.

~~Connors~~CSC Development Foundation

The Connors Development Foundation, Inc. was established to aid and assist Connors State College by providing the resources necessary to meet the ever-increasing costs of supplying quality programs in higher education. The Foundation meets the requirements of a tax- exempt organization so all gifts are tax exempt under Section 501(c) (3) of the Internal Revenue Code of 1984.

Affirmative Action Statement

General Statements

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other federal, state, school rules, laws, regulations and policies, Connors State College does not discriminate on the basis of sex, race, color, age, religion, national origin, status as a veteran or disability in the educational programs or activities which it operates.

It is the intent of the Connors State College administration, faculty, and staff to comply with both the letter and spirit of the law in making certain that discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 of the Rehabilitation Act and the Americans with Disabilities Act have been established for students, their parents, and employees who feel discrimination has been shown by Connors State College.

Complaints

Any complaint alleging illegal discrimination should be referred to:

Director of Human Resources/Affirmative Action Officer
Connors State College~~,~~
Gatlin Hall, ~~2nd Floor,~~ Room 231
(918) 463-2931, Ext. 6206

Title VI, Title IX, and Section 504 complaints may be referred to:

- Human Resources Director who is the designated Affirmative Action Officer
- ADA Coordinator (918) 463-2931, Ext. ~~6215~~6245

They may also be filed with the Regional Office for Civil Rights. Address correspondence to:

Office for Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, 3rd floor, Suite 320
Kansas City, MO 64106
Telephone: 816-268-0550
FAX: 816-268-0599; TDD: 800-877-8339

~~Email: OCR.KansasCity@ed.gov~~
Email: OCR.KansasCity@ed.gov

Title VII and ADA complaints may also be filed with the regional Equal Employment Opportunity Commission. Address correspondence to:

Equal Employment Opportunity Commission
215 Dean A. McGee Avenue, Suite-524
Oklahoma City, Oklahoma, 73102 Telephone:
800-669-4000

FAX: 405-231-4140

TTY: 800-669-6820

ASL Video Phone: 844-234-5122

Sexual Harassment Complaints:

Any complaint alleging sexual harassment should be referred to:

- Human Resources Director, 918.463.6206
- Vice President for Academic Affairs, 918.463.6328

~~Employment Policies~~

EMPLOYMENT POLICIES

Connors State College complies with the employment policies set forth in the *Policy Manual for the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges*. The following procedures support the intent of the A&M Board of Regents' employment policies. At Connors, the levels of organizational structure are as follows:

~~At Connors, the levels of organizational structure are as follows:~~

Position	Function	Appointment Responsibility
President	**Chief Executive Officer**	**Hired by and responsible to the A&M Board of Regents.**
Vice-Presidents, Deans, and Directors	Major~~/~~ and mid-level administrative personnel	Hired by and responsible to the President with A&M Board of Regents approval.
Faculty	Instruction	Hired by and responsible to the President with A&M Board of Regents approval.
Administrative Assistant, Clerical, Maintenance, Secretarial, Custodial	Support Staff	Hired by and responsible to the President.
Adjunct Faculty	Instruction	Hired by and responsible to the Vice President ~~for~~of Academic Affairs.

General Procedures for Employment

The President has final responsibility for recommending employment, promotions, and terminations of all full-time faculty and staff to the A&M Board of Regents for final approval but may first choose to secure appropriate on campus counsel before making his/her final recommendations.
Equal Opportunity Employment decisions reflect the institution's policy of maintaining excellence instruction, research, and extension. As a college which recognizes the individual talents of people, Connors State College actively supports equal opportunity and affirmative action, complying fully and willingly with Executive Order 11246, Executive Order 11375, the Civil Rights Act of 1964, and all other appropriate Federal and State Legislation.

Advertisement – The breadth of advertisement for positions depends on the position's level in the organizational structure. Advertisements are prepared according to the A&M Board of Regents' policies.

Advertisements for presidents are publicized nationally in publications such as the Chronicle of Higher Education; in selected regional newspapers; in the two state newspapers, *The Daily Oklahoman* and *the Tulsa World;* and in local area newspapers.

Advertisements for major and mid-level administrative personnel and full-time faculty are placed in selected newspapers and/or publications.

Advertisements for adjunct faculty, clerical, maintenance, technical and custodial staff may be placed in local area newspapers.

Application – The applicant must complete the official CSC Application for Employment. Official transcripts from all colleges attended must be provided. Applicable licenses and certifications are also required. The applicant may also provide a resume at the time of application.

Screening/Interview – Employment for each position involves a thorough screening process. An ad-hoc screening committee, composed of relevant personnel, reviews all applications and recommends the most qualified applicants. For full-time positions, the process also involves a personal interview. The appropriate supervisor is responsible for selecting the committee members. References are checked and an authorized background check may be included in the final assessment of candidates.

Contract of appointments may be made in writing to the appointee specifying position, salary, conditions and duration of the appointment. Official transcripts of all undergraduate and graduate work and/or required certifications for all professional staff and faculty must be filed with the Human Resources Director and the Vice President for Academic Affairs. Each employee is expected to keep his or her file updated as additional class work or certifications are acquired.

Employment File - Personnel files are confidential in nature and are open only to the individual employee and the appropriate supervisors.

Faculty Selection Processes

When a vacancy occurs in a faculty position and a determination is made to refill the position, the following procedures will be used to fill that position. All qualified faculty candidates are interviewed.

Advertising

An Open Position Request form is to be completed by the Division Chair and signed by the Vice President for Academic Affairs and the Vice President for Fiscal Affairs. The Vice President for Academic Affairs will notify the Division Chair of approval to initiate the search process. The Human Resources Office will normally advertise the position internally and externally on behalf of the academic department.

Interview

Committee members selected by the Division Chair and approved by the VPAA will review the applications, resumes, and credentials of the candidates. Candidates will be invited to interview by the Human Resources Office. Committee members will participate in the interview process.

The Committee will evaluate all candidates with the desired qualifications and submit a recommendation to the Division Chair. All appointments will be recommended to the VPAA and must be approved by the President and the Board of Regents for OSU and the A&M Colleges.

Division Chair/Promotion Selection Procedures

When a vacancy occurs in a division chair position and a determination is made to refill the position, the following procedures will be used to fill that position.

Advertising

An Open Position Request form is to be completed and signed by the VPAA and the Vice President for Fiscal Affairs. The Human Resources Office will normally advertise the position internally and/or externally on behalf of Academic Affairs.

Interview

Committee members selected by the VPAA will review the applications, resumes, and credentials of the candidates. Candidates will be invited to interview by the Human Resources Office. Committee members will participate in the interview process.

The Committee will evaluate all candidates with the desired qualifications and submit a recommendation to the VPAA.

Adjunct Faculty Selection

In the selection of adjunct faculty, the Division Chair meets with the candidate and reviews documentation of the candidate's qualifications. The Division Chair may include a faculty member or faculty members who teach in the discipline in the interview process, as deemed appropriate. All qualified adjunct candidates are interviewed. The Division Chair makes a recommendation for hire to the Vice President for Academic Affairs. The Vice President reviews the faculty credentials and approves the hiring of the candidate.

Adjunct appointments are temporary appointments for specific periods of time and with no expectation of reappointment. Adjunct appointments do not count toward years of service as a continuing faculty member. No notice of non-renewal of an adjunct appointment is required, as the appointment ends by its own terms at the end of the appointment period. Such appointments do not require a search procedure as would usually be followed in filling a full--time faculty appointment.

Orientation of New Faculty Members

The primary responsibility for the induction of a new faculty member lies with the Division Chair. The Division Chair explains procedures for obtaining copies of textbooks, teaching supplies, equipment, secretarial help, duplicating facilities and syllabi. The Chair discusses academic policies and general College policies. The Chair also ensures that the new faculty member receives an orientation to electronic tools for enrollment, advising, and teaching.

~~Appointment/Reappointment/Non-reappointment Procedures (Full-time Faculty)~~

APPOINTMENT/REAPPOINTMENT/NON-REAPPOINTMENT PROCEDURES (FULL-TIME FACULTY)

Full-time faculty appointments are made for one academic year. Appointment to a faculty position is classified as “temporary” for the first three years of employment.

The “temporary” appointment (during the first three years) may be terminated upon expiration for the specific contract period without implication of reappointment. However, notice of intent to reappoint or not reappoint will be communicated in writing by *May 30th* of each academic year for faculty classified as “temporary.”

Decisions to reappoint or not reappoint are based upon a combination of factors. Years of service, institutional need, institutional function, institutional departmental budget, and non- professional conduct are factors that are considered.

Dismissal or non-reappointment of faculty who are not classified as "temporary" will be for reasonable cause. A confidential written statement prior to *May 30th* of the academic year will notify the faculty member of dismissal or non-reappointment. ~~Termination~~Dismissal for cause may be initiated by an administrator for reasons ~~such as~~ consistent with the corrective action policy set forth herein, including but not limited to conduct seriously prejudicial to the ~~college, an act of moral turpitude~~College, neglect of duty, inefficiency or incompetence, repeated failure or refusal to follow administrative directions, a genuine lack of need for the service or necessity for financial retrenchment.

A faculty committee, at the option of the faculty member, may be called to consider the dismissal or non-reappointment. A committee will be formed as set forth in the grievance procedure. The committee will hear information and make advisory recommendations to the Vice President for Academic Affairs and to the President.

~~Faculty Credential Policy~~

~~A. Introduction~~

FACULTY CREDENTIAL POLICY

The Office of Academic Affairs is dedicated to ensuring that all members of its faculty uphold the recommendations established by The Higher Learning Commission (HLC) and Oklahoma State Regents for Higher Education (OSRHE). Connors State College's policy adheres to the HLC recommendations while abiding by the policy of the OSRHE.

~~B.~~ Requirements

Faculty member credentials must be appropriate to assigned duties and disciplines, including level of instruction (AA, AS, AAS, Certificate, remedial, etc.).

~~1.~~ Faculty must hold degrees, certifications, and licenses from institutions accredited by agencies recognized by the U.S. Department of Education such as the Higher Learning Commission or from institutions with comparable status, certification, or recognition in other countries.

~~2.~~ Faculty members teaching general education core courses are expected to hold at least a master's degree with 18 graduate hours in the teaching field. (A limited number of faculty may hold equivalent documented experience to meet educational qualifications.) See section, Evaluation of Credentials

~~3.~~ Typically, faculty members teaching remedial/developmental education courses hold a master's degree but must hold a bachelor's degree in the teaching field.

~~4.~~ Faculty members teaching in occupational skills areas (AAS) must hold at least a bachelor's degree or appropriate industry-related licensure/certification.

~~C.~~ Full-Time and Part-Time Guidelines

The goal of Connors State College will be to maintain the same qualification guidelines for both full-time and part-time faculty members.

~~D.~~ Qualifications

Connors State College strives to maintain good practices in determining qualified faculty and as a policy will establish periodic reviews to ensure the minimum qualifications and expectations of all full-time and part-

time faculty teaching in all disciplines. An "official" copy of academic transcripts bearing the seal of the college or university should be provided to the Human Resources Office. While the official certified transcript will be housed in the employee's official personnel file in the Human Resources Office, a copy will also be maintained in the Office of the Vice President of Academic Affairs.

Qualifications of instructors teaching courses leading to an associate degree require a master's degree in the discipline or related field with a minimum of 18 graduate credits in the subject area; candidates pursuing a master's degree may be considered with the understanding that the degree must be completed expeditiously. The failure of an individual faculty member to

maintain satisfactory progress on his or her qualification plan will be considered adequate cause for the college to place the faculty member on probationary status or dismiss him or her from employment.

Full-time and part-time faculty who are working on completing their qualifications must submit updated transcripts at the beginning of each semester. The appropriate Division Chair is responsible for the evaluation of appropriate academic progress.

All references to degrees and semester hours in this and other College documents presume that credit comes from institutions that are fully accredited at the graduate level by one of the recognized regional associations or by another federally recognized specialized accrediting body. Degrees and courses from foreign institutions must come from institutions generally acknowledged to meet requirements equivalent to regional accreditation in the U.S.A.

Faculty with advanced degrees from foreign institutions must have their credentials evaluated and translated by a National Association of Credential Evaluation Services (NACES)-approved organization prior to beginning work with CSC. Original documentation must be submitted prior to hire date.

~~E.~~ Evaluation of Credentials

Associate of Arts and Associate of Science Degree Programs (Academic Transfer Intention) Required Qualifications:

Full-time and part-time faculty members are expected to hold a degree at least one level above that of the program in which they are teaching. For courses taught as part of an AA or AS degree, having the expectation of transfer to universities the generally accepted minimum faculty credential consists of a master's degree with a major in the teaching field (or a very closely related subject) or a master's degree in a related field along with at least 18 graduate hours in the specific teaching field (or a very closely related filed).

Alternative Qualifications

~~a.~~ When qualification is based on factors other than generally accepted graduate degree and hours credentialing, the faculty member must be able to make and document, and the Vice President for Academic Affairs must accept, a prima facie case that the alternate qualification would be persuasive to external peers. Examples might include high-level specialized training, advanced industry certification, professional licensing, publication in-field, workshops/seminars in field, recognition by in-field organizations, etc.

~~b.~~ Degrees in Education

As a general rule, degrees and course in education (EDUC or equivalent) are considered to be in a "related field" rather than in the major field. A Master's Degree in Education fields contributing to effective instruction (i.e. Education technology) will count toward 6 of the required 18+ hours in the field.

~~e.~~ Exceptions~~:~~

Cases such as child development or physical education or business education in which education is the field.

Education courses that focus on a specific discipline may be considered in-field for the major if the course description/syllabus clearly documents that the principal focus of the course was on subject matter rather than pedagogy. Interdisciplinary Courses such as general humanities

necessarily require faculty qualifications that reflect the multi-disciplinary foundations of the particular course and must be evaluated on a case-by- case basis.

Courses with a narrow focus such as art history or music appreciation are normally considered to be subject matter course requiring subject expertise not broad interdisciplinary course even if they carry the HUMN prefix. On the other hand, broader-based HUMN courses and other interdisciplinary course may be taught by interested, qualified, and prepared faculty members with a wide range of formal credentials.

~~d.~~ Closely Related Fields

The determination of how closely related subjects must be in order to qualify faculty is a subjective one. Generally accepted academic practice and the informed opinion of qualified expert peers should be brought to bear in the determination. Explanation of qualification based on closely related field should be included in the faculty member's file. Connors

State College can utilize "Tested Experience" where appropriate. Connors Sate College will strive to utilize tested experience in addition to a strong and appropriate educational background. "Tested Experience' can be demonstrated through application of professional experiences along with professional certifications that correspond with the required minimum formal education. "Tested Experience" shall be figured at a rate corresponding to 1.5 hours of graduate credit per 1 year of professional work experience (as determined by CSC administration) (i.e., 4 years of full-time job experience counts as 6 graduate credit hours).

Contract~~/~~ and Transcripts

Contract of appointments may be made in writing to the appointee specifying position, salary, conditions, and duration of the appointment. Official transcripts of all undergraduate and graduate work and/or required certifications for all professional staff and faculty must be filed with the Human Resources Director and the Vice President for Academic Affairs. Each employee is expected to keep his or her file updated as additional class work or certifications are acquired. It is the responsibility of each employee to promptly notify the Human Resources Office in writing of any changes in personal data. Name changes, personal mailing addresses, telephone numbers, changes affecting number and names of dependents on CSC insurance policies, individual to be contacted in the event of an emergency, educational accomplishments, and other status reports should be kept current at all times.

Faculty holding less than the degree required for the discipline, as stated in the faculty qualifications, may not be considered eligible for continuing employment. Faculty who do not have the required degree or qualifications are employed with the understanding that the degree must be completed expeditiously. The failure of an individual faculty member to maintain

satisfactory progress on his or her qualification plan will be considered adequate cause for the college to place the faculty member on probationary status or dismiss him or her from employment.

Continuing employment ordinarily will be retained through satisfactory annual evaluations. In cases of perceived performance deficiencies, faculty members will be afforded the opportunity to improve their performance through a structured plan of improvement before any action to terminate an appointment is made. Such plans of improvement, at the minimum, shall include a clearly stated written summary of areas of needed improvement, periodic meetings with appropriate supervisors to review the faculty member's progress, and an established time frame for the improvement review period.

~~Evaluation~~

EVALUATION

It is the intent of CSC to ensure that all employees are aware of their performance and progress as it relates to employment. Employees are evaluated informally on a daily basis. Feedback from both students and other instructors is an essential part of faculty professional development. Therefore, faculty, both full-time and adjunct, will be evaluated every year, so that each instructor may receive constructive feedback about how to improve his or her performance on the job. The supervisor has the option to formally evaluate an employee more than once a year, particularly in cases where performance is viewed as deficient in nature. Evaluations consist of four components: classroom observation, student feedback, supervisor evaluation, and self-evaluation.

The evaluation will note strengths and weaknesses as identified by both the employee and supervisor. The supervisor will make commendations and suggestions for improvement. These commendations and/or suggestions will be conveyed to the employee both orally and in writing. The supervisor will make recommendations concerning retention to the VPAA.

Corrective Action and Dismissals

Purpose

Organizations have work rules designed to promote the proper and efficient operation of the organization. Organizations also require employees to meet prescribed standards for the quality and quantity of performance. The purpose of this policy is to set forth procedures by which supervisors communicate as early as possible with a staff person a problem or concern interfering with performance and the appropriate steps to provide a positive, fair and constructive means of correcting employee behavior/performance issues.

Scope

1. These policies and procedures are applicable to all continuous regular staff personnel of the College.
2. This procedure also does not apply to periodic/temporary employees or student employees.
3. Faculty are covered by separate procedures as indicated in the Faculty Handbook and other policies and procedures.

Responsibility

1. Each employee is expected to become knowledgeable with performance criteria for his or her particular position and with all rules, procedures, and standards of conduct established by Connors State College and the staff member's department. The employee who does not fulfill the responsibilities set out by such performance criteria, rules, procedures and standards of conduct may be subject to corrective action.
2. Employees of the College are at-will employees. "At-will" employment means that either the employee or the College may terminate the employment relationship at any time, for any reason, with or without cause or notice, so long as the reason is not prohibited by applicable federal or state law. However, consistent with the College's values of excellence and integrity, supervisors should follow prescribed guidelines for corrective action or dismissals.

Work Performance and Misconduct Issues

1. Behaviors which may be subject to corrective action or dismissal may be a result of poor work performance or misconduct.
2. The term "work performance" may include all aspects of an employee's work.
3. Work performance is determined by the supervisor's evaluation of the quality and quantity of work performed by the employee. When, in the opinion of the supervisor, the work performance of an employee is below standard, the supervisor should take appropriate corrective action.
4. Work performance is normally evaluated by a performance review as described in this handbook.
5. When making the decision for taking corrective action, consideration should be given to the nature of the offense, the record of the employee, and the consequences recommended. A supervisor should initiate action as a dimension of performance improvement rather than a measure of punishment. It is a corrective process to help the employee overcome work-related shortcomings and strengthen his or her work performance.
6. Performance issues involving the quantity or quality of work may require additional training or practice in order to achieve the required standard. In this case, it may be appropriate to place the employee on a performance improvement plan for a specified length of time, usually up to three months. Performance improvement plans can be used in conjunction with other corrective action steps or in place of corrective action. The supervisor should consult with Human Resources prior to implementing a performance improvement plan.
    a. During the duration of the performance improvement plan, the supervisor works with the employee, providing feedback on a monthly or more frequent basis.
    b. If work performance has not improved to an acceptable standard by the end of the designated period, the employee will be dismissed from employment. In rare circumstances, the performance improvement period may be extended up to an additional three months.
    c. If work performance reverts to an unacceptable standard during the year following expiration of the performance improvement plan, the employee may be dismissed from employment immediately.
7. Even though the College's philosophy of discipline is a corrective, progressive one, there are some offenses serious enough to warrant immediate dismissal. This may require the supervisor to skip steps of corrective action. Such cases should be handled in consultation with University Human Resources.

8. Corrective action should be taken as soon as possible after a work rule violation or unacceptable behavior occurs.
9. The supervisor shall consult Human Resources prior to corrective action or dismissal.

Misconduct issues

1. All employees are expected to maintain standards of conduct suitable and acceptable to the work environment. Corrective action may be imposed for unacceptable conduct or work performance issues.
2. Each work rule violation is evaluated based on the severity of the infraction and the operational impact of the rule.
3. In cases where an employee fails to meet acceptable standards of conduct or work performance, a supervisor should initiate corrective action. The corrective action process includes the following:
    a. Informal Discussions – consists of an informal discussion between the supervisor and the staff member regarding a gap in current performance or behaviors and those expected by the university. This discussion is informal in nature and is intended to develop a clear understanding between the staff member and the supervisor regarding future performance or behavioral expectations. Supervisors are encouraged to maintain documentation of these discussions; however, the documentation is not formal and is used as a reminder to the supervisor of the topics discussed and agreements reached with the employee regarding potential developmental opportunities and training needs. Informal discussions may occur at any time. Staff members who have received an informal discussion are eligible for consideration for pay increases, transfers, promotions, and other employment privileges.
    b. First Step Corrective Action or Written Warning – consists of a formal discussion between the supervisor and the employee about a gap in current performance or behaviors and those expected by the College. This discussion includes the supervisor's expectations, timeline for correction of the concerns, and specific details on how the employee needs to improve. The underlying assumption is the employee has the desire to change. The supervisor shall document the formal discussion. In the event the job performance or behavior(s) does not improve, further corrective action may be supported. If a repeat incident of misconduct or work performance issue occurs within three months, further corrective action may be warranted, up to and including dismissal.
    c. Second Step Corrective Action or Written warning – consists of a formal discussion between the supervisor and the employee about continued failure to meet acceptable standards of conduct or work performance. The supervisor should consult with Human Resources before placing an employee on this step of corrective action The discussion is followed up with a written summary, including the seriousness of failure to meet acceptable standards of conduct or performance expectations. The employee shall receive a copy. The written corrective action should include the following:
        i. Desired performance;
        ii. Observed behavior;
        iii. Violated rule, policy, procedure, or performance issue;
        iv. Past work record, including training, coaching, feedback, mentoring or other formal corrective actions taken;
        v. A statement of the consequences in the absence of improvement;

vi. Notice that discussion is a corrective action and that the employee has agreed to the desired performance; and

vii. The employee's signature signifying receipt of the written summary and the date received. If the employee declines to sign the document, the supervisor should indicate on the document that the employee received a copy of the corrective action.

If a repeat incident of misconduct or work performance issue occurs within six months, further correction action may be warranted, up to and including dismissal.

d. Job Decision Assignment – final formal discussion and written documentation requiring the employee to decide whether or not s/he wishes to continue employment with no further infractions or wishes to resign. To provide adequate time for this serious decision-making process, the employee may be placed on job decision assignment for up to one day. During that time the employee's work assignment is to give serious consideration to full compliance with performance standards or resignation. At the end of that time the employee is expected to provide a written commitment to the conduct and/or performance standards with detailed information on how they expect to maintain this commitment or to provide a written resignation notice. If the information contained in the employee's response meets the criteria of the supervisor, the employee will be expected to return to work in full compliance with conduct and/or performance standards. In the even the employee fails to provide a reasonable response or resign, they will be dismissed from employment. The supervisor must consult with Human Resources before placing an employee on job decision assignment. The formal documentation establishing administrative leave and requesting the employee's decision and the response from the employee are placed in the employee's personnel file. The job decision assignment will be considered inactive if no further incidents of misconduct or failure to meet performance standards occur within one year. If, however, misconduct or work performance issues occur within one year, employment will be terminated for cause immediately.

4. Unrelated incidents of misconduct or work performance will be handled separately, but in no case will more than two separate unrelated incidents of misconduct or work performance occur within any one time period. A third unrelated incident of misconduct or work performance will result in dismissal.
5. Employees engaged in any step within the corrective action process outlined above may be ineligible for transfers, promotions, pay increases, or other employment privileges. Notification of these restrictions ma be included in the written notice provided to the employee.
6. A serious violation of a rule, procedure or standard of conduct, including but not limited to, inappropriate use of computers, theft of College property, falsification of College documents, or conduct resulting in harm to another person, may result in immediate termination.
7. An employee who disagrees with a supervisor's formal or informal evaluation of their performance are encouraged to seek counsel from Human Resources, who may act as a neutral third party moderator for future discussions between the employee and the supervisor.
8. Misconduct that may result in corrective action (and/or termination) include (but are not limited to):

a. Tardiness or absenteeism without proper notification to the supervisor or unavailability for work; neglect of duties, loitering, loafing or wasting time during working hours including leaving the job during working hours without permission or sleeping during work hours; inefficiency or lack of application to work;
b. Failure to follow established safety rules and procedures; creating a condition hazardous to another person on the premises; creating or contributing to unhealthy or unsanitary conditions;
c. Disorderly or immoral conduct or horseplay on College property; fighting, encouraging a fight or threatening, attempting or causing injury to another person on College premises or on institutional time;
d. Harassment of other employees (including sexual harassment) or use of abusive language on the premises; failure to cooperate with supervisor or coworker, impairment of function of work unit, or disruptive conduct;
e. Refusal of an employee to follow instructions or to perform designated work that may be required of an employee as part of the employee's employment, refusal to adhere to established rules and regulations, insubordination or insolence;
f. Waste of materials and supplies; abuse or waste of tools, equipment, fixtures, property, supplies or goods of the institution; neglect of duty or failure to meet a reasonable and objective measure of efficiency and productivity; carelessness resulting in the damage to or destruction of tools, equipment supplies or other property belonging to the College or fellow employees or resulting in serious injury to fellow employees;
g. Violation of established departmental dress codes; use of tobacco in violation of College policy and state law;
h. Giving false information or falsification of College documents including timesheets, personnel records and application for employment;
i. Destroying or defacing institutional property or records or the property of a student or employee;
j. Gambling, participating in lotteries or any other unauthorized games of chance on the premises at any time; soliciting, collecting money or circulating petitions on the premises other than within the rules and regulations of the institution;
k. Bringing intoxicants or drugs onto the premises of the institution, using intoxicants or drugs, having intoxicants or drugs in one's possession, or being under the influence of intoxicants or drugs on the premises at any time;
l. Theft or unauthorized removal of property, dishonesty or unauthorized use of institutional property including records and confidential information;
m. Illegal transportation of firearms upon the premises (with the exception of law enforcement officers or other personnel authorized to do so);
n. Failure to comply with appropriate computer use policies; and
o. Violation of policies, rules, or procedures of the unit or Connors State College.

Dismissal

1. Any unauthorized absence for more than three consecutive workdays may be considered as a resignation from service and would not therefore be subject for corrective action. The supervisor should consult with Human Resources for appropriate documentation and notification to the employee.

2. Under Oklahoma Statutes, any state employee who is found guilty of or pleads guilty or nolo contendere to a felony shall immediately forfeit employment and is not eligible for future employment with Connors State College if the felony record exists.
3. An employee dismissed for misconduct or work performance or who resigned in lieu of termination may be placed on a restricted hiring list and not be eligible for hire within CSC for at least one year.
4. Any person terminated from College employment shall have the right of appeal as outlined in Grievances and Appeals Policy.
5. The staff of Human Resources will serve in an advisory capacity in matters of corrective action and termination.
6. Connors State College reserves the right to change this Policy and Procedure or any portion thereof at any time.

Job Titles, Salary Grades, Duties, and Responsibilities Policy

Connors State College retains the right to make organizational and personnel adjustments as needed to meet the institution's operational and strategic goals. Accordingly, the President or the appropriate area Vice President shall have the authority to change the job titles, salary grades, duties, and responsibilities of any employee at any time, based on institutional needs, operational efficiency, or budgetary considerations.

Weather and Remote Work Policy-

Weather and Emergency Notifications

Connors State College prioritizes the safety of its students, faculty, staff, and visitors while maintaining campus operations whenever possible. In the event of inclement weather or emergencies, campus operations may transition to virtual status or temporary closure.

- **Campus Closure:** All operations are suspended except for essential services required for safety and security. Classes, meetings, and events are canceled. Administrative leave will be used for approved campus closure hours.
- **Classes Canceled, Campus Open:** Classes are canceled, but administrative offices remain open unless otherwise stated. Staff are expected to report to work.
- **Delayed Opening:** Campus operations are closed for a designated period, with reopening based on improving conditions.
- **Virtual Campus:** All physical campus offices are closed except for essential personnel, and other campus services are available online. Faculty will move scheduled classes online. Students should monitor their email and Canvas for instructor communication. Administrative services shift to virtual operations. **If offices are operating under virtual status but not fully closed during inclement weather, employees must use leave for any related absences.**

Communication: In the event of inclement weather, Connors State College will notify faculty, staff, and students in advance regarding the status of campus operations. Notifications will be sent via email, RAVE alerts. Additional updates will be provided through official college channels, including the Connors website and social media.

Remote Work Policy

Connors State College does not permit remote work under normal circumstances. All full-time employees must perform their duties in their assigned office, facility, or field location.

Exceptions: Remote work may be granted only in extenuating circumstances where office functions and services to students are not impeded. Examples include:

- Temporary illness preventing on-site attendance
- Temporary transportation issues (e.g., vehicle breakdown)
- Emergency childcare needs (e.g., last-minute babysitter cancellation)
- Approved accommodations under the Americans with Disabilities Act ("ADA"), as determined through Connors State's interactive process with Human Resources

Approval Process:

- Employees must submit a Request to Work Remotely form or provide a written request specifying hours and reasons. Employees seeking remote work as an ADA accommodation must follow Connors State's accommodation request process through Human Resources.
- Supervisors will review and approve or deny requests. Approved forms or written requests should be sent to HR for recordkeeping.

Accountability: Remote work is contingent on job performance. Abuse, falsification, or failure to meet responsibilities will result in corrective action, up to and including dismissal. **Remote work arrangements may be revoked at any time if they negatively impact job performance or office operations.**

Full-time Faculty Work Responsibilities

Instruction and facilitation of learning are the primary responsibilities of the faculty. Official duties of the faculty include, but are not limited to:

- Read and be familiar with the College Catalog, and the Faculty and Student Handbooks. These documents are available on the CSC website.
- Maintain up-to-date records of all academic development, transcripts, etc. in the Office of the Human Resources Director
- Maintain current syllabi utilizing the approved Course Syllabus Template.
    - Distribute the course syllabus during the first class meeting and acquaint students with course and college requirements.
    - Teach in accordance with syllabi
- Submit reports and grades in a timely manner
- Evaluate student learning, maintain accurate academic records, and implement appropriate assessment measures
- Attend faculty meetings, division meetings, and required official activities
- Demonstrate evidence of professional growth
- Serve on assigned committees
- Serve as advisors for student organizations
- Be knowledgeable of and enforce college regulations (refer to college publications)
- Conduct themselves at all times in a professional manner which promotes a positive image of themselves and the College
- Participate in the evaluation process

Teaching Load

A normal teaching load for full-time instructors is 15 credit hours per semester save for Nursing faculty which are required to teach one theory course and one clinical for a total of 10 credit hours per semester. Those asked to teach more than 30 hours in an academic year will receive overload pay, pending approval by the Office of the Vice President for Academic Affairs.

The instructional load of a full-time instructor cannot be measured solely by the number of course hours assigned. Instructional faculty members should teach 14-16 credit hours per week, which may include prorated hours with the total number of contact hours not to exceed 24. In addition to teaching 30 credit hours, full-time faculty members are expected to recruit, advise, counsel, and tutor. Connors will assign 15 credit hours minimum each semester to a full-time faculty. Deviations to this schedule must be approved by Academic Affairs and HR.

The typical faculty contract runs for the academic year beginning approximately one week before fall semester classes begin and ending approximately three working days after the last day of spring semester finals. The academic year contract is informally called a "nine-month" contract because it normally covers approximately the nine months from mid-august to mid-May. Faculty contracts may be for shorter or longer periods of time as appropriate to the duties of the faculty member and the needs of the college.

Overload Assignment Procedure for Full-time faculty

Upon recommendation of the Division Chair assignments will be made to individuals qualified to teach the overload sections(s) according to the following criteria.

1. Faculty from the division with the overload requirement.
2. All overload must be reviewed and approved by Academic Affairs and HR.
3. Teaching loads for full-time faculty that would be over the full-time contract must be recommended by the appropriate Division Chair and approved by the Vice President for Academic Affairs.

A full-time faculty member is eligible for extra compensation for teaching an overload course, provided that the faculty has an approved full-time assignment, that the overload course does not interfere with the faculty's regular duties, and that all college, state, and federal regulations are observed.

Full-time faculty members working overload will be compensated at the end of the semester in which the overload occurs unless pre-authorized by the Vice President for Academic Affairs. Any other requests regarding overload and time of payment must be discussed with Academic Affairs and HR and will be reviewed on a case-by-case basis.

Adjunct Faculty Appointment and Contract

Adjunct faculty members are those employed part-time on an as-needed, semester-by-semester basis. Employment for one semester carries no expectation whatsoever of continued employment in future semesters. Continuation of employment is on an as-needed basis depending on enrollment, the quality of the individual's performance, and other factors. It is the responsibility of the Division Chair to evaluate the performance of part-time adjunct faculty members.

Part-time adjunct faculty members are compensated on a per-semester-hour basis.

Connors exempt employees may adjunct teach during off hours with compensation as arranged among the employee, the employee's supervisor, the appropriate Division Chair, and the Vice President for Academic Affairs.

Consideration of utilization of a non-exempt employee for adjunct teaching requires approval by the Vice President for Academic Affairs and the Director of Human Resources. All adjunct loads must be reviewed by Academic Affairs and HR to ensure adherence of ACA rules.

Summer Session and/or Intersession Employment

Appointments to the teaching faculty for the summer session and/or intersession courses are separate agreements from those of the regular academic calendar year and cover only the period of the scheduled session.

Academic Freedom

The concept of academic freedom can be generally described as follows: (1) all faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties and relevant legal requirements, but research funded by agencies external to the College should be based upon an understanding with the authorities of the institution; and (2) all faculty members are entitled to full freedom in the classroom in discussing the subject of the course, but they should be careful not to introduce into their teaching either controversial matter that has no relation to the subject or actions that violate the rights of students. The concept of academic freedom does not preclude upholding objective academic standards in terms of curriculum.

Instructional works created by a faculty member are owned by the institution if the faculty member was entitled to receive additional compensation for creating those works and there was no agreement in place between the institution and the faculty member explicitly giving those rights to the faculty member. CSC may retain all ownership to those materials. CSC may give the faculty members who create those instructional materials a non-exclusive, royalty-free license to use those course materials.

Faculty are not allowed to sell course content to places like Chegg, Course Hero, etc.

Electronic Systems/Software Access

Connors reviews users and access to electronic systems/software access for security and efficiency. Access may be adjusted as needed for personnel, position updates, etc.

Class ~~Cap~~Capacity

Class ~~caps~~capacity limits are typically at 30 for an online class and at room capacity for an in-person class. Class caps may be subject to change due to enrollment, personnel, etc. Final determinations on class caps and class cancellations are determined by Academic Affairs; class cancellations occur the week prior to the start of enrollment; all decisions are made based on enrollment demand and student needs, etc.

Office Hours

Each instructor posts a schedule that indicates class times and locations, student consultation periods, and office hours. The schedule includes both day and evening class schedules with at least 10 hours per week designated for student consultation. If a faculty member needs to cancel an office hour, he/she should inform their Division Chair or the Vice President for Academic Affairs and post a note on the door for the students.

Class Records/Grade Records

Class rosters are found in Banner. The instructor is responsible for an electronic record of grades which will be the primary document of record. Instructors are to maintain a thorough, accurate record of each student's attendance and performance.

Confidentiality of students' records should be maintained. The grades are to be submitted electronically to the Registrar's Office at the end of each semester.

No-Show and Administrative Withdrawal Submissions

In accordance with our HLC Quality Initiative, Connors State works to diligently to ensure our students persist to graduation. Each semester faculty report No Show students to the office of Academic Affairs during the first two weeks of a 16 week course and the first week of an 8 week course. During the 4th week of a 16 week course or the 2nd week of an 8 week course, faculty administratively withdraw a student from a class for nonattendance or for failure to submit academic work after the drop/add period until the published final date to withdraw from a single class, typically the end of the 12th week in a 16th week semester.

AWs will be used for students who do not attend class or submit work in class for a substantial, consecutive, number of class time defined as equivalent to 2 weeks of class time.

Not submitting these reports as indicated by the institution may result in disciplinary actions. Any questions concerning No Show and Administrative Withdrawal reports must be directed to Academic Affairs office.

Midterm and Final Grades

Midterm grades are to be submitted on or before the due date and time in Banner Self Service usually the Tuesday of the seventh, 7th, week of the semester for 16 week classes and on the Tuesday of the 4th week of classes for 8 week classes.

Final grades are to be submitted on or before the due date and time in Banner Self Service usually the Tuesday following the end of each semester.

Timely submission of grades is imperative. Late submission of final grades or midterm grades may result in disciplinary actions.

Assessment

Connors State College is accredited by the Higher Learning Commission (HLC). Assessment is a requirement for continued accreditation; therefore, all faculty (full-time and adjunct) are required to participate in our assessment practices.

Connors State Campuses

Connors State College includes the Warner campus, Muskogee campus, Eddie Warrior Correctional Center, Jess Dunn Correctional Center, high school campuses, and online. Any employee (full-time faculty, and adjunct faculty) may be asked to work at any location associated with Connors.

Classroom Assignments

Classrooms are assigned as courses are built in Banner. Faculty classroom requests will be submitted to the appropriate Division Chair. The Division Chair will submit requests to Academic Affairs. Any classroom change requests must be completed and approved by Academic Affairs before Priority Enrollment begins in October and March.

Textbook Policy

The appropriate Division Chair and the Vice President of Academic Affairs must approve textbook changes. Contact the appropriate Division Chair for information on changes and deadlines.

Externally Funded Faculty

Faculty or staff positions created by federal grants or other external funds are appointed, evaluated, reappointed, or not reappointed through the same mechanism as other college personnel.

However, because of the nature and duration of the funds and programs, each contract automatically terminates at the conclusion of the year for the duration of the program. Notice of intent for continuance or in some cases discontinuance is based on performance and/or notification of funding awards.

Outside Employment

Full-time employment at CSC is considered to be one's primary employment. Employees may engage in outside employment provided the employment does not interfere with assigned duties and responsibilities or constitute a conflict of interest.

Attendance at Professional Meetings

Employees are encouraged to continue their professional development by attending applicable meetings, workshops, etc. Proper authorization and arrangement need to be made prior to the meetings. (See section on authorization and travel arrangement procedures).

When the administration asks a faculty member to represent the college at a meeting, the faculty member will be reimbursed for travel and per diem expenses incurred according to approved Office of State Finance travel claim standards and procedures.

When classes are dismissed for professional meetings, all members of the faculty are expected to attend. Permission to miss such meetings must be obtained from the VPAA in advance of the meeting.

Professional Organizations/Community/Civic Involvement

All employees are encouraged to join professional organizations and to take leadership roles in their respective communities, disciplines, or areas of interest. All faculty and staff are encouraged to contribute to the Connors State Development Foundation. The amount of the contribution is at the discretion of the employee.

Commencement Ceremonies

The annual commencement exercise in May involves an academic processional and recessional. Full-time faculty and administration are required to participate in this ceremony. Adjunct faculty are welcome to participate. Faculty must wear proper academic attire consistent with the highest degree earned. Please

contact the bookstore manager to obtain information concerning renting or purchasing your academic regalia.

~~Children on Campus~~

Social Media Policy

As a public institution, Connors State College (CSC) values and protects the constitutional right of free speech. CSC encourages responsible use of social media while maintaining professionalism and protecting the institution's reputation. This policy applies to all employees.

General Guidelines:

- **Personal Responsibility:** Employees are responsible for their online activity. Posts that negatively impact job performance, colleagues, students, or CSC's reputation may result in corrective action, including dismissal.
- **Respect & Professionalism:** Be fair, courteous, and avoid content that is discriminatory, harassing, obscene, threatening, or defamatory. Work-related concerns should be resolved internally rather than on social media.
- **Appropriate Content:** Do not imply CSC endorsement of personal views. If discussing CSC-related topics, clearly state that opinions are personal and not official statements. Employees must not link personal blogs or social media accounts to CSC platforms without authorization.
- **Workplace Use:** Personal social media use should not interfere with work duties. Use of CSC equipment or email for non-work-related social media activities is prohibited unless authorized.
- **Media & Public Statements:** Employees should not speak on behalf of CSC or respond to media inquiries without prior approval.

For questions or further clarification, contact Human Resources.

CHILDREN ON CAMPUS

Because of reasons related to safety and potential problems in supervision, children will not be permitted on campus unless they are attended by a parent or guardian. No children are permitted in the classrooms, teaching areas, or work areas.

~~Employee Benefits~~

EMPLOYEE BENEFITS

Benefits are contingent upon the availability of funds and are subject to change. The institution offers various benefits to full-time employees. Detailed information concerning all benefits is available in the Human Resources Department. A brief synopsis of the major benefits is listed below:

Health/Life Insurance

Group medical insurance, life insurance, long-term disability insurance, retirement, and major medical benefits are provided for all eligible (full-time) employees. For details, contact the Human Resources Department.

Disability Insurance

All full-time employees on active service under the age of 69-1/2 who are classified as faculty, administrative, or professional full-time staff are eligible for disability coverage. The waiting period is 180 calendar days after being certified as disabled.

Disability insurance guarantees employees 60% of the base pay (including payments from Social Security, Workers Compensation, State Teachers Retirement, or other group programs providing disability).

Retirement Program

All teachers entering the teaching profession in Oklahoma and certain other professionals, working one-half time or more, are required by State law to become members of the

Teachers' Retirement System (TRS) of Oklahoma. Connors pays the entire Teachers' Retirement Employee contribution, and TRS administration fees for *all* full-time employees as a part of the employee benefits package.

Complete information concerning the Teachers' Retirement System of Oklahoma can be obtained from the CSC Human Resources department or by contacting the Oklahoma

Teachers' Retirement System in Oklahoma City (1-877-738-6365) or (www.ok.gov/trs). Connors participates in the Federal Social Security Program and Medicare for their employees.

Individual contributions are deducted from the employee's salary and Connors provides the required employer's match.

Optional Benefits

Employees may also elect to pay for additional, optional benefits. Details of these benefits are available in Human Resources.

- Dependent Medical Coverage ~~Dependent Life Coverage Supplemental Cancer Insurance Pre- and Post-Tax Annuities~~
- Dependent Life Coverage
- Supplemental Cancer Insurance

Pre- and Post-Tax Annuities

-
- Section 125 Flexible Benefit Plans
- U.S. Savings Bonds
- Employee Educational Savings Plan
- Short-term Disability
- Dental ~~and~~
- Vision

Tuition Reduction Policy (First and Second Year)

~~Employees may elect to enroll in courses at Connors. If the course benefits the institution and the individual, one-half (1/2) the tuition rate is waived. The immediate supervisor must approve such a reduction in tuition. Classes that may impact the regular *workday* should be approved by the supervisor, and the time must be made up within the current work week. This includes employees that are scheduled to work evenings.~~

~~Employees who are 65 years of age or older may audit classes without charge. This option also applies to all Oklahoma residents. *Enrollment is contingent upon available space.*~~

~~*Tuition Waiver for Dependents of Employees*~~

~~Dependents (not spouses) of all full-time employees are eligible for a scholarship award of three hundred dollars ($300) per semester or six hundred ($600) per academic year. The awards are renewable contingent upon appropriate academic progress. Dependents of part-time employees who have at least one year of service at CSC are also eligible for this benefit.~~

Regular, current, full–time Connors employees are entitled to receive a 100% tuition–only waiver benefit. This benefit applies to tuition charges only; all fees must be paid by the student. The tuition-only waiver is for CSC tuition only. The tuition–only waiver is granted with the understanding that class and study hours will not conflict with regular work schedules. If it is necessary to take classes during regular working hours, the immediate supervisor must approve. During working hours, a maximum of one course or four hours may be taken. Courses taken during working hours should benefit both the College and the employee. Newly hired employees will be eligible for the full benefit for the semester provided they begin work no later than the end of the second week of classes during each semester. Employees hired after those dates will not be eligible until the following semester.

Employee's Spouse and Dependents are eligible for tuition reduction as well. Dependents may receive the 100% tuition–only waiver for any year in which an employee claimed them as dependents on federal income tax forms. Spouses and dependents must provide a copy of the employee's federal income tax form at the time of registration.

Condition of Benefit

All applicants who are eligible for this benefit must apply through the Financial Aid office for other appropriate scholarship or grant funds. All applicants will be required to follow the normal Financial Aid Office procedures. Tuition waivers from other programs will be utilized first and the employee waiver will then be applied. All federal, state, and other money designated specifically for tuition will be applied before the employee tuition waiver.

Employees, spouses, dependents and retirees must self-identify at the Registrar's Office. The Registrar's Office will verify employment or retirement with the Human Resources Office. This benefit applies to tuition charges only; all fees must be paid by the student

Tuition Reimbursement Policy – Faculty- (Third and Fourth Year/Graduate)

Subject to availability of funds, CSC reimburses Regular Full-Time Employees who take nonequivalent courses for credit at a public or private institution of higher education other than CSC (Oklahoma State University preferred, if available) for tuition for up to twelve (12) credit hours per calendar year with a maximum of up to $1,000 per 3 credit hours course. This policy is not intended to limit the total number of credit hours an employee may take. However, credit hours taken in excess of the amounts specified in this policy shall not be reimbursed by CSC. Additional reimbursement may be available on a case by case basis and must be reviewed and approved by the President. Tuition reimbursement must be approved by the Division Chair, Vice President for Academic Affairs, and the President prior to the start of coursework for faculty.

The coursework must be within the discipline or subfield and must be directly related to the employee's job requirements.

To be reimbursed for a course, the Regular Full-Time Employee must earn a grade of C or higher for an undergraduate course and B or higher for a graduate course.

Reimbursement is for tuition only. CSC does not reimburse the cost of fees, books, or other materials.

For reimbursement purposes, if a course is completed over the course of two fiscal years, the said course will be accounted toward the fiscal year in which the course was completed.

The final amount reimbursed to the employee will be calculated after crediting any scholarship, grant, or any other source of financial assistance which does not require any form of repayment.

CSC does not provide tuition reimbursement if the employee chooses to take freshman or sophomore level equivalency courses at an institution of higher education other than CSC. Requests for exceptions to this must be submitted in writing to the Office of Human Resources or Office of Academic Affairs for approval by the Human Resources Director or Vice President of Academic Affairs before the course commences.

CSC does not provide tuition reimbursement for courses taken by Spouses and Dependent Children.

Employees requesting tuition reimbursement must complete the tuition reimbursement authorization process, as specified by Human Resources. All tuition reimbursement requests must be submitted to the Office of Human Resources ten (10) business days prior to the beginning of the course, along with any documentation required to comply with this policy. The employee shall submit all required additional documentation (e.g. grades, invoice balances) within thirty (30) days following the end of the course. Human Resources shall direct Accounts Payable to issue reimbursement checks.

An employee must be employed for Connors State College for at least one year if reimbursed for twelve (12) credit hours or less and must be employed for two years if reimbursed for more than twelve (12) credit hours after receiving a tuition reimbursement, or they will be required to repay the amount of the funds received for tuition and fees. This repayment requirement will be enforced whether or not the degree/coursework is completed.

Admission to Sporting Events

Employees may attend all regular season, home sporting events free of charge. ~~Courtesy passes are issued at the beginning of the academic year. *Passes are also available upon request for part-time employees*. (Notify the President's [Office] Executive Assistant if you would like a card or need a replacement.)~~

~~Employee Leave~~

EMPLOYEE LEAVE

Sick Leave (Applies to 9/10/11/12 -Month Personnel Only)

Eligible employees shall receive sick leave as indicated in the chart below: ~~Sick Leave~~

Years of Service	Hours Accrued Per Month	Hours Accrued Per Year	Maximum Hours Accumulation	Maximum Hours Paid on Separation
ALL	9.38	112 (15 ~~Days~~days)	~~N/A~~n/a	~~N/A~~n/a

Employees may not take sick leave in advance of sick leave earned. Contact payroll for balances.

Unused days may be accumulated and used for OTRS retirement purposes. There is no monetary compensation for unused accumulated sick leave.

Any employee who misses work because of illness or injury must be sure the appropriate office/supervisor is notified as soon as possible. Scheduled medical appointments and the like should be reported in advance.

When an employee exhausts their sick leave and their annual leave, they may be eligible for leave without pay at the discretion of their supervisor.

Sick leave cannot be used as vacation leave.

Compassionate Leave (Special Sick Leave/Deducted from Sick/Annual Leave)

An employee will be granted a maximum of three (3) days of leave upon the death of a member of the immediate family or a relative who has occupied that role.

In some cases of death in the immediate family, the three- (3) days of leave may not be sufficient. In such cases, additional leave may be granted upon the request of the employee and the approval of the supervisor. These additional days may be deducted from accumulated sick or annual leave.

If the relative is not a member of the immediate family, leave may be granted upon the request of the employee and with the approval of the appropriate supervisor.

Compassionate leave may be deducted from the employee's accumulated sick leave, or annual leave at their discretion. Additional leave may be granted at the discretion of the immediate supervisor.

~~**Personal Circumstances Leave** (Deducted from sick leave/annual.)~~

~~A total of two (2) days of emergency leave (per fiscal year) is granted for absences caused by inclement weather or emergency business matters. Emergency leave is deducted from the employee's accumulated sick leave. *Please notify the appropriate supervisor of the need for such leave as quickly as possible.*~~

Holiday Leave

The College observes certain holidays and administrative closed days as determined by the President. Employees on leave without pay the day before or after a holiday or administrative closed day will not receive pay for the holiday or administrative closed day.

Shared Leave Policy

~~Purpose~~

The purpose of this policy is to permit CSC employees to donate ~~paid~~sick leave to fellow CSC employees who are ~~suffering from or have a relative suffering from an extraordinary or severe illness, injury, impairment or physical or mental condition that has caused or is likely to cause the employee to take leave without pay or terminate employment~~currently on approved Family and Medical Leave Act (FMLA) leave. Donations made under this policy are gifts. This policy does not create an entitlement or

expectation of shared leave to eligible employees and is one of the employment-related benefits afforded to its employees.

~~1.~~ Definitions ~~as used in this policy~~

~~a.~~ "Employee" – regular full-time CSC employee with over ~~6~~12 months of continuous services at CSC. A regular full-time employee is one who is employed to ~~work 40~~work 37.5 or more hours per week and ~~maintain~~maintains continuous regular employment status.

~~b.~~ "New Hire" – ~~-~~regular full-time CSC employee with less than ~~6~~12 months of continuous service at CSC.

~~c.~~ "Relative of employee~~" –~~ "an employee's spouse, parent, stepparent, child (in this context "child" includes legal wards and stepchildren), grandchild, mother-in-law, or father-in-law.

~~d. "Extraordinary" or "severe" – serious, extreme and/or life threatening as confirmed by a licensed physician.~~

~~2.~~ Eligibility

An employee of CSC will be considered eligible to receive ~~shared~~donated sick leave pursuant to the following conditions:

~~a.~~• The employee has abided by CSC policies and practices regarding the use of leave.

~~b.~~• The employee has exhausted or will exhaust all accrued leave prior to start of requested leave.

~~c. The employee or a relative of the employee is suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition as confirmed by a licensed physician. The employee must submit a medical certificate from a licensed physician or health care practitioner verifying the need for the leave and expected duration of the extraordinary or severe medical condition.~~

• The employee is on approved FMLA leave.

~~d.~~• The employee's eligibility shall cease upon the employee's receipt of income, or active enrollment or participation in a ~~college~~College provided employee benefit (worker's compensation benefits, etc.) or any other form of compensated leave plan such as short-term disability or long-term disability.

~~e. The President or designee determines that the employee meets the applicable criteria.~~

~~f. "New Hire" is eligible for one-half of the benefits that "employee" is eligible for under this policy.~~

~~3.~~ Donation

An employee may donate ~~paid~~sick leave pursuant to the following conditions:

~~a.~~• Donors must complete the ~~Leave Sharing~~Request for and Donation of Sick Leave Form in full.

~~b.~~ The employee may donate any amount of ~~paid~~sick leave provided that the donation does not cause the ~~paid~~sick leave balance of the donating employee to fall below 160 hours; ~~hereby~~thereby leaving an unused amount in the donating

• employees account equivalent to one month's hours for personal emergency use.

~~c.~~• Only an active employee may donate. An employee who has issued a letter of resignation or retirement may not donate. Furthermore, an employee may not donate accrued ~~paid~~sick leave ~~with~~within six months of ~~the~~his or her date of resignation or retirement.

~~d.~~• An employee may not donate excess ~~paid~~sick leave that the donor would not be able to take otherwise under the ~~college's~~College's paid leave policy.

~~e.~~• ~~Compensatory~~Annual leave or compensatory time may not be donated.

~~f.~~• All donated ~~paid~~sick leave must be given voluntarily in writing. No employee shall be coerced, threatened, intimidated~~,~~ or financially induced into donating.

~~g.~~• Any accrued paid leave that has not been used or shared at the time an employee leaves employment shall be forfeited.

~~h.~~ • Any donated shared leave that has not been used at the time that an employee leaves employment, or when the condition causing the need for such leave ends, shall be returned to the donor(s).

~~ends, shall be returned to the donor(s) as set forth in Section 6(g) to this policy. If, in such case, the donor(s) no longer are employed by CSC, the leave amount(s) donated by such employee(s) shall be transferred to the college.~~

~~4.~~ Limitation on Leave Sharing

~~a.~~• The recipient employee may only receive a maximum of ~~261~~45 days/360 hours of donated leave during total employment at Connors State College.

~~b.~~• Any donated leave may be used by the recipient only for the purposes specified in this policy.

~~c.~~ Share leave ends in the event of termination of the condition causing the need for leave.

~~d.~~• The leave received will be designated as donated leave and will be maintained separately in the Human Resources ~~office~~Office from all other leave balances.

~~e.~~• All ~~form~~forms of paid leave available for use by the recipient must be exhausted prior to using any donated leave.

~~f. Complete the Leave Sharing Request Form and submit a current medical statement from a licensed physician verifying the need for the leave and the expected duration of the condition.~~

~~g. Upon completing the Leave Sharing Request Form the employee will forward the form to the employee's immediate supervisor.~~

~~h. Once the Lave Sharing Request Form has been completed and has been signed by the employee's supervisor it should be forwarded to the Human Resources Director.~~

~~i.~~• Recipients do not accrue leave time while on shared leave.

~~5.~~ Recipients

• Employee must currently be on approved FMLA leave.

~~a.~~ The employee (or ~~the employee's~~his/her representative in the event ~~of~~ the employee is incapacitated) must complete the ~~Leave Sharing~~ Request for and Donation of Sick Leave Form and ~~submit a current medical statement from a licensed physician verifying the need for the leave and the duration of the condition.~~

~~b. Upon completing the Leave Sharing Request Form the employee will forward the form~~ return it to the ~~employee's immediate supervisor.~~

~~c.~~• ~~Once the Leave Sharing Request Form has been completed and has been signed by the employee's supervisor it should be forwarded to the~~ office of Human Resources ~~Director.~~

~~d.~~• Recipients do not accrue leave time while on shared leave.

~~6.~~ Administration of the Policy

~~a.~~• Recipient of leave is conditioned upon the availability of donated ~~paid~~ leave.

~~b.~~• The employee receiving donated leave shall be paid his or her regular rate of pay; therefore, one hour of donated leave may cover more or less than one hour of the salary of the recipient. The dollar value of the donated leave shall be converted from the donor to the recipient and the actual amount of donated leave credited to the recipient shall be calculated at the salary rate then paid to the recipient. (Ex: If Employee A, being paid $10.00 per hour, donates 2 hours of leave to Employee B, who is paid $20.00 per hour, the donated leave is converted to the salary rate being paid to Employee B, resulting in Employee B actually receiving one (1) hour of donated leave.)

~~c.~~ • No leave share request will be processed retroactively.

~~d.~~ • Donation will be transferred each ~~pa~~pay period in amounts not to exceed the recipient employee's regular monthly hours for that pay period.

~~e.~~• Donations are irrevocable.

~~f.~~• Efforts will be made to process donations anonymously.

~~g.~~• Donated leave not actually used by the recipient ~~during each occurrence of an extraordinary or severe medical condition~~ shall be returned to the donor. In the case of multiple leave donors, the donated leave remaining will be ~~divide~~divided among the donors on a prorated basis based on the original donated value, returned at its original donor value, and reinstated to the leave balance of each donor.

~~h.~~• The employee receiving donated leave shall be paid ~~the employee's~~his or her regular rate of pay.

~~Attendance and Punctuality~~

ATTENDANCE AND PUNCTUALITY

An employee is required to be in attendance and prepared to begin work at the assigned work location on the specified days and hours. Attendance and punctuality are objective measures for job performance evaluations. All Non-Exempt employees are expected to record time worked and absences on a timesheet. All employees eligible for leave must complete a leave sheet and give to the supervisor upon return to work. Supervisors must submit all attendance documents to Payroll no later than (5) five days following the last working day of each month. Appropriate forms are provided for this purpose. (See your supervisor or payroll department for forms).

An employee demonstrating excessive absenteeism or excessive tardiness, for whatever reason, shall be given the opportunity to substantiate the cause. The immediate supervisor shall evaluate the circumstances and determine the need for correction or disciplinary action.

If an employee cannot report to work as scheduled, notification shall be submitted to the immediate supervisor within one (1) hour after the reporting time. In the event notification is not made, immediately upon return to work the employee shall show sufficient reasons for the lack of notification. Failure to give sufficient reasons to the immediate supervisor shall be cause for disciplinary action.

An employee who is absent from work for three or more days without authorization from the supervisor may be subject to disciplinary action, including termination. Termination in such a case shall be placed in the personnel record as an involuntary resignation.

Absenteeism or tardiness that is unexcused or excessive in the judgment of Connors State College is grounds for disciplinary action, up to and including dismissal.

~~Family and Medical Leave Act~~

FAMILY AND MEDICAL LEAVE ACT

Purpose

The Family and Medical Leave Act of 1993 (FMLA) gives certain job protections to employees when balancing work responsibilities with the demands of personal illness or injury or in caring for family members.

This policy sets forth the essential provisions of FMLA. In the event that additional clarification is needed, the actual Act and regulations issued by the federal government implementing the Act shall prevail.

Depending on individual circumstances of the leave, faculty and staff may also be concurrently eligible for paid sick leave benefits under Sick Leave (Faculty/Staff ~~Handbook~~Handbooks).

Scope

This policy applies to all CSC campuses.

To be eligible for FMLA leave, an employee must have been employed by the College for twelve months, which need not be consecutive, and must have worked at least 1,250 hours within the previous 12 months as of the date leave commences.

Policy and Procedures Qualifying Event

Under FMLA an eligible employee may request up to 12 weeks of unpaid leave for a qualified event.

~~a.~~a) For the birth and care of a child or placement of a child with you for adoption or foster care. Such leave must be taken within 12 months immediately after birth or within 12 months after placement. Leave may begin prior to birth or placement.

~~b.~~b) For care of a family member with a serious health condition. The employee must be needed to care for basic needs, psychological comfort, filling in for others, or making arrangements for the relative; or

~~c.~~c) Because an employee's own serious health condition makes the employee unable to do the employee's job due to illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatments.

Definition of Serious Health Condition

~~a.~~a) Under FMLA, a serious health condition is an illness, injury, impairment, or physical or mental condition that requires either in-patient care or continuing treatment by a health care provider.

~~b.~~b) Serious health condition would not include short-term conditions, which require brief treatment and recovery, such as common colds or flue, stomach viruses, non-migraine headaches, and routine pregnancy, or voluntary or cosmetic treatments not considered medically necessary. The above list is not exclusive.

FMLA Definitions of Family

~~a.~~a) Spouse means a husband or wife as defined or recognized under state law for purpose of marriage.

~~b.~~b) Parent means a biological parent or an individual who stands or stood in the place of a parent to an employee when the employee was a child. This term does not include parents "in-law."

~~c.~~c) Son or daughter means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in the place of a parent, who is under age 18, or incapable or self- care because of a mental or physical disability.

Employee Notice and Certifications

~~a.~~a) The employee must provide 30 days advance notice when the leave is “foreseeable.” On rare occasions, advance notice might not be possible. These situations will be evaluated on a case-by-case basis.

~~b.~~b) Medical certification may be required prior to approval of leave indicating the employee is needed to provide care or unable to perform the employee's job.

~~c.~~c) Continued doctor certification will be required if the situation warrants, but not more frequently than every 30 days unless the college has reason to believe the employee is able to return to work.

~~d.~~d) Forms for medical certification are available from the Human Resources office. This form is also acceptable for documentation of sick leave under Sick Leave Policy (Faculty Handbook).

~~e.~~e) Leave will be denied if the employee fails to provide the required medical certification.

Maximum Leave Entitlement

~~a.~~a) Up to 12 weeks of absence from assigned duty may be requested within a 12-month period.

~~b.~~b) In the event both spouses are employed by Connors State College, maximum leave for each eligible spouse is 12 weeks.

Intermittent and Reduced Leave Schedule

~~a.~~a) In the event of employee or immediate family member illness only, an employee may request a reduced work schedule. Necessity for the leave must be such a medical need that can best be accommodated through an intermittent or reduced leave schedule. Employees needing intermittent FMLA leave or leave on a reduced schedule must attempt to schedule their leave so as not to disrupt CSC's operation.

~~b.~~b) Connors State College may transfer an employee to an alternative position with equivalent pay and benefits in order to accommodate the request when such a reassignment is available and expedient for the department in question.

~~c.~~c) Leave taken on an intermittent or reduces schedule will be calculated on a prorate or proportional basis comparing the employee's new schedule to the prior schedule.

Concurrent Use of Accrued Paid Leave

~~a.~~a) Family and Medical Leave is taken concurrently with other CSC leave policies. Any paid leave remaining after exhaustion of Family and Medical Leave would be taken in accordance with applicable CSC leave policies.

~~b.~~b) An employee with accrued compensatory, annual, or sick leave will take all applicable leave prior to unpaid leave. Paid leave is granted only when conditions in CSC Policy and Procedures for such leave are met.

Continuation of Benefits During Leave

~~a.~~a) An employee's coverage in a group health plan will continue under the same conditions that existed prior to the Family and Medical Leave. Employee medical will be paid by CSC if the employee is enrolled in medical coverage at the same time the leave is requested.

~~b.~~b) Employee life insurance and all optional benefits regularly paid by the employee will be paid by the employee while on leave.

~~c.~~c) Dependent coverage of existing benefits would continue to be paid by the employee as under normal circumstances.

~~d.~~d) Employee contributions will be made by the employee through the Payroll Office on a timely basis.

~~e.~~e) In the event an employee elects to cancel insurance coverage, such cancellation will be effective the end of the month after written notice to CSC Payroll Department. No partial premiums will be calculated.

~~f.~~f) If an employee fails to return to work from unpaid leave, except where health conditions will not permit or death, the employee will be required to reimburse Connors State College for premiums paid on behalf of the employee during the Family and Medical Leave. The employee will be billed through the Business Office.

Restoration of Employment

~~a.~~a) Upon return from family medical leave, an employee will be restored to the employee's original or equivalent position with equivalent pay, benefits, and other employment terms.

~~b.~~b) An employee may not be restored to an original or equivalent position if such position has been eliminated through a reduction in force program or if the original terms of appointment expired during the leave.

~~c.~~c) Key employees ranking in the top 10% of the highest paid employees at CSC may be excluded from the job guarantee provision if there are reasons justifying such an action.

~~d.~~d) If the reason for leave is personal illness or injury of the employee, medical proof of fitness to return to work will typically be required indicating the employee is able to perform the essential functions of the job.

~~e.~~e) Time on leave of absence without pay may not count toward credited service for Oklahoma Teachers Retirement (OTR) purposes. The rules of the Oklahoma Teachers Retirement System (OTRS) prevail.

Restoration of Benefits

~~a.~~a) CSC paid benefits such as CSC paid health care and life insurance will be restored to the employee once returning from leave and will be equivalent to what the employee would have had without taking the leave. If the employee does not want the insurance during this leave, the employee should cancel the insurance and upon return to work should notify CSC Payroll Office of the employee's desire to reinstate the benefits. If the insurance is reinstated the day the employee returns, proof of insurability will not be required, and no pre-existing condition clauses will apply.

~~b.~~b) Benefits normally paid for by the employee such as dependent coverage, long-term disability, etc. would also be reinstated.

~~c.~~c) Health and dependent care reimbursement account will be reinstated once the employee is back on pay status if the employee was enrolled at the time of leave.

Notice to Employees

~~a.~~a) Notice of the Family and Medical Leave Act is posted in designated buildings on campus. Departments are responsible for ensuring such notification exists.

~~b.~~b) Copies of this policy and procedure should be made available to employees upon their request.

~~c.~~c) When leave is requested, the supervisor is required to send the employee to Human Resources. Human Resources will respond in writing to the employee specifying the rules for eligibility, 12-month period used, medical certification requirement, required substitutions of leave, rules on payment of benefit premiums, liability of employee for repayment, medical certification requirements, for return to work, status as a key employee, and right to restoration of original or equivalent position. Forms suitable for this response are available from the Human Resources Office.

Recordkeeping

~~a.~~a) Supervisors will maintain adequate up-to-date records for each faculty/staff member that accurately reflect the rate and the amount of leave taken, the dates when such leave is used, and the current untaken leave balance.

~~b.~~b) Supervisors will generate appropriate forms on any leave taken under FMLA.
~~c.~~c) Supervisors will report leave used on payroll time-sheet reports.
~~d.~~d) Documentation for use of leave will be maintained by the department for three years.

Exhaustion of Family and Medical Leave

~~a.~~a) Once an employee has exhausted the 12 work-week eligibility under this policy and other paid leave does not apply, the employee must return to work immediately or pursue a personal leave of absence.

~~b.~~b) If no other leave is approved, the employee will be terminated.

COBRA

~~a.~~a) If an employee does not return to work after FMLA leave, CSC will offer COBRA as required under the Consolidated Omnibus Benefits Reconciliation Act.

~~b.~~b) The qualifying event that will trigger an offer of COBRA continuation of coverage occurs on the last day of the employee's FMLA leave. The last day of FMLA leave is the earlier of (1) the date the employee gives termination notice or (2) the last scheduled day of the FMLA leave.

~~c.~~c) Length of the COBRA coverage is measured from the day of the qualifying event.

~~Military Leave and Pay~~

MILITARY LEAVE AND PAY

Federal law prohibits discrimination by employers against persons because of their service in the Armed Forces of the United States and in certain elated uniformed services in order to encourage non-career service in the Armed Forces. Additionally, the Oklahoma Legislature has adopted laws which provide special benefits to state employees who serve in the Armed Forces. Connors State College, as a matter of public policy, is committed to supporting its employees who choose to engage in service in the Armed Forces and this policy is intended to outline the rights and obligations of the college and its employees regarding such service. Often, individual cases will have to be resolved through a review of the facts particular to a given instance of military service. When faced with unique or unclear question regarding the application of the college policy and state and/or federal law to a particular case, unit administrators should consult with the Direct of Human Resources for assistance and direction.

Definitions

"Uniformed Services" or "Armed Forces" as used in this policy means the Armed Forces of the United States (the Army, Navy, Air Force, Marine Corps, Coast Guard, and Reserve units for each such branch); the Army National Guard and the Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty; the commissioned corps of the Public Health Service; and any other category of persons designated by the President in time of war or national emergency.

"Service in the Uniformed Services" or "Military Service" means the performance of duty on a voluntary or involuntary basis in one of the Uniformed Services. It includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, and a period of time for which a person is absent from a position of employment with the college for the purpose of an examination to determine the fitness of the employee to perform any such duty.

"Notice of Service" means any written or verbal notification of an obligation or intention to perform service in the uniformed services provided to an employer by an employee who will perform such service or by the uniformed service in which such service is to be performed.

Scope of Policy

This policy applies to all college campuses and all other locations that have regular employees who serve in the Uniformed Services. It does not apply to students, independent contractors, or temporary employees.

Leave of Absence for Military Service

All regular employees are entitled leaves of absence from their employment at Connors State College in order to engage in military service as is authorized by federal law without loss of status or seniority. Such leave is permitted regardless of whether the leave is voluntary or involuntary in nature. In ordinary circumstances, the maximum amount of such leave, in the aggregate, will be five (5) years in duration. Exceptional circumstances may occur in which leave for more than five years in the aggregate may be required. Unit supervisors should consult with the Director of Human Resources in such cases.

Employees engaging in military service are required to give notice of such service in advance in writing or orally to their immediate unit supervisor, either in person or through an appropriate officer of the uniformed service in which the service will be performed, except in extraordinary circumstances. No advance notice is required if the giving of such notice is precluded by military necessity (as per regulations prescribed by the Secretary of Defense) or, under all of the relevant circumstances, the giving of such advance notice is impossible or unreasonable. In all instances, employees engaging in military service must submit copies of official written orders issued by the proper military authority to their unit supervisor.

Military Leave Pay/Use of Annual Leave

Employees engaging in military service, as set forth in this Policy shall be entitled to leave with pay during such period of service for the first thirty regularly scheduled workdays of such service during each federal fiscal year. The federal fiscal year begins on October 1.

A leave of absence without pay shall be granted for the remainder of military service in excess of the first twenty scheduled workdays each federal fiscal year.

Employees on military leave, on request, may choose to use up any accrued, unused annual leave that is available to them, but may not be required to do so.

In all cases, appropriate leave forms must be filed. It is the responsibility of the unit administrator to maintain accurate records of military leave. When an employee transfers from one administrative unit to another the new unit administrator.

Benefits While on Military Leave

During a military leave of absence, certain benefit rights are protected. Details regarding specific right should be obtained from the Director of Human Resources.

Subject to terms, conditions, and limitations (including war exclusion clauses) of the applicable benefit plans in which the employee is otherwise eligible, Connors State College will continue to provide coverage as long as law requires.

Employees returning to work after a military leave of absence will be reinstated in benefit programs, where authorized by law. Employees returning to work who do not make timely application for credit of time through OTRS will be required to pay all applicable penalties and interest payments set by OTRS.

Leave Accrual, Seniority, and Holiday Pay While on Military Leave

Leave does not accrue during a leave of absence without pay.

The continuous employment date will be maintained during periods of military leave to ensure that leave accrual rates and other benefits based on seniority remain uninterrupted, so long as the employee returns to duty with Connors State College as required by law and this policy statement.

Upon returning from military service, employees are entitled to pay for holidays occurring during the leave of absence. It is the unit administrator's responsibility to process appropriate pay through the supplemental process.

Reemployment Rights

Upon completion of military service, employees who have been on military leave must notify their unit administrator of their intent to return to duty at Connors State College within the following time frames:

Fitness Examinations:

Service Less Than 31 Days: If an employee is absent from work at Connors State College due to the employee's begin examined for the purpose of determining the employee's fitness to perform military service, or if an employee engages in military service for less than 31 days, the employee ordinarily must report to work on the first full regularly scheduled work period on the first full calendar day following the completion of such an examination or service of less than 31 days, plus the expiration of eight hours after a period allowing for

transportation from the place of military service to the employee's home.

Service of More Than 30 Days but Less than 181 Days: If an employee engages in military service for more than 30 days but less than 181 days, the employee must submit a written application for reemployment with the unit administrator not later than 14 days after the completion of the period of military service.

Service of More Than 180 Days: If an employee engages in military service for more than 180 days, the employee must submit a written application for reemployment with the unit administrator not later than 90 days after the completion of the period of military service.

Hospitalization/Convalescence Due to Injury or Illness While in Military Service

In cases where the employee is hospitalized for or convalescing from an illness or injury incurred in or aggravated during the period of military service, the employee is not required to return to work until the end of the period that is necessary for the employee to recover from that illness or injury, such period ordinarily not to exceed two years.

Extraordinary Cases Beyond the Employee's Control

All of the requirements in the Section entitled Reemployment Rights pertaining to the time frames ordinarily expected of an employee in returning to work are extended if returning to work or submitting

an application to return to work within the normal time periods is impossible or unreasonable through no fault of the employee. In such instances, the time periods referred to in this Section shall be extended to the next full calendar day when such a return to work or submission of an application to return to work becomes reasonable.

In instances where an employee is convalescing from an injury or illness while in military service and returning to work is impossible or unreasonable within the normal two-year time period, the two-year time period shall be extended by the minimum time to accommodate

circumstances beyond the employee's control which make the reporting within the period impossible or unreasonable.

Employees who have been on military service and who fail to report back to work or submit a written application for reemployment are subject to the college's regular policies which allow an employee to be separated from employment if absent without excuse for three consecutive days, except in instances where returning to work is unreasonable or impossible due to no fault of the employee, as set forth in the Section entitled *Extraordinary Cases* Beyond the Employee's Control.

~~*Beyond the Employee's Control.*~~

Employees who are honorably discharged from their period of military service will be reinstated to active employment with Connors State College, provided that they have fulfilled the requirements of this policy statement and all applicable federal laws.

Reinstatement will be in positions of like seniority, status and pay, or the nearest approximation consistent with the circumstances in each case. However, reemployment is contingent upon the employee's continued qualification to perform the duties of the job, and no change in circumstances that would make employment unreasonable or impossible.

Special Rules Regarding Separation from Employment after Military Service

Employees who return to work after engaging in qualified military service lasting more than 30 days may not be separated from employment for any reason other than cause for certain periods of time after returning to work.

Employees who serve more than 30 days, but less than 181 days, of military service may not be separated from employment except for cause for a period of 180 days after returning to work.

Employees who serve more than 180 days of military service may not be separated from employment except for cause for a period of one year after returning to work.

~~Job-Related Injury or Illness~~

JOB-RELATED INJURY OR ILLNESS

Any injury or illness occurring as a result of employment shall be reported immediately upon occurrence to the immediate supervisor. If the immediate supervisor is unavailable the employee shall follow the chain of command. In the event the employee is unable to contact supervisors, the employee shall contact the Human Resources Director. The employee must fill out an Employee Accident/Injury Report. The written report is to be submitted by the supervisor to the Director of Human Resources. Forms are available in the Human Resources Office. Failure to immediately report an accident/injury could result in a denial of claim.

~~Code of Ethics~~

CODE OF ETHICS

Employees of the college shall maintain the highest standard of ethical conduct in all transactions with students, administrators, colleagues, and the public. Employees represent the college when carrying out the duties associated with their position, and as such are expected to act in a manner consistent with the educational philosophy and goals of the college. Each employee must have a signed loyalty oath on file.

Additionally, the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges recognizes its obligation to students, faculty, staff, and other stakeholders to maintain the

highest ethical standards. To facilitate this, "Ethics Management" tools have been made available to provide you with a simple way to anonymously and confidentially report activities that may represent issues of concern, misconduct, or violations of law or institutional policies and procedures.

Members of the institutional community are encouraged to continue to report concerns through regular lines of communication such as management, Human Resources, or the Affirmative action Department. The "Ethics Management" tool simply provides an additional means of reporting and enable individuals to report such issues anonymously.

Reported issues will be addressed promptly and discreetly. Facts will be made available only to those who need to know in order to address the issues reported. Connors State College is committed to safeguarding the confidentiality of individuals who submit reports.

Under NO circumstances will retaliatory action be taken against anyone for reporting or inquiring in good faith about potential breaches of institutional policies and procedures or for seeking guidance on how to address suspected misconduct. Visit the Connors State College website for more information.

~~Employee Conduct~~

JURY DUTY

Connors State College considers jury duty to be a civic responsibility. Whenever an employee is called upon to serve as a juror, it will be without loss of college pay. An employee who is selected and serves as a juror should present documentation of the summons to the employee's supervisor for the period of absence during the jury duty. All payments received from the court for services rendered as a juror shall remain the property of the employee.

EMPLOYEE CONDUCT

Guidelines for Appropriate Conduct

As an integral employee of Connors State College, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that both in your business and in your personal life you refrain from any behavior that might be harmful to you, your co-workers, and/or Connors State College, or that might be viewed unfavorably by current or potential supporters/parents/students or by the public at large.

Whether you are on duty or off, your conduct reflects on Connors State College. You are, consequently, encouraged to observe the highest standards of professionalism at all times.

Types of behavior and conduct that Connors State College considers inappropriate include, but are not limited to, the following:

1. Falsifying employment or other college records
2. Violating Connors State College's nondiscrimination and/or sexual harassment policy

3. Excessive absenteeism or tardiness
4. Excessive, unnecessary, and/or unauthorized use of college supplies, particularly for personal purposes
5. Reporting to work intoxicated or under the influence of non-prescribed drugs, and illegal manufacture, possession, use, sale, distribution, or transportation of drugs
6. Bringing or using alcoholic beverages on Connors State College property or using alcoholic beverages while engaged in college business on college premises
7. Fighting or using obscene, abusive, or threatening language or gestures
8. Theft of property form co-workers, students, or the college
9. Unauthorized possession of firearms on Connors State College's premises or while on college business
10. Disregarding safety or security regulations
11. Insubordination
12. Failing to maintain the confidentiality of the college, students, or student/employee

13. information or any other improper conduct which is seriously injurious to the best interests of the college or any of its components.

Should your performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory in the judgment of Connors State College, based on violations on either of the above or of any other college policies, rules, or regulations, you will be subject to disciplinary action, up to and including dismissal.

Nepotism

Employee shall not influence, advocate, negotiate, or approve an employment and promotion of a relative. In view of the sensitive nature of the issue, it is the best policy to refrain from involvement in any type of personnel action pertaining to a relative.

Connors State College permits the employment of relatives of employees as long as such employment does not, in the opinion of the college, create actual or perceived conflicts of interest. For purposes of this policy, "relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation. The college will exercise sound judgment in the placement of related employees in accordance with the following guidelines:

~~1.~~a) Individuals who are related by blood or marriage are permitted to work in the same college area, provided no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within the "chain of command" of a relative such that the relative could influence one relative's work responsibilities, salary, or career progress.

~~2.~~b) No relatives are permitted to work in the same department or in any other positions in which the college believes an inherent conflict of interest may exist.

~~3.~~c) Employees who marry while employed are treated in accordance with these guidelines. That is, if, in the opinion of the college, a conflict or an apparent conflict arises as a result of the marriage, one of the employees will be transferred at the earliest practicable time.

This policy applies to all categories of employment at Connors State College.

~~Personal Appearance and Demeanor~~

~~Discretion in style of dress and behavior is essential to the efficient operation of~~ Connors State College~~. Employees are therefore, required to dress in appropriate attire and to behave in~~ Dress Code

Connors State College should have a consistent and professionally dressed workforce serving the needs of our students. As a step towards enhancing a professional ~~manner. Employees should exercise good judgment in the choice of~~ work ~~clothes and remember to use conduct at all times in a way~~environment, a dress code has been developed for our institution. The dress code is reflective of business casual dress that ~~best represents~~will be mostly utilized within the office and classroom setting. We realize that some job duties may require a different level of dress than what is listed, but this dress code was written with everyone in mind to give guidance on what is appropriate for our environment.

Pants/Bottoms- Dress Slacks, dress capris/crop pants and chinos are appropriate as long as they are not made of denim or denim in color. Clingy fabric or tight fitting clothing is not considered appropriate.

Shirts/Tops/Blouses- Collared shirts, dress shirts, or blouses are considered appropriate. Tank tops or camisoles are only acceptable under a jacket or another approved top and should be worn if the top shirt needs additional coverage. Sleeveless dress tops and blouses must be at least three fingers in width and made of dressy material.

Dresses and Skirts- Business, business casual and casual dresses are appropriate if meet all of the other dress code standards. Dress and skirt lengths should be at a minimum length of three inches above the knee, when standing.

Shoes- All shoes must be neat, clean, and appropriate for a professional work environment. Business and business casual shoes and sandals are considered acceptable. Flip-flops (based on appearance) and athletic shoes are generally not appropriate for the workplace. However, on designated spirit/jeans days, employees may wear clean, presentable athletic shoes with jeans, provided they maintain a polished and professional look.

Hats- Hats are not encouraged for employees working inside college buildings, as they are generally not considered part of professional indoor attire. However, if a hat is worn during work hours, it must be neat, clean, and preferably reflect Connors State College branding.

~~Jury Duty~~

~~Connors State College considers jury duty to be a civic responsibility. Whenever an employee is called upon to serve as a juror, it will be without loss of college pay. An employee who is selected and serves as a juror should present documentation of the summons to the employee's supervisor for the period of absence during the jury duty. All payments received from the court for services rendered as a juror shall remain the property of the employee.~~

~~Faculty Grievance Review Procedures~~

Miscellaneous- The last day of the workweek is considered spirit day. As such, jeans may be worn with a Connors shirt, or you may choose to wear approved business casual wear. Jeans are permitted provided they are clean, in good condition, and allow for freedom of movement appropriate to the employee's duties. Clothing should maintain a professional appearance. If you have an article of clothing or shoe that you question being appropriate, please visit with your supervisor, your area Vice-President, or Human Resources before wearing to work.

FACULTY GRIEVANCE REVIEW PROCEDURES

All members of the college faculty who have a grievance as defined in this policy that cannot be resolved informally may request the formation of a Grievance Review Committee to examine the grievance and make recommendations to the Vice President for Academic

Affairs or persons holding a joint appointment (faculty and administrative staff combinations) shall be entitled to use the procedures set forth in this policy only when the nature of the complaint pertains to faculty issues.

Definitions

~~A.~~ Complaint: A "complaint" is a timely, verbal expression of dissatisfaction or concern with aspects of employment that is outside of the control of the employee.

~~B.~~ Grievance: A "grievance" is a timely, written complaint relating to reappointment, reassignment, working conditions, hostile work environment, retirement, and/or any other work-related issue which has not been resolved to the satisfaction of the faculty member after informal discussion of the complaint through the appropriate administrative channels. This process does not cover terminations of faculty appointments for cause, due to financial exigency, or due to academic curtailment or discontinuance. The separate review processes set forth in the Faculty Handbook addressing those areas cover terminations.

Note: If the grievant believes that discrimination has occurred due to race, color, national origin, sex, age, or qualified disability or veteran's status, the faculty must state that belief in the grievance.

Hearing Procedure

1. Informal Resolution Attempts
    a. Faculty members with a complaint should first make every effort to resolve it through informal dialogue with appropriate colleagues and/or their immediate supervisor. Faculty members will be expected to have already thoroughly discussed their complaint with appropriate administrators prior to petitioning for grievance review.
2. Written Request for Response

    Faculty members who believe that informal dialogue with colleagues and/or appropriate supervisors has not resulted in a timely and satisfactory resolution to a

    a. problem may request that a formal written response be made by the faculty member's immediate supervisor (or other administrator(s) if appropriate). This step of the process requires a written, dated memorandum to the person(s) from whom a response is desired, stating the concerns to be addressed, a resolution that would be acceptable, and a request for a written reply by a specific date. The time span for any written reply must allow the responding person(s) at least five (5) working days. The person(s) receiving such a request should make every attempt to respond within this five (5) day period.
3. Grievance Review
    ~~A.~~a. Where informal dialogue and written response methods of resolution are not successful, faculty members who believe that they have a qualified employment dispute may submit a written petition to the Human Resources Director (HRD) for examination of their grievance. The request for grievance adjudication should contain:
    ~~1.~~b. A clear, detailed statement of the grievance together with a statement describing all known specific supporting evidence;
    ~~2.~~c. A brief summary of the dates and results of previous dialogue and resolution steps taken by the faculty member;
    ~~3.~~d. A clear statement of specific remedial action or relief which is deemed acceptable as a fair resolution of the grievance;

~~4.~~e. A statement that illegal discrimination is or is not alleged;

~~5.~~f. Identification of the specific administrator(s) from which the faculty member requests a response.

~~B.~~ Petitions to invoke the grievance review process must be submitted to the HRD within

g. twenty (20) calendar days of the date when the faculty member received a written response as set forth above. Copies of such petition must be submitted at the same time to the Vice President for Academic Affairs and the person(s) whom the faculty member believes should respond to the petition. The Vice President may authorize the filing of a petition outside of the five (5) daytime period.

Qualified faculty grievances will be reviewed using the procedures set forth below:

~~A.~~1. Upon receipt of a valid petition asking for formal review of a faculty grievance, the HRD shall create a grievance review committee which will review the complaint and make advisory recommendations regarding the grievance to the President of the college. Every attempt will be made to select a committee within ten (10) working days after receipt of the petition.

~~B.~~2. The committee will be composed of five (5) faculty members selected through a random selection process utilizing all full-time members of the faculty as a pool from which committee members are to be drawn. At least three (3) members of the committee must be members of the continuing faculty of the college. The HRD shall oversee the random selection process. The faculty member and the appropriate administrative supervisor shall be afforded reasonable notice and opportunity to be present when the initial random selection process takes place.

~~C.~~3. The employee and the responding supervisor will each be allowed to challenge one selection for the committee without showing cause (peremptory challenge). Such challenge will be made at the time of the selection of the member.

~~D.~~4. In no instance may a member of the same academic area in which the faculty member is employed sit as a member of a review committee. If such a person is named in the random selection process, the name will be discarded and another selected.

~~E.~~5. Both the faculty member and the administrative supervisor shall have the right to challenge the participation of any member of the committee for cause. All such challenges must be made no later than two (2) working days after the committee members are selected. Any challenge for cause not expressed at the time of the initial committee selection shall be made in writing to the HRD, with a copy given to the other party, with a brief factual explanation of the reasons for the challenge for cause. The HRD shall have the authority to dismiss challenged members of the committee if the member finds that a conflict of interest would likely be present if the challenged committee member remains on the review committee. In such event, the random process will select another name. All parties will be notified of the new member as soon as possible. Challenges for cause of substitute committee members must be made prior to the beginning of the hearing held to review the termination.

~~F.~~6. If any member of the review committee believes a conflict of interest in the case applies, that member shall advise the HRD of the possible conflict and the HRD shall notify the parties. The HRD will select a replacement to serve on the committee whenever there appears to be a conflict of interest.

~~G.~~7. Prior to conducting any evidentiary hearings, the HRD shall coordinate the scheduling of a meeting of the members of the committee so that the committee members may select a Chair and discuss other procedural issues as may be appropriate. The HRD shall not attend such meeting. The members of the committee shall select form among themselves one person to serve as Chair for the Committee. The Committee Chair will be responsible for scheduling hearing dates, communicating on behalf of the committee with the parties and for writing the ultimate recommendations of the committee.

~~H.~~8. Both parties shall have the right to be accompanied by an advisor at the hearing. Such advisor may be an attorney. However, advisors may not ask questions of witnesses nor address the committee members. In instances where the review is for cause (other than financial

exigency or programmatic discontinuance) of a continuing faculty member who has been employed more than three years as an instructor, direct attorney input is allowed.

~~I.~~ It is the grievant's responsibility to present evidence that supports the grievant's request. The

9. grievant will go first in all phases of the hearing. Adherence to strict civil rules of evidence is not required in the hearing. The grievant must present clear and convincing evidence of the claim.

~~J.~~ Both parties shall be given the opportunity to present written evidence or testimony from witnesses relevant to the proposed grievance. The identity of persons intended to be called as witnesses will be given to the Chairperson of the committee and to the other party at least two

10. (2) business days prior to the beginning of the hearing. When teaching competence is the issues, each party may introduce evidence and testimony from other members of the college faculty or instructors/scholars from other institutions. The college has no authority to issue subpoenas. Therefore, it is the obligation of the parties to be responsible for scheduling and ensuring that their respective witnesses appear as desired by them. The committee is not obligated to continue a hearing if a witness fails or refuses to appear as scheduled.

~~K.~~11. A confidential audio tape recording of the grievance review hearing shall be made and maintained as a part of the record of the hearing process. On request, and at the expense of the requesting party, a copy of such tape(s) shall be made for the requesting party, under supervision of the Committee Chair. Either party, upon reasonable advance notice to the Committee Chair, ant at the sole expense of the requesting party, also may request a written transcript of the proceedings. The party requesting that the hearing be transcribed shall provide to the other party and to the committee at no cost to them copies of any such transcript.

~~L.~~12. The members of the committee shall keep all matters presented to them in the hearing in confidence and at the conclusion of the hearing shall make an advisory report with recommendations to the President of the college. The decision of the President is final. A copy of such report shall be transmitted to the parties and the HRD. Faculty employees may seek redress from the A&M Board of Regents, but this type of review is extraordinary and is at the discretion of the A&M Bord of Regents.

~~Anti-Harassment Policy~~

ANTI-HARASSMENT POLICY

Connors State College is committed to providing its staff and faculty the opportunity to pursue excellence in their academic and professional endeavors. This opportunity can exist only when each employee of our college is assured an atmosphere of mutual respect. The free and open exchange of ideas is fundamental to the college's purpose. It is not the

college's intent in promulgating this policy to inhibit free speech or the free communication of ideas by academic members.

~~A.~~ Policy Against Discriminatory Harassment

~~1.~~ The college is committed to maintaining learning and working environments that are free from all forms of harassment and discrimination. Accordingly, harassment based on an individual's ~~gender, marital status, pregnancy,~~ race, religion, age, sex, color, ~~ethnicity,~~ national origin, ~~age~~marital status, disability, ~~religion, sexual orientation,~~ veteran status~~, or~~ of any other legally protected characteristic is prohibited. The college will not tolerate harassment, sexual harassment, or retaliation in the workplace or educational environment whether committed by faculty, staff, or by visitors to Connors State College while

they are on campus. Each employee of Connors State College is responsible for fostering civility, for being familiar with this policy, and for refraining from conduct that violates this policy.

~~2.~~ For purposes of this policy, harassment is defined as:

~~a.~~a) Any type of behavior which is based on gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status, that

~~b.~~b) Is so severe or pervasive that it interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working environment.

~~3.~~ Harassment when directed at an individual because of ~~gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, personal appearance, veteran status, or any other~~a legally protected characteristic may include, but is not limited to unwanted physical contact, use of epithets, inappropriate jokes, comments, or innuendos, obscene or harassing telephone calls, e-mails, letters, notes, or other forms of communication, and any conduct that may create a hostile working or academic environment.

~~4.~~ Sexual harassment, whether between people of different sexes or the same sex, is defined to include, but is not limited to unwelcome sexual advances, requests for sexual favors, and other behavior of a sexual naturae when:

~~a.~~a) Submission to such conduct is made implicitly or explicitly a term or condition of an individual's employment or participation in an education program

~~b.~~b) Submission to or rejection of such conduct by an individual is used as the basis for personnel decisions or for academic evaluation or advancement, or

~~c.~~c) Such conduct has the purpose or effect of unreasonably interfering with an

d) individual's work or academic performance or creates an intimidating, hostile or offensive working or educational environment.

~~5.~~ Sexual harassment may include but is not limited to unwelcome sexual advances, demands/threats for sexual favors or actions, posting, distributing, or displaying sexual pictures or objects, suggestive gestures or sounds, unwelcome physical contact, sending/forwarding inappropriate e-mails of a sexual or offensive nature, inappropriate jokes, comments or innuendos of a sexual nature, obscene or harassing telephone calls, e- mails, letters, notes or other forms of communication, and any conduct of a sexual nature that may create a hostile working or educational environment. See Sexual Harassment Policy Section in this handbook.

~~6.~~ Retaliation against an individual who complains of discriminatory harassment under this policy is strictly prohibited.

~~B.~~ Responsibilities Under This Policy

The college is committed to enforcement of this policy. Individuals who are found to have violated this policy will be subject to disciplinary action, up to and including termination of the individual's college affiliation.

~~1.~~ All individuals are expected to conduct themselves in a manner consistent with this Policy.

~~2.~~ Staff or faculty employees who believe that they have been subject to discriminatory harassment are encouraged to report, as soon as possible, their concerns to the Human Resources Director. The college provides an environment of confidentiality by which individuals can discuss concerns related to discriminatory harassment.

~~3.~~ Individuals who witness what they believe may be discriminatory harassment of another are encouraged to report their concerns as soon as possible to the Human Resources Director, their supervisors, division chairperson, or the Vice President of their department.

~~4.~~ Complainants are assured that reports of harassment will be treated in a confidential manner, within the bounds of the college's legal obligation to respond appropriately to any and all allegations of harassment.

~~5.~~ Supervisors, including faculty managers, who receive reports of harassment, should contact the Human Resources Director for assistance in investigating and resolving the issue.

~~6.~~ Supervisors, including faculty managers, are required to implement corrective action where, after completing the investigation, it is determined corrective action is indicated. Intentionally making a false accusation of harassment is prohibited.

~~7.~~ The college administration is responsible for ensuring the consistent application of this policy.

~~C.~~ Procedures for Discrimination complaints may be directed to the Human Resources Director, located in Gatlin Hall, Room 231, Warner Campus, 918-463-6206.

~~Sexual Harassment Policy~~

SEXUAL HARASSMENT POLICY

General Statements

~~A.~~ This policy applies to employment and/or academic relationships among faculty, staff, and students. The college will take all reasonable steps necessary to prevent sexual harassment from occurring, which will include raising the subject, expressing strong disapproval, developing appropriate grievance procedures and sanctions, informing faculty, staff, and students of their rights, and developing methods to sensitize all concerned about the issues.

~~B.~~ Connors State College explicitly condemns sexual harassment of students, staff, and faculty and will not tolerate such conduct on or off campus. Sexual harassment is prohibited in the workplace and in the recruitment, appointment, and advancement of employees. Sexual harassment of students is prohibited in and out of the classroom and in the evaluation of student academic or work performance. Connors State College reserves the authority to independently deal with sexual harassment issues whenever becoming aware of their existence, regardless of whether informal or formal complaints have been lodged b reasons complaining of such issues. Sexual harassment is unlawful and may subject those who engage in it to college disciplinary sanctions as well as civil and criminal penalties.

~~C.~~ Connors State College will take measure to periodically educate and train employees regarding conduct that could constitute a violation of this policy. All personnel, including management and supervisory officials, are expected to participate in such education and training and to be knowledgeable concerning the college policy. Retaliation against anyone who makes a complaint or participates int eh complaint process will not be tolerated.

~~D.~~ Grievance procedures consistent with the principles of due process have been developed and implemented for faculty, students, and staff; the latter includes administrative, professional employees, and classified staff. Complaints and grievances concerning sex discrimination will be reviewed under the appropriate grievance procedures for the accuser. Complaints and grievances concerning disciplinary actions will be reviewed under the appropriate disciplinary procedures for the person accused. Grievance procedures are available for students in the office of the Vice President for Academic Affairs. The grievance procedures for faculty and staff are included in the Faculty Handbook and Staff Handbook.

~~E.~~ Connors State College will (1) respond to every complaint of sexual harassment reported, (2) take action to provide remedies when sexual harassment is discovered, (3) impose appropriate sanctions on offenders in a case-by-case manner, and (4) protect the privacy of all those involved in sexual harassment complaints to the extent it is possible. The above action will apply to the extent permitted by law or where personal safety is not an issue.

Sexual harassment is defined as follows: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

~~1.~~ a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing,

~~2.~~ b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual, or

~~3.~~ c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working/academic environment.

Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the college's education mission.

Sexual harassment also can involve relationships among equals such as when repeated advances, demeaning verbal behavior, or offensive physical contact interfere with an individual's ability to work and study productively. The creation or acceptance of hostile working environments will not be tolerated and employees at all levels are subject to potential disciplinary action if engaged in such actions.

Members of the college community holding positions of authority involving the legitimate exercise of power over others have a particular responsibility to be sensitive to that power relationship. Supervisors, in their relationships with subordinates, and faculty, in their relationships with students, particularly need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Because there is an inherent power difference in these relationships, the potential exists for the less powerful persons to perceive a coercive element in suggestions regarding activities outside those appropriate to the professional relationship.

Regulations

~~A.~~a) It shall be a violation of college policy for faculty, staff, and/or students to engage in sexual harassment as described in the Definition section of this policy.

~~B.~~b) It is a violation of college policy for anyone to seek gain, advancement, improved academic standing or consideration in return for sexual favors.

~~C.~~c) It is a violation of college policy for faculty, staff, and/or students to initiate any action as a reprisal against a faculty or staff member or student for reporting sexual harassment.

~~D.~~d) Whenever there is a demonstrated instance of sexual harassment, or reprisal for reporting same, prompt and corrective action shall be taken. Failure to take appropriate actions is against college policy. Supervisors are charged with the responsibility of responding immediately and appropriately to correct any situations which create a hostile working or educational environment within an administrative unit under their supervision. Supervisors who are concerned about whether such a situation is developing or who desire assistance in appropriately responding to such a situation should seek assistance from the Human Resources Director. Any supervisor who fails to appropriately respond to a hostile working or education environment, or to seek assistance from the Human Resources Director when a hostile working or educational environment situation develops which reasonably should have been perceived by the supervisor, may be subject to disciplinary action. Supervisors should also be aware that failure to adequately respond to allegations of sexual harassment may subject them to personal liability under relevant Civil Rights statutes.

Reporting Complaints

~~A.~~ All persons who believe that they have been subjected to prohibited sexual harassment are encouraged to report such conduct to designated college officials. It is not necessary that a person complaining of sexual harassment file a formal complaint in order for the college to evaluate the matter and/or attempt to informally resolve the situation. Persons who believe that they have been subjected to prohibited sexual harassment may seek either informal or formal college evaluation and response to their concerns by going to any of the designated officials listed above. However, in order for disciplinary action to be taken against a college employee or student, it may be necessary for a formal complaint to be filed, and that process may require the person complaining about such behavior to cooperate with college officials on a formal basis.

~~B.~~ Any individual, whether an employee, a student, or a visitor to the college, who believes to have experienced sexual harassment, or who believes to have observed sexual harassment taking place, should report this information immediately to any of the following “designated officials”:

1. The President
2. The Vice President for Academic Affairs
3. The Human Resources Director
4. Any administrator with direct or chain of command supervisory responsibility over the unit in which the concern arises.

Office locations, addresses, and telephone numbers for the above officials are provided on page 6 of this handbook. Reports/complaints, whether informal or formal, received by them must, in turn, be reported to the Human Resources Director. If an extraordinary conflict of interest would prevent use of the usual informal or formal review procedures, the person complaining of sexual harassment may request assistance directly from the Office of the President.

Unless otherwise provided herein, investigation of sexual harassment complaints shall be the responsibility of the Human Resources Director or such other official as designated by the President in a given case. In instances where formal disciplinary action is deemed necessary, other college policies may call for additional levels of review before such action is taken.

Review Procedures

If an individual believes an incident of sexual harassment has occurred, the individual may wish to discuss the alleged behavior with a trusted friend or colleague on a confidential basis. The Human Resources Director is also available for consultation. The individual may elect to pursue the matter on an informal basis or to file a formal complaint.

~~A.~~ Informal Resolution

Many times, issues of concern are due to lack of communication or awareness that certain conduct is offensive, if comfortable to do so a simple talk with the person engaging in the conduct in question can resolve the matter. Persons complaining of sexual harassment may therefore desire to attempt to resolve the problem informally by discussing the matter with the person who is allegedly engaging in prohibited conduct or by talking with the supervisory officials if it is felt that an advocate is necessary.

An individual who feels sexually harassed may desire to resolve the complaint informally (i.e., without formal disciplinary action being taken against the accused individual and without the formal investigatory process). Informal complaints are not required to be made in writing. An example of an informal complaint is one where the complainant requests only that an appropriate college official counsel the accused individual to cease and desist the alleged conduct, and requests no other specific actions(s) be taken against the accused.

Persons making informal complaints of sexual harassment agree and understand that no formal disciplinary action will be taken against the alleged offender based on an informal complaint amend the informal complaint to a formal complaint.

If the informal discussion with a supervisory official is desired, the concerns ordinarily should be directed to the immediate supervisor of the employee accused of engaging in sexual harassment. However, if the person complaining of sexual harassment is uncomfortable discussing the matter with such immediate supervisor, if the person accused of engaging in prohibited conduct is the supervisor of the person lodging concerns, or if the supervisor has previously been made aware of the conduct at issue and is not believed to have adequately

responded to the matter, the person complaining of sexual harassment may ask to discuss the matter with college officials at a higher supervisory level. Any college supervisory official overseeing the area where the accused employee works through the level of Vice President, Human Resources Director, may be contacted for informal discussion

regarding the matter of concern. Such officials will evaluate the matter and, if the concerns expressed are believed to have merit, will attempt to aid the person complaining of sexual harassment in informally resolving the matter to the extent possible. A written record will be made of the informal discussions and interactions, and such record will be maintained in a confidential manner for future reference as might be necessary.

Note: The college will attempt to balance the wishes of a complainant who does not want to file a formal complaint with the college's responsibility to respond to serious allegations and take prompt, appropriate corrective action. A complainant who chooses not to proceed with a formal complaint may be asked to state that preference in writing.

~~B.~~ Formal Review Process

~~1.~~ If a person complaining of sexual harassment does not believe that informal attempts to resolve issues of concern have been successful and therefore desires to lodge a formal complaint, or if informal resolution attempts are not believed to be possible, that person may file a formal complaint alleging sexual harassment and asking that appropriate steps be taken in response to the complaint by the college.

~~2.~~ Any formal complaint must be filed with the Human Resources Director listed above within 180 calendar days of the act(s) of alleged sexual harassment.

~~3.~~ Formal complaints must be delivered by the complainant to the Human Resources Director. The formal complaint must be filed as soon as possible after the alleged incident occurred or after attempts to resolve the situation informally have been unsuccessful. A formal complaint must be in writing, signed by the complainant, and must include the following information:

~~a.~~1. Details concerning the incidents or conduct giving rise to the complaint,
~~b.~~2. Dates and location of incidents,
~~c.~~3. Any witnesses to the alleged incidents or conduct,
~~d.~~4. Action requested to resolve the complaint and prevent future violations of the policy.

~~4.~~ Upon receipt of a formal complaint alleging sexual harassment, the Human Resources Director (or other appropriate administrators or review committees) is empowered to conduct an initial investigation of the charge, to interview the parties involved, to hear testimony pertaining to the matter, and to gather any pertinent evidence. During such initial investigation, the Human Resources Director is authorized to explore means by which the matter may still be informally resolved.

~~5.~~ All college employees are obligated to fully cooperate with such an investigation and refusal or willful neglect to do so may subject such employees to independent disciplinary action, including possible termination, based upon such refusal or willful neglect. The investigating official may request assistance or advice from the Office of Legal Counsel to the A&M Board of Regents. The complaining party and the accused will be interviewed. Other witnesses and other parties may be interviewed to clarify details. The accused will be given a copy of the complaint and will have an opportunity to respond. In arriving at a determination of the existence of sexual harassment, at any stage in the proceedings, the evidence as a whole, the totality of the circumstances, and the context in which the alleged incident(s) occurred, shall be considered. The determination of the existence of sexual harassment will be made from the facts on a case-by-case basis.

~~6.~~ At any stage in the investigation and review process, if it is reasonably believed that the immediate harm to either party is threatened by the continued performance of either party's regular duties or college responsibilities, the appropriate administrative official may suspend or reassign such duties or responsibilities pending the completion of the investigation and review process.

7. The initial investigation should ordinarily be completed within 30 calendar days of receipt of the complaint. However, unusual circumstances may compel that the initial

investigation extend beyond the usual 30-day time frame.

~~8.~~ Upon completion of the initial investigation, the Human Resources Director is authorized to take the following actions:

~~a.~~ *Agreed Resolution*

Resolve the matter to the satisfaction of the college and both the person complaining of sexual harassment and the employee accused of sexual harassment. If such a resolution is reached through the efforts of the Human Resources Director or other administrator, a written statement shall be prepared which shall indicate the agreement reached by the parties and shall be signed and dated by each party and by the administrator. A copy of such written statement shall be attached to the initial investigation report. At that time the investigation and the record thereof shall be closed.

~~b.~~ *Formal Recommendations*

Find that the parties are unable to resolve the matter informally and make a written recommendation to appropriate administrative officials regarding whether acts of sexual harassment have occurred. Such report will be limited to factual recommendations regarding the existence of prohibited conduct and will not include recommendations regarding actions to take in response to the report. Upon receipt of a formal written recommendation from the Human Resources Director, the administrative official overseeing the administrative unit in question shall review the recommendation and make a final decision regarding what administrative action to take in response to the recommendation, if any.

In such instances, the person who has brought the complaint shall be notified of such decision and that such decision can be appealed for reconsideration to the administrative official of the college who has direct supervisory responsibility over the official making the decision not to pursue the matter further.

Where administrative actions are to be directed in response to a written report, the administrative supervisor may consult with the Human Resources Director or other appropriate administrative officials regarding such actions prior to implementation. The administrative official will, in turn, notify the complainant regarding the resolution of the complaint, what corrective actions, if any, will be taken, and/or, in general, whether any discipline will be imposed.

~~C.~~ Appeal of Formal Complaint Resolution/Disciplinary Action

~~1.~~ Either the complainant or the person accused may file an appeal of any decision concerning the resolution of the complaint. An appeal by either party must be made in writing, delivered to the Human Resources Director with five (5) business days of receipt of the notice of resolution/disciplinary decision.

~~2.~~ The written appeal must state in detail the reason(s) for the appeal and shall address one or more of the following:

- ~~a.~~ If the appeal alleges the findings of the investigator included relevant factual errors or omitted relevant facts, the appeal shall specify each and every alleged factual error, and/or details of each, and every relevant fact that was omitted from the investigation;
- ~~b.~~ If the appeal alleges substantive procedural errors, the person appealing shall identify each and every instance of said substantive procedural error;
- ~~c.~~ If the appeal alleges relevant and substantive issues or questions concerning

- interpretation of college policy, the person appealing shall state, in detail, the issues/questions supporting this allegation;
- ~~d.~~ If the appeal alleges new information or evidence, the person appealing shall specify the reasons why said information could not have been provided on a timely basis;
- ~~e.~~ If the appeal alleges either that the actions(s) of this policy, the person appealing shall specify, in detail, the reasons and basis for this belief/allegation.

~~3.~~ No disciplinary or other action based on the complaint shall be taken against the alleged offender during the appeal process, although temporary, interim measures may remain in place. As indicated herein, the college in its discretion, may at any point in the complaint process elect to place the alleged offender on administrative leave, with pay, or implement a temporary reassignment.

~~4.~~ The Human Resources Director will convene a three-person hearing panel. The Director will preside as a non-voting facilitator. The panel will review all previous findings and the disciplinary action recommended, if any. In addition, the panel will interview the complaining party and the accused. After reviewing the written summary, considering the interviews, and deliberating, the committee will communicate its findings and, if appropriate, recommendations for disciplinary and/or corrective action to be taken. The Human Resources Director will meet with the President of the college and outline the panel's findings. The President or his designee will meet with the complaining party, the accused and appropriate department supervisors or directors to communicate his decision based upon the panel's findings.

~~D.~~ Withdrawal of Complaint

The person complaining of sexual harassment may withdraw the complaint at any point during the investigation or prior to the completion of any formal hearing on the matter. Once a complaint is withdrawn, it may not be refiled and will not be further considered except where the conduct constitutes part of a continuing pattern of similar conduct.

~~Policy on Workplace Violence~~

POLICY ON WORKPLACE VIOLENCE

Purpose and Goal

It is Connors State College's policy to promote a safe environment for its students and employees. The college is committed to working with its employees and students to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. While this kind of conduct is not pervasive at the college, no institution is immune. Disruptive behavior at one time or another will affect every institution.

Violence, threats, harassment, intimidation, and other disruptive behavior at the college will not be tolerated. All reports of incidents will be taken seriously and dealt with accordingly. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

Scope

This policy applies to all situations involving violence, threats, harassment, intimidation, and other disruptive behavior that may be engaged in by faculty, staff, or students (full-time or part-time, permanent or temporary) on Connors State College – Warner and Muskogee campuses.

Responsibility

The interpretation and administration of this policy is the responsibility of Connors State College's Human Resources Department. The Human Resources Department is assisted in the Policy on Workplace Violence interpretation and administration by an appointed body called the Crisis Management Team.

Duty to Warn

In furtherance of its Policy on Workplace Violence, Connors State College employees have a "duty to warn". A "duty to warn" refers to each employee's responsibility to notify their supervisor, the Security Office, or Human Resources' office of any workplace activity, situation, or incident that they observe or know of that involves (or appears to involve)

problematic behavior. On Connors campuses in Warner or Muskogee, "problematic behavior" may include but are not limited to verbally and physically aggressive behavior, threats or acts of violence, offensive acts, threatening or offensive comments or remarks, etc. Employee report made pursuant to this policy will be held in confidence, to the maximum extent possible. Connors State College will not condone or support any form of retaliation against an employee for making a report in good faith under this policy.

In-Person Threat Against Individual(s) and/or Connors State College

The following guidelines are to be adhered to relative to Connors State College's Policy on Workplace Violence:

1. Confrontational threats while at work shall be dealt with by the supervisor and Human Resource office through a meeting with the individual(s) involved as soon as reasonably possible.
2. Depending on the seriousness of the threats, actions may include suspension (for gathering facts), written warning, or termination.
3. For employees suspended or terminated, the campus Security Office must be notified whereby an officer will retrieve the employee's ID card and building keys. The Security Office will also escort said person(s) off campus.
4. Use of the Security Office should be engaged at any time, as it appears appropriate and necessary.
5. Further follow-up through a crisis assessment may be invoked if warranted.

Other Threats Against Individual(s) and/or Connors State College

Threats against (an) individual(s) and/or Connors State College—regardless of how transmitted (written, verbally, electronically)—should be immediately reported to the Human Resources Department.

The Human Resources Department will, as soon as reasonably possible, initiate a crisis assessment conducted by members of Crisis Management Team along with the supervisor of the individual making the threat. The Crisis Management Team, as warranted, may approach other individuals, e.g., the party against whom the threat was made and/or their supervisor.

The Human Resources Department will also collect information from the employee(s) or student(s) to whom the threat was made.

Factors that will be included in a crisis assessment are:

1. The nature of the threat,

2. The need for immediate action,
3. The circumstances preceding the threat
4. The assurance that the individual(s) will not be able to enter the campus or building,
5. The nature of ongoing communications with the involved individual(s)
6. Notification of law enforcement authorities

7. Possible legal action.

Muskogee Campus

Hostile actions and in-person. Written or electronic threats occurring at locations other than the main campus should follow the procedures outlined below.

1. Hostile actions and threats require the Director on site to determine the appropriateness of contacting local law enforcement agencies. The Human Resources Department on the main campus should be notified immediately to help determine appropriate follow-up actions.
2. Written or electronically transmitted threats must be made known to the on-site Director immediately. Employees should contact the main campus Human Resources Department to determine the next steps to be taken in conjunction with the crisis management team's assessment.
3. The Director (on site and others as deemed necessary) should record details of the incident for analysis and review by Connors State College Security Office, Human Resources, and local law enforcement officials, if necessary.

Documentation

Whether on the main campus, or Muskogee Campus—it is critical that any material relevant to an incident be maintained until Human Resources decides upon proper disposition.

Additionally, in all circumstance, a complete and detailed log of events will be maintained by the Human Resources Department and reviewed on an on-going and/or as needed basis.

Communication with the News Media

The college President (or President's designee) will handle all communications with the press and other news media about a violent workplace incident. All other employees who receive inquiries from the press should direct them to the College and community Relations Director.

Policy Statement

Serious threats or acts of intimidation (i.e., statements, or physical acts which put a reasonable person in fear of harm to him/herself or another), and acts of violence, with or without the presence of a weapon, will not be tolerated at Connors State College. Violations of this policy may result in disciplinary action, including possible suspension, termination, and/or the filing of criminal charges.

All employees, regardless of position with the College, shall immediately report acts of violence and/or serious threats (which a reasonable person would consider potentially dangerous) made against them or witnessed by them. Such reports may be made to the employee's immediate supervisor.

When/if the immediate supervisor receives a report regarding treats or violent episodes the supervisor shall advise the Human Resources Department and the Security Office.

Employees should also feel free to report concerns about unusual or threatening behavior, even though such behavior is not perceived as a direct threat of an immediately dangerous situation when the employee, in good faith, is fearful for their continued safety or the safety of others. Reportable situations include those of co-workers, students, and visitors to the campus.

Reports made as authorized in this policy may be in oral or written form. If an oral form, said reports shall be followed by a written report as soon as it is reasonably possible.

The College will not tolerate retaliation against employees making good faith reports as provided for in this policy, even where the concerns prove ultimately to have been in error. The College will also not tolerate intentionally false reports made with the intent of wrongfully discrediting another.

Supervisors, etc., receiving reports of acts of violence, serious threats, or good faith concerns about unusual or threatening behavior shall take all appropriate steps to eliminate potentially dangerous occurrences—including but not limited to contacting the Security Office. The Supervisor shall also forward a written report describing the threatening situation to the Human Resources Department. The Human Resources Department will in turn share copies of the report with the Crisis Management Team.

Nothing in this policy relieves a supervisor or manager from taking immediate action when the safety or security of employees is threatened and time is critical. Such action may include notification of the Security Office, suspension, or the temporary physical separation of employees in the workplace.

Similarly, this policy does not replace routine management actions such as reprimands, or changes in work assignments. This policy is intended for those cases of continuing inappropriate actions or threats where normal management and personnel actions have been ineffective, and the possibility of violence is such that police and others need to be involved.

Procedures

The following procedures will be followed in the event of workplace serious threats or violence:

1. The Crisis Management Team, Human Resources Director, and other administrators selected by the college President, will review all reports generated relative to this policy.
2. When reports are received, the Crisis Management Team and Human Resources will review, gather additional information as needed, and develop a plan of action. The action may include specific suggestions to the immediate supervisor, recommendation for counseling, and/or legal action. Decisions and actions that directly affect an accused employee will be taken in compliance with existing laws and applicable policies of the college.
3. Connors State College understand the sensitivity of the information provided and/or alleged in such reports as it pertains to employee's reputations, rights to privacy, and confidentiality. Therefore, appropriate procedures will be followed to corroborate or dispel the accusations and limit the dissemination of reports too an "as need-to-know basis." Should a report prove to be false, or actions misinterpreted as threats of violence, the continued acceptance and effectiveness of the accused employee is essential. Legal guidance will be obtained as necessary.

~~Drug-Free Workplace Policy~~

DRUG-FREE WORKPLACE POLICY

General Statements

The 1988 Federal Drug-Free Workplace Act requires that entities seeking consideration for a grant from any federal agency or any entity seeking a contract for the procurement of any property or services valued at $25,000 or more from any federal agency, certify to the federal granting or contracting agency that it will provide a drug-free workplace. Supporting this anti-drug abuse legislation and recognizing that drug abuse in the workplace is a concern regardless of any connection to federal funds, Connors State College established a Drug-Free Workplace Policy.

Specific Statements

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace.

Each department shall post the Drug-Free Workplace Policy Statement (available from the Human Resources Office) in a conspicuous location.

Each employee of Connors State College should have access to a copy of the policy statement. A copy of the policy statement must be signed by the employee to verify such delivery. The signed statements are maintained in the permanent personnel files. New employees are to acknowledge the receipt of the policy statement when processing employment forms.

Each department chair or area supervisor should ensure that each employee has received the drug- free workplace policy. This policy will be explained in a departmental meeting at least once each fiscal year.

The Director of Human Resources will be responsible for an on-going educational program regarding the dangers of drug abuse. The program will be an expanded effort to ensure that all employees and students are aware of the dangers of substance abuse. The program will include activities such as the distributing of education pamphlets and other printed material, displaying posters in highly visible locations, publishing articles in the student paper, providing guest lectures, observing an annual "Substance Abuse Awareness Week," and/or other related activities.

An employee convicted under a state or federal criminal drug statute for misconduct in the workplace shall notify the Human Resources Office within five (5) days of such conviction (as a condition of continued employment).

The Human Resources Office shall provide timely notification (within ten (10) days of knowledge) to appropriate federal granting or contracting agencies when a university employee engaged in the performance of federal grants or contracts is convicted under any state or federal criminal drug statute for misconduct in the workplace.

Penalties assessed for convictions of drug abuse in the workplace shall range from reprimand to termination, depending upon the circumstances of the individual situation. An individual may also be required to participate in an approved substance abuse rehabilitation program as a condition of continued employment.

Notification of Criminal Plea or Conviction Information

As a condition of employment, all Connors State College employees are expected to report to work fit for duty and free of impairment due to the consumption of drugs (whether illegal or prescribed) or alcohol.

This does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their physician(s) about the medication's effect on their fitness for duty and the ability to work safely and promptly disclose restrictions to their supervisor. Employees need not disclose underlying medical conditions to supervisors but should do so to the Health Insurance Portability and Accountability Act (HIPAA) official in Human resources.

All employees must notify the Human Resources Office, in writing, of entering any plea of guilty or nolo contender (no contest) to any criminal violation of any state or federal law, or of any conviction of state or federal criminal statues, other than minor traffic violations, no later than five calendar days after the entry of such a plea of guilty, nolo contender or conviction.

Lack of compliance with these requirements may subject the employee to disciplinary action, including immediate separation from employment.

Definitions

~~A.~~ "Controlled Substance" means any controlled substance set forth I Schedules I through IV of Section 202 of the federal Controlled Substance Act (21 U.S.C. Sec. 812, as amended). Such controlled substances include, but are not limited to cocaine, marijuana, opiates, amphetamines, and barbiturates.

~~B.~~ "Conviction" means a finding of guilt (including a plea of nolo contender) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes.

~~C.~~ "Criminal Drug Statute" means any criminal drug statute involving manufacture, distribution, dispensation, use or possession of any controlled substance.

~~D.~~ "Employee" means any person receiving pay through the college payroll system.

~~Tobacco & Vapor Free Workplace Policy~~

TOBACCO & VAPOR FREE WORKPLACE POLICY

College Policy and State Law

Tobacco use in any form is prohibited on all college campuses. In compliance with the executive order 2012-01, signed by Governor Mary Fallin, Connors State College and all properties owned, or contracted by the State of Oklahoma have been tobacco free since July 1, 2012. Effective January 1, 2014, executive order 2013-43 prohibits the use of electronic cigarettes, vaping devices or any other product packaged for smoking, or the simulation of smoking, throughout all indoor and outdoor areas of property owned by, or under the control of, Connors State College and the State of Oklahoma. This includes college- owned or leased buildings, all indoor areas such as classrooms, laboratories, offices, work areas, vestibules, hallways, enclosed walkways, restrooms, elevators, residential facilities, and stairwells. This policy also includes any outdoor areas on campus including residential breezeways, rodeo arena, athletic fields, farm operations, south ranch, parking lots, and streets and college-owned vehicles.

Connors State College will not accept donations, gifts, money, or materials intended to promote the use of tobacco nor participate in any type of services that promote the use of tobacco.

Appropriate signage will be posted by the CSC Physical Plant as necessary to inform employees, students and visitors of policy provisions.

"Breathe Easy" signs will be placed on all campus buildings.

"Tobacco Free Campus" will be clearly posted at all main campus entrances.

It is prohibited to sell tobacco products or advertise the sale of tobacco products on college property.

Littering the campus with the remains of tobacco products or other disposable products is prohibited.

Organizers and attendees at events (meetings, conferences, lectures, cultural events, and sporting events) using CSC facilities are required to abide by the policy. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy.

Courtesy and consideration will be exercised when informing others unaware of and/or in disregard of this policy. No retaliation will occur to any person for doing so.

Compliance with this policy by all students, faculty and staff is expected based on CSC's commitment to a healthy culture, free of tobacco, and should be a cooperative effort, encouraged by all students, faculty, and staff.

A complaint against an offender, who fails to respond to a request by another, as noted in Section 3.06, may be referred to a Director, Department Head, or VP. Appropriate disciplinary action will be taken for an offender against whom multiple complaints have been received.

~~1.~~ Students – CSC students shall be directed to and handled by a designated authority. Violations occurring within college Housing shall be directed to and handled by the Housing Office.

~~2.~~ Faculty – CSC faculty shall be directed to and handled by the department chair and/or Vice President for Academic Affairs.

~~3.~~ Staff – CSC staff shall be directed to and handled by immediate supervisor, director, or designated authority.

~~4.~~ Visitors – Visitors shall be directed to and handled by the College Police Department. The visitor may be asked to leave college premises for failure to comply.

~~5.~~ Fines – College Police/Security may issue a citation to violators. The fine range is $10 to $100.

~~$100.~~

~~Technology Policies and Procedures~~

TECHNOLOGY POLICIES AND PROCEDURES

Computer Usage

As an institution of higher learning, Connors State College encourages, supports, and protects freedom of expression and an open environment to pursue scholarly inquiry and to share information. Access to networked computer information in general and to the Internet, in particular, supports the academic community by providing a link to electronic information in a variety of formats and covering all academic disciplines. Consistent with our College policies, this policy is intended to respect the rights and obligations of academic freedom, while protecting the rights of others. The computing and network facilities of the College are limited and should be used wisely and carefully with consideration for the needs of others. As with any resource, it is possible to misuse computing resources and facilities and to abuse access to the Internet. The following statement address, in general terms, the college's philosophy about computing use.

This policy is applicable to all individuals using College owned or controlled computer and computer communication facilities or equipment, whether such persons are student, staff, faculty, or authorized third-party users of college computing information resources. It is applicable to all College information resources whether individually controlled or shared, stand alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the College. This includes, but is not limited to, word processing equipment, personal computers, workstations, mainframes, minicomputers, and associated peripherals and software, and electronic mail accounts, regardless of whether used for administration, research, teaching, or other purposes. In addition, a user must be specifically authorized to use a particular computing or network resource by the campus unit responsible for operating the resource.

Individual units within the College may define "conditions of use" for information resources under their control. These statements must be consistent with this overall Policy but may provide additional detail, guidelines and/or restrictions. Such policies may not relax or subtract from this policy. Where such "conditions of use" exist, enforcement mechanisms defined therein shall apply. These individual units are responsible for publicizing both the regulations they establish and their policies concerning the authorized and appropriate use of the equipment for which they are responsible. In such cases, the unit administrator shall provide the Executive Vice President with a copy of such supplementary policies prior to implementation thereof. Where use of external networks is involved, policies governing such use also are applicable and must be adhered to.

User Responsibility and Expectations

Access to the information resource infrastructure both within and beyond the College Campus, sharing of information, and security of the intellectual products of the community all require that each and every user accept responsibility to protect the rights of the community. Access to the networks and to the IT resources at Connors State College is a *privilege* granted to college students, faculty, staff, and third parties that have been granted special permission to use such facilities. Access to College information resources

must take into account the following factors: relevant laws and contractual obligations, the requestor's need to know, the information's sensitivity, and the risk of damage to or loss by the College.

Anyone who accesses, uses, destroys, alters, or damages College information resources, properties, or facilities without authorization, may be guilty of violating state or federal law, infringing upon the privacy of others, injuring or misappropriating the work produced and records maintained by others, and/or threatening the integrity of information kept within these systems. Such conduct is unethical and unacceptable and will subject violators of this Policy to disciplinary action by the College, including possible termination from employment, expulsion as a student, and/or loss of computing systems privileges.

~~privileges.~~

The College requires the members of its community act in accordance with these responsibilities, this Policy, the College's Student or Faculty Handbook, as appropriate, Connors State College Policies and Procedures, relevant laws and contractual obligations, and the highest standard of ethics. The policies as stated in this policy are intended to ensure that users of college information technology resources shall:

- Respect software copyrights and licenses,
- Respect the integrity of computer-based information resources,
- Refrain from seeking to gain unauthorized access,
- Respect the privacy of other computer users.

The college reserves the right to limit, restrict, or extend computing privileges and access to its information resources. Data owners – whether departments, units, faculty, students, or staff – may allow individuals other than college faculty, staff, and students access to information for which they are responsible, so long as such access does not violate any license or contractual agreement, college policy, or any federal, state, county or local law, or ordinance. However, users are personally responsible for all activities on their user ID or computer system and may be subjected to disciplinary action and/or loss of privileges for misuse of computers or computing systems under their control, even if not personally engaged in by the person controlling the computer or system.

Units and individuals may, with the permission of the appropriate college officials and in consonance with applicable college policies and guidelines, configure computing systems to provide information retrieval services to the public at large. However, in so doing, particular attention must be paid to college policies regarding authorized use (must be consistent with the mission of the college) ownership of intellectual works, responsible use of resources, use of copyrighted information and materials, use of licensed software, and individual and unit responsibilities.

Authorized User Purposes

Use of college computers must comply with Federal and State law and college policies. College computing facilities and accounts are to be used for the college-related activities for which they are assigned. When users cease to be members of the academic community (such as by graduating or ceasing employment) or when persons are assigned to a new position and/or responsibilities within the college, the access authorization of such person will be reviewed and may be altered Users whose relationships with the college change may not use computers and computing resources, facilities, accounts, access codes, privileges, or information for which they are not authorized in their new relation to the college.

Users may use only their own computer accounts. The negligence or naiveté of another user in revealing an account name or password is not considered authorized use. Convenience of file or printer sharing is not sufficient reason for sharing a computer account. Users are personally responsible for all use of their computer account(s).

Appropriate use of computing and networking resources includes instruction, independent study, authorized research, independent research, communications, and official work of the offices, units, recognized student and campus organizations, and agencies of the College.

Computing facilities, services, and networks may not be used in connection with compensated outside work for the benefit or organizations unrelated to the college except in connection with scholarly pursuits (such as faculty publishing activities) in accordance with the College consulting policy or the policy governing Access by External Entities to University Technology Resources, or in a purely incidental way. State law generally prohibits the use of college computing and network facilities for personal gain or profit, and use of computing resources for unauthorized commercial purposes, unauthorized personal gain, or any illegal activities is prohibited.

Roles and Responsibilities

The IT Systems Department is responsible for implementing and enforcing adequate computer security policies throughout the organization.

The IT Systems Department requires all software installed on IT-supported computers be properly licensed and authorized.

Special User Notifications

The College makes available both internal and external computing facilities consisting of hardware and software. The College accepts no responsibility for any damage to or loss of data arising directly or indirectly from the use of these facilities or for any consequential loss or damage. The College makes no warranty, express or implied, regarding the computing services offered, or their fitness for any particular purpose.

Liability for any loss or damage shall be limited to a credit for fees and charges paid to the College for use of the computing facilities, which resulted in the loss or damage.

The College cannot protect individuals against the existence or receipt of material that may be offensive to them. As such, those who make use of electronic communications are warned that they may come across or be the recipients of materials they find offensive. Those who use e-mail and/or make information about themselves available on the Internet should be forewarned that the College cannot protect them from invasions of privacy and other possible dangers that could result from the individual's distribution of personal information.

An individual using College computing resources or facilities must do so in the knowledge that he/she is using College resources in support of his/her work. The College owns everything stored in its facilities unless it has agreed otherwise. The College has the right of access to the contents of stored computing information at any time for any purpose for which it has a legitimate "need to know." The College will make reasonable efforts to maintain the confidentiality of computing information storage contents and to safeguard the contents from loss but is not liable for the inadvertent or unavoidable loss or disclosure of the contents.

Any individual using College computing resources and facilities must realize that all networked computer systems maintain audit trials logs or file logs within the network system. Such information as the user identification, date and time of the session, the software used, the files used, the computer time, and storage used, the user account, and other run- related information is normally available for diagnostic, accounting, and load analysis purposes. Under certain circumstances, this information is reviewed by system administrators, either at the request of an academic department, or in situations where it is necessary to determine what has occurred to cause a particular system problem at a particular time. For

example, analysis of audit files may indicate why a particular data file is being erased, when it was erased, and what user identification has erased it.

IT Systems Department employees and system administrators do not routinely look at individual data files. However, the College reserves the right to view or scan any file or software stored on the computer or passing through the network and will do so periodically to verify that software and hardware are working correctly, to look for particular kinds of data or software (such as computer viruses), or to audit the use of college resources. Violations of policy that come to the attention of college officials during these and other activities will be acted upon. User data on the mainframe will be periodically copied to backup tapes. The college cannot guarantee confidentiality of stored data. Users should be aware that use of one of the data networks, such as the Internet, and electronic mail and messages, will not necessarily remain confidential from third parties outside the College in transit or on the destination computer system, as those data networks are configured to permit fairly easy access to transmissions.

Conduct Expectations and Prohibited Actions

The well-being of all computer users depends on the availability and integrity of the system. Any defects discovered in the system accounting or system security is to be reported to the appropriate system administrators so that steps can be taken to investigate and solve the problem. The cooperation of all users is needed to ensure prompt action. The integrity of most systems may be maintained by password protection of accounts. A computer user who has been authorized to use such a protected account may be subject to criminal and civil liability, as well as college discipline, if the user discloses a password or otherwise makes the account available to others without the permission of the system administrator.

Restrictions on computer security and self-replicating code are to be interpreted in a manner that protects university and individual computing environments but does not unduly restrict or limit legitimate academic pursuits.

The following examples of acts or omissions, though not covering every situation, specify some of the responsibilities that accompany computer use at Connors State College, and outline acts or omissions that are considered unethical and unacceptable, and may result in immediate revocation of privileges to use the college's computing resources and/or just cause for taking disciplinary action up to and including discharge, dismissal, expulsion, and/or legal action:

- Violating any software license agreement or copyright, including copying or redistributing copyrighted computer software, data, or reports without proper, recorded authorization. Software protected by copyright shall not be copied except as specifically stipulated by the owner of the copyright. Protected software is not to be copied into, from, or by any college facility or system, except by license. The number and distribution of copies must be handled in such a way that the number of simultaneous users in a department does not exceed the number of original copies purchased by that department, unless otherwise stipulated in the purchase contract.
- Interfering with the intended use of the information resources or without authorization, destroying, altering, dismantling, disfiguring, preventing rightful access to or otherwise interfering with the integrity of computer-based information and/or information resources.
- Modifying or removing computer equipment, software, or peripherals without proper authorization is prohibited.
- Encroaching on others' use of the college's computers. This includes, but is not limited to:

- the sending of chain-letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs; running grossly inefficient programs when efficient alternatives are known to be available; unauthorized modification of system facilities, operating systems, or disk partitions; attempting to crash or tie up a College computer; damaging or vandalizing College computing facilities, equipment, software, or computer files.
- Developing or using programs which harass other computer users or which access private or restricted portions of the system and/or damage the software or hardware components of the system. Computer users shall use great care to ensure that they do not use programs or utilities that interfere with other computer users or which modify normally protected or restricted portions of the system or user accounts. Computer users shall not use network links for any use other than permitted in network guidelines (e.g., ONENET, Internet, NSFNet, and BITNET). The use of any unauthorized or destructive program may result in legal civil action for damages or other punitive action by any injured party, including the College, as well as criminal action.
- Using College computing resources for commercial purposes or non-College-related activities without written authorization from the College. In these cases, the College will require restitution payment of appropriate fees. This Policy applies equally to all College- owned or College-leased computers.
- Using College computing resources to generate or access obscene material as defined by Oklahoma or federal law and acceptable community standards or creating a hostile work and/or educational environment.
- Seeking to gain or gaining unauthorized access to information resources or enabling unauthorized access.
- Accessing computers, computer software, computer data or information, or networks without proper authorization, or intentionally allowing others to do so, regardless of whether the computer, software, data, information, or network in question is owned by the College. For example, abuse of the networks to which the College belongs or the computers at other sites connected to those networks will be treated as an abuse of Connors State College computing privileges.
- Without authorization, invading the privacy of individuals or entities that are creators, authors, users, or subjects of the information resources.
- Using College electronic communication facilities to send fraudulent, harassing, obscene, threatening, or other unlawful messages is prohibited. Users shall respect the purpose and charters of computer mailing lists (including local or network news groups and bulletin boards). It is the responsibility of any user of an electronic mailing list to determine the purpose of the list before sending messages to the list or receiving messages from the list. Persons subscribing to an electronic mailing list will be viewed as having solicited any material delivered by the list as long as that material is consistent with the purpose of the list. Persons sending to a mailing list any materials that are not consistent with the purpose of the mailing list will be viewed as having sent unsolicited material to the mailing list.
- Transmitting commercial or personal advertisements, solicitations, promotions, or programs intended to harass other computer users or access private or restricted computer or network resources. Some public bulletin boards may be designated for selling items, etc., and must be used appropriately, according to the stated purpose of the lists). Vendors may send product information and technical material to specific mailing lists, with the permission of the manager of the mailing list.
- Seeking to provide information on, obtain copies of, or modify data files, programs, or passwords belonging to other users without the permission of these other users; using programs or devices to intercept or decode passwords or similar access control information.

- Attempting to circumvent mechanisms intended to protect private information from unauthorized examination by others in order to gain unauthorized access to the system or to private information; configuring or running software so as to allow unauthorized use.

- Using College computers or computing systems in any manner, which violates Federal, state, or local laws, or College policies.
- Using College computing facilities or accounts for other than the College-related activities for which they were assigned and intended.
- Using computers or the College computing resources to engage in political campaigning or commercial advertisement.

The IT Systems Department systems administrator(s) has certain responsibilities to the College as a whole for the system(s) under his/her control, regardless of the policies of his/her department or groups, and the owner has the immediate responsibility to see that the system administrator carries these out. These responsibilities are:

- To take reasonable precautions against theft of, or damage to, the systemcomponents.
- To faithfully execute all hardware and software licensing agreements applicable to the system.
- To treat information about, and information stored by, the system's users as confidential (as conditioned in this policy) as conditioned in this policy and to take reasonable precautions to ensure the security of a system or network and the information contained therein.
- To promulgate information about specific policies and procedures that govern access to and use of the system and services provided to the users or explicitly not provided. This information should describe the data backup services, if any, offered to the users. A written document given to users or messages posted on the computer system itself shall be considered adequate notice.
- To cooperate with the system administrators of other computer systems or networks, whether within or without Connors State College, to find and correct problems caused on another system by the use of the system under his/her control.

The system administrator is authorized to take all reasonable steps and actions to implement and enforce the usage and service policies of the system and to provide for security of the system. The system administrator operating computers and networks may routinely monitor and log usage data, such as network session connection times and endpoints, CPU and disk utilization for each user, security audit trails, network loading, etc. These units may review this data for evidence of violation of law or policy and for other lawful purposes. System administrators may access computer user's files at any time for maintenance purposes. System administrators may access other files for the maintenance of networks and computer storage systems, such as to create backup copies of media. System administrators are required to report suspected unlawful or improper activities to the proper College authorities. Computer users, when requested, have an affirmative duty to cooperate with system administrators in investigations of system abuse. Users are encouraged to report suspected illegal activity or abuse, especially if related to any damage to or problems with their files.

When system response, integrity, or security is threatened, a system administrator is authorized to access all files and information necessary to find and correct the problems or otherwise resolve the situation.

If an occasion arises when a college officer or supervisor believes that access stop an individual's data is required for the conduct of college business (unrelated to the need to investigate possible wrongdoing), the individual is not available, and a system administrator is required to access the individual's account, the following procedure shall be followed:

1. The college official or supervisor shall secure permission to access the data from the Executive Vice President or designee of such officer.
2. An appropriate form with the signature of the Executive Vice President shall be presented to the system administrator allowing the system administrator to proceed to access the data.

3. The individuals whose e-mail account has been accessed will be notified as soon as possible by copy of the above referenced form. Where necessary to ensure the integrity of an investigation into the use of college computing resources, such notice, with the approval of

4. the Executive Vice President, may be delayed until such time as such investigation would no longer be compromised.

System administrators are required to report suspected unlawful or improper activities to the proper college authorities. Computer users, when requested, have an affirmative duty to cooperate with system administrators in investigations of system abuse. Users are encouraged to report suspected illegal activity or abuse, especially if related to any damage to or problems with their files.

If an occasion arises when a college officer or supervisor believes that a user is violating state or federal law, or college policy, and that access to an individual's data is required in order to conduct an internal investigation into such possibility, system administrators may monitor all the activities of and inspect the files of such specific user(s) on their computers and networks. In such cases, and a system administrator is required to access the individual's data, steps (1) and (2) set forth above in Section 2.05(d) shall be followed and the Office of Legal Counsel for A&M Board of Regents shall be contacted and informed of the matter.

Electronic Mail

The policy statements below refer only to e-mail. It is recognized that the law governing electronic communication technologies and the material transmitted using these technologies is in an early stage of development and that the policy statements in this document will change in response to changes in law and further development of electronic communications technology.

This policy will apply to all college e-mail services. Members of the college community who are given access to CSC's e-mail system are expected to familiarize themselves with and abide by the policies in this document. Violations of this policy will result in loss of e-mail privileges at the college, disciplinary action, or legal action where applicable.

Appropriate Use

As with other college resources, e-mail is appropriately used for purposes that further the mission and goals of the college.

- Individuals may not use e-mail for entrepreneurial activities except in cases of college-sanctioned activities. Specifically prohibited is the selling of access to the Internet byany member of the College community.
- No one shall be added to an e-mail mailing list for other than official College business without his or her consent. Mailing lists may be used only for their intended purposes.
- College computing services should not be used to solicit goods and services to or from other members of the College community. For such purposes, Usenet news groups or bulletin boards may be made available by the IT Systems Department.

All materials sent by campus e-mail must be attributed to the individual, office, or organization sending the material. It is a violation of this policy to originate e-mail in such a manner as to create the impression to the recipient that it originated from another source or individual.

Issues Related to Privacy

It is the intent of the College to preserve the privacy of e-mail communications and maintain access to communications intended for an individual. Given that institutions or higher education place high value on

open communication of ideas, the intention of the College is to maximize freedom of communication for purposes that further the mission and goals of the College.

All e-mail communications, unless subject to a specific privilege, are subject to production under the Oklahoma Open Records Act and, when relevant, to discovery in civil litigation. The College will

observe and follow the requirements of all applicable state and federal statutes relating to privacy concerns in electronic mail.

*The term “electronic mail which has not been opened,” or “unopened e-mail” or similar references, applies only to electronic messages received by a user but which the user has not opened. Once the user opens a message it is no longer considered “unopened,” even if such message has not been moved or otherwise stored in another location.

Individual Expectations

E-mail messages shall be delivered to the intended addresses and not censored or interfered with in any way by the College.

Individually addressed e-mail communications may not be intercepted by any third party except as noted below. This does not prevent persons who have legitimately received electronic mail messages from forwarding such messages on to third parties.

Users of the College’s e-mail services are required at all times to observe all laws relating to copyright, trademark, and trade secrets protection.

College Expectations/Requirements

Account holders may not use encrypting programs when engaging in e-mail communications except as specifically authorized in advance in writing by the IT Systems Department.

College officers and supervisors shall have the right to read any e-mail when the individual has given written permission for such access.

Under certain circumstances, an IT Systems Department Administrator may, in the course of his or her professional duties, access an individual’s e-mail for legitimate management or maintenance purposes. An IT Systems Department Administrator shall designate in writing the identities of all such persons to the President.

If an occasion arises when a College officer or supervisor believes that access to an individual’s e- mail account is required for the conduct of college business, and the individual is not available, and an IT administrator is required to access the individual’s e-mail account, the following procedure shall be followed:

- The College official or supervisor shall secure permission to access the e-mail account from the Executive Vice President of this institution.
- An appropriate form with the signature of the Executive Vice President shall be presented to the IT Systems Department Administrator allowing him/her to proceed to access the e- mail account.
- The individual whose e-mail account has been accessed will be notified as soon as possible with a copy of the above referenced form.

Individuals shall make all e-mail files related to college business available to his or her supervisor prior to termination or resignation. At such time the individual’s e-mail account will be terminated and all information not retained by the supervisor will be deleted from the College system.

Establishing College Electronic Mail Accounts

Persons who desire to have e-mail accounts established on their behalf shall make application to the IT Systems Department. When such services become available, requests from faculty, non-faculty staff, and students asking for the establishment of an e-mail account normally will be honored. However, such an account is a privilege extended by the college and may be withdrawn by the IT Systems

Department at any time without prior notice. The establishment of an e-mail account does not grant or guarantee unlimited or unrestricted opportunities to use the e-mail account. Reasonable access to e- mail cannot be guaranteed at all times and in all circumstances.

While account holders may expect reasonable access to e-mail, there is no guarantee that access will be possible at all times and in all circumstances.

Violation of this Policy Statement may result in the loss of e-mail privileges at this college.

Objectionable Material, Violations and Sanctions

The College cannot protect individuals against the existence or receipt of material that may offend them. Those who make use of electronic communications are warned that they may willingly or unwillingly come across, or be recipients of, material that they may find offensive. Members of the College community are expected to demonstrate good taste and sensitivity to others in their communications.

It is a violation of this policy to use e-mail to libel, harass, or threaten other individuals.

Users of campus communications are subject to all applicable local, state, and federal laws and regulations, and Connors State College policies and procedures.

Consequences of Misuse of Computing Privileges

Users, when requested, are expected to fully cooperate with system administrators in any investigations of system abuse. Failure to cooperate may be grounds for cancellation of access privileges or disciplinary action.

Abuse of computing privileges is subject to disciplinary action. If system administrators have strong evidence of misuse of computing resources, and if that evidence points to the computing activities or the computer files of an individual, they have the obligation to pursue any or all of the following steps to protect the user community:

1. Notify the user's instructor, department or division chair, or supervisor of the investigation.
2. Suspend or restrict the user's computing privileges during the investigation.
3. Inspect the user's files, drives, discs, diskettes, tapes, and/or other computer- accessible storage media. System administrators must be certain that the trail of evidence clearly leads to the user's computing activities or computing files before inspecting the user's files.
4. Refer the matter for possible disciplinary action to the appropriate College department.

Individuals whose privileges to access College computing resources have been suspended may request that the President or his/her designee, review the suspension. The President, or designee, may reinstate privileges, alter any restrictions that have been imposed, or refuse to interfere with the administrative action taken to that time. There is no right to a hearing or appearance regarding such issues, and the decision made by the President or designee is final.

~~Administrative Policies and Procedures~~

ADMINISTRATIVE POLICIES AND PROCEDURES

Appointment of Administrators

Appointment of President

It is the responsibility of the governing A&M Board of Regents to appoint personnel to fill the

position of President of any institution under the governance of the A&M Board of Regents. Prior to accepting applications, the A&M Board of Regents shall request from the faculty and administrators of the institutions a list of personal and professional attributes which they believe are essential qualifications of the new President. The A&M Board of Regents may at its discretion, request similar input from students and alumni of the institution and from certain other groups as the A&M Board of Regents may choose. The A&M Board of Regents may, at its own discretion, develop its own list of priorities concerning the personal and professional qualifications. The minimum qualifications for the person to be selected as the new President shall be established by the A&M Board of Regents in consideration of the lists of priorities suggested by the faculty, administrators, alumni, or other groups, and the Board of A&M Regents.

In addition to participating in establishing the qualifications to be required of the new President, the appropriate faculty representative(s) so designated by the faculty of the institution involved shall be consulted concerning other input to be made by the faculty of the institution in which the vacant position exists. For the purpose of this consultation, the Chairman of the A&M Board of Regents shall appoint a policy committee for appointment of personnel or a committee of the Chairman's choosing to confer with the appropriate faculty representative(s). This committee shall consist of not less than three (3) A&M Board of Regent members.

Following consultation with the faculty, the policy committee for appointment of personnel shall devise and recommend to the A&M Board of Regents specific procedures to be utilized in the nominating of candidates, screening of applicants, and in making the selection of the new President.

The responsibility for screening applications shall be assigned to a screening committee on which there shall be no less than three members of the A&M Board of Regents and representatives of other groups. The Chairman of the A&M Board of Regents shall appoint the chairperson of the Screening Committee. The A&M Board of Regents shall decide the number of the faculty, administrators, and other citizenry who shall be represented to serve on the committee. At the A&M Board of Regents' discretion, other citizens may be involved in the screening of applicants.

From the pool of applications, the screening committee shall submit a predetermined number of unranked applications to the A&M Board of Regents as a whole. Preliminary to the work of the screening committee, the Board A&M Board of Regents shall decide the number of applications to be submitted by the screening committee.

The A&M Board of Regents shall give first consideration to those names submitted by the screening committee. If the A&M Board of Regents cannot make a selection from the original names submitted, the screening committee should be requested to send additional names to the A&M Board of Regents.

In all instances where a vacancy exists in the Office of the President for any of the institutions under the Board A&M Board of Regents, the vacancy shall be made known by use of the news media to accomplish a wide circulation of the fact. Any person who wishes to apply for a vacant position of President will be given an opportunity to do so equal to that of any other applicant, subject to appropriately reasonable deadlines. Procedures utilized to screen and select will not discriminate on the basis of race, color, religion, national origin, sex, qualified disability, or status as a veteran.

The A&M Board of Regents may alter its format for the selection of a President at any time.

Appointment of Other Major Administrative Personnel

With regard to the appointment of other major administrative personnel, appropriate consultation shall be secured from the A&M Board of Regents. This will include presenting the A&M Board of Regents with a complete job description of the position to be filled with minimum required qualifications and salary range, all of which must have A&M Board of

Regents approval prior to the acceptance of applications or initiating screening procedures of applicants.

The President shall recommend all major personnel to the A&M Board of Regents for approval. In the event any recommendation does not receive approval by the A&M Board of Regents, the President of the institution may bring another recommendation before the A&M Board of Regents. Major administrative personnel shall be considered to be those holding, or to hold, the title of Vice President, or an equivalent administrator of a major administrative unit.

Retention or Reappointment of Administrators

The continuation of administrators in their positions at institutions under the operational control of the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges is a result of demonstrated satisfactory performance. The concept of tenure in an administrative position is not applicable.

It is the policy of the A&M Board of Regents that each administrator's performance shall be continually evaluated. Administrators below the level of president shall be evaluated by the responsible administrative supervisor. The evaluation shall be made in accord with the evaluation procedures developed in the institution where the administrator is employed. All evaluation procedures in each institution shall be developed under the direction of the president and are subject to the approval of the A&M Board of Regents. In instances where the performance of an administrator is determined to be unsatisfactory, the administrative supervisor responsible for that administrator must carefully monitor the future performance by such an administrator. Continuing failure to improve by an administrator whose present or past performance is unsatisfactory may result in reassignment to other duties or termination of employment.

Only the governing A&M Board of Regents will evaluate the performance of presidents. Retention or reappointment of presidents is a result of demonstrated satisfactory performance in the following areas:

- Academic Leadership
- Administrative Leadership
- Financial Responsibility
- Personnel Management
- Implementation of A&M Board of Regents and Institutional Policies
- Maintenance of Confidence and Respect of the Board, A&M Board of Regents, and the Relevant Constituencies and Publics of the Institution.

Appointment of Personnel

The President shall have final responsibility for recommending appointments, promotions, and discontinuances, but he shall secure appropriate faculty and/or staff counsel before making recommendations. Insofar as possible, the responsible administrative officer shall arrange for principle candidates for initial appointments to visit the campus for personal interviews.

Approved administrative practices shall include the following procedures:

The school's affirmative action policy shall be complied with at all times. The college shall pursue a non-discriminatory policy with respect to age, race, sex, religion, color, national origin, qualified disability, or status as a veteran.

In the selection of major administrative personnel defined by the Board A&M Board of Regents policy as including all Vice Presidents, Deans and Directors a committee will be formed for consultation purposes with the President prior to his or her recommendation to the Board A&M Board of Regents for appointment. The committee shall be composed of two major administrators, an administrator/instructor, and, at the President's option two faculty members, (where federal projects federally funded are involved, the Federal Programs Director would be included). This committee shall be used by the President to assist him or her in arriving at a recommendation.

In the selection of an individual to serve in a faculty position[1], a screening and interviewing committee shall be formed/composed of the appropriate division chairperson, the appropriate dean or administrative head, the President and/or appropriate Vice President. Their choice shall be recommended

to the President and, after consideration, the President may recommend appointment to the A&M Board of Regents. Insofar as possible, the Division Chairperson shall appoint or select a faculty member of his division for committee participation.

Notification of appointments shall be made to the appointee specifying position, salary, conditions and duration of the appointment. Such appointments are recommended by the president and are subject to A&M Board of Regents approval.

[1]A faculty position is defined as any position with teaching or research responsibilities requiring a Bachelor's degree or higher and not listed as major administrative personnel as defined by A&M Board of Regents policy.

Retention or Reappointment of Personnel (other administrators)

Retention or reappointment of other administrators to their respective positions shall be evaluated each year on a continual basis. The evaluation shall be by the major administrative officer for each area. The President, as specified in this policy, shall evaluate the major administrators. Evaluation criteria for all administrators shall be demonstrated satisfactory performance in their respective areas with regard to leadership, responsibility, management, and implementation of the A&M Board of

Regents' and President's policies and objectives and support and loyalty to the administrative head of the college as this relates to the institution. Where an administrator's performance is unsatisfactory, the future performance must be carefully observed, and continuing failure may result in reassignment, non-reappointment or dismissal. There is no property interest, e.g., continuing employment, applicable to administrative positions.

Promotions

Since the college has only one faculty rank, the question of promotion is a rare procedure and relates to positions of division chairpersons or administrative positions.

In the selection of Division Chairpersons, Directors, and Deans, a committee shall be appointed by the President to make recommendations to the President.

In the case of appointments by the President, of Division Chairpersons, Directors, and other minor administrative roles, such appointments are "at-will" and are reappointed or not reappointed on the basis of institutional need and/or performance.

~~Financial Exigency Policy~~

FINANCIAL EXIGENCY POLICY

Introduction

On May 18, 1979, the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges unanimously adopted the following resolution:

"That the A&M Board of Regents direct each of the presidents under the jurisdiction of the A&M Board of Regents to develop and recommend to the A&M Board of Regents a policy for meeting any possible

DRAFT

conditions of financial exigency. Included in this policy shall be provisions for securing appropriate input from representatives of academic and non-academic personnel.

Representatives of these personnel shall serve only in an advisory capacity to the President. Such policy statements after being approved by the A&M Board of Regents may be included in the respective institutional faculty and/or staff handbooks. Regardless of input or counsel received by the President from institutional personnel, it shall be the sole responsibility of the A & M Board of Regents to make the final decision regarding recommendations to the A&M Board of Regents concerning any financial exigency. The President and the governing A&M Board of Regents shall finally decide the specific actions required concerning any existing or anticipated financial exigency."

This policy statement was submitted pursuant to this directive from the A&M Board of Regents and establishes the procedures and guidelines for addressing a state of financial exigency at Connors State College. It will supersede other College policies and procedures, including all grievance procedures, if the President of the College declares a state of financial exigency.

Definitions

When used in this policy statement, unless the context clearly indicates otherwise, the following words and terms shall be construed as having the meanings described to them in this section:

A&M Board of Regents shall mean the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges.

Continuing Faculty shall mean faculty with more than three years of service with the College and should not be construed as meaning tenured. (Coaching personnel are considered non-faculty even though they may teach some classes.)

Financial Exigency shall mean that state of financial crisis brought about by an Educational and General Part I budget allocation to the College, which would:

- Necessitate the elimination or reduction of existing instructional programs; or,
- Necessitate the termination of employment or reduction of compensation for permanently employed faculty or staff prior to the normal expiration of their contract or appointment; or,
- Seriously erode the quality of any existing program.

Financial Exigency Executive Committee shall be composed of the President, who shall serve as Chairman, the Vice President for Academic Affairs, the Vice President for Fiscal Services, and other designees as may be deemed appropriate at the time.

Financial Exigency Task Force shall be composed of the incumbents of the following described positions or their successors in interest as defined by the President:

- Vice President for Fiscal Services
- Affirmative Action Officer
- President of Student Senate
- One (1) elected representative of the Division Chairpersons
- Athletic Director
- Vice President for Academic Affairs (Ex-officio and non-voting)
- Director of Muskogee Branch Campus (Ex-officio and non-voting)

In addition, the President may appoint to the Task Force such other faculty, administrators, and staff, or students to assure appropriate representation of all groups within the college community.

Termination Review Committee shall be composed of a chairman and six members, three of whom shall be faculty members and three of whom shall be administrators or staff. The Vice President for Academic Affairs shall determine the faculty members of the committee by random selection from

among the continuing faculty who are full-time employees for two of the positions, and from among other faculty who are full-time employees for the remaining faculty position. Any faculty member so chosen may decline to serve. A continuing faculty member whose termination, if proposed, shall be allowed to excuse one of the three faculty members of the committee without cause; if necessary, another faculty member shall be chosen to serve. Challenges for justifiable cause shall also be allowed. The President shall designate administrators to serve on the committee. When the committee is considering the appeal of a faculty member whose termination is proposed, the Vice President for

Academic Affairs shall chair the proceedings; when the committee is considering the appeal of a staff member whose termination is proposed, the Vice President for Fiscal Services shall chair the proceedings. (All members shall be voting members.)

Procedures

Declaration

When, in his opinion, a state of financial exigency is impending, the President shall convene the Connors State College Executive Council and may convene such other entities or groups as he shall deem appropriate and advise any group so convened of the circumstances upon which the opinion is founded. Included within the statement of circumstances shall be an estimate of the scope and duration of budgetary shortfall or other condition which gives rise to the expected exigency and an explanation of all pre- exigency budgetary reductions affected. The President shall further consult with the Executive Secretary and any appropriate committee of the A&M Board of Regents with respect to the expected exigency. If, following these consultations, the President determines that a financial exigency exists or is imminent; he shall declare the College to be in a state of financial exigency.

Preliminary Action Plan

Following the declaration, the President shall convene the Financial Exigency Task Force (Task Force) and charge it with the responsibility of conducting appropriate studies and reviews to determine the nature and extent of the crisis and developing a Preliminary Action Plan to return the college to a stable financial state. As a minimum, the plan shall contain a summary review of the academic and support programs of the college recommendations for reorientation, reorganization, realignment or reduction of academic and support programs; recommendations concerning reduction of personnel; the effect of the plan upon the performance of the college's mission and the effect of the plan upon the college's Affirmative Action Plan.

All Task Force Members shall seek input from personnel within their respective areas of representation.

Upon completion of its evaluation, the Task Force shall prepare and recommend its Preliminary Action Plan to the Financial Exigency Committee (Executive Committee) which shall review the plan, make such revision as it deems appropriate, and recommend the plan to the President. The Executive Committee shall provide the Task Force with copies of the revised plan recommended to the President.

Exigency Action Plan

The President shall review and consider the Preliminary Action Plan and any revision thereof submitted by the Executive Committee. Further, the President will seek such other and advice and counsel from faculty, students, and other interested parties, as he shall deem appropriate. Any advice and counsel shall be advisory only, and it shall remain the sole responsibility of the President to make final decisions regarding recommendations to the A&M Board of Regents concerning the financial exigency. Following such deliberation, the President shall prepare and submit to the A&M Board of Regents an Exigency Action Plan for alleviating the financial crisis at the college. The Exigency Action Plan will not identify specific faculty or staff for termination but will identify areas in which reductions are proposed.

DRAFT

Action by A&M Board of Regents

The A&M Board of Regents has ultimate responsibility for the financial integrity of the college. It will review the Action Plan submitted by the President and may consider such other factors as it deems appropriate in determining what actions should be taken to restore the college to a stable

financial state. Any Action Plan adopted by the A&M Board of Regents will not identify specific faculty or staff for termination, but it will identify areas and units in which reductions are proposed.

Action Plan Implementation

Following adoption by the A&M Board of Regents, the President shall direct the Vice President to implement the provisions of the approved Action Plan. If the plan entails the reduction of programs, activities of services, or the termination of faculty or staff, then the following appropriate provisions of this policy shall apply.

Guidelines for Termination of Employment

In reviewing programs and activities for reorientation, reorganization, realignment, reduction, or termination, the mission of the college and the fulfillment of its obligations as a higher education institution shall remain paramount. As the Task Force and Executive Committee conduct their studies and develop their respective plans, they should consider centrality to the college's mission, productivity, support of productive programs, cost-benefit relationship, program achievement and income generating ability with respect to consolidation, reduction, or termination of college programs or activities. This may, in some cases, necessitate the retention of programs, services, and activities which are not strong, but which are central to the concept of the college and to the mission of Connors State College.

~~Guidelines for Program Review~~

~~Every termination must be based on an appropriate administrative judgment that the action will have an effect substantially less detrimental to the quality and effectiveness of the performance of the~~

~~college's~~Guidelines for Program Review

Every termination must be based on an appropriate administrative judgment that the action will have an effect substantially less detrimental to the quality and effectiveness of the performance of the College's mission than any alternate budgetary reduction.

Program Deletions

If an academic/technical program at the college is discontinued, students in the program shall be notified and every effort shall be made to allow them to finish their academic work. If it is not possible for students to complete the program, the college will explore making special allowances for such students. Special allowances might include, without limitation, permitting students to complete programs by taking work in related departments, or in any other reasonable manner facilitating the academic needs of affected students. To accommodate affected students, action will be taken to obtain approval of the A&M Board of Regents for program adjustments if required.

Guidelines for Termination of Employment

In reviewing programs and activities for reorientation, reorganization, realignment, reduction, or termination, the mission of the college and the fulfillment of its obligations as a

higher education institution shall remain paramount. As the Task Force and Executive Committee conduct their studies and develop their respective plans, they should consider centrality to the ~~college's~~ College's mission, productivity, support of productive programs, cost-benefit relationship, program achievement and income generating ability with respect to consolidation, reduction, or termination of college programs or activities. This may, in some cases, necessitate the retention of programs, services, and activities which are not strong, but which are central to the concept of the college and to the mission of Connors State College.

~~*Guidelines for Program Review*~~

~~Every termination must be based on an appropriate administrative judgment that the action~~

~~will have an effect substantially less detrimental to the quality and effectiveness of the performance of the~~Guidelines for Program Review

Every termination must be based on an appropriate administrative judgment that the action will have an effect substantially less detrimental to the quality and effectiveness of the performance of the college's mission than any alternate budgetary reduction.

Program Deletions

If an academic/technical program at the college is discontinued, students in the program shall be notified and every effort shall be made to allow them to finish their academic work. If it is not possible for students to complete the program, the college will explore making special allowances for such students. Special allowances might include, without limitation, permitting students to complete programs by taking work in related departments, or in any other reasonable manner facilitating the academic needs of affected students. To accommodate affected students, action will be taken to obtain approval of the A&M Board of Regents for program adjustments if required.

DRAFT

Connors State College
Faculty Handbook

Founded in 1908, with campuses in Muskogee and Warner, Connors State College is governed by the Oklahoma A & M Board of Regents with the mission of building futures one at a time as we promote excellence in our community and the global society.

WWW.CONNORSSTATE.EDU

MAIN CAMPUS 700 COLLEGE ROAD | WARNER OK 74469 | (918) 463-2931

THREE RIVERS PORT CAMPUS 2501 N 41ST ST E | MUSKOGEE OK 74403 | (918) 684-5471

TABLE OF CONTENTS

TABLE OF CONTENTS 2

PREFACE 7

ORGANIZATIONAL INFORMATION 7

HISTORY OF THE COLLEGE 7
MISSION STATEMENT 7
VISION 7
CORE VALUES 7
GOVERNANCE 8
CSC DEVELOPMENT FOUNDATION 8
AFFIRMATIVE ACTION STATEMENT 8

EMPLOYMENT POLICIES 9

GENERAL PROCEDURES FOR EMPLOYMENT 10

APPOINTMENT/REAPPOINTMENT/NON-REAPPOINTMENT PROCEDURES (FULL-TIME FACULTY) 12

FACULTY CREDENTIAL POLICY 13

REQUIREMENTS 13
FULL-TIME AND PART-TIME GUIDELINES 13
QUALIFICATIONS 13
EVALUATION OF CREDENTIALS 14
ALTERNATIVE QUALIFICATIONS 14
DEGREES IN EDUCATION 15
CLOSELY RELATED FIELDS 15
CONTRACT AND TRANSCRIPTS 15

EVALUATION 16

CORRECTIVE ACTION AND DISMISSALS 16
JOB TITLES, SALARY GRADES, DUTIES, AND RESPONSIBILITIES POLICY 21
WEATHER AND REMOTE WORK POLICY - 22
FULL-TIME FACULTY WORK RESPONSIBILITIES 23
TEACHING LOAD 23
OVERLOAD ASSIGNMENT PROCEDURE FOR FULL-TIME FACULTY 24
ADJUNCT FACULTY APPOINTMENT AND CONTRACT 24

SUMMER SESSION AND/OR INTERSESSION EMPLOYMENT 24
ACADEMIC FREEDOM 25
ELECTRONIC SYSTEMS/SOFTWARE ACCESS 25
CLASS CAPACITY 25
OFFICE HOURS 25
CLASS RECORDS/GRADE RECORDS 25
NO-SHOW AND ADMINISTRATIVE WITHDRAWAL SUBMISSIONS 26
MIDTERM AND FINAL GRADES 26
ASSESSMENT 26
CONNORS STATE CAMPUSES 26
CLASSROOM ASSIGNMENTS 26
TEXTBOOK POLICY 27
EXTERNALLY FUNDED FACULTY 27
OUTSIDE EMPLOYMENT 27
ATTENDANCE AT PROFESSIONAL MEETINGS 27
PROFESSIONAL ORGANIZATIONS/COMMUNITY/CIVIC INVOLVEMENT 27
COMMENCEMENT CEREMONIES 27
SOCIAL MEDIA POLICY 28

CHILDREN ON CAMPUS 28

EMPLOYEE BENEFITS 28

HEALTH/LIFE INSURANCE 28
DISABILITY INSURANCE 29
RETIREMENT PROGRAM 29
OPTIONAL BENEFITS 29
TUITION REDUCTION POLICY (FIRST AND SECOND YEAR) 29
TUITION REIMBURSEMENT POLICY – FACULTY - (THIRD AND FOURTH YEAR/GRADUATE) 30
ADMISSION TO SPORTING EVENTS 31

EMPLOYEE LEAVE 31

SICK LEAVE (APPLIES TO 9/10/11/12 -MONTH PERSONNEL ONLY) 31
COMPASSIONATE LEAVE (SPECIAL SICK LEAVE/DEDUCTED FROM SICK/ANNUAL LEAVE) 32
HOLIDAY LEAVE 32
SHARED LEAVE POLICY 32

ATTENDANCE AND PUNCTUALITY 34

FAMILY AND MEDICAL LEAVE ACT 35

PURPOSE 35
SCOPE 35
POLICY AND PROCEDURES QUALIFYING EVENT 35
DEFINITION OF SERIOUS HEALTH CONDITION 35
FMLA DEFINITIONS OF FAMILY 35
EMPLOYEE NOTICE AND CERTIFICATIONS 36
MAXIMUM LEAVE ENTITLEMENT 36
INTERMITTENT AND REDUCED LEAVE SCHEDULE 36
CONCURRENT USE OF ACCRUED PAID LEAVE 36
CONTINUATION OF BENEFITS DURING LEAVE 37
RESTORATION OF EMPLOYMENT 37
RESTORATION OF BENEFITS 37
NOTICE TO EMPLOYEES 38
RECORDKEEPING 38
EXHAUSTION OF FAMILY AND MEDICAL LEAVE 38
COBRA 38

MILITARY LEAVE AND PAY 38

DEFINITIONS 39
SCOPE OF POLICY 39
POLICIES AND PROCEDURES 39

JOB-RELATED INJURY OR ILLNESS 42

CODE OF ETHICS 42

JURY DUTY 43

EMPLOYEE CONDUCT 43

GUIDELINES FOR APPROPRIATE CONDUCT 43
NEPOTISM 44
CONNORS STATE COLLEGE DRESS CODE 44

FACULTY GRIEVANCE REVIEW PROCEDURES 45

DEFINITIONS 45
HEARING PROCEDURE 45

ANTI-HARASSMENT POLICY 48

POLICY AGAINST DISCRIMINATORY HARASSMENT 48
RESPONSIBILITIES UNDER THIS POLICY 49

SEXUAL HARASSMENT POLICY 50

GENERAL STATEMENTS 50
REGULATIONS 51
REPORTING COMPLAINTS 52
REVIEW PROCEDURES 52

POLICY ON WORKPLACE VIOLENCE 56

PURPOSE AND GOAL 56
SCOPE 56
RESPONSIBILITY 56
DUTY TO WARN 56
IN-PERSON THREAT AGAINST INDIVIDUAL(S) AND/OR CONNORS STATE COLLEGE 57
OTHER THREATS AGAINST INDIVIDUAL(S) AND/OR CONNORS STATE COLLEGE 57
COMMUNICATION WITH THE NEWS MEDIA 58

DRUG-FREE WORKPLACE POLICY 59

GENERAL STATEMENTS 59
SPECIFIC STATEMENTS 59
NOTIFICATION OF CRIMINAL PLEA OR CONVICTION INFORMATION 60

TOBACCO & VAPOR FREE WORKPLACE POLICY 61

COLLEGE POLICY AND STATE LAW 61

TECHNOLOGY POLICIES AND PROCEDURES 62

COMPUTER USAGE 62
USER RESPONSIBILITY AND EXPECTATIONS 63
AUTHORIZED USER PURPOSES 64
ROLES AND RESPONSIBILITIES 64
SPECIAL USER NOTIFICATIONS 65
CONDUCT EXPECTATIONS AND PROHIBITED ACTIONS 66
ELECTRONIC MAIL 69
APPROPRIATE USE 69
ISSUES RELATED TO PRIVACY 69
INDIVIDUAL EXPECTATIONS 70

COLLEGE EXPECTATIONS/REQUIREMENTS 70
ESTABLISHING COLLEGE ELECTRONIC MAIL ACCOUNTS 71
OBJECTIONABLE MATERIAL, VIOLATIONS AND SANCTIONS 71
CONSEQUENCES OF MISUSE OF COMPUTING PRIVILEGES 71

ADMINISTRATIVE POLICIES AND PROCEDURES 72

APPOINTMENT OF ADMINISTRATORS 72
APPOINTMENT OF PERSONNEL 74

FINANCIAL EXIGENCY POLICY 75

INTRODUCTION 75
DEFINITIONS 76
PROCEDURES 77

PREFACE

The Board of Regents for Oklahoma Agricultural & Mechanical Colleges appreciates faculty input pertaining to the development of policies affecting faculty status and encourages the institutional administration to provide adequate opportunity for input on such matters prior to presenting recommendations to the governing A&M Board of Regents.

In discharging its duties and responsibilities, occasions may arise where the collective judgment of the A&M Board of Regents requires the A&M Board of Regents to act independently in the development and implementation of policies and procedures. In approving the Faculty/Staff Handbook for Connors State College, neither the governing A&M Board of Regents nor CSC is waiving or restricting its lawful power, duty, or responsibility to act at any future time to establish policies, regulations, and procedures and to implement other decisions of the A&M Board of Regents. In such instances, affected personnel will be informed through the official public record where such actions were approved, and the institutional administration is encouraged to take appropriate steps to help ensure that affected personnel are informed.

ORGANIZATIONAL INFORMATION

History of the College

Connors State College (CSC) was authorized by an act of the first Legislature in 1908 as Connors State School of Agriculture. The school was named for Mr. John P. Connors who was President of the State Board of Agriculture at that time. In 1927, the Oklahoma Legislature amended the act, which established district agricultural schools to make Connors a junior college. The name was also changed, at that time, to Connors State Agricultural College. During the 1967 Legislative Session, the name was again changed, this time to Connors State College of Agriculture and Applied Science. In 2000, the A&M Board of Regents shortened the name to Connors State College. *A more detailed account of the history of Connors may be found in the college catalog.*

Mission Statement

Connors State College is committed to building futures one student at a lime as we cultivate excellence in our community and the global society.

Vision

Connors State College integrates tradition and adaptability to be the college of choice for students seeking access to affordable education for their lifelong learning needs.

Core Values

Real Education

Our commitment to education means you'll get real learning experiences. What you see is what you get, and what you'll get is an authentic education that equips you with the skills to thrive in the jobs of the future.

Navigating the Future

Navigate your future with us, where we're committed to affordability, accessibility, and eliminating barriers to education. We offer you numerous pathways to reach your goals, whether you are at the beginning of your career or if you're looking to take the next step.

Our Community

At Connors, you're more than just a name on a roster; you're a valued member of our community. Our dedicated faculty and staff ensure that you receive personalized attention. From our president to our professors, we know you and we are invested in your journey.

Governance

Board of Regents for the Oklahoma Agricultural & Mechanical Colleges:

It is the policy of the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges that the Laws of the United States and of the State of Oklahoma shall be upheld and obeyed in all of its actions. In so doing, the A&M Board of Regents is especially aware of Title VI of the Civil Rights Act and of Title IX of the Educational Amendment of 1974, and it continues not to discriminate against persons on the basis of race, color, religion, national origin, sex, qualified disability, age or status as a veteran. Such non-discrimination applies to all policies, practices, and procedures; including those pertaining to admission, institution governed by the A&M Board of Regents is directed to develop, establish, and observe procedures that implement the nondiscriminatory policy of the A&M Board of Regents. In all such instances, the A&M Board of Regents encourages the inclusion of minorities and women.

CSC Development Foundation

The Connors Development Foundation, Inc. was established to aid and assist Connors State College by providing the resources necessary to meet the ever-increasing costs of supplying quality programs in higher education. The Foundation meets the requirements of a tax- exempt organization so all gifts are tax exempt under Section 501(c) (3) of the Internal Revenue Code of 1984.

Affirmative Action Statement

General Statements

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other federal, state, school rules, laws, regulations and policies, Connors State College does not discriminate on the basis of sex, race, color, age, religion, national origin, status as a veteran or disability in the educational programs or activities which it operates.

It is the intent of the Connors State College administration, faculty, and staff to comply with both the letter and spirit of the law in making certain that discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 of the Rehabilitation Act and the Americans with Disabilities Act have been established for students, their parents, and employees who feel discrimination has been shown by Connors State College.

Complaints

Any complaint alleging illegal discrimination should be referred to:

Director of Human Resources/Affirmative Action Officer
Connors State College
Gatlin Hall, Room 231
(918) 463-2931, Ext. 6206

Title VI, Title IX, and Section 504 complaints may be referred to:

- Human Resources Director who is the designated Affirmative Action Officer
- ADA Coordinator (918) 463-2931, Ext. 6245

They may also be filed with the Regional Office for Civil Rights. Address correspondence to:

Office for Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, 3rd floor, Suite 320
Kansas City, MO 64106
Telephone: 816-268-0550
FAX: 816-268-0599; TDD: 800-877-8339
Email: OCR.KansasCity@ed.gov

Title VII and ADA complaints may also be filed with the regional Equal Employment Opportunity Commission. Address correspondence to:

Equal Employment Opportunity Commission
215 Dean A. McGee Avenue, Suite-524
Oklahoma City, Oklahoma, 73102 Telephone:
800-669-4000
FAX: 405-231-4140
TTY: 800-669-6820
ASL Video Phone: 844-234-5122

Sexual Harassment Complaints

Any complaint alleging sexual harassment should be referred to:

- Human Resources Director, 918.463.6206
- Vice President for Academic Affairs, 918.463.6328

EMPLOYMENT POLICIES

Connors State College complies with the employment policies set forth in the *Policy Manual for the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges*. The following procedures support the

intent of the A&M Board of Regents' employment policies. At Connors, the levels of organizational structure are as follows:

Position	Function	Appointment Responsibility
President	Chief Executive Officer	Hired by and responsible to the A&M Board of Regents.
Vice-Presidents, Deans, and Directors	Major and mid-level administrative personnel	Hired by and responsible to the President with A&M Board of Regents approval.
Faculty	Instruction	Hired by and responsible to the President with A&M Board of Regents approval.
Administrative Assistant, Clerical, Maintenance, Secretarial, Custodial	Support Staff	Hired by and responsible to the President.
Adjunct Faculty	Instruction	Hired by and responsible to the Vice President of Academic Affairs.

General Procedures for Employment

The President has final responsibility for recommending employment, promotions, and terminations of all full-time faculty and staff to the A&M Board of Regents for final approval but may first choose to secure appropriate on campus counsel before making his/her final recommendations.
Equal Opportunity Employment decisions reflect the institution's policy of maintaining excellence instruction, research, and extension. As a college which recognizes the individual talents of people, Connors State College actively supports equal opportunity and affirmative action, complying fully and willingly with Executive Order 11246, Executive Order 11375, the Civil Rights Act of 1964, and all other appropriate Federal and State Legislation.

Advertisement – The breadth of advertisement for positions depends on the position's level in the organizational structure. Advertisements are prepared according to the A&M Board of Regents' policies.

Advertisements for presidents are publicized nationally in publications such as the Chronicle of Higher Education; in selected regional newspapers; in the two state newspapers, *The Daily Oklahoman* and *the Tulsa World;* and in local area newspapers.

Advertisements for major and mid-level administrative personnel and full-time faculty are placed in selected newspapers and/or publications.

Advertisements for adjunct faculty, clerical, maintenance, technical and custodial staff may be placed in local area newspapers.

Application – The applicant must complete the official CSC Application for Employment. Official transcripts from all colleges attended must be provided. Applicable licenses and certifications are also required. The applicant may also provide a resume at the time of application.

Screening/Interview – Employment for each position involves a thorough screening process. An ad-hoc screening committee, composed of relevant personnel, reviews all applications and recommends the most qualified applicants. For full-time positions, the process also involves a personal interview. The appropriate supervisor is responsible for selecting the committee members. References are checked and an authorized background check may be included in the final assessment of candidates.

Contract of appointments may be made in writing to the appointee specifying position, salary, conditions and duration of the appointment. Official transcripts of all undergraduate and graduate work and/or required certifications for all professional staff and faculty must be filed with the Human Resources Director and the Vice President for Academic Affairs. Each employee is expected to keep his or her file updated as additional class work or certifications are acquired.

Employment File - Personnel files are confidential in nature and are open only to the individual employee and the appropriate supervisors.

Faculty Selection Processes

When a vacancy occurs in a faculty position and a determination is made to refill the position, the following procedures will be used to fill that position. All qualified faculty candidates are interviewed.

Advertising

An Open Position Request form is to be completed by the Division Chair and signed by the Vice President for Academic Affairs and the Vice President for Fiscal Affairs. The Vice President for Academic Affairs will notify the Division Chair of approval to initiate the search process. The Human Resources Office will normally advertise the position internally and externally on behalf of the academic department.

Interview

Committee members selected by the Division Chair and approved by the VPAA will review the applications, resumes, and credentials of the candidates. Candidates will be invited to interview by the Human Resources Office. Committee members will participate in the interview process.

The Committee will evaluate all candidates with the desired qualifications and submit a recommendation to the Division Chair. All appointments will be recommended to the VPAA and must be approved by the President and the Board of Regents for OSU and the A&M Colleges.

Division Chair/Promotion Selection Procedures

When a vacancy occurs in a division chair position and a determination is made to refill the position, the following procedures will be used to fill that position.

Advertising

An Open Position Request form is to be completed and signed by the VPAA and the Vice President for Fiscal Affairs. The Human Resources Office will normally advertise the position internally and/or externally on behalf of Academic Affairs.

Interview

Committee members selected by the VPAA will review the applications, resumes, and credentials of the candidates. Candidates will be invited to interview by the Human Resources Office. Committee members will participate in the interview process.

The Committee will evaluate all candidates with the desired qualifications and submit a recommendation to the VPAA.

Adjunct Faculty Selection

In the selection of adjunct faculty, the Division Chair meets with the candidate and reviews documentation of the candidate's qualifications. The Division Chair may include a faculty member or faculty members who teach in the discipline in the interview process, as deemed appropriate. All qualified adjunct candidates are interviewed. The Division Chair makes a recommendation for hire to the Vice President for Academic Affairs. The Vice President reviews the faculty credentials and approves the hiring of the candidate.

Adjunct appointments are temporary appointments for specific periods of time and with no expectation of reappointment. Adjunct appointments do not count toward years of service as a continuing faculty member. No notice of non-renewal of an adjunct appointment is required, as the appointment ends by its own terms at the end of the appointment period. Such appointments do not require a search procedure as would usually be followed in filling a full-time faculty appointment.

Orientation of New Faculty Members

The primary responsibility for the induction of a new faculty member lies with the Division Chair. The Division Chair explains procedures for obtaining copies of textbooks, teaching supplies, equipment, secretarial help, duplicating facilities and syllabi. The Chair discusses academic policies and general College policies. The Chair also ensures that the new faculty member receives an orientation to electronic tools for enrollment, advising, and teaching.

APPOINTMENT/REAPPOINTMENT/NON-REAPPOINTMENT PROCEDURES (FULL-TIME FACULTY)

Full-time faculty appointments are made for one academic year. Appointment to a faculty position is classified as "temporary" for the first three years of employment.

The "temporary" appointment (during the first three years) may be terminated upon expiration for the specific contract period without implication of reappointment. However, notice of intent to reappoint or not reappoint will be communicated in writing by *May 30th* of each academic year for faculty classified as "temporary."

Decisions to reappoint or not reappoint are based upon a combination of factors. Years of service, institutional need, institutional function, institutional departmental budget, and non- professional conduct are factors that are considered.

Dismissal or non-reappointment of faculty who are not classified as "temporary" will be for reasonable cause. A confidential written statement prior to *May 30th* of the academic year will notify the faculty member of dismissal or non-reappointment. Dismissal for cause may be initiated by an administrator for reasons consistent with the corrective action policy set forth herein, including but not limited to conduct seriously prejudicial to the College, neglect of duty, inefficiency or incompetence, repeated failure or refusal to follow administrative directions, a genuine lack of need for the service or necessity for financial retrenchment.

A faculty committee, at the option of the faculty member, may be called to consider the dismissal or non-reappointment. A committee will be formed as set forth in the grievance procedure. The committee will hear information and make advisory recommendations to the Vice President for Academic Affairs and to the President.

FACULTY CREDENTIAL POLICY

The Office of Academic Affairs is dedicated to ensuring that all members of its faculty uphold the recommendations established by The Higher Learning Commission (HLC) and Oklahoma State Regents for Higher Education (OSRHE). Connors State College's policy adheres to the HLC recommendations while abiding by the policy of the OSRHE.

Requirements

Faculty member credentials must be appropriate to assigned duties and disciplines, including level of instruction (AA, AS, AAS, Certificate, remedial, etc.).

Faculty must hold degrees, certifications, and licenses from institutions accredited by agencies recognized by the U.S. Department of Education such as the Higher Learning Commission or from institutions with comparable status, certification, or recognition in other countries.

Faculty members teaching general education core courses are expected to hold at least a master's degree with 18 graduate hours in the teaching field. (A limited number of faculty may hold equivalent documented experience to meet educational qualifications.) See section, Evaluation of Credentials

Typically, faculty members teaching remedial/developmental education courses hold a master's degree but must hold a bachelor's degree in the teaching field.

Faculty members teaching in occupational skills areas (AAS) must hold at least a bachelor's degree or appropriate industry-related licensure/certification.

Full-Time and Part-Time Guidelines

The goal of Connors State College will be to maintain the same qualification guidelines for both full-time and part-time faculty members.

Qualifications

Connors State College strives to maintain good practices in determining qualified faculty and as a policy will establish periodic reviews to ensure the minimum qualifications and expectations of all full-time and part-time faculty teaching in all disciplines. An "official" copy of academic transcripts bearing the seal of the

college or university should be provided to the Human Resources Office. While the official certified transcript will be housed in the employee's official personnel file in the Human Resources Office, a copy will also be maintained in the Office of the Vice President of Academic Affairs.

Qualifications of instructors teaching courses leading to an associate degree require a master's degree in the discipline or related field with a minimum of 18 graduate credits in the subject area; candidates pursuing a master's degree may be considered with the understanding that the degree must be completed expeditiously. The failure of an individual faculty member to maintain satisfactory progress on his or her qualification plan will be considered adequate cause for the college to place the faculty member on probationary status or dismiss him or her from employment.

Full-time and part-time faculty who are working on completing their qualifications must submit updated transcripts at the beginning of each semester. The appropriate Division Chair is responsible for the evaluation of appropriate academic progress.

All references to degrees and semester hours in this and other College documents presume that credit comes from institutions that are fully accredited at the graduate level by one of the recognized regional associations or by another federally recognized specialized accrediting body. Degrees and courses from foreign institutions must come from institutions generally acknowledged to meet requirements equivalent to regional accreditation in the U.S.A.

Faculty with advanced degrees from foreign institutions must have their credentials evaluated and translated by a National Association of Credential Evaluation Services (NACES)-approved organization prior to beginning work with CSC. Original documentation must be submitted prior to hire date.

Evaluation of Credentials

Associate of Arts and Associate of Science Degree Programs (Academic Transfer Intention) Required Qualifications:

Full-time and part-time faculty members are expected to hold a degree at least one level above that of the program in which they are teaching. For courses taught as part of an AA or AS degree, having the expectation of transfer to universities the generally accepted minimum faculty credential consists of a master's degree with a major in the teaching field (or a very closely related subject) or a master's degree in a related field along with at least 18 graduate hours in the specific teaching field (or a very closely related filed).

Alternative Qualifications

When qualification is based on factors other than generally accepted graduate degree and hours credentialing, the faculty member must be able to make and document, and the Vice President for Academic Affairs must accept, a prima facie case that the alternate qualification would be persuasive to external peers. Examples might include high-level specialized training, advanced industry certification, professional licensing, publication in-field, workshops/seminars in field, recognition by in-field organizations, etc.

Degrees in Education

As a general rule, degrees and course in education (EDUC or equivalent) are considered to be in a "related field" rather than in the major field. A Master's Degree in Education fields contributing to effective instruction (i.e. Education technology) will count toward 6 of the required 18+ hours in the field.

Exceptions

Cases such as child development or physical education or business education in which education is the field.

Education courses that focus on a specific discipline may be considered in-field for the major if the course description/syllabus clearly documents that the principal focus of the course was on subject matter rather than pedagogy. Interdisciplinary Courses such as general humanities

necessarily require faculty qualifications that reflect the multi-disciplinary foundations of the particular course and must be evaluated on a case-by- case basis.

Courses with a narrow focus such as art history or music appreciation are normally considered to be subject matter course requiring subject expertise not broad interdisciplinary course even if they carry the HUMN prefix. On the other hand, broader-based HUMN courses and other interdisciplinary course may be taught by interested, qualified, and prepared faculty members with a wide range of formal credentials.

Closely Related Fields

The determination of how closely related subjects must be in order to qualify faculty is a subjective one. Generally accepted academic practice and the informed opinion of qualified expert peers should be brought to bear in the determination. Explanation of qualification based on closely related field should be included in the faculty member's file. Connors

State College can utilize "Tested Experience" where appropriate. Connors Sate College will strive to utilize tested experience in addition to a strong and appropriate educational background. "Tested Experience' can be demonstrated through application of professional experiences along with professional certifications that correspond with the required minimum formal education. "Tested Experience" shall be figured at a rate corresponding to 1.5 hours of graduate credit per 1 year of professional work experience (as determined by CSC administration) (i.e., 4 years of full-time job experience counts as 6 graduate credit hours).

Contract and Transcripts

Contract of appointments may be made in writing to the appointee specifying position, salary, conditions, and duration of the appointment. Official transcripts of all undergraduate and graduate work and/or required certifications for all professional staff and faculty must be filed with the Human Resources Director and the Vice President for Academic Affairs. Each employee is expected to keep his or her file updated as additional class work or certifications are acquired. It is the responsibility of each employee to promptly notify the Human Resources Office in writing of any changes in personal data. Name changes, personal mailing addresses, telephone numbers, changes affecting number and names of dependents on CSC insurance policies, individual to be contacted in the event of an emergency, educational accomplishments, and other status reports should be kept current at all times.

Faculty holding less than the degree required for the discipline, as stated in the faculty qualifications, may not be considered eligible for continuing employment. Faculty who do not have the required degree or qualifications are employed with the understanding that the degree must be completed expeditiously. The failure of an individual faculty member to maintain satisfactory progress on his or her qualification plan will be considered adequate cause for the college to place the faculty member on probationary status or dismiss him or her from employment.

Continuing employment ordinarily will be retained through satisfactory annual evaluations. In cases of perceived performance deficiencies, faculty members will be afforded the opportunity to improve their performance through a structured plan of improvement before any action to terminate an appointment is made. Such plans of improvement, at the minimum, shall include a clearly stated written summary of areas of needed improvement, periodic meetings with appropriate supervisors to review the faculty member's progress, and an established time frame for the improvement review period.

EVALUATION

It is the intent of CSC to ensure that all employees are aware of their performance and progress as it relates to employment. Employees are evaluated informally on a daily basis. Feedback from both students and other instructors is an essential part of faculty professional development. Therefore, faculty, both full-time and adjunct, will be evaluated every year, so that each instructor may receive constructive feedback about how to improve his or her performance on the job. The supervisor has the option to formally evaluate an employee more than once a year, particularly in cases where performance is viewed as deficient in nature. Evaluations consist of four components: classroom observation, student feedback, supervisor evaluation, and self-evaluation.

The evaluation will note strengths and weaknesses as identified by both the employee and supervisor. The supervisor will make commendations and suggestions for improvement. These commendations and/or suggestions will be conveyed to the employee both orally and in writing. The supervisor will make recommendations concerning retention to the VPAA.

Corrective Action and Dismissals

Purpose

Organizations have work rules designed to promote the proper and efficient operation of the organization. Organizations also require employees to meet prescribed standards for the quality and quantity of performance. The purpose of this policy is to set forth procedures by which supervisors communicate as early as possible with a staff person a problem or concern interfering with performance and the appropriate steps to provide a positive, fair and constructive means of correcting employee behavior/performance issues.

Scope

1. These policies and procedures are applicable to all continuous regular staff personnel of the College.
2. This procedure also does not apply to periodic/temporary employees or student employees.

3. Faculty are covered by separate procedures as indicated in the Faculty Handbook and other policies and procedures.

Responsibility

1. Each employee is expected to become knowledgeable with performance criteria for his or her particular position and with all rules, procedures, and standards of conduct established by Connors State College and the staff member's department. The employee who does not fulfill the responsibilities set out by such performance criteria, rules, procedures and standards of conduct may be subject to corrective action.
2. Employees of the College are at-will employees. "At-will" employment means that either the employee or the College may terminate the employment relationship at any time, for any reason, with or without cause or notice, so long as the reason is not prohibited by applicable federal or state law. However, consistent with the College's values of excellence and integrity, supervisors should follow prescribed guidelines for corrective action or dismissals.

Work Performance and Misconduct Issues

1. Behaviors which may be subject to corrective action or dismissal may be a result of poor work performance or misconduct.
2. The term "work performance" may include all aspects of an employee's work.
3. Work performance is determined by the supervisor's evaluation of the quality and quantity of work performed by the employee. When, in the opinion of the supervisor, the work performance of an employee is below standard, the supervisor should take appropriate corrective action.
4. Work performance is normally evaluated by a performance review as described in this handbook.
5. When making the decision for taking corrective action, consideration should be given to the nature of the offense, the record of the employee, and the consequences recommended. A supervisor should initiate action as a dimension of performance improvement rather than a measure of punishment. It is a corrective process to help the employee overcome work-related shortcomings and strengthen his or her work performance.
6. Performance issues involving the quantity or quality of work may require additional training or practice in order to achieve the required standard. In this case, it may be appropriate to place the employee on a performance improvement plan for a specified length of time, usually up to three months. Performance improvement plans can be used in conjunction with other corrective action steps or in place of corrective action. The supervisor should consult with Human Resources prior to implementing a performance improvement plan.
    a. During the duration of the performance improvement plan, the supervisor works with the employee, providing feedback on a monthly or more frequent basis.
    b. If work performance has not improved to an acceptable standard by the end of the designated period, the employee will be dismissed from employment. In rare circumstances, the performance improvement period may be extended up to an additional three months.

   c. If work performance reverts to an unacceptable standard during the year following expiration of the performance improvement plan, the employee may be dismissed from employment immediately.
7. Even though the College's philosophy of discipline is a corrective, progressive one, there are some offenses serious enough to warrant immediate dismissal. This may require the supervisor to skip steps of corrective action. Such cases should be handled in consultation with University Human Resources.
8. Corrective action should be taken as soon as possible after a work rule violation or unacceptable behavior occurs.
9. The supervisor shall consult Human Resources prior to corrective action or dismissal.

Misconduct issues

1. All employees are expected to maintain standards of conduct suitable and acceptable to the work environment. Corrective action may be imposed for unacceptable conduct or work performance issues.
2. Each work rule violation is evaluated based on the severity of the infraction and the operational impact of the rule.
3. In cases where an employee fails to meet acceptable standards of conduct or work performance, a supervisor should initiate corrective action. The corrective action process includes the following:
   a. Informal Discussions – consists of an informal discussion between the supervisor and the staff member regarding a gap in current performance or behaviors and those expected by the university. This discussion is informal in nature and is intended to develop a clear understanding between the staff member and the supervisor regarding future performance or behavioral expectations. Supervisors are encouraged to maintain documentation of these discussions; however, the documentation is not formal and is used as a reminder to the supervisor of the topics discussed and agreements reached with the employee regarding potential developmental opportunities and training needs. Informal discussions may occur at any time. Staff members who have received an informal discussion are eligible for consideration for pay increases, transfers, promotions, and other employment privileges.
   b. First Step Corrective Action or Written Warning – consists of a formal discussion between the supervisor and the employee about a gap in current performance or behaviors and those expected by the College. This discussion includes the supervisor's expectations, timeline for correction of the concerns, and specific details on how the employee needs to improve. The underlying assumption is the employee has the desire to change. The supervisor shall document the formal discussion. In the event the job performance or behavior(s) does not improve, further corrective action may be supported. If a repeat incident of misconduct or work performance issue occurs within three months, further corrective action may be warranted, up to and including dismissal.
   c. Second Step Corrective Action or Written warning – consists of a formal discussion between the supervisor and the employee about continued failure to meet acceptable

standards of conduct or work performance. The supervisor should consult with Human Resources before placing an employee on this step of corrective action The discussion is followed up with a written summary, including the seriousness of failure to meet acceptable standards of conduct or performance expectations. The employee shall receive a copy. The written corrective action should include the following:

i. Desired performance;
ii. Observed behavior;
iii. Violated rule, policy, procedure, or performance issue;
iv. Past work record, including training, coaching, feedback, mentoring or other formal corrective actions taken;
v. A statement of the consequences in the absence of improvement;
vi. Notice that discussion is a corrective action and that the employee has agreed to the desired performance; and
vii. The employee's signature signifying receipt of the written summary and the date received. If the employee declines to sign the document, the supervisor should indicate on the document that the employee received a copy of the corrective action.

If a repeat incident of misconduct or work performance issue occurs within six months, further correction action may be warranted, up to and including dismissal.

d. Job Decision Assignment – final formal discussion and written documentation requiring the employee to decide whether or not s/he wishes to continue employment with no further infractions or wishes to resign. To provide adequate time for this serious decision-making process, the employee may be placed on job decision assignment for up to one day. During that time the employee's work assignment is to give serious consideration to full compliance with performance standards or resignation. At the end of that time the employee is expected to provide a written commitment to the conduct and/or performance standards with detailed information on how they expect to maintain this commitment or to provide a written resignation notice. If the information contained in the employee's response meets the criteria of the supervisor, the employee will be expected to return to work in full compliance with conduct and/or performance standards. In the even the employee fails to provide a reasonable response or resign, they will be dismissed from employment. The supervisor must consult with Human Resources before placing an employee on job decision assignment. The formal documentation establishing administrative leave and requesting the employee's decision and the response from the employee are placed in the employee's personnel file. The job decision assignment will be considered inactive if no further incidents of misconduct or failure to meet performance standards occur within one year. If, however, misconduct or work performance issues occur within one year, employment will be terminated for cause immediately.

4. Unrelated incidents of misconduct or work performance will be handled separately, but in no case will more than two separate unrelated incidents of misconduct or work performance occur within any one time period. A third unrelated incident of misconduct or work performance will result in dismissal.
5. Employees engaged in any step within the corrective action process outlined above may be ineligible for transfers, promotions, pay increases, or other employment privileges. Notification of these restrictions ma be included in the written notice provided to the employee.
6. A serious violation of a rule, procedure or standard of conduct, including but not limited to, inappropriate use of computers, theft of College property, falsification of College documents, or conduct resulting in harm to another person, may result in immediate termination.
7. An employee who disagrees with a supervisor's formal or informal evaluation of their performance are encouraged to seek counsel from Human Resources, who may act as a neutral third party moderator for future discussions between the employee and the supervisor.
8. Misconduct that may result in corrective action (and/or termination) include (but are not limited to):
    a. Tardiness or absenteeism without proper notification to the supervisor or unavailability for work; neglect of duties, loitering, loafing or wasting time during working hours including leaving the job during working hours without permission or sleeping during work hours; inefficiency or lack of application to work;
    b. Failure to follow established safety rules and procedures; creating a condition hazardous to another person on the premises; creating or contributing to unhealthy or unsanitary conditions;
    c. Disorderly or immoral conduct or horseplay on College property; fighting, encouraging a fight or threatening, attempting or causing injury to another person on College premises or on institutional time;
    d. Harassment of other employees (including sexual harassment) or use of abusive language on the premises; failure to cooperate with supervisor or coworker, impairment of function of work unit, or disruptive conduct;
    e. Refusal of an employee to follow instructions or to perform designated work that may be required of an employee as part of the employee's employment, refusal to adhere to established rules and regulations, insubordination or insolence;
    f. Waste of materials and supplies; abuse or waste of tools, equipment, fixtures, property, supplies or goods of the institution; neglect of duty or failure to meet a reasonable and objective measure of efficiency and productivity; carelessness resulting in the damage to or destruction of tools, equipment supplies or other property belonging to the College or fellow employees or resulting in serious injury to fellow employees;
    g. Violation of established departmental dress codes; use of tobacco in violation of College policy and state law;
    h. Giving false information or falsification of College documents including timesheets, personnel records and application for employment;
    i. Destroying or defacing institutional property or records or the property of a student or employee;

j. Gambling, participating in lotteries or any other unauthorized games of chance on the premises at any time; soliciting, collecting money or circulating petitions on the premises other than within the rules and regulations of the institution;
k. Bringing intoxicants or drugs onto the premises of the institution, using intoxicants or drugs, having intoxicants or drugs in one's possession, or being under the influence of intoxicants or drugs on the premises at any time;
l. Theft or unauthorized removal of property, dishonesty or unauthorized use of institutional property including records and confidential information;
m. Illegal transportation of firearms upon the premises (with the exception of law enforcement officers or other personnel authorized to do so);
n. Failure to comply with appropriate computer use policies; and
o. Violation of policies, rules, or procedures of the unit or Connors State College.

Dismissal

1. Any unauthorized absence for more than three consecutive workdays may be considered as a resignation from service and would not therefore be subject for corrective action. The supervisor should consult with Human Resources for appropriate documentation and notification to the employee.
2. Under Oklahoma Statutes, any state employee who is found guilty of or pleads guilty or nolo contendere to a felony shall immediately forfeit employment and is not eligible for future employment with Connors State College if the felony record exists.
3. An employee dismissed for misconduct or work performance or who resigned in lieu of termination may be placed on a restricted hiring list and not be eligible for hire within CSC for at least one year.
4. Any person terminated from College employment shall have the right of appeal as outlined in Grievances and Appeals Policy.
5. The staff of Human Resources will serve in an advisory capacity in matters of corrective action and termination.
6. Connors State College reserves the right to change this Policy and Procedure or any portion thereof at any time.

Job Titles, Salary Grades, Duties, and Responsibilities Policy

Connors State College retains the right to make organizational and personnel adjustments as needed to meet the institution’s operational and strategic goals. Accordingly, the President or the appropriate area Vice President shall have the authority to change the job titles, salary grades, duties, and responsibilities of any employee at any time, based on institutional needs, operational efficiency, or budgetary considerations.

Weather and Remote Work Policy-

Weather and Emergency Notifications

Connors State College prioritizes the safety of its students, faculty, staff, and visitors while maintaining campus operations whenever possible. In the event of inclement weather or emergencies, campus operations may transition to virtual status or temporary closure.

- Campus Closure: All operations are suspended except for essential services required for safety and security. Classes, meetings, and events are canceled. Administrative leave will be used for approved campus closure hours.
- Classes Canceled, Campus Open: Classes are canceled, but administrative offices remain open unless otherwise stated. Staff are expected to report to work.
- Delayed Opening: Campus operations are closed for a designated period, with reopening based on improving conditions.
- Virtual Campus: All physical campus offices are closed except for essential personnel, and other campus services are available online. Faculty will move scheduled classes online. Students should monitor their email and Canvas for instructor communication. Administrative services shift to virtual operations. If offices are operating under virtual status but not fully closed during inclement weather, employees must use leave for any related absences.

Communication: In the event of inclement weather, Connors State College will notify faculty, staff, and students in advance regarding the status of campus operations. Notifications will be sent via email, RAVE alerts. Additional updates will be provided through official college channels, including the Connors website and social media.

Remote Work Policy

Connors State College does not permit remote work under normal circumstances. All full-time employees must perform their duties in their assigned office, facility, or field location.

Exceptions: Remote work may be granted only in extenuating circumstances where office functions and services to students are not impeded. Examples include:

- Temporary illness preventing on-site attendance
- Temporary transportation issues (e.g., vehicle breakdown)
- Emergency childcare needs (e.g., last-minute babysitter cancellation)
- Approved accommodations under the Americans with Disabilities Act (“ADA”), as determined through Connors State’s interactive process with Human Resources

Approval Process:

- Employees must submit a Request to Work Remotely form or provide a written request specifying hours and reasons. Employees seeking remote work as an ADA accommodation must follow Connors State’s accommodation request process through Human Resources.

- Supervisors will review and approve or deny requests. Approved forms or written requests should be sent to HR for recordkeeping.

Accountability: Remote work is contingent on job performance. Abuse, falsification, or failure to meet responsibilities will result in corrective action, up to and including dismissal. Remote work arrangements may be revoked at any time if they negatively impact job performance or office operations.

Full-time Faculty Work Responsibilities

Instruction and facilitation of learning are the primary responsibilities of the faculty. Official duties of the faculty include, but are not limited to:

- Read and be familiar with the College Catalog, and the Faculty and Student Handbooks. These documents are available on the CSC website.
- Maintain up-to-date records of all academic development, transcripts, etc. in the Office of the Human Resources Director
- Maintain current syllabi utilizing the approved Course Syllabus Template.
    - Distribute the course syllabus during the first class meeting and acquaint students with course and college requirements.
    - Teach in accordance with syllabi
- Submit reports and grades in a timely manner
- Evaluate student learning, maintain accurate academic records, and implement appropriate assessment measures
- Attend faculty meetings, division meetings, and required official activities
- Demonstrate evidence of professional growth
- Serve on assigned committees
- Serve as advisors for student organizations
- Be knowledgeable of and enforce college regulations (refer to college publications)
- Conduct themselves at all times in a professional manner which promotes a positive image of themselves and the College
- Participate in the evaluation process

Teaching Load

A normal teaching load for full-time instructors is 15 credit hours per semester save for Nursing faculty which are required to teach one theory course and one clinical for a total of 10 credit hours per semester. Those asked to teach more than 30 hours in an academic year will receive overload pay, pending approval by the Office of the Vice President for Academic Affairs.

The instructional load of a full-time instructor cannot be measured solely by the number of course hours assigned. Instructional faculty members should teach 14-16 credit hours per week, which may include prorated hours with the total number of contact hours not to exceed 24. In addition to teaching 30 credit hours, full-time faculty members are expected to recruit, advise, counsel, and tutor. Connors will assign 15 credit hours minimum each semester to a full-time faculty. Deviations to this schedule must be approved by Academic Affairs and HR.

The typical faculty contract runs for the academic year beginning approximately one week before fall semester classes begin and ending approximately three working days after the last day of spring semester finals. The academic year contract is informally called a "nine-month" contract because it normally covers approximately the nine months from mid-august to mid-May. Faculty contracts may be for shorter or longer periods of time as appropriate to the duties of the faculty member and the needs of the college.

Overload Assignment Procedure for Full-time faculty

Upon recommendation of the Division Chair assignments will be made to individuals qualified to teach the overload sections(s) according to the following criteria.

1. Faculty from the division with the overload requirement.
2. All overload must be reviewed and approved by Academic Affairs and HR.
3. Teaching loads for full-time faculty that would be over the full-time contract must be recommended by the appropriate Division Chair and approved by the Vice President for Academic Affairs.

A full-time faculty member is eligible for extra compensation for teaching an overload course, provided that the faculty has an approved full-time assignment, that the overload course does not interfere with the faculty's regular duties, and that all college, state, and federal regulations are observed.

Full-time faculty members working overload will be compensated at the end of the semester in which the overload occurs unless pre-authorized by the Vice President for Academic Affairs. Any other requests regarding overload and time of payment must be discussed with Academic Affairs and HR and will be reviewed on a case-by-case basis.

Adjunct Faculty Appointment and Contract

Adjunct faculty members are those employed part-time on an as-needed, semester-by-semester basis. Employment for one semester carries no expectation whatsoever of continued employment in future semesters. Continuation of employment is on an as-needed basis depending on enrollment, the quality of the individual's performance, and other factors. It is the responsibility of the Division Chair to evaluate the performance of part-time adjunct faculty members.

Part-time adjunct faculty members are compensated on a per-semester-hour basis.

Connors exempt employees may adjunct teach during off hours with compensation as arranged among the employee, the employee's supervisor, the appropriate Division Chair, and the Vice President for Academic Affairs.

Consideration of utilization of a non-exempt employee for adjunct teaching requires approval by the Vice President for Academic Affairs and the Director of Human Resources. All adjunct loads must be reviewed by Academic Affairs and HR to ensure adherence of ACA rules.

Summer Session and/or Intersession Employment

Appointments to the teaching faculty for the summer session and/or intersession courses are separate agreements from those of the regular academic calendar year and cover only the period of the scheduled session.

Academic Freedom

The concept of academic freedom can be generally described as follows: (1) all faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties and relevant legal requirements, but research funded by agencies external to the College should be based upon an understanding with the authorities of the institution; and (2) all faculty members are entitled to full freedom in the classroom in discussing the subject of the course, but they should be careful not to introduce into their teaching either controversial matter that has no relation to the subject or actions that violate the rights of students. The concept of academic freedom does not preclude upholding objective academic standards in terms of curriculum.

Instructional works created by a faculty member are owned by the institution if the faculty member was entitled to receive additional compensation for creating those works and there was no agreement in place between the institution and the faculty member explicitly giving those rights to the faculty member. CSC may retain all ownership to those materials. CSC may give the faculty members who create those instructional materials a non-exclusive, royalty-free license to use those course materials.

Faculty are not allowed to sell course content to places like Chegg, Course Hero, etc.

Electronic Systems/Software Access

Connors reviews users and access to electronic systems/software access for security and efficiency. Access may be adjusted as needed for personnel, position updates, etc.

Class Capacity

Class capacity limits are typically at 30 for an online class and at room capacity for an in-person class. Class caps may be subject to change due to enrollment, personnel, etc. Final determinations on class caps and class cancellations are determined by Academic Affairs; class cancellations occur the week prior to the start of enrollment; all decisions are made based on enrollment demand and student needs, etc.

Office Hours

Each instructor posts a schedule that indicates class times and locations, student consultation periods, and office hours. The schedule includes both day and evening class schedules with at least 10 hours per week designated for student consultation. If a faculty member needs to cancel an office hour, he/she should inform their Division Chair or the Vice President for Academic Affairs and post a note on the door for the students.

Class Records/Grade Records

Class rosters are found in Banner. The instructor is responsible for an electronic record of grades which will be the primary document of record. Instructors are to maintain a thorough, accurate record of each student's attendance and performance. Confidentiality of students' records should be maintained. The grades are to be submitted electronically to the Registrar's Office at the end of each semester.

No-Show and Administrative Withdrawal Submissions

In accordance with our HLC Quality Initiative, Connors State works to diligently to ensure our students persist to graduation. Each semester faculty report No Show students to the office of Academic Affairs during the first two weeks of a 16 week course and the first week of an 8 week course. During the 4th week of a 16 week course or the 2nd week of an 8 week course, faculty administratively withdraw a student from a class for nonattendance or for failure to submit academic work after the drop/add period until the published final date to withdraw from a single class, typically the end of the 12th week in a 16th week semester.

AWs will be used for students who do not attend class or submit work in class for a substantial, consecutive, number of class time defined as equivalent to 2 weeks of class time.

Not submitting these reports as indicated by the institution may result in disciplinary actions. Any questions concerning No Show and Administrative Withdrawal reports must be directed to Academic Affairs office.

Midterm and Final Grades

Midterm grades are to be submitted on or before the due date and time in Banner Self Service usually the Tuesday of the seventh, 7th, week of the semester for 16 week classes and on the Tuesday of the 4th week of classes for 8 week classes.

Final grades are to be submitted on or before the due date and time in Banner Self Service usually the Tuesday following the end of each semester.

Timely submission of grades is imperative. Late submission of final grades or midterm grades may result in disciplinary actions.

Assessment

Connors State College is accredited by the Higher Learning Commission (HLC). Assessment is a requirement for continued accreditation; therefore, all faculty (full-time and adjunct) are required to participate in our assessment practices.

Connors State Campuses

Connors State College includes the Warner campus, Muskogee campus, Eddie Warrior Correctional Center, Jess Dunn Correctional Center, high school campuses, and online. Any employee (full-time faculty, and adjunct faculty) may be asked to work at any location associated with Connors.

Classroom Assignments

Classrooms are assigned as courses are built in Banner. Faculty classroom requests will be submitted to the appropriate Division Chair. The Division Chair will submit requests to Academic Affairs. Any classroom change requests must be completed and approved by Academic Affairs before Priority Enrollment begins in October and March.

Textbook Policy

The appropriate Division Chair and the Vice President of Academic Affairs must approve textbook changes. Contact the appropriate Division Chair for information on changes and deadlines.

Externally Funded Faculty

Faculty or staff positions created by federal grants or other external funds are appointed, evaluated, reappointed, or not reappointed through the same mechanism as other college personnel.

However, because of the nature and duration of the funds and programs, each contract automatically terminates at the conclusion of the year for the duration of the program. Notice of intent for continuance or in some cases discontinuance is based on performance and/or notification of funding awards.

Outside Employment

Full-time employment at CSC is considered to be one's primary employment. Employees may engage in outside employment provided the employment does not interfere with assigned duties and responsibilities or constitute a conflict of interest.

Attendance at Professional Meetings

Employees are encouraged to continue their professional development by attending applicable meetings, workshops, etc. Proper authorization and arrangement need to be made prior to the meetings. (See section on authorization and travel arrangement procedures).

When the administration asks a faculty member to represent the college at a meeting, the faculty member will be reimbursed for travel and per diem expenses incurred according to approved Office of State Finance travel claim standards and procedures.

When classes are dismissed for professional meetings, all members of the faculty are expected to attend. Permission to miss such meetings must be obtained from the VPAA in advance of the meeting.

Professional Organizations/Community/Civic Involvement

All employees are encouraged to join professional organizations and to take leadership roles in their respective communities, disciplines, or areas of interest. All faculty and staff are encouraged to contribute to the Connors State Development Foundation. The amount of the contribution is at the discretion of the employee.

Commencement Ceremonies

The annual commencement exercise in May involves an academic processional and recessional. Full-time faculty and administration are required to participate in this ceremony. Adjunct faculty are welcome to participate. Faculty must wear proper academic attire consistent with the highest degree earned. Please contact the bookstore manager to obtain information concerning renting or purchasing your academic regalia.

Social Media Policy

As a public institution, Connors State College (CSC) values and protects the constitutional right of free speech. CSC encourages responsible use of social media while maintaining professionalism and protecting the institution's reputation. This policy applies to all employees.

General Guidelines:

- Personal Responsibility: Employees are responsible for their online activity. Posts that negatively impact job performance, colleagues, students, or CSC's reputation may result in corrective action, including dismissal.
- Respect & Professionalism: Be fair, courteous, and avoid content that is discriminatory, harassing, obscene, threatening, or defamatory. Work-related concerns should be resolved internally rather than on social media.
- Appropriate Content: Do not imply CSC endorsement of personal views. If discussing CSC-related topics, clearly state that opinions are personal and not official statements. Employees must not link personal blogs or social media accounts to CSC platforms without authorization.
- Workplace Use: Personal social media use should not interfere with work duties. Use of CSC equipment or email for non-work-related social media activities is prohibited unless authorized.
- Media & Public Statements: Employees should not speak on behalf of CSC or respond to media inquiries without prior approval.

For questions or further clarification, contact Human Resources.

CHILDREN ON CAMPUS

Because of reasons related to safety and potential problems in supervision, children will not be permitted on campus unless they are attended by a parent or guardian. No children are permitted in the classrooms, teaching areas, or work areas.

EMPLOYEE BENEFITS

Benefits are contingent upon the availability of funds and are subject to change. The institution offers various benefits to full-time employees. Detailed information concerning all benefits is available in the Human Resources Department. A brief synopsis of the major benefits is listed below:

Health/Life Insurance

Group medical insurance, life insurance, long-term disability insurance, retirement, and major medical benefits are provided for all eligible (full-time) employees. For details, contact the Human Resources Department.

Disability Insurance

All full-time employees on active service under the age of 69-1/2 who are classified as faculty, administrative, or professional full-time staff are eligible for disability coverage. The waiting period is 180 calendar days after being certified as disabled.

Disability insurance guarantees employees 60% of the base pay (including payments from Social Security, Workers Compensation, State Teachers Retirement, or other group programs providing disability).

Retirement Program

All teachers entering the teaching profession in Oklahoma and certain other professionals, working one-half time or more, are required by State law to become members of the

Teachers' Retirement System (TRS) of Oklahoma. Connors pays the entire Teachers' Retirement Employee contribution, and TRS administration fees for *all* full-time employees as a part of the employee benefits package.

Complete information concerning the Teachers' Retirement System of Oklahoma can be obtained from the CSC Human Resources department or by contacting the Oklahoma Teachers' Retirement System in Oklahoma City (1-877-738-6365) or (www.ok.gov/trs). Connors participates in the Federal Social Security Program and Medicare for their employees.

Individual contributions are deducted from the employee's salary and Connors provides the required employer's match.

Optional Benefits

Employees may also elect to pay for additional, optional benefits. Details of these benefits are available in Human Resources.

- Dependent Medical Coverage
- Dependent Life Coverage
- Supplemental Cancer Insurance
- Pre- and Post-Tax Annuities
- Section 125 Flexible Benefit Plans
- U.S. Savings Bonds
- Employee Educational Savings Plan
- Short-term Disability
- Dental
- Vision

Tuition Reduction Policy (First and Second Year)

Regular, current, full–time Connors employees are entitled to receive a 100% tuition–only waiver benefit. This benefit applies to tuition charges only; all fees must be paid by the student. The tuition-only waiver is for CSC tuition only. The tuition–only waiver is granted with the understanding that class and study hours will not conflict with regular work schedules. If it is necessary to take classes during regular working hours, the immediate supervisor must approve. During working hours, a maximum of one course or four hours

may be taken. Courses taken during working hours should benefit both the College and the employee. Newly hired employees will be eligible for the full benefit for the semester provided they begin work no later than the end of the second week of classes during each semester. Employees hired after those dates will not be eligible until the following semester.

Employee's Spouse and Dependents are eligible for tuition reduction as well. Dependents may receive the 100% tuition–only waiver for any year in which an employee claimed them as dependents on federal income tax forms. Spouses and dependents must provide a copy of the employee's federal income tax form at the time of registration.

Condition of Benefit

All applicants who are eligible for this benefit must apply through the Financial Aid office for other appropriate scholarship or grant funds. All applicants will be required to follow the normal Financial Aid Office procedures. Tuition waivers from other programs will be utilized first and the employee waiver will then be applied. All federal, state, and other money designated specifically for tuition will be applied before the employee tuition waiver.

Employees, spouses, dependents and retirees must self-identify at the Registrar's Office. The Registrar's Office will verify employment or retirement with the Human Resources Office. This benefit applies to tuition charges only; all fees must be paid by the student

Tuition Reimbursement Policy – Faculty- (Third and Fourth Year/Graduate)

Subject to availability of funds, CSC reimburses Regular Full-Time Employees who take nonequivalent courses for credit at a public or private institution of higher education other than CSC (Oklahoma State University preferred, if available) for tuition for up to twelve (12) credit hours per calendar year with a maximum of up to $1,000 per 3 credit hours course. This policy is not intended to limit the total number of credit hours an employee may take. However, credit hours taken in excess of the amounts specified in this policy shall not be reimbursed by CSC. Additional reimbursement may be available on a case by case basis and must be reviewed and approved by the President. Tuition reimbursement must be approved by the Division Chair, Vice President for Academic Affairs, and the President prior to the start of coursework for faculty.

The coursework must be within the discipline or subfield and must be directly related to the employee's job requirements.

To be reimbursed for a course, the Regular Full-Time Employee must earn a grade of C or higher for an undergraduate course and B or higher for a graduate course.

Reimbursement is for tuition only. CSC does not reimburse the cost of fees, books, or other materials.

For reimbursement purposes, if a course is completed over the course of two fiscal years, the said course will be accounted toward the fiscal year in which the course was completed.

The final amount reimbursed to the employee will be calculated after crediting any scholarship, grant, or any other source of financial assistance which does not require any form of repayment.

CSC does not provide tuition reimbursement if the employee chooses to take freshman or sophomore level equivalency courses at an institution of higher education other than CSC. Requests for exceptions to this must be submitted in writing to the Office of Human Resources or Office of Academic Affairs for approval by the Human Resources Director or Vice President of Academic Affairs before the course commences.

CSC does not provide tuition reimbursement for courses taken by Spouses and Dependent Children.

Employees requesting tuition reimbursement must complete the tuition reimbursement authorization process, as specified by Human Resources. All tuition reimbursement requests must be submitted to the Office of Human Resources ten (10) business days prior to the beginning of the course, along with any documentation required to comply with this policy. The employee shall submit all required additional documentation (e.g. grades, invoice balances) within thirty (30) days following the end of the course. Human Resources shall direct Accounts Payable to issue reimbursement checks.

An employee must be employed for Connors State College for at least one year if reimbursed for twelve (12) credit hours or less and must be employed for two years if reimbursed for more than twelve (12) credit hours after receiving a tuition reimbursement, or they will be required to repay the amount of the funds received for tuition and fees. This repayment requirement will be enforced whether or not the degree/coursework is completed.

Admission to Sporting Events

Employees may attend all regular season, home sporting events free of charge.

EMPLOYEE LEAVE

Sick Leave (Applies to 9/10/11/12 -Month Personnel Only)

Eligible employees shall receive sick leave as indicated in the chart below:

Years of Service	Hours Accrued Per Month	Hours Accrued Per Year	Maximum Hours Accumulation	Maximum Hours Paid on Separation
ALL	9.38	112 (15 days)	n/a	n/a

Employees may not take sick leave in advance of sick leave earned. Contact payroll for balances.

Unused days may be accumulated and used for OTRS retirement purposes. There is no monetary compensation for unused accumulated sick leave.

Any employee who misses work because of illness or injury must be sure the appropriate office/supervisor is notified as soon as possible. Scheduled medical appointments and the like should be reported in advance.

When an employee exhausts their sick leave and their annual leave, they may be eligible for leave without pay at the discretion of their supervisor.

Sick leave cannot be used as vacation leave.

Compassionate Leave (Special Sick Leave/Deducted from Sick/Annual Leave)

An employee will be granted a maximum of three (3) days of leave upon the death of a member of the immediate family or a relative who has occupied that role.

In some cases of death in the immediate family, the three- (3) days of leave may not be sufficient. In such cases, additional leave may be granted upon the request of the employee and the approval of the supervisor. These additional days may be deducted from accumulated sick or annual leave.

If the relative is not a member of the immediate family, leave may be granted upon the request of the employee and with the approval of the appropriate supervisor.

Compassionate leave may be deducted from the employee's accumulated sick leave, or annual leave at their discretion. Additional leave may be granted at the discretion of the immediate supervisor.

Holiday Leave

The College observes certain holidays and administrative closed days as determined by the President. Employees on leave without pay the day before or after a holiday or administrative closed day will not receive pay for the holiday or administrative closed day.

Shared Leave Policy

The purpose of this policy is to permit CSC employees to donate sick leave to fellow CSC employees who are currently on approved Family and Medical Leave Act (FMLA) leave. Donations made under this policy are gifts. This policy does not create an entitlement or expectation of shared leave to eligible employees and is one of the employment-related benefits afforded to its employees.

Definitions

"Employee" – regular full-time CSC employee with over 12 months of continuous services at CSC. A regular full-time employee is one who is employed to work 37.5 or more hours per week and maintains continuous regular employment status.

"New Hire" –regular full-time CSC employee with less than 12 months of continuous service at CSC.

"Relative of employee"-an employee's spouse, parent, stepparent, child (in this context "child" includes legal wards and stepchildren), grandchild, mother-in-law, or father-in- law.

Eligibility

An employee of CSC will be considered eligible to receive donated sick leave pursuant to the following conditions:

- The employee has abided by CSC policies and practices regarding the use of leave.
- The employee has exhausted or will exhaust all accrued leave prior to start of requested leave.
- The employee is on approved FMLA leave.
- The employee's eligibility shall cease upon the employee's receipt of income, or active enrollment or participation in a College provided employee benefit (worker's compensation benefits, etc.) or any other form of compensated leave plan such as short- term disability or long-term disability.

Donation

An employee may donate sick leave pursuant to the following conditions:

- Donors must complete the Request for and Donation of Sick Leave Form in full.
- The employee may donate any amount of sick leave provided that the donation does not cause the sick leave balance of the donating employee to fall below 160 hours; thereby leaving an unused amount in the donating employees account equivalent to one month's hours for personal emergency use.
- Only an active employee may donate. An employee who has issued a letter of resignation or retirement may not donate. Furthermore, an employee may not donate accrued sick leave within six months of his or her date of resignation or retirement.
- An employee may not donate excess sick leave that the donor would not be able to take otherwise under the College's paid leave policy.
- Annual leave or compensatory time may not be donated.
- All donated sick leave must be given voluntarily in writing. No employee shall be coerced, threatened, intimidated or financially induced into donating.
- Any accrued paid leave that has not been used or shared at the time an employee leaves employment shall be forfeited.
- Any donated shared leave that has not been used at the time that an employee leaves employment, or when the condition causing the need for such leave ends, shall be returned to the donor(s).

Limitation on Leave Sharing

- The recipient employee may only receive a maximum of 45 days/360 hours of donated leave during total employment at Connors State College.
- Any donated leave may be used by the recipient only for the purposes specified in this policy.
- Share leave ends in the event of termination of the condition causing the need for leave. The leave received will be designated as donated leave and will be maintained separately in the Human Resources Office from all other leave balances.
- All forms of paid leave available for use by the recipient must be exhausted prior to using any donated leave.
- Recipients do not accrue leave time while on shared leave.

Recipients

- Employee must currently be on approved FMLA leave.
- The employee (or his/her representative in the event the employee is incapacitated) must complete the Request for and Donation of Sick Leave Form and return it to the office of Human Resources
- Recipients do not accrue leave time while on shared leave.

Administration of the Policy

- Recipient of leave is conditioned upon the availability of donated leave.

- The employee receiving donated leave shall be paid his or her regular rate of pay; therefore, one hour of donated leave may cover more or less than one hour of the salary of the recipient. The dollar value of the donated leave shall be converted from the donor to the recipient and the actual amount of donated leave credited to the recipient shall be calculated at the salary rate then paid to the recipient. (Ex: If Employee A, being paid $10.00 per hour, donates 2 hours of leave to Employee B, who is paid $20.00 per hour, the donated leave is converted to the salary rate being paid to Employee B, resulting in Employee B actually receiving one (1) hour of donated leave.)
- No leave share request will be processed retroactively.
- Donation will be transferred each pay period in amounts not to exceed the recipient employee's regular monthly hours for that pay period.
- Donations are irrevocable.
- Efforts will be made to process donations anonymously.
- Donated leave not actually used by the recipient shall be returned to the donor. In the case of multiple leave donors, the donated leave remaining will be divided among the donors on a prorated basis based on the original donated value, returned at its original donor value, and reinstated to the leave balance of each donor.
- The employee receiving donated leave shall be paid his or her regular rate of pay.

ATTENDANCE AND PUNCTUALITY

An employee is required to be in attendance and prepared to begin work at the assigned work location on the specified days and hours. Attendance and punctuality are objective measures for job performance evaluations. All Non-Exempt employees are expected to record time worked and absences on a timesheet. All employees eligible for leave must complete a leave sheet and give to the supervisor upon return to work. Supervisors must submit all attendance documents to Payroll no later than (5) five days following the last working day of each month. Appropriate forms are provided for this purpose. (See your supervisor or payroll department for forms).

An employee demonstrating excessive absenteeism or excessive tardiness, for whatever reason, shall be given the opportunity to substantiate the cause. The immediate supervisor shall evaluate the circumstances and determine the need for correction or disciplinary action.

If an employee cannot report to work as scheduled, notification shall be submitted to the immediate supervisor within one (1) hour after the reporting time. In the event notification is not made, immediately upon return to work the employee shall show sufficient reasons for the lack of notification. Failure to give sufficient reasons to the immediate supervisor shall be cause for disciplinary action.

An employee who is absent from work for three or more days without authorization from the supervisor may be subject to disciplinary action, including termination. Termination in such a case shall be placed in the personnel record as an involuntary resignation.

Absenteeism or tardiness that is unexcused or excessive in the judgment of Connors State College is grounds for disciplinary action, up to and including dismissal.

FAMILY AND MEDICAL LEAVE ACT

Purpose

The Family and Medical Leave Act of 1993 (FMLA) gives certain job protections to employees when balancing work responsibilities with the demands of personal illness or injury or in caring for family members.

This policy sets forth the essential provisions of FMLA. In the event that additional clarification is needed, the actual Act and regulations issued by the federal government implementing the Act shall prevail.

Depending on individual circumstances of the leave, faculty and staff may also be concurrently eligible for paid sick leave benefits under Sick Leave (Faculty/Staff Handbooks).

Scope

This policy applies to all CSC campuses.

To be eligible for FMLA leave, an employee must have been employed by the College for twelve months, which need not be consecutive, and must have worked at least 1,250 hours within the previous 12 months as of the date leave commences.

Policy and Procedures Qualifying Event

Under FMLA an eligible employee may request up to 12 weeks of unpaid leave for a qualified event.

a) For the birth and care of a child or placement of a child with you for adoption or foster care. Such leave must be taken within 12 months immediately after birth or within 12 months after placement. Leave may begin prior to birth or placement.
b) For care of a family member with a serious health condition. The employee must be needed to care for basic needs, psychological comfort, filling in for others, or making arrangements for the relative; or
c) Because an employee's own serious health condition makes the employee unable to do the employee's job due to illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatments.

Definition of Serious Health Condition

a) Under FMLA, a serious health condition is an illness, injury, impairment, or physical or mental condition that requires either in-patient care or continuing treatment by a health care provider.
b) Serious health condition would not include short-term conditions, which require brief treatment and recovery, such as common colds or flue, stomach viruses, non-migraine headaches, and routine pregnancy, or voluntary or cosmetic treatments not considered medically necessary. The above list is not exclusive.

FMLA Definitions of Family

a) Spouse means a husband or wife as defined or recognized under state law for purpose of marriage.

b) Parent means a biological parent or an individual who stands or stood in the place of a parent to an employee when the employee was a child. This term does not include parents "in-law."
c) Son or daughter means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in the place of a parent, who is under age 18, or incapable or self- care because of a mental or physical disability.

Employee Notice and Certifications

a) The employee must provide 30 days advance notice when the leave is "foreseeable." On rare occasions, advance notice might not be possible. These situations will be evaluated on a case-by-case basis.
b) Medical certification may be required prior to approval of leave indicating the employee is needed to provide care or unable to perform the employee's job.
c) Continued doctor certification will be required if the situation warrants, but not more frequently than every 30 days unless the college has reason to believe the employee is able to return to work.
d) Forms for medical certification are available from the Human Resources office. This form is also acceptable for documentation of sick leave under Sick Leave Policy (Faculty Handbook).
e) Leave will be denied if the employee fails to provide the required medical certification.

Maximum Leave Entitlement

a) Up to 12 weeks of absence from assigned duty may be requested within a 12-month period.
b) In the event both spouses are employed by Connors State College, maximum leave for each eligible spouse is 12 weeks.

Intermittent and Reduced Leave Schedule

a) In the event of employee or immediate family member illness only, an employee may request a reduced work schedule. Necessity for the leave must be such a medical need that can best be accommodated through an intermittent or reduced leave schedule. Employees needing intermittent FMLA leave or leave on a reduced schedule must attempt to schedule their leave so as not to disrupt CSC's operation.
b) Connors State College may transfer an employee to an alternative position with equivalent pay and benefits in order to accommodate the request when such a reassignment is available and expedient for the department in question.
c) Leave taken on an intermittent or reduces schedule will be calculated on a prorate or proportional basis comparing the employee's new schedule to the prior schedule.

Concurrent Use of Accrued Paid Leave

a) Family and Medical Leave is taken concurrently with other CSC leave policies. Any paid leave remaining after exhaustion of Family and Medical Leave would be taken in accordance with applicable CSC leave policies.
b) An employee with accrued compensatory, annual, or sick leave will take all applicable leave prior to unpaid leave. Paid leave is granted only when conditions in CSC Policy and Procedures for such leave are met.

Continuation of Benefits During Leave

a) An employee's coverage in a group health plan will continue under the same conditions that existed prior to the Family and Medical Leave. Employee medical will be paid by CSC if the employee is enrolled in medical coverage at the same time the leave is requested.
b) Employee life insurance and all optional benefits regularly paid by the employee will be paid by the employee while on leave.
c) Dependent coverage of existing benefits would continue to be paid by the employee as under normal circumstances.
d) Employee contributions will be made by the employee through the Payroll Office on a timely basis.
e) In the event an employee elects to cancel insurance coverage, such cancellation will be effective the end of the month after written notice to CSC Payroll Department. No partial premiums will be calculated.
f) If an employee fails to return to work from unpaid leave, except where health conditions will not permit or death, the employee will be required to reimburse Connors State College for premiums paid on behalf of the employee during the Family and Medical Leave. The employee will be billed through the Business Office.

Restoration of Employment

a) Upon return from family medical leave, an employee will be restored to the employee's original or equivalent position with equivalent pay, benefits, and other employment terms.
b) An employee may not be restored to an original or equivalent position if such position has been eliminated through a reduction in force program or if the original terms of appointment expired during the leave.
c) Key employees ranking in the top 10% of the highest paid employees at CSC may be excluded from the job guarantee provision if there are reasons justifying such an action.
d) If the reason for leave is personal illness or injury of the employee, medical proof of fitness to return to work will typically be required indicating the employee is able to perform the essential functions of the job.
e) Time on leave of absence without pay may not count toward credited service for Oklahoma Teachers Retirement (OTR) purposes. The rules of the Oklahoma Teachers Retirement System (OTRS) prevail.

Restoration of Benefits

a) CSC paid benefits such as CSC paid health care and life insurance will be restored to the employee once returning from leave and will be equivalent to what the employee would have had without taking the leave. If the employee does not want the insurance during this leave, the employee should cancel the insurance and upon return to work should notify CSC Payroll Office of the employee's desire to reinstate the benefits. If the insurance is reinstated the day the employee returns, proof of insurability will not be required, and no pre-existing condition clauses will apply.
b) Benefits normally paid for by the employee such as dependent coverage, long-term disability, etc. would also be reinstated.
c) Health and dependent care reimbursement account will be reinstated once the employee is back on pay status if the employee was enrolled at the time of leave.

Notice to Employees

a) Notice of the Family and Medical Leave Act is posted in designated buildings on campus. Departments are responsible for ensuring such notification exists.
b) Copies of this policy and procedure should be made available to employees upon their request.
c) When leave is requested, the supervisor is required to send the employee to Human Resources. Human Resources will respond in writing to the employee specifying the rules for eligibility, 12-month period used, medical certification requirement, required substitutions of leave, rules on payment of benefit premiums, liability of employee for repayment, medical certification requirements, for return to work, status as a key employee, and right to restoration of original or equivalent position. Forms suitable for this response are available from the Human Resources Office.

Recordkeeping

a) Supervisors will maintain adequate up-to-date records for each faculty/staff member that accurately reflect the rate and the amount of leave taken, the dates when such leave is used, and the current untaken leave balance.
b) Supervisors will generate appropriate forms on any leave taken under FMLA.
c) Supervisors will report leave used on payroll time-sheet reports.
d) Documentation for use of leave will be maintained by the department for three years.

Exhaustion of Family and Medical Leave

a) Once an employee has exhausted the 12 work-week eligibility under this policy and other paid leave does not apply, the employee must return to work immediately or pursue a personal leave of absence.
b) If no other leave is approved, the employee will be terminated.

COBRA

a) If an employee does not return to work after FMLA leave, CSC will offer COBRA as required under the Consolidated Omnibus Benefits Reconciliation Act.
b) The qualifying event that will trigger an offer of COBRA continuation of coverage occurs on the last day of the employee's FMLA leave. The last day of FMLA leave is the earlier of (1) the date the employee gives termination notice or (2) the last scheduled day of the FMLA leave.
c) Length of the COBRA coverage is measured from the day of the qualifying event.

MILITARY LEAVE AND PAY

Federal law prohibits discrimination by employers against persons because of their service in the Armed Forces of the United States and in certain elated uniformed services in order to encourage non-career service in the Armed Forces. Additionally, the Oklahoma Legislature has adopted laws which provide special benefits to state employees who serve in the Armed Forces. Connors State College, as a matter of public policy, is committed to supporting its employees who choose to engage in service in the Armed Forces and this policy is intended to outline the rights and obligations of the college and its employees regarding such service. Often, individual cases will have to be resolved through a review of the facts

particular to a given instance of military service. When faced with unique or unclear question regarding the application of the college policy and state and/or federal law to a particular case, unit administrators should consult with the Direct of Human Resources for assistance and direction.

Definitions

"Uniformed Services" or "Armed Forces" as used in this policy means the Armed Forces of the United States (the Army, Navy, Air Force, Marine Corps, Coast Guard, and Reserve units for each such branch); the Army National Guard and the Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty; the commissioned corps of the Public Health Service; and any other category of persons designated by the President in time of war or national emergency.

"Service in the Uniformed Services" or "Military Service" means the performance of duty on a voluntary or involuntary basis in one of the Uniformed Services. It includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, and a period of time for which a person is absent from a position of employment with the college for the purpose of an examination to determine the fitness of the employee to perform any such duty.

"Notice of Service" means any written or verbal notification of an obligation or intention to perform service in the uniformed services provided to an employer by an employee who will perform such service or by the uniformed service in which such service is to be performed.

Scope of Policy

This policy applies to all college campuses and all other locations that have regular employees who serve in the Uniformed Services. It does not apply to students, independent contractors, or temporary employees.

Policies and Procedures

Leave of Absence for Military Service

All regular employees are entitled leaves of absence from their employment at Connors State College in order to engage in military service as is authorized by federal law without loss of status or seniority. Such leave is permitted regardless of whether the leave is voluntary or involuntary in nature. In ordinary circumstances, the maximum amount of such leave, in the aggregate, will be five (5) years in duration. Exceptional circumstances may occur in which leave for more than five years in the aggregate may be required. Unit supervisors should consult with the Director of Human Resources in such cases.

Employees engaging in military service are required to give notice of such service in advance in writing or orally to their immediate unit supervisor, either in person or through an appropriate officer of the uniformed service in which the service will be performed, except in extraordinary circumstances. No advance notice is required if the giving of such notice is precluded by military necessity (as per regulations prescribed by the Secretary of Defense) or, under all of the relevant circumstances, the giving of such advance notice is impossible or unreasonable. In all instances, employees engaging in military service must submit copies of official written orders issued by the proper military authority to their unit supervisor.

Military Leave Pay/Use of Annual Leave

Employees engaging in military service, as set forth in this Policy shall be entitled to leave with pay during such period of service for the first thirty regularly scheduled workdays of such service during each federal fiscal year. The federal fiscal year begins on October 1.

A leave of absence without pay shall be granted for the remainder of military service in excess of the first twenty scheduled workdays each federal fiscal year.

Employees on military leave, on request, may choose to use up any accrued, unused annual leave that is available to them, but may not be required to do so.

In all cases, appropriate leave forms must be filed. It is the responsibility of the unit administrator to maintain accurate records of military leave. When an employee transfers from one administrative unit to another the new unit administrator.

Benefits While on Military Leave

During a military leave of absence, certain benefit rights are protected. Details regarding specific right should be obtained from the Director of Human Resources.

Subject to terms, conditions, and limitations (including war exclusion clauses) of the applicable benefit plans in which the employee is otherwise eligible, Connors State College will continue to provide coverage as long as law requires.

Employees returning to work after a military leave of absence will be reinstated in benefit programs, where authorized by law. Employees returning to work who do not make timely application for credit of time through OTRS will be required to pay all applicable penalties and interest payments set by OTRS.

Leave Accrual, Seniority, and Holiday Pay While on Military Leave

Leave does not accrue during a leave of absence without pay.

The continuous employment date will be maintained during periods of military leave to ensure that leave accrual rates and other benefits based on seniority remain uninterrupted, so long as the employee returns to duty with Connors State College as required by law and this policy statement.

Upon returning from military service, employees are entitled to pay for holidays occurring during the leave of absence. It is the unit administrator's responsibility to process appropriate pay through the supplemental process.

Reemployment Rights

Upon completion of military service, employees who have been on military leave must notify their unit administrator of their intent to return to duty at Connors State College within the following time frames:

Fitness Examinations:

Service Less Than 31 Days: If an employee is absent from work at Connors State College due to the employee's begin examined for the purpose of determining the employee's fitness to perform military

service, or if an employee engages in military service for less than 31 days, the employee ordinarily must report to work on the first full regularly scheduled work period on the first full calendar day following the completion of such an examination or service of less than 31 days, plus the expiration of eight hours after a period allowing for

transportation from the place of military service to the employee's home.

Service of More Than 30 Days but Less than 181 Days: If an employee engages in military service for more than 30 days but less than 181 days, the employee must submit a written application for reemployment with the unit administrator not later than 14 days after the completion of the period of military service.

Service of More Than 180 Days: If an employee engages in military service for more than 180 days, the employee must submit a written application for reemployment with the unit administrator not later than 90 days after the completion of the period of military service.

Hospitalization/Convalescence Due to Injury or Illness While in Military Service

In cases where the employee is hospitalized for or convalescing from an illness or injury incurred in or aggravated during the period of military service, the employee is not required to return to work until the end of the period that is necessary for the employee to recover from that illness or injury, such period ordinarily not to exceed two years.

Extraordinary Cases Beyond the Employee's Control

All of the requirements in the Section entitled Reemployment Rights pertaining to the time frames ordinarily expected of an employee in returning to work are extended if returning to work or submitting an application to return to work within the normal time periods is impossible or unreasonable through no fault of the employee. In such instances, the time periods referred to in this Section shall be extended to the next full calendar day when such a return to work or submission of an application to return to work becomes reasonable.

In instances where an employee is convalescing from an injury or illness while in military service and returning to work is impossible or unreasonable within the normal two-year time period, the two-year time period shall be extended by the minimum time to accommodate circumstances beyond the employee's control which make the reporting within the period impossible or unreasonable.

Employees who have been on military service and who fail to report back to work or submit a written application for reemployment are subject to the college's regular policies which allow an employee to be separated from employment if absent without excuse for three consecutive days, except in instances where returning to work is unreasonable or impossible due to no fault of the employee, as set forth in the Section entitled *Extraordinary Cases* Beyond the Employee's Control.

Employees who are honorably discharged from their period of military service will be reinstated to active employment with Connors State College, provided that they have fulfilled the requirements of this policy statement and all applicable federal laws.

Reinstatement will be in positions of like seniority, status and pay, or the nearest approximation consistent with the circumstances in each case. However, reemployment is contingent upon the employee's

continued qualification to perform the duties of the job, and no change in circumstances that would make employment unreasonable or impossible.

Special Rules Regarding Separation from Employment after Military Service

Employees who return to work after engaging in qualified military service lasting more than 30 days may not be separated from employment for any reason other than cause for certain periods of time after returning to work.

Employees who serve more than 30 days, but less than 181 days, of military service may not be separated from employment except for cause for a period of 180 days after returning to work.

Employees who serve more than 180 days of military service may not be separated from employment except for cause for a period of one year after returning to work.

JOB-RELATED INJURY OR ILLNESS

Any injury or illness occurring as a result of employment shall be reported immediately upon occurrence to the immediate supervisor. If the immediate supervisor is unavailable the employee shall follow the chain of command. In the event the employee is unable to contact supervisors, the employee shall contact the Human Resources Director. The employee must fill out an Employee Accident/Injury Report. The written report is to be submitted by the supervisor to the Director of Human Resources. Forms are available in the Human Resources Office. Failure to immediately report an accident/injury could result in a denial of claim.

CODE OF ETHICS

Employees of the college shall maintain the highest standard of ethical conduct in all transactions with students, administrators, colleagues, and the public. Employees represent the college when carrying out the duties associated with their position, and as such are expected to act in a manner consistent with the educational philosophy and goals of the college. Each employee must have a signed loyalty oath on file.

Additionally, the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges recognizes its obligation to students, faculty, staff, and other stakeholders to maintain the highest ethical standards. To facilitate this, “Ethics Management” tools have been made available to provide you with a simple way to anonymously and confidentially report activities that may represent issues of concern, misconduct, or violations of law or institutional policies and procedures.

Members of the institutional community are encouraged to continue to report concerns through regular lines of communication such as management, Human Resources, or the Affirmative action Department. The “Ethics Management” tool simply provides an additional means of reporting and enable individuals to report such issues anonymously.

Reported issues will be addressed promptly and discreetly. Facts will be made available only to those who need to know in order to address the issues reported. Connors State College is committed to safeguarding the confidentiality of individuals who submit reports.

Under NO circumstances will retaliatory action be taken against anyone for reporting or inquiring in good faith about potential breaches of institutional policies and procedures or for seeking guidance on how to address suspected misconduct. Visit the Connors State College website for more information.

JURY DUTY

Connors State College considers jury duty to be a civic responsibility. Whenever an employee is called upon to serve as a juror, it will be without loss of college pay. An employee who is selected and serves as a juror should present documentation of the summons to the employee's supervisor for the period of absence during the jury duty. All payments received from the court for services rendered as a juror shall remain the property of the employee.

EMPLOYEE CONDUCT

Guidelines for Appropriate Conduct

As an integral employee of Connors State College, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that both in your business and in your personal life you refrain from any behavior that might be harmful to you, your co-workers, and/or Connors State College, or that might be viewed unfavorably by current or potential supporters/parents/students or by the public at large.

Whether you are on duty or off, your conduct reflects on Connors State College. You are, consequently, encouraged to observe the highest standards of professionalism at all times.

Types of behavior and conduct that Connors State College considers inappropriate include, but are not limited to, the following:

1. Falsifying employment or other college records
2. Violating Connors State College's nondiscrimination and/or sexual harassment policy
3. Excessive absenteeism or tardiness
4. Excessive, unnecessary, and/or unauthorized use of college supplies, particularly for personal purposes
5. Reporting to work intoxicated or under the influence of non-prescribed drugs, and illegal manufacture, possession, use, sale, distribution, or transportation of drugs
6. Bringing or using alcoholic beverages on Connors State College property or using alcoholic beverages while engaged in college business on college premises
7. Fighting or using obscene, abusive, or threatening language or gestures
8. Theft of property form co-workers, students, or the college
9. Unauthorized possession of firearms on Connors State College's premises or while on college business
10. Disregarding safety or security regulations
11. Insubordination
12. Failing to maintain the confidentiality of the college, students, or student/employee

13. information or any other improper conduct which is seriously injurious to the best interests of the college or any of its components.

Should your performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory in the judgment of Connors State College, based on violations on either of the above or of any other college policies, rules, or regulations, you will be subject to disciplinary action, up to and including dismissal.

Nepotism

Employee shall not influence, advocate, negotiate, or approve an employment and promotion of a relative. In view of the sensitive nature of the issue, it is the best policy to refrain from involvement in any type of personnel action pertaining to a relative.

Connors State College permits the employment of relatives of employees as long as such employment does not, in the opinion of the college, create actual or perceived conflicts of interest. For purposes of this policy, "relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation. The college will exercise sound judgment in the placement of related employees in accordance with the following guidelines:

a) Individuals who are related by blood or marriage are permitted to work in the same college area, provided no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within the "chain of command" of a relative such that the relative could influence one relative's work responsibilities, salary, or career progress.
b) No relatives are permitted to work in the same department or in any other positions in which the college believes an inherent conflict of interest may exist.
c) Employees who marry while employed are treated in accordance with these guidelines. That is, if, in the opinion of the college, a conflict or an apparent conflict arises as a result of the marriage, one of the employees will be transferred at the earliest practicable time.

This policy applies to all categories of employment at Connors State College.

Connors State College Dress Code

Connors State College should have a consistent and professionally dressed workforce serving the needs of our students. As a step towards enhancing a professional work environment, a dress code has been developed for our institution. The dress code is reflective of business casual dress that will be mostly utilized within the office and classroom setting. We realize that some job duties may require a different level of dress than what is listed, but this dress code was written with everyone in mind to give guidance on what is appropriate for our environment.

Pants/Bottoms- Dress Slacks, dress capris/crop pants and chinos are appropriate as long as they are not made of denim or denim in color. Clingy fabric or tight fitting clothing is not considered appropriate.

Shirts/Tops/Blouses- Collared shirts, dress shirts, or blouses are considered appropriate. Tank tops or camisoles are only acceptable under a jacket or another approved top and should be worn if the top shirt needs additional coverage. Sleeveless dress tops and blouses must be at least three fingers in width and made of dressy material.

Dresses and Skirts- Business, business casual and casual dresses are appropriate if meet all of the other dress code standards. Dress and skirt lengths should be at a minimum length of three inches above the knee, when standing.

Shoes- All shoes must be neat, clean, and appropriate for a professional work environment. Business and business casual shoes and sandals are considered acceptable. Flip-flops (based on appearance) and athletic shoes are generally not appropriate for the workplace. However, on designated spirit/jeans days, employees may wear clean, presentable athletic shoes with jeans, provided they maintain a polished and professional look.

Hats- Hats are not encouraged for employees working inside college buildings, as they are generally not considered part of professional indoor attire. However, if a hat is worn during work hours, it must be neat, clean, and preferably reflect Connors State College branding.

Miscellaneous- The last day of the workweek is considered spirit day. As such, jeans may be worn with a Connors shirt, or you may choose to wear approved business casual wear. Jeans are permitted provided they are clean, in good condition, and allow for freedom of movement appropriate to the employee's duties. Clothing should maintain a professional appearance. If you have an article of clothing or shoe that you question being appropriate, please visit with your supervisor, your area Vice-President, or Human Resources before wearing to work.

FACULTY GRIEVANCE REVIEW PROCEDURES

All members of the college faculty who have a grievance as defined in this policy that cannot be resolved informally may request the formation of a Grievance Review Committee to examine the grievance and make recommendations to the Vice President for Academic Affairs or persons holding a joint appointment (faculty and administrative staff combinations) shall be entitled to use the procedures set forth in this policy only when the nature of the complaint pertains to faculty issues.

Definitions

Complaint: A "complaint" is a timely, verbal expression of dissatisfaction or concern with aspects of employment that is outside of the control of the employee.

Grievance: A "grievance" is a timely, written complaint relating to reappointment, reassignment, working conditions, hostile work environment, retirement, and/or any other work-related issue which has not been resolved to the satisfaction of the faculty member after informal discussion of the complaint through the appropriate administrative channels. This process does not cover terminations of faculty appointments for cause, due to financial exigency, or due to academic curtailment or discontinuance. The separate review processes set forth in the Faculty Handbook addressing those areas cover terminations.

Note: If the grievant believes that discrimination has occurred due to race, color, national origin, sex, age, or qualified disability or veteran's status, the faculty must state that belief in the grievance.

Hearing Procedure

1. Informal Resolution Attempts

a. Faculty members with a complaint should first make every effort to resolve it through informal dialogue with appropriate colleagues and/or their immediate supervisor. Faculty members will be expected to have already thoroughly discussed their complaint with appropriate administrators prior to petitioning for grievance review.

2. Written Request for Response
    a. Faculty members who believe that informal dialogue with colleagues and/or appropriate supervisors has not resulted in a timely and satisfactory resolution to a problem may request that a formal written response be made by the faculty member's immediate supervisor (or other administrator(s) if appropriate). This step of the process requires a written, dated memorandum to the person(s) from whom a response is desired, stating the concerns to be addressed, a resolution that would be acceptable, and a request for a written reply by a specific date. The time span for any written reply must allow the responding person(s) at least five (5) working days. The person(s) receiving such a request should make every attempt to respond within this five (5) day period.
3. Grievance Review
    a. Where informal dialogue and written response methods of resolution are not successful, faculty members who believe that they have a qualified employment dispute may submit a written petition to the Human Resources Director (HRD) for examination of their grievance. The request for grievance adjudication should contain:
    b. A clear, detailed statement of the grievance together with a statement describing all known specific supporting evidence;
    c. A brief summary of the dates and results of previous dialogue and resolution steps taken by the faculty member;
    d. A clear statement of specific remedial action or relief which is deemed acceptable as a fair resolution of the grievance;
    e. A statement that illegal discrimination is or is not alleged;
    f. Identification of the specific administrator(s) from which the faculty member requests a response.
    g. Petitions to invoke the grievance review process must be submitted to the HRD within twenty (20) calendar days of the date when the faculty member received a written response as set forth above. Copies of such petition must be submitted at the same time to the Vice President for Academic Affairs and the person(s) whom the faculty member believes should respond to the petition. The Vice President may authorize the filing of a petition outside of the five (5) daytime period.

Qualified faculty grievances will be reviewed using the procedures set forth below:

1. Upon receipt of a valid petition asking for formal review of a faculty grievance, the HRD shall create a grievance review committee which will review the complaint and make advisory recommendations regarding the grievance to the President of the college. Every attempt will be made to select a committee within ten (10) working days after receipt of the petition.
2. The committee will be composed of five (5) faculty members selected through a random selection process utilizing all full-time members of the faculty as a pool from which committee members are to be drawn. At least three (3) members of the committee must be members of the continuing faculty of the college. The HRD shall oversee the random selection process. The

faculty member and the appropriate administrative supervisor shall be afforded reasonable notice and opportunity to be present when the initial random selection process takes place.

3. The employee and the responding supervisor will each be allowed to challenge one selection for the committee without showing cause (peremptory challenge). Such challenge will be made at the time of the selection of the member.
4. In no instance may a member of the same academic area in which the faculty member is employed sit as a member of a review committee. If such a person is named in the random selection process, the name will be discarded and another selected.
5. Both the faculty member and the administrative supervisor shall have the right to challenge the participation of any member of the committee for cause. All such challenges must be made no later than two (2) working days after the committee members are selected. Any challenge for cause not expressed at the time of the initial committee selection shall be made in writing to the HRD, with a copy given to the other party, with a brief factual explanation of the reasons for the challenge for cause. The HRD shall have the authority to dismiss challenged members of the committee if the member finds that a conflict of interest would likely be present if the challenged committee member remains on the review committee. In such event, the random process will select another name. All parties will be notified of the new member as soon as possible. Challenges for cause of substitute committee members must be made prior to the beginning of the hearing held to review the termination.
6. If any member of the review committee believes a conflict of interest in the case applies, that member shall advise the HRD of the possible conflict and the HRD shall notify the parties. The HRD will select a replacement to serve on the committee whenever there appears to be a conflict of interest.
7. Prior to conducting any evidentiary hearings, the HRD shall coordinate the scheduling of a meeting of the members of the committee so that the committee members may select a Chair and discuss other procedural issues as may be appropriate. The HRD shall not attend such meeting. The members of the committee shall select form among themselves one person to serve as Chair for the Committee. The Committee Chair will be responsible for scheduling hearing dates, communicating on behalf of the committee with the parties and for writing the ultimate recommendations of the committee.
8. Both parties shall have the right to be accompanied by an advisor at the hearing. Such advisor may be an attorney. However, advisors may not ask questions of witnesses nor address the committee members. In instances where the review is for cause (other than financial exigency or programmatic discontinuance) of a continuing faculty member who has been employed more than three years as an instructor, direct attorney input is allowed.
9. It is the grievant's responsibility to present evidence that supports the grievant's request. The grievant will go first in all phases of the hearing. Adherence to strict civil rules of evidence is not required in the hearing. The grievant must present clear and convincing evidence of the claim.
10. Both parties shall be given the opportunity to present written evidence or testimony from witnesses relevant to the proposed grievance. The identity of persons intended to be called as witnesses will be given to the Chairperson of the committee and to the other party at least two (2) business days prior to the beginning of the hearing. When teaching competence is the issues, each party may introduce evidence and testimony from other members of the college faculty or instructors/scholars from other institutions. The college has no authority to issue subpoenas.

Therefore, it is the obligation of the parties to be responsible for scheduling and ensuring that their respective witnesses appear as desired by them. The committee is not obligated to continue a hearing if a witness fails or refuses to appear as scheduled.

11. A confidential audio tape recording of the grievance review hearing shall be made and maintained as a part of the record of the hearing process. On request, and at the expense of the requesting party, a copy of such tape(s) shall be made for the requesting party, under supervision of the Committee Chair. Either party, upon reasonable advance notice to the Committee Chair, ant at the sole expense of the requesting party, also may request a written transcript of the proceedings. The party requesting that the hearing be transcribed shall provide to the other party and to the committee at no cost to them copies of any such transcript.
12. The members of the committee shall keep all matters presented to them in the hearing in confidence and at the conclusion of the hearing shall make an advisory report with recommendations to the President of the college. The decision of the President is final. A copy of such report shall be transmitted to the parties and the HRD. Faculty employees may seek redress from the A&M Board of Regents, but this type of review is extraordinary and is at the discretion of the A&M Bord of Regents.

ANTI-HARASSMENT POLICY

Connors State College is committed to providing its staff and faculty the opportunity to pursue excellence in their academic and professional endeavors. This opportunity can exist only when each employee of our college is assured an atmosphere of mutual respect. The free and open exchange of ideas is fundamental to the college's purpose. It is not the

college's intent in promulgating this policy to inhibit free speech or the free communication of ideas by academic members.

Policy Against Discriminatory Harassment

The college is committed to maintaining learning and working environments that are free from all forms of harassment and discrimination. Accordingly, harassment based on an individual's race, religion, age, sex, color, national origin, marital status, disability, veteran status of any other legally protected characteristic is prohibited. The college will not tolerate harassment, sexual harassment, or retaliation in the workplace or educational environment whether committed by faculty, staff, or by visitors to Connors State College while they are on campus. Each employee of Connors State College is responsible for fostering civility, for being familiar with this policy, and for refraining from conduct that violates this policy.

For purposes of this policy, harassment is defined as:

a) Any type of behavior which is based on gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status, that
b) Is so severe or pervasive that it interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working environment.

Harassment when directed at an individual because of a legally protected characteristic may include, but is not limited to unwanted physical contact, use of epithets, inappropriate jokes, comments, or innuendos,

obscene or harassing telephone calls, e-mails, letters, notes, or other forms of communication, and any conduct that may create a hostile working or academic environment.

Sexual harassment, whether between people of different sexes or the same sex, is defined to include, but is not limited to unwelcome sexual advances, requests for sexual favors, and other behavior of a sexual naturae when:

a) Submission to such conduct is made implicitly or explicitly a term or condition of an individual's employment or participation in an education program
b) Submission to or rejection of such conduct by an individual is used as the basis for personnel decisions or for academic evaluation or advancement, or
c) Such conduct has the purpose or effect of unreasonably interfering with an
d) individual's work or academic performance or creates an intimidating, hostile or offensive working or educational environment.

Sexual harassment may include but is not limited to unwelcome sexual advances, demands/threats for sexual favors or actions, posting, distributing, or displaying sexual pictures or objects, suggestive gestures or sounds, unwelcome physical contact, sending/forwarding inappropriate e-mails of a sexual or offensive nature, inappropriate jokes, comments or innuendos of a sexual nature, obscene or harassing telephone calls, e- mails, letters, notes or other forms of communication, and any conduct of a sexual nature that may create a hostile working or educational environment. See Sexual Harassment Policy Section in this handbook.

Retaliation against an individual who complains of discriminatory harassment under this policy is strictly prohibited.

Responsibilities Under This Policy

The college is committed to enforcement of this policy. Individuals who are found to have violated this policy will be subject to disciplinary action, up to and including termination of the individual's college affiliation.

All individuals are expected to conduct themselves in a manner consistent with this Policy.

Staff or faculty employees who believe that they have been subject to discriminatory harassment are encouraged to report, as soon as possible, their concerns to the Human Resources Director. The college provides an environment of confidentiality by which individuals can discuss concerns related to discriminatory harassment.

Individuals who witness what they believe may be discriminatory harassment of another are encouraged to report their concerns as soon as possible to the Human Resources Director, their supervisors, division chairperson, or the Vice President of their department.

Complainants are assured that reports of harassment will be treated in a confidential manner, within the bounds of the college's legal obligation to respond appropriately to any and all allegations of harassment.

Supervisors, including faculty managers, who receive reports of harassment, should contact the Human Resources Director for assistance in investigating and resolving the issue.

Supervisors, including faculty managers, are required to implement corrective action where, after completing the investigation, it is determined corrective action is indicated. Intentionally making a false accusation of harassment is prohibited.

The college administration is responsible for ensuring the consistent application of this policy.

Procedures for Discrimination complaints may be directed to the Human Resources Director, located in Gatlin Hall, Room 231, Warner Campus, 918-463-6206.

SEXUAL HARASSMENT POLICY

General Statements

This policy applies to employment and/or academic relationships among faculty, staff, and students. The college will take all reasonable steps necessary to prevent sexual harassment from occurring, which will include raising the subject, expressing strong disapproval, developing appropriate grievance procedures and sanctions, informing faculty, staff, and students of their rights, and developing methods to sensitize all concerned about the issues.

Connors State College explicitly condemns sexual harassment of students, staff, and faculty and will not tolerate such conduct on or off campus. Sexual harassment is prohibited in the workplace and in the recruitment, appointment, and advancement of employees. Sexual harassment of students is prohibited in and out of the classroom and in the evaluation of student academic or work performance. Connors State College reserves the authority to independently deal with sexual harassment issues whenever becoming aware of their existence, regardless of whether informal or formal complaints have been lodged b reasons complaining of such issues. Sexual harassment is unlawful and may subject those who engage in it to college disciplinary sanctions as well as civil and criminal penalties.

Connors State College will take measure to periodically educate and train employees regarding conduct that could constitute a violation of this policy. All personnel, including management and supervisory officials, are expected to participate in such education and training and to be knowledgeable concerning the college policy. Retaliation against anyone who makes a complaint or participates int eh complaint process will not be tolerated.

Grievance procedures consistent with the principles of due process have been developed and implemented for faculty, students, and staff; the latter includes administrative, professional employees, and classified staff. Complaints and grievances concerning sex discrimination will be reviewed under the appropriate grievance procedures for the accuser. Complaints and grievances concerning disciplinary actions will be reviewed under the appropriate disciplinary procedures for the person accused. Grievance procedures are available for students in the office of the Vice President for Academic Affairs. The grievance procedures for faculty and staff are included in the Faculty Handbook and Staff Handbook.

Connors State College will (1) respond to every complaint of sexual harassment reported, (2) take action to provide remedies when sexual harassment is discovered, (3) impose appropriate sanctions on offenders in a case-by-case manner, and (4) protect the privacy of all those involved in sexual harassment complaints to the extent it is possible. The above action will apply to the extent permitted by law or where personal safety is not an issue.

Sexual harassment is defined as follows: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing,
b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual, or
c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working/academic environment.

Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the college's education mission.

Sexual harassment also can involve relationships among equals such as when repeated advances, demeaning verbal behavior, or offensive physical contact interfere with an individual's ability to work and study productively. The creation or acceptance of hostile working environments will not be tolerated and employees at all levels are subject to potential disciplinary action if engaged in such actions.

Members of the college community holding positions of authority involving the legitimate exercise of power over others have a particular responsibility to be sensitive to that power relationship. Supervisors, in their relationships with subordinates, and faculty, in their relationships with students, particularly need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Because there is an inherent power difference in these relationships, the potential exists for the less powerful persons to perceive a coercive element in suggestions regarding activities outside those appropriate to the professional relationship.

Regulations

a) It shall be a violation of college policy for faculty, staff, and/or students to engage in sexual harassment as described in the Definition section of this policy.
b) It is a violation of college policy for anyone to seek gain, advancement, improved academic standing or consideration in return for sexual favors.
c) It is a violation of college policy for faculty, staff, and/or students to initiate any action as a reprisal against a faculty or staff member or student for reporting sexual harassment.
d) Whenever there is a demonstrated instance of sexual harassment, or reprisal for reporting same, prompt and corrective action shall be taken. Failure to take appropriate actions is against college policy. Supervisors are charged with the responsibility of responding immediately and appropriately to correct any situations which create a hostile working or educational environment within an administrative unit under their supervision. Supervisors who are concerned about whether such a situation is developing or who desire assistance in appropriately responding to such a situation should seek assistance from the Human Resources Director. Any supervisor who fails to appropriately respond to a hostile working or education environment, or to seek assistance from the Human Resources Director when a hostile working or educational environment situation develops which reasonably should have been perceived by the supervisor, may be subject to disciplinary action. Supervisors should also be aware that failure to adequately respond to

allegations of sexual harassment may subject them to personal liability under relevant Civil Rights statutes.

Reporting Complaints

All persons who believe that they have been subjected to prohibited sexual harassment are encouraged to report such conduct to designated college officials. It is not necessary that a person complaining of sexual harassment file a formal complaint in order for the college to evaluate the matter and/or attempt to informally resolve the situation. Persons who believe that they have been subjected to prohibited sexual harassment may seek either informal or formal college evaluation and response to their concerns by going to any of the designated officials listed above. However, in order for disciplinary action to be taken against a college employee or student, it may be necessary for a formal complaint to be filed, and that process may require the person complaining about such behavior to cooperate with college officials on a formal basis.

Any individual, whether an employee, a student, or a visitor to the college, who believes to have experienced sexual harassment, or who believes to have observed sexual harassment taking place, should report this information immediately to any of the following "designated officials":

1. The President
2. The Vice President for Academic Affairs
3. The Human Resources Director
4. Any administrator with direct or chain of command supervisory responsibility over the unit in which the concern arises.

Office locations, addresses, and telephone numbers for the above officials are provided on page 6 of this handbook. Reports/complaints, whether informal or formal, received by them must, in turn, be reported to the Human Resources Director. If an extraordinary conflict of interest would prevent use of the usual informal or formal review procedures, the person complaining of sexual harassment may request assistance directly from the Office of the President.

Unless otherwise provided herein, investigation of sexual harassment complaints shall be the responsibility of the Human Resources Director or such other official as designated by the President in a given case. In instances where formal disciplinary action is deemed necessary, other college policies may call for additional levels of review before such action is taken.

Review Procedures

If an individual believes an incident of sexual harassment has occurred, the individual may wish to discuss the alleged behavior with a trusted friend or colleague on a confidential basis. The Human Resources Director is also available for consultation. The individual may elect to pursue the matter on an informal basis or to file a formal complaint.

Informal Resolution

Many times, issues of concern are due to lack of communication or awareness that certain conduct is offensive, if comfortable to do so a simple talk with the person engaging in the conduct in question can resolve the matter. Persons complaining of sexual harassment may therefore desire to attempt to resolve

the problem informally by discussing the matter with the person who is allegedly engaging in prohibited conduct or by talking with the supervisory officials if it is felt that an advocate is necessary.

An individual who feels sexually harassed may desire to resolve the complaint informally (i.e., without formal disciplinary action being taken against the accused individual and without the formal investigatory process). Informal complaints are not required to be made in writing. An example of an informal complaint is one where the complainant requests only that an appropriate college official counsel the accused individual to cease and desist the alleged conduct, and requests no other specific actions(s) be taken against the accused.

Persons making informal complaints of sexual harassment agree and understand that no formal disciplinary action will be taken against the alleged offender based on an informal complaint amend the informal complaint to a formal complaint.

If the informal discussion with a supervisory official is desired, the concerns ordinarily should be directed to the immediate supervisor of the employee accused of engaging in sexual harassment. However, if the person complaining of sexual harassment is uncomfortable discussing the matter with such immediate supervisor, if the person accused of engaging in prohibited conduct is the supervisor of the person lodging concerns, or if the supervisor has previously been made aware of the conduct at issue and is not believed to have adequately responded to the matter, the person complaining of sexual harassment may ask to discuss the matter with college officials at a higher supervisory level. Any college supervisory official overseeing the area where the accused employee works through the level of Vice President, Human Resources Director, may be contacted for informal discussion regarding the matter of concern. Such officials will evaluate the matter and, if the concerns expressed are believed to have merit, will attempt to aid the person complaining of sexual harassment in informally resolving the matter to the extent possible. A written record will be made of the informal discussions and interactions, and such record will be maintained in a confidential manner for future reference as might be necessary.

Note: The college will attempt to balance the wishes of a complainant who does not want to file a formal complaint with the college's responsibility to respond to serious allegations and take prompt, appropriate corrective action. A complainant who chooses not to proceed with a formal complaint may be asked to state that preference in writing.

Formal Review Process

If a person complaining of sexual harassment does not believe that informal attempts to resolve issues of concern have been successful and therefore desires to lodge a formal complaint, or if informal resolution attempts are not believed to be possible, that person may file a formal complaint alleging sexual harassment and asking that appropriate steps be taken in response to the complaint by the college.

Any formal complaint must be filed with the Human Resources Director listed above within 180 calendar days of the act(s) of alleged sexual harassment.

Formal complaints must be delivered by the complainant to the Human Resources Director. The formal complaint must be filed as soon as possible after the alleged incident occurred or after attempts to resolve the situation informally have been unsuccessful. A formal complaint must be in writing, signed by the complainant, and must include the following information:

1. Details concerning the incidents or conduct giving rise to the complaint,
2. Dates and location of incidents,
3. Any witnesses to the alleged incidents or conduct,
4. Action requested to resolve the complaint and prevent future violations of the policy.

Upon receipt of a formal complaint alleging sexual harassment, the Human Resources Director (or other appropriate administrators or review committees) is empowered to conduct an initial investigation of the charge, to interview the parties involved, to hear testimony pertaining to the matter, and to gather any pertinent evidence. During such initial investigation, the Human Resources Director is authorized to explore means by which the matter may still be informally resolved.

All college employees are obligated to fully cooperate with such an investigation and refusal or willful neglect to do so may subject such employees to independent disciplinary action, including possible termination, based upon such refusal or willful neglect. The investigating official may request assistance or advice from the Office of Legal Counsel to the A&M Board of Regents. The complaining party and the accused will be interviewed. Other witnesses and other parties may be interviewed to clarify details. The accused will be given a copy of the complaint and will have an opportunity to respond. In arriving at a determination of the existence of sexual harassment, at any stage in the proceedings, the evidence as a whole, the totality of the circumstances, and the context in which the alleged incident(s) occurred, shall be considered. The determination of the existence of sexual harassment will be made from the facts on a case-by-case basis.

At any stage in the investigation and review process, if it is reasonably believed that the immediate harm to either party is threatened by the continued performance of either party's regular duties or college responsibilities, the appropriate administrative official may suspend or reassign such duties or responsibilities pending the completion of the investigation and review process.

The initial investigation should ordinarily be completed within 30 calendar days of receipt of the complaint. However, unusual circumstances may compel that the initial investigation extend beyond the usual 30-day time frame.

Upon completion of the initial investigation, the Human Resources Director is authorized to take the following actions:

Agreed Resolution

Resolve the matter to the satisfaction of the college and both the person complaining of sexual harassment and the employee accused of sexual harassment. If such a resolution is reached through the efforts of the Human Resources Director or other administrator, a written statement shall be prepared which shall indicate the agreement reached by the parties and shall be signed and dated by each party and by the administrator. A copy of such written statement shall be attached to the initial investigation report. At that time the investigation and the record thereof shall be closed.

Formal Recommendations

Find that the parties are unable to resolve the matter informally and make a written recommendation to appropriate administrative officials regarding whether acts of sexual harassment have occurred. Such report will be limited to factual recommendations regarding the existence of prohibited conduct and will not include recommendations regarding actions to take in response to the report. Upon receipt of a

formal written recommendation from the Human Resources Director, the administrative official overseeing the administrative unit in question shall review the recommendation and make a final decision regarding what administrative action to take in response to the recommendation, if any.

In such instances, the person who has brought the complaint shall be notified of such decision and that such decision can be appealed for reconsideration to the administrative official of the college who has direct supervisory responsibility over the official making the decision not to pursue the matter further.

Where administrative actions are to be directed in response to a written report, the administrative supervisor may consult with the Human Resources Director or other appropriate administrative officials regarding such actions prior to implementation. The administrative official will, in turn, notify the complainant regarding the resolution of the complaint, what corrective actions, if any, will be taken, and/or, in general, whether any discipline will be imposed.

Appeal of Formal Complaint Resolution/Disciplinary Action

Either the complainant or the person accused may file an appeal of any decision concerning the resolution of the complaint. An appeal by either party must be made in writing, delivered to the Human Resources Director with five (5) business days of receipt of the notice of resolution/disciplinary decision.

The written appeal must state in detail the reason(s) for the appeal and shall address one or more of the following:

- If the appeal alleges the findings of the investigator included relevant factual errors or omitted relevant facts, the appeal shall specify each and every alleged factual error, and/or details of each, and every relevant fact that was omitted from the investigation;
- If the appeal alleges substantive procedural errors, the person appealing shall identify each and every instance of said substantive procedural error;
- If the appeal alleges relevant and substantive issues or questions concerning
- interpretation of college policy, the person appealing shall state, in detail, the issues/questions supporting this allegation;
- If the appeal alleges new information or evidence, the person appealing shall specify the reasons why said information could not have been provided on a timely basis;
- If the appeal alleges either that the actions(s) of this policy, the person appealing shall specify, in detail, the reasons and basis for this belief/allegation.

No disciplinary or other action based on the complaint shall be taken against the alleged offender during the appeal process, although temporary, interim measures may remain in place. As indicated herein, the college in its discretion, may at any point in the complaint process elect to place the alleged offender on administrative leave, with pay, or implement a temporary reassignment.

The Human Resources Director will convene a three-person hearing panel. The Director will preside as a non-voting facilitator. The panel will review all previous findings and the disciplinary action recommended, if any. In addition, the panel will interview the complaining party and the accused. After reviewing the written summary, considering the interviews, and deliberating, the committee will communicate its findings and, if appropriate, recommendations for disciplinary and/or corrective action to be taken. The Human Resources Director will meet with the President of the college and outline the

panel's findings. The President or his designee will meet with the complaining party, the accused and appropriate department supervisors or directors to communicate his decision based upon the panel's findings.

Withdrawal of Complaint

The person complaining of sexual harassment may withdraw the complaint at any point during the investigation or prior to the completion of any formal hearing on the matter. Once a complaint is withdrawn, it may not be refiled and will not be further considered except where the conduct constitutes part of a continuing pattern of similar conduct.

POLICY ON WORKPLACE VIOLENCE

Purpose and Goal

It is Connors State College's policy to promote a safe environment for its students and employees. The college is committed to working with its employees and students to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. While this kind of conduct is not pervasive at the college, no institution is immune. Disruptive behavior at one time or another will affect every institution.

Violence, threats, harassment, intimidation, and other disruptive behavior at the college will not be tolerated. All reports of incidents will be taken seriously and dealt with accordingly. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

Scope

This policy applies to all situations involving violence, threats, harassment, intimidation, and other disruptive behavior that may be engaged in by faculty, staff, or students (full-time or part-time, permanent or temporary) on Connors State College – Warner and Muskogee campuses.

Responsibility

The interpretation and administration of this policy is the responsibility of Connors State College's Human Resources Department. The Human Resources Department is assisted in the Policy on Workplace Violence interpretation and administration by an appointed body called the Crisis Management Team.

Duty to Warn

In furtherance of its Policy on Workplace Violence, Connors State College employees have a "duty to warn". A "duty to warn" refers to each employee's responsibility to notify their supervisor, the Security Office, or Human Resources' office of any workplace activity, situation, or incident that they observe or know of that involves (or appears to involve) problematic behavior. On Connors campuses in Warner or Muskogee, "problematic behavior" may include but are not limited to verbally and physically aggressive behavior, threats or acts of violence, offensive acts, threatening or offensive comments or remarks, etc. Employee report made pursuant to this policy will be held in confidence, to the maximum extent possible.

Connors State College will not condone or support any form of retaliation against an employee for making a report in good faith under this policy.

In-Person Threat Against Individual(s) and/or Connors State College

The following guidelines are to be adhered to relative to Connors State College's Policy on Workplace Violence:

1. Confrontational threats while at work shall be dealt with by the supervisor and Human Resource office through a meeting with the individual(s) involved as soon as reasonably possible.
2. Depending on the seriousness of the threats, actions may include suspension (for gathering facts), written warning, or termination.
3. For employees suspended or terminated, the campus Security Office must be notified whereby an officer will retrieve the employee's ID card and building keys. The Security Office will also escort said person(s) off campus.
4. Use of the Security Office should be engaged at any time, as it appears appropriate and necessary.
5. Further follow-up through a crisis assessment may be invoked if warranted.

Other Threats Against Individual(s) and/or Connors State College

Threats against (an) individual(s) and/or Connors State College—regardless of how transmitted (written, verbally, electronically)—should be immediately reported to the Human Resources Department.

The Human Resources Department will, as soon as reasonably possible, initiate a crisis assessment conducted by members of Crisis Management Team along with the supervisor of the individual making the threat. The Crisis Management Team, as warranted, may approach other individuals, e.g., the party against whom the threat was made and/or their supervisor.

The Human Resources Department will also collect information from the employee(s) or student(s) to whom the threat was made.

Factors that will be included in a crisis assessment are:

1. The nature of the threat,
2. The need for immediate action,
3. The circumstances preceding the threat
4. The assurance that the individual(s) will not be able to enter the campus or building,
5. The nature of ongoing communications with the involved individual(s)
6. Notification of law enforcement authorities
7. Possible legal action.

Muskogee Campus

Hostile actions and in-person. Written or electronic threats occurring at locations other than the main campus should follow the procedures outlined below.

1. Hostile actions and threats require the Director on site to determine the appropriateness of contacting local law enforcement agencies. The Human Resources Department on the main campus should be notified immediately to help determine appropriate follow-up actions.

2. Written or electronically transmitted threats must be made known to the on-site Director immediately. Employees should contact the main campus Human Resources Department to determine the next steps to be taken in conjunction with the crisis management team's assessment.
3. The Director (on site and others as deemed necessary) should record details of the incident for analysis and review by Connors State College Security Office, Human Resources, and local law enforcement officials, if necessary.

Documentation

Whether on the main campus, or Muskogee Campus—it is critical that any material relevant to an incident be maintained until Human Resources decides upon proper disposition.

Additionally, in all circumstance, a complete and detailed log of events will be maintained by the Human Resources Department and reviewed on an on-going and/or as needed basis.

Communication with the News Media

The college President (or President's designee) will handle all communications with the press and other news media about a violent workplace incident. All other employees who receive inquiries from the press should direct them to the College and community Relations Director.

Policy Statement

Serious threats or acts of intimidation (i.e., statements, or physical acts which put a reasonable person in fear of harm to him/herself or another), and acts of violence, with or without the presence of a weapon, will not be tolerated at Connors State College. Violations of this policy may result in disciplinary action, including possible suspension, termination, and/or the filing of criminal charges.

All employees, regardless of position with the College, shall immediately report acts of violence and/or serious threats (which a reasonable person would consider potentially dangerous) made against them or witnessed by them. Such reports may be made to the employee's immediate supervisor.

When/if the immediate supervisor receives a report regarding treats or violent episodes the supervisor shall advise the Human Resources Department and the Security Office.

Employees should also feel free to report concerns about unusual or threatening behavior, even though such behavior is not perceived as a direct threat of an immediately dangerous situation when the employee, in good faith, is fearful for their continued safety or the safety of others. Reportable situations include those of co-workers, students, and visitors to the campus.

Reports made as authorized in this policy may be in oral or written form. If an oral form, said reports shall be followed by a written report as soon as it is reasonably possible.

The College will not tolerate retaliation against employees making good faith reports as provided for in this policy, even where the concerns prove ultimately to have been in error. The College will also not tolerate intentionally false reports made with the intent of wrongfully discrediting another.

Supervisors, etc., receiving reports of acts of violence, serious threats, or good faith concerns about unusual or threatening behavior shall take all appropriate steps to eliminate potentially dangerous

occurrences—including but not limited to contacting the Security Office. The Supervisor shall also forward a written report describing the threatening situation to the Human Resources Department. The Human Resources Department will in turn share copies of the report with the Crisis Management Team.

Nothing in this policy relieves a supervisor or manager from taking immediate action when the safety or security of employees is threatened and time is critical. Such action may include notification of the Security Office, suspension, or the temporary physical separation of employees in the workplace.

Similarly, this policy does not replace routine management actions such as reprimands, or changes in work assignments. This policy is intended for those cases of continuing inappropriate actions or threats where normal management and personnel actions have been ineffective, and the possibility of violence is such that police and others need to be involved.

Procedures

The following procedures will be followed in the event of workplace serious threats or violence:

1. The Crisis Management Team, Human Resources Director, and other administrators selected by the college President, will review all reports generated relative to this policy.
2. When reports are received, the Crisis Management Team and Human Resources will review, gather additional information as needed, and develop a plan of action. The action may include specific suggestions to the immediate supervisor, recommendation for counseling, and/or legal action. Decisions and actions that directly affect an accused employee will be taken in compliance with existing laws and applicable policies of the college.
3. Connors State College understand the sensitivity of the information provided and/or alleged in such reports as it pertains to employee's reputations, rights to privacy, and confidentiality. Therefore, appropriate procedures will be followed to corroborate or dispel the accusations and limit the dissemination of reports too an "as need-to-know basis." Should a report prove to be false, or actions misinterpreted as threats of violence, the continued acceptance and effectiveness of the accused employee is essential. Legal guidance will be obtained as necessary.

DRUG-FREE WORKPLACE POLICY

General Statements

The 1988 Federal Drug-Free Workplace Act requires that entities seeking consideration for a grant from any federal agency or any entity seeking a contract for the procurement of any property or services valued at $25,000 or more from any federal agency, certify to the federal granting or contracting agency that it will provide a drug-free workplace. Supporting this anti-drug abuse legislation and recognizing that drug abuse in the workplace is a concern regardless of any connection to federal funds, Connors State College established a Drug-Free Workplace Policy.

Specific Statements

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace.

Each department shall post the Drug-Free Workplace Policy Statement (available from the Human Resources Office) in a conspicuous location.

Each employee of Connors State College should have access to a copy of the policy statement. A copy of the policy statement must be signed by the employee to verify such delivery. The signed statements are maintained in the permanent personnel files. New employees are to acknowledge the receipt of the policy statement when processing employment forms.

Each department chair or area supervisor should ensure that each employee has received the drug- free workplace policy. This policy will be explained in a departmental meeting at least once each fiscal year.

The Director of Human Resources will be responsible for an on-going educational program regarding the dangers of drug abuse. The program will be an expanded effort to ensure that all employees and students are aware of the dangers of substance abuse. The program will include activities such as the distributing of education pamphlets and other printed material, displaying posters in highly visible locations, publishing articles in the student paper, providing guest lectures, observing an annual "Substance Abuse Awareness Week," and/or other related activities.

An employee convicted under a state or federal criminal drug statute for misconduct in the workplace shall notify the Human Resources Office within five (5) days of such conviction (as a condition of continued employment).

The Human Resources Office shall provide timely notification (within ten (10) days of knowledge) to appropriate federal granting or contracting agencies when a university employee engaged in the performance of federal grants or contracts is convicted under any state or federal criminal drug statute for misconduct in the workplace.

Penalties assessed for convictions of drug abuse in the workplace shall range from reprimand to termination, depending upon the circumstances of the individual situation. An individual may also be required to participate in an approved substance abuse rehabilitation program as a condition of continued employment.

Notification of Criminal Plea or Conviction Information

As a condition of employment, all Connors State College employees are expected to report to work fit for duty and free of impairment due to the consumption of drugs (whether illegal or prescribed) or alcohol.

This does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their physician(s) about the medication's effect on their fitness for duty and the ability to work safely and promptly disclose restrictions to their supervisor. Employees need not disclose underlying medical conditions to supervisors but should do so to the Health Insurance Portability and Accountability Act (HIPAA) official in Human resources.

All employees must notify the Human Resources Office, in writing, of entering any plea of guilty or nolo contender (no contest) to any criminal violation of any state or federal law, or of any conviction of state or federal criminal statues, other than minor traffic violations, no later than five calendar days after the entry of such a plea of guilty, nolo contender or conviction.

Lack of compliance with these requirements may subject the employee to disciplinary action, including immediate separation from employment.

Definitions

"Controlled Substance" means any controlled substance set forth I Schedules I through IV of Section 202 of the federal Controlled Substance Act (21 U.S.C. Sec. 812, as amended). Such controlled substances include, but are not limited to cocaine, marijuana, opiates, amphetamines, and barbiturates.

"Conviction" means a finding of guilt (including a plea of nolo contender) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes.

"Criminal Drug Statute" means any criminal drug statute involving manufacture, distribution, dispensation, use or possession of any controlled substance.

"Employee" means any person receiving pay through the college payroll system.

TOBACCO & VAPOR FREE WORKPLACE POLICY

College Policy and State Law

Tobacco use in any form is prohibited on all college campuses. In compliance with the executive order 2012-01, signed by Governor Mary Fallin, Connors State College and all properties owned, or contracted by the State of Oklahoma have been tobacco free since July 1, 2012. Effective January 1, 2014, executive order 2013-43 prohibits the use of electronic cigarettes, vaping devices or any other product packaged for smoking, or the simulation of smoking, throughout all indoor and outdoor areas of property owned by, or under the control of, Connors State College and the State of Oklahoma. This includes college- owned or leased buildings, all indoor areas such as classrooms, laboratories, offices, work areas, vestibules, hallways, enclosed walkways, restrooms, elevators, residential facilities, and stairwells. This policy also includes any outdoor areas on campus including residential breezeways, rodeo arena, athletic fields, farm operations, south ranch, parking lots, and streets and college-owned vehicles.

Connors State College will not accept donations, gifts, money, or materials intended to promote the use of tobacco nor participate in any type of services that promote the use of tobacco.

Appropriate signage will be posted by the CSC Physical Plant as necessary to inform employees, students and visitors of policy provisions.

"Breathe Easy" signs will be placed on all campus buildings.

"Tobacco Free Campus" will be clearly posted at all main campus entrances.

It is prohibited to sell tobacco products or advertise the sale of tobacco products on college property.

Littering the campus with the remains of tobacco products or other disposable products is prohibited.

Organizers and attendees at events (meetings, conferences, lectures, cultural events, and sporting events) using CSC facilities are required to abide by the policy. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy.

Courtesy and consideration will be exercised when informing others unaware of and/or in disregard of this policy. No retaliation will occur to any person for doing so.

Compliance with this policy by all students, faculty and staff is expected based on CSC's commitment to a healthy culture, free of tobacco, and should be a cooperative effort, encouraged by all students, faculty, and staff.

A complaint against an offender, who fails to respond to a request by another, as noted in Section 3.06, may be referred to a Director, Department Head, or VP. Appropriate disciplinary action will be taken for an offender against whom multiple complaints have been received.

Students – CSC students shall be directed to and handled by a designated authority. Violations occurring within college Housing shall be directed to and handled by the Housing Office.

Faculty – CSC faculty shall be directed to and handled by the department chair and/or Vice President for Academic Affairs.

Staff – CSC staff shall be directed to and handled by immediate supervisor, director, or designated authority.

Visitors – Visitors shall be directed to and handled by the College Police Department. The visitor may be asked to leave college premises for failure to comply.

Fines – College Police/Security may issue a citation to violators. The fine range is $10 to $100.

TECHNOLOGY POLICIES AND PROCEDURES

Computer Usage

As an institution of higher learning, Connors State College encourages, supports, and protects freedom of expression and an open environment to pursue scholarly inquiry and to share information. Access to networked computer information in general and to the Internet, in particular, supports the academic community by providing a link to electronic information in a variety of formats and covering all academic disciplines. Consistent with our College policies, this policy is intended to respect the rights and obligations of academic freedom, while protecting the rights of others. The computing and network facilities of the College are limited and should be used wisely and carefully with consideration for the needs of others. As with any resource, it is possible to misuse computing resources and facilities and to abuse access to the Internet. The following statement address, in general terms, the college's philosophy about computing use.

This policy is applicable to all individuals using College owned or controlled computer and computer communication facilities or equipment, whether such persons are student, staff, faculty, or authorized third-party users of college computing information resources. It is applicable to all College information resources whether individually controlled or shared, stand alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the College. This includes, but is not limited to, word processing equipment, personal computers, workstations, mainframes, minicomputers, and associated peripherals and software, and electronic mail accounts, regardless of whether used for administration, research, teaching, or other purposes. In addition, a user

must be specifically authorized to use a particular computing or network resource by the campus unit responsible for operating the resource.

Individual units within the College may define "conditions of use" for information resources under their control. These statements must be consistent with this overall Policy but may provide additional detail, guidelines and/or restrictions. Such policies may not relax or subtract from this policy. Where such "conditions of use" exist, enforcement mechanisms defined therein shall apply. These individual units are responsible for publicizing both the regulations they establish and their policies concerning the authorized and appropriate use of the equipment for which they are responsible. In such cases, the unit administrator shall provide the Executive Vice President with a copy of such supplementary policies prior to implementation thereof. Where use of external networks is involved, policies governing such use also are applicable and must be adhered to.

User Responsibility and Expectations

Access to the information resource infrastructure both within and beyond the College Campus, sharing of information, and security of the intellectual products of the community all require that each and every user accept responsibility to protect the rights of the community. Access to the networks and to the IT resources at Connors State College is a *privilege* granted to college students, faculty, staff, and third parties that have been granted special permission to use such facilities. Access to College information resources must take into account the following factors: relevant laws and contractual obligations, the requestor's need to know, the information's sensitivity, and the risk of damage to or loss by the College.

Anyone who accesses, uses, destroys, alters, or damages College information resources, properties, or facilities without authorization, may be guilty of violating state or federal law, infringing upon the privacy of others, injuring or misappropriating the work produced and records maintained by others, and/or threatening the integrity of information kept within these systems. Such conduct is unethical and unacceptable and will subject violators of this Policy to disciplinary action by the College, including possible termination from employment, expulsion as a student, and/or loss of computing systems privileges.

The College requires the members of its community act in accordance with these responsibilities, this Policy, the College's Student or Faculty Handbook, as appropriate, Connors State College Policies and Procedures, relevant laws and contractual obligations, and the highest standard of ethics. The policies as stated in this policy are intended to ensure that users of college information technology resources shall:

- Respect software copyrights and licenses,
- Respect the integrity of computer-based information resources,
- Refrain from seeking to gain unauthorized access,
- Respect the privacy of other computer users.

The college reserves the right to limit, restrict, or extend computing privileges and access to its information resources. Data owners – whether departments, units, faculty, students, or staff – may allow individuals other than college faculty, staff, and students access to information for which they are responsible, so long as such access does not violate any license or contractual agreement, college policy, or any federal, state, county or local law, or ordinance. However, users are personally responsible for all activities on their user ID or computer system and may be subjected to disciplinary action and/or loss of

privileges for misuse of computers or computing systems under their control, even if not personally engaged in by the person controlling the computer or system.

Units and individuals may, with the permission of the appropriate college officials and in consonance with applicable college policies and guidelines, configure computing systems to provide information retrieval services to the public at large. However, in so doing, particular attention must be paid to college policies regarding authorized use (must be consistent with the mission of the college) ownership of intellectual works, responsible use of resources, use of copyrighted information and materials, use of licensed software, and individual and unit responsibilities.

Authorized User Purposes

Use of college computers must comply with Federal and State law and college policies. College computing facilities and accounts are to be used for the college-related activities for which they are assigned. When users cease to be members of the academic community (such as by graduating or ceasing employment) or when persons are assigned to a new position and/or responsibilities within the college, the access authorization of such person will be reviewed and may be altered Users whose relationships with the college change may not use computers and computing resources, facilities, accounts, access codes, privileges, or information for which they are not authorized in their new relation to the college.

Users may use only their own computer accounts. The negligence or naiveté of another user in revealing an account name or password is not considered authorized use. Convenience of file or printer sharing is not sufficient reason for sharing a computer account. Users are personally responsible for all use of their computer account(s).

Appropriate use of computing and networking resources includes instruction, independent study, authorized research, independent research, communications, and official work of the offices, units, recognized student and campus organizations, and agencies of the College.

Computing facilities, services, and networks may not be used in connection with compensated outside work for the benefit or organizations unrelated to the college except in connection with scholarly pursuits (such as faculty publishing activities) in accordance with the College consulting policy or the policy governing Access by External Entities to University Technology Resources, or in a purely incidental way. State law generally prohibits the use of college computing and network facilities for personal gain or profit, and use of computing resources for unauthorized commercial purposes, unauthorized personal gain, or any illegal activities is prohibited.

Roles and Responsibilities

The IT Systems Department is responsible for implementing and enforcing adequate computer security policies throughout the organization.

The IT Systems Department requires all software installed on IT-supported computers be properly licensed and authorized.

Special User Notifications

The College makes available both internal and external computing facilities consisting of hardware and software. The College accepts no responsibility for any damage to or loss of data arising directly or indirectly from the use of these facilities or for any consequential loss or damage. The College makes no warranty, express or implied, regarding the computing services offered, or their fitness for any particular purpose.

Liability for any loss or damage shall be limited to a credit for fees and charges paid to the College for use of the computing facilities, which resulted in the loss or damage.

The College cannot protect individuals against the existence or receipt of material that may be offensive to them. As such, those who make use of electronic communications are warned that they may come across or be the recipients of materials they find offensive. Those who use e-mail and/or make information about themselves available on the Internet should be forewarned that the College cannot protect them from invasions of privacy and other possible dangers that could result from the individual's distribution of personal information.

An individual using College computing resources or facilities must do so in the knowledge that he/she is using College resources in support of his/her work. The College owns everything stored in its facilities unless it has agreed otherwise. The College has the right of access to the contents of stored computing information at any time for any purpose for which it has a legitimate "need to know." The College will make reasonable efforts to maintain the confidentiality of computing information storage contents and to safeguard the contents from loss but is not liable for the inadvertent or unavoidable loss or disclosure of the contents.

Any individual using College computing resources and facilities must realize that all networked computer systems maintain audit trials logs or file logs within the network system. Such information as the user identification, date and time of the session, the software used, the files used, the computer time, and storage used, the user account, and other run- related information is normally available for diagnostic, accounting, and load analysis purposes. Under certain circumstances, this information is reviewed by system administrators, either at the request of an academic department, or in situations where it is necessary to determine what has occurred to cause a particular system problem at a particular time. For example, analysis of audit files may indicate why a particular data file is being erased, when it was erased, and what user identification has erased it.

IT Systems Department employees and system administrators do not routinely look at individual data files. However, the College reserves the right to view or scan any file or software stored on the computer or passing through the network and will do so periodically to verify that software and hardware are working correctly, to look for particular kinds of data or software (such as computer viruses), or to audit the use of college resources. Violations of policy that come to the attention of college officials during these and other activities will be acted upon. User data on the mainframe will be periodically copied to backup tapes. The college cannot guarantee confidentiality of stored data. Users should be aware that use of one of the data networks, such as the Internet, and electronic mail and messages, will not necessarily remain confidential from third parties outside the College in transit or on the destination computer system, as those data networks are configured to permit fairly easy access to transmissions.

Conduct Expectations and Prohibited Actions

The well-being of all computer users depends on the availability and integrity of the system. Any defects discovered in the system accounting or system security is to be reported to the appropriate system administrators so that steps can be taken to investigate and solve the problem. The cooperation of all users is needed to ensure prompt action. The integrity of most systems may be maintained by password protection of accounts. A computer user who has been authorized to use such a protected account may be subject to criminal and civil liability, as well as college discipline, if the user discloses a password or otherwise makes the account available to others without the permission of the system administrator.

Restrictions on computer security and self-replicating code are to be interpreted in a manner that protects university and individual computing environments but does not unduly restrict or limit legitimate academic pursuits.

The following examples of acts or omissions, though not covering every situation, specify some of the responsibilities that accompany computer use at Connors State College, and outline acts or omissions that are considered unethical and unacceptable, and may result in immediate revocation of privileges to use the college's computing resources and/or just cause for taking disciplinary action up to and including discharge, dismissal, expulsion, and/or legal action:

- Violating any software license agreement or copyright, including copying or redistributing copyrighted computer software, data, or reports without proper, recorded authorization. Software protected by copyright shall not be copied except as specifically stipulated by the owner of the copyright. Protected software is not to be copied into, from, or by any college facility or system, except by license. The number and distribution of copies must be handled in such a way that the number of simultaneous users in a department does not exceed the number of original copies purchased by that department, unless otherwise stipulated in the purchase contract.
- Interfering with the intended use of the information resources or without authorization, destroying, altering, dismantling, disfiguring, preventing rightful access to or otherwise interfering with the integrity of computer-based information and/or information resources.
- Modifying or removing computer equipment, software, or peripherals without proper authorization is prohibited.
- Encroaching on others' use of the college's computers. This includes, but is not limited to the sending of chain-letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs; running grossly inefficient programs when efficient alternatives are known to be available; unauthorized modification of system facilities, operating systems, or disk partitions; attempting to crash or tie up a College computer; damaging or vandalizing College computing facilities, equipment, software, or computer files.
- Developing or using programs which harass other computer users or which access private or restricted portions of the system and/or damage the software or hardware components of the system. Computer users shall use great care to ensure that they do not use programs or utilities that interfere with other computer users or which modify normally protected or restricted portions of the system or user accounts. Computer users shall not use network links for any use other than permitted in network guidelines (e.g., ONENET, Internet, NSFNet, and BITNET). The use of any unauthorized or destructive program may result in legal civil action for damages or other punitive action by any injured party, including the College, as well as criminal action.

- Using College computing resources for commercial purposes or non-College-related activities without written authorization from the College. In these cases, the College will require restitution payment of appropriate fees. This Policy applies equally to all College- owned or College-leased computers.
- Using College computing resources to generate or access obscene material as defined by Oklahoma or federal law and acceptable community standards or creating a hostile work and/or educational environment.
- Seeking to gain or gaining unauthorized access to information resources or enabling unauthorized access.
- Accessing computers, computer software, computer data or information, or networks without proper authorization, or intentionally allowing others to do so, regardless of whether the computer, software, data, information, or network in question is owned by the College. For example, abuse of the networks to which the College belongs or the computers at other sites connected to those networks will be treated as an abuse of Connors State College computing privileges.
- Without authorization, invading the privacy of individuals or entities that are creators, authors, users, or subjects of the information resources.
- Using College electronic communication facilities to send fraudulent, harassing, obscene, threatening, or other unlawful messages is prohibited. Users shall respect the purpose and charters of computer mailing lists (including local or network news groups and bulletin boards). It is the responsibility of any user of an electronic mailing list to determine the purpose of the list before sending messages to the list or receiving messages from the list. Persons subscribing to an electronic mailing list will be viewed as having solicited any material delivered by the list as long as that material is consistent with the purpose of the list. Persons sending to a mailing list any materials that are not consistent with the purpose of the mailing list will be viewed as having sent unsolicited material to the mailing list.
- Transmitting commercial or personal advertisements, solicitations, promotions, or programs intended to harass other computer users or access private or restricted computer or network resources. Some public bulletin boards may be designated for selling items, etc., and must be used appropriately, according to the stated purpose of the lists). Vendors may send product information and technical material to specific mailing lists, with the permission of the manager of the mailing list.
- Seeking to provide information on, obtain copies of, or modify data files, programs, or passwords belonging to other users without the permission of these other users; using programs or devices to intercept or decode passwords or similar access control information.
- Attempting to circumvent mechanisms intended to protect private information from unauthorized examination by others in order to gain unauthorized access to the system or to private information; configuring or running software so as to allow unauthorized use.
- Using College computers or computing systems in any manner, which violates Federal, state, or local laws, or College policies.
- Using College computing facilities or accounts for other than the College-related activities for which they were assigned and intended.
- Using computers or the College computing resources to engage in political campaigning or commercial advertisement.

The IT Systems Department systems administrator(s) has certain responsibilities to the College as a whole for the system(s) under his/her control, regardless of the policies of his/her department or groups, and the owner has the immediate responsibility to see that the system administrator carries these out. These responsibilities are:

- To take reasonable precautions against theft of, or damage to, the systemcomponents.
- To faithfully execute all hardware and software licensing agreements applicable to the system.
- To treat information about, and information stored by, the system's users as confidential (as conditioned in this policy) as conditioned in this policy and to take reasonable precautions to ensure the security of a system or network and the information contained therein.
- To promulgate information about specific policies and procedures that govern access to and use of the system and services provided to the users or explicitly not provided. This information should describe the data backup services, if any, offered to the users. A written document given to users or messages posted on the computer system itself shall be considered adequate notice.
- To cooperate with the system administrators of other computer systems or networks, whether within or without Connors State College, to find and correct problems caused on another system by the use of the system under his/her control.

The system administrator is authorized to take all reasonable steps and actions to implement and enforce the usage and service policies of the system and to provide for security of the system. The system administrator operating computers and networks may routinely monitor and log usage data, such as network session connection times and endpoints, CPU and disk utilization for each user, security audit trails, network loading, etc. These units may review this data for evidence of violation of law or policy and for other lawful purposes. System administrators may access computer user's files at any time for maintenance purposes. System administrators may access other files for the maintenance of networks and computer storage systems, such as to create backup copies of media. System administrators are required to report suspected unlawful or improper activities to the proper College authorities. Computer users, when requested, have an affirmative duty to cooperate with system administrators in investigations of system abuse. Users are encouraged to report suspected illegal activity or abuse, especially if related to any damage to or problems with their files.

When system response, integrity, or security is threatened, a system administrator is authorized to access all files and information necessary to find and correct the problems or otherwise resolve the situation.

If an occasion arises when a college officer or supervisor believes that access stop an individual's data is required for the conduct of college business (unrelated to the need to investigate possible wrongdoing), the individual is not available, and a system administrator is required to access the individual's account, the following procedure shall be followed:

1. The college official or supervisor shall secure permission to access the data from the Executive Vice President or designee of such officer.
2. An appropriate form with the signature of the Executive Vice President shall be presented to the system administrator allowing the system administrator to proceed to access the data.
3. The individuals whose e-mail account has been accessed will be notified as soon as possible by copy of the above referenced form. Where necessary to ensure the integrity of an investigation into the use of college computing resources, such notice, with the approval of

4. the Executive Vice President, may be delayed until such time as such investigation would no longer be compromised.

System administrators are required to report suspected unlawful or improper activities to the proper college authorities. Computer users, when requested, have an affirmative duty to cooperate with system administrators in investigations of system abuse. Users are encouraged to report suspected illegal activity or abuse, especially if related to any damage to or problems with their files.

If an occasion arises when a college officer or supervisor believes that a user is violating state or federal law, or college policy, and that access to an individual's data is required in order to conduct an internal investigation into such possibility, system administrators may monitor all the activities of and inspect the files of such specific user(s) on their computers and networks. In such cases, and a system administrator is required to access the individual's data, steps (1) and (2) set forth above in Section 2.05(d) shall be followed and the Office of Legal Counsel for A&M Board of Regents shall be contacted and informed of the matter.

Electronic Mail

The policy statements below refer only to e-mail. It is recognized that the law governing electronic communication technologies and the material transmitted using these technologies is in an early stage of development and that the policy statements in this document will change in response to changes in law and further development of electronic communications technology.

This policy will apply to all college e-mail services. Members of the college community who are given access to CSC's e-mail system are expected to familiarize themselves with and abide by the policies in this document. Violations of this policy will result in loss of e-mail privileges at the college, disciplinary action, or legal action where applicable.

Appropriate Use

As with other college resources, e-mail is appropriately used for purposes that further the mission and goals of the college.

- Individuals may not use e-mail for entrepreneurial activities except in cases of college-sanctioned activities. Specifically prohibited is the selling of access to the Internet byany member of the College community.
- No one shall be added to an e-mail mailing list for other than official College business without his or her consent. Mailing lists may be used only for their intended purposes.
- College computing services should not be used to solicit goods and services to or from other members of the College community. For such purposes, Usenet news groups or bulletin boards may be made available by the IT Systems Department.

All materials sent by campus e-mail must be attributed to the individual, office, or organization sending the material. It is a violation of this policy to originate e-mail in such a manner as to create the impression to the recipient that it originated from another source or individual.

Issues Related to Privacy

It is the intent of the College to preserve the privacy of e-mail communications and maintain access to communications intended for an individual. Given that institutions or higher education place high value on

open communication of ideas, the intention of the College is to maximize freedom of communication for purposes that further the mission and goals of the College.

All e-mail communications, unless subject to a specific privilege, are subject to production under the Oklahoma Open Records Act and, when relevant, to discovery in civil litigation. The College will observe and follow the requirements of all applicable state and federal statutes relating to privacy concerns in electronic mail.

*The term “electronic mail which has not been opened,” or “unopened e-mail” or similar references, applies only to electronic messages received by a user but which the user has not opened. Once the user opens a message it is no longer considered “unopened,” even if such message has not been moved or otherwise stored in another location.

Individual Expectations

E-mail messages shall be delivered to the intended addresses and not censored or interfered with in any way by the College.

Individually addressed e-mail communications may not be intercepted by any third party except as noted below. This does not prevent persons who have legitimately received electronic mail messages from forwarding such messages on to third parties.

Users of the College’s e-mail services are required at all times to observe all laws relating to copyright, trademark, and trade secrets protection.

College Expectations/Requirements

Account holders may not use encrypting programs when engaging in e-mail communications except as specifically authorized in advance in writing by the IT Systems Department.

College officers and supervisors shall have the right to read any e-mail when the individual has given written permission for such access.

Under certain circumstances, an IT Systems Department Administrator may, in the course of his or her professional duties, access an individual’s e-mail for legitimate management or maintenance purposes. An IT Systems Department Administrator shall designate in writing the identities of all such persons to the President.

If an occasion arises when a College officer or supervisor believes that access to an individual’s e- mail account is required for the conduct of college business, and the individual is not available, and an IT administrator is required to access the individual’s e-mail account, the following procedure shall be followed:

- The College official or supervisor shall secure permission to access the e-mail account from the Executive Vice President of this institution.
- An appropriate form with the signature of the Executive Vice President shall be presented to the IT Systems Department Administrator allowing him/her to proceed to access the e- mail account.
- The individual whose e-mail account has been accessed will be notified as soon as possible with a copy of the above referenced form.

Individuals shall make all e-mail files related to college business available to his or her supervisor prior to termination or resignation. At such time the individual's e-mail account will be terminated and all information not retained by the supervisor will be deleted from the College system.

Establishing College Electronic Mail Accounts

Persons who desire to have e-mail accounts established on their behalf shall make application to the IT Systems Department. When such services become available, requests from faculty, non-faculty staff, and students asking for the establishment of an e-mail account normally will be honored. However, such an account is a privilege extended by the college and may be withdrawn by the IT Systems Department at any time without prior notice. The establishment of an e-mail account does not grant or guarantee unlimited or unrestricted opportunities to use the e-mail account. Reasonable access to e- mail cannot be guaranteed at all times and in all circumstances.

While account holders may expect reasonable access to e-mail, there is no guarantee that access will be possible at all times and in all circumstances.

Violation of this Policy Statement may result in the loss of e-mail privileges at this college.

Objectionable Material, Violations and Sanctions

The College cannot protect individuals against the existence or receipt of material that may offend them. Those who make use of electronic communications are warned that they may willingly or unwillingly come across, or be recipients of, material that they may find offensive. Members of the College community are expected to demonstrate good taste and sensitivity to others in their communications.

It is a violation of this policy to use e-mail to libel, harass, or threaten other individuals.

Users of campus communications are subject to all applicable local, state, and federal laws and regulations, and Connors State College policies and procedures.

Consequences of Misuse of Computing Privileges

Users, when requested, are expected to fully cooperate with system administrators in any investigations of system abuse. Failure to cooperate may be grounds for cancellation of access privileges or disciplinary action.

Abuse of computing privileges is subject to disciplinary action. If system administrators have strong evidence of misuse of computing resources, and if that evidence points to the computing activities or the computer files of an individual, they have the obligation to pursue any or all of the following steps to protect the user community:

1. Notify the user's instructor, department or division chair, or supervisor of the investigation.
2. Suspend or restrict the user's computing privileges during the investigation.
3. Inspect the user's files, drives, discs, diskettes, tapes, and/or other computer- accessible storage media. System administrators must be certain that the trail of evidence clearly leads to the user's computing activities or computing files before inspecting the user's files.
4. Refer the matter for possible disciplinary action to the appropriate College department.

Individuals whose privileges to access College computing resources have been suspended may request that the President or his/her designee, review the suspension. The President, or designee, may reinstate privileges, alter any restrictions that have been imposed, or refuse to interfere with the administrative action taken to that time. There is no right to a hearing or appearance regarding such issues, and the decision made by the President or designee is final.

ADMINISTRATIVE POLICIES AND PROCEDURES

Appointment of Administrators

Appointment of President

It is the responsibility of the governing A&M Board of Regents to appoint personnel to fill the position of President of any institution under the governance of the A&M Board of Regents. Prior to accepting applications, the A&M Board of Regents shall request from the faculty and administrators of the institutions a list of personal and professional attributes which they believe are essential qualifications of the new President. The A&M Board of Regents may at its discretion, request similar input from students and alumni of the institution and from certain other groups as the A&M Board of Regents may choose. The A&M Board of Regents may, at its own discretion, develop its own list of priorities concerning the personal and professional qualifications. The minimum qualifications for the person to be selected as the new President shall be established by the A&M Board of Regents in consideration of the lists of priorities suggested by the faculty, administrators, alumni, or other groups, and the Board of A&M Regents.

In addition to participating in establishing the qualifications to be required of the new President, the appropriate faculty representative(s) so designated by the faculty of the institution involved shall be consulted concerning other input to be made by the faculty of the institution in which the vacant position exists. For the purpose of this consultation, the Chairman of the A&M Board of Regents shall appoint a policy committee for appointment of personnel or a committee of the Chairman's choosing to confer with the appropriate faculty representative(s). This committee shall consist of not less than three (3) A&M Board of Regent members.

Following consultation with the faculty, the policy committee for appointment of personnel shall devise and recommend to the A&M Board of Regents specific procedures to be utilized in the nominating of candidates, screening of applicants, and in making the selection of the new President.

The responsibility for screening applications shall be assigned to a screening committee on which there shall be no less than three members of the A&M Board of Regents and representatives of other groups. The Chairman of the A&M Board of Regents shall appoint the chairperson of the Screening Committee. The A&M Board of Regents shall decide the number of the faculty, administrators, and other citizenry who shall be represented to serve on the committee. At the A&M Board of Regents' discretion, other citizens may be involved in the screening of applicants.

From the pool of applications, the screening committee shall submit a predetermined number of unranked applications to the A&M Board of Regents as a whole. Preliminary to the work of the screening committee, the Board A&M Board of Regents shall decide the number of applications to be submitted by the screening committee.

The A&M Board of Regents shall give first consideration to those names submitted by the screening committee. If the A&M Board of Regents cannot make a selection from the original names submitted, the screening committee should be requested to send additional names to the A&M Board of Regents.

In all instances where a vacancy exists in the Office of the President for any of the institutions under the Board A&M Board of Regents, the vacancy shall be made known by use of the news media to accomplish a wide circulation of the fact. Any person who wishes to apply for a vacant position of President will be given an opportunity to do so equal to that of any other applicant, subject to appropriately reasonable deadlines. Procedures utilized to screen and select will not discriminate on the basis of race, color, religion, national origin, sex, qualified disability, or status as a veteran.

The A&M Board of Regents may alter its format for the selection of a President at any time.

Appointment of Other Major Administrative Personnel

With regard to the appointment of other major administrative personnel, appropriate consultation shall be secured from the A&M Board of Regents. This will include presenting the A&M Board of Regents with a complete job description of the position to be filled with minimum required qualifications and salary range, all of which must have A&M Board of Regents approval prior to the acceptance of applications or initiating screening procedures of applicants.

The President shall recommend all major personnel to the A&M Board of Regents for approval. In the event any recommendation does not receive approval by the A&M Board of Regents, the President of the institution may bring another recommendation before the A&M Board of Regents. Major administrative personnel shall be considered to be those holding, or to hold, the title of Vice President, or an equivalent administrator of a major administrative unit.

Retention or Reappointment of Administrators

The continuation of administrators in their positions at institutions under the operational control of the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges is a result of demonstrated satisfactory performance. The concept of tenure in an administrative position is not applicable.

It is the policy of the A&M Board of Regents that each administrator's performance shall be continually evaluated. Administrators below the level of president shall be evaluated by the responsible administrative supervisor. The evaluation shall be made in accord with the evaluation procedures developed in the institution where the administrator is employed. All evaluation procedures in each institution shall be developed under the direction of the president and are subject to the approval of the A&M Board of Regents. In instances where the performance of an administrator is determined to be unsatisfactory, the administrative supervisor responsible for that administrator must carefully monitor the future performance by such an administrator. Continuing failure to improve by an administrator whose present or past performance is unsatisfactory may result in reassignment to other duties or termination of employment.

Only the governing A&M Board of Regents will evaluate the performance of presidents. Retention or reappointment of presidents is a result of demonstrated satisfactory performance in the following areas:

- Academic Leadership
- Administrative Leadership
- Financial Responsibility
- Personnel Management
- Implementation of A&M Board of Regents and Institutional Policies
- Maintenance of Confidence and Respect of the Board, A&M Board of Regents, and the Relevant Constituencies and Publics of the Institution.

Appointment of Personnel

The President shall have final responsibility for recommending appointments, promotions, and discontinuances, but he shall secure appropriate faculty and/or staff counsel before making recommendations. Insofar as possible, the responsible administrative officer shall arrange for principle candidates for initial appointments to visit the campus for personal interviews.

Approved administrative practices shall include the following procedures:

The school's affirmative action policy shall be complied with at all times. The college shall pursue a non-discriminatory policy with respect to age, race, sex, religion, color, national origin, qualified disability, or status as a veteran.

In the selection of major administrative personnel defined by the Board A&M Board of Regents policy as including all Vice Presidents, Deans and Directors a committee will be formed for consultation purposes with the President prior to his or her recommendation to the Board A&M Board of Regents for appointment. The committee shall be composed of two major administrators, an administrator/instructor, and, at the President's option two faculty members, (where federal projects federally funded are involved, the Federal Programs Director would be included). This committee shall be used by the President to assist him or her in arriving at a recommendation.

In the selection of an individual to serve in a faculty position[1], a screening and interviewing committee shall be formed/composed of the appropriate division chairperson, the appropriate dean or administrative head, the President and/or appropriate Vice President. Their choice shall be recommended to the President and, after consideration, the President may recommend appointment to the A&M Board of Regents. Insofar as possible, the Division Chairperson shall appoint or select a faculty member of his division for committee participation.

Notification of appointments shall be made to the appointee specifying position, salary, conditions and duration of the appointment. Such appointments are recommended by the president and are subject to A&M Board of Regents approval.

[1]A faculty position is defined as any position with teaching or research responsibilities requiring a Bachelor's degree or higher and not listed as major administrative personnel as defined by A&M Board of Regents policy.

Retention or Reappointment of Personnel (other administrators)

Retention or reappointment of other administrators to their respective positions shall be evaluated each year on a continual basis. The evaluation shall be by the major administrative officer for each area. The President, as specified in this policy, shall evaluate the major administrators. Evaluation criteria for all administrators shall be demonstrated satisfactory performance in their respective areas with regard to leadership, responsibility, management, and implementation of the A&M Board of

Regents' and President's policies and objectives and support and loyalty to the administrative head of the college as this relates to the institution. Where an administrator's performance is unsatisfactory, the future performance must be carefully observed, and continuing failure may result in reassignment, non-reappointment or dismissal. There is no property interest, e.g., continuing employment, applicable to administrative positions.

Promotions

Since the college has only one faculty rank, the question of promotion is a rare procedure and relates to positions of division chairpersons or administrative positions.

In the selection of Division Chairpersons, Directors, and Deans, a committee shall be appointed by the President to make recommendations to the President.

In the case of appointments by the President, of Division Chairpersons, Directors, and other minor administrative roles, such appointments are "at-will" and are reappointed or not reappointed on the basis of institutional need and/or performance.

FINANCIAL EXIGENCY POLICY

Introduction

On May 18, 1979, the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges unanimously adopted the following resolution:

"That the A&M Board of Regents direct each of the presidents under the jurisdiction of the A&M Board of Regents to develop and recommend to the A&M Board of Regents a policy for meeting any possible conditions of financial exigency. Included in this policy shall be provisions for securing appropriate input from representatives of academic and non-academic personnel.

Representatives of these personnel shall serve only in an advisory capacity to the President. Such policy statements after being approved by the A&M Board of Regents may be included in the respective institutional faculty and/or staff handbooks. Regardless of input or counsel received by the President from institutional personnel, it shall be the sole responsibility of the A & M Board of Regents to make the final decision regarding recommendations to the A&M Board of Regents concerning any financial exigency. The President and the governing A&M Board of Regents shall finally decide the specific actions required concerning any existing or anticipated financial exigency."

This policy statement was submitted pursuant to this directive from the A&M Board of Regents and establishes the procedures and guidelines for addressing a state of financial exigency at Connors State

College. It will supersede other College policies and procedures, including all grievance procedures, if the President of the College declares a state of financial exigency.

Definitions

When used in this policy statement, unless the context clearly indicates otherwise, the following words and terms shall be construed as having the meanings described to them in this section:

A&M Board of Regents shall mean the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges.

Continuing Faculty shall mean faculty with more than three years of service with the College and should not be construed as meaning tenured. (Coaching personnel are considered non-faculty even though they may teach some classes.)

Financial Exigency shall mean that state of financial crisis brought about by an Educational and General Part I budget allocation to the College, which would:

- Necessitate the elimination or reduction of existing instructional programs; or,
- Necessitate the termination of employment or reduction of compensation for permanently employed faculty or staff prior to the normal expiration of their contract or appointment; or,
- Seriously erode the quality of any existing program.

Financial Exigency Executive Committee shall be composed of the President, who shall serve as Chairman, the Vice President for Academic Affairs, the Vice President for Fiscal Services, and other designees as may be deemed appropriate at the time.

Financial Exigency Task Force shall be composed of the incumbents of the following described positions or their successors in interest as defined by the President:

- Vice President for Fiscal Services
- Affirmative Action Officer
- President of Student Senate
- One (1) elected representative of the Division Chairpersons
- Athletic Director
- Vice President for Academic Affairs (Ex-officio and non-voting)
- Director of Muskogee Branch Campus (Ex-officio and non-voting)

In addition, the President may appoint to the Task Force such other faculty, administrators, and staff, or students to assure appropriate representation of all groups within the college community.

Termination Review Committee shall be composed of a chairman and six members, three of whom shall be faculty members and three of whom shall be administrators or staff. The Vice President for Academic Affairs shall determine the faculty members of the committee by random selection from among the continuing faculty who are full-time employees for two of the positions, and from among other faculty who are full-time employees for the remaining faculty position. Any faculty member so chosen may decline to serve. A continuing faculty member whose termination, if proposed, shall be allowed to excuse one of the three faculty members of the committee without cause; if necessary, another faculty member

shall be chosen to serve. Challenges for justifiable cause shall also be allowed. The President shall designate administrators to serve on the committee. When the committee is considering the appeal of a faculty member whose termination is proposed, the Vice President for Academic Affairs shall chair the proceedings; when the committee is considering the appeal of a staff member whose termination is proposed, the Vice President for Fiscal Services shall chair the proceedings. (All members shall be voting members.)

Procedures

Declaration

When, in his opinion, a state of financial exigency is impending, the President shall convene the Connors State College Executive Council and may convene such other entities or groups as he shall deem appropriate and advise any group so convened of the circumstances upon which the opinion is founded. Included within the statement of circumstances shall be an estimate of the scope and duration of budgetary shortfall or other condition which gives rise to the expected exigency and an explanation of all pre- exigency budgetary reductions affected. The President shall further consult with the Executive Secretary and any appropriate committee of the A&M Board of Regents with respect to the expected exigency. If, following these consultations, the President determines that a financial exigency exists or is imminent; he shall declare the College to be in a state of financial exigency.

Preliminary Action Plan

Following the declaration, the President shall convene the Financial Exigency Task Force (Task Force) and charge it with the responsibility of conducting appropriate studies and reviews to determine the nature and extent of the crisis and developing a Preliminary Action Plan to return the college to a stable financial state. As a minimum, the plan shall contain a summary review of the academic and support programs of the college recommendations for reorientation, reorganization, realignment or reduction of academic and support programs; recommendations concerning reduction of personnel; the effect of the plan upon the performance of the college's mission and the effect of the plan upon the college's Affirmative Action Plan.

All Task Force Members shall seek input from personnel within their respective areas of representation.

Upon completion of its evaluation, the Task Force shall prepare and recommend its Preliminary Action Plan to the Financial Exigency Committee (Executive Committee) which shall review the plan, make such revision as it deems appropriate, and recommend the plan to the President. The Executive Committee shall provide the Task Force with copies of the revised plan recommended to the President.

Exigency Action Plan

The President shall review and consider the Preliminary Action Plan and any revision thereof submitted by the Executive Committee. Further, the President will seek such other and advice and counsel from faculty, students, and other interested parties, as he shall deem appropriate. Any advice and counsel shall be advisory only, and it shall remain the sole responsibility of the President to make final decisions regarding recommendations to the A&M Board of Regents concerning the financial exigency. Following such deliberation, the President shall prepare and submit to the A&M Board of Regents an Exigency Action Plan for alleviating the financial crisis at the college. The Exigency Action Plan will not identify specific faculty or staff for termination but will identify areas in which reductions are proposed.

Action by A&M Board of Regents

The A&M Board of Regents has ultimate responsibility for the financial integrity of the college. It will review the Action Plan submitted by the President and may consider such other factors as it deems appropriate in determining what actions should be taken to restore the college to a stable financial state. Any Action Plan adopted by the A&M Board of Regents will not identify specific faculty or staff for termination, but it will identify areas and units in which reductions are proposed.

Action Plan Implementation

Following adoption by the A&M Board of Regents, the President shall direct the Vice President to implement the provisions of the approved Action Plan. If the plan entails the reduction of programs, activities of services, or the termination of faculty or staff, then the following appropriate provisions of this policy shall apply.

Guidelines for Termination of Employment

In reviewing programs and activities for reorientation, reorganization, realignment, reduction, or termination, the mission of the college and the fulfillment of its obligations as a higher education institution shall remain paramount. As the Task Force and Executive Committee conduct their studies and develop their respective plans, they should consider centrality to the college's mission, productivity, support of productive programs, cost-benefit relationship, program achievement and income generating ability with respect to consolidation, reduction, or termination of college programs or activities. This may, in some cases, necessitate the retention of programs, services, and activities which are not strong, but which are central to the concept of the college and to the mission of Connors State College.

Guidelines for Program Review

Every termination must be based on an appropriate administrative judgment that the action will have an effect substantially less detrimental to the quality and effectiveness of the performance of the College's mission than any alternate budgetary reduction.

Program Deletions

If an academic/technical program at the college is discontinued, students in the program shall be notified and every effort shall be made to allow them to finish their academic work. If it is not possible for students to complete the program, the college will explore making special allowances for such students. Special allowances might include, without limitation, permitting students to complete programs by taking work in related departments, or in any other reasonable manner facilitating the academic needs of affected students. To accommodate affected students, action will be taken to obtain approval of the A&M Board of Regents for program adjustments if required.

Guidelines for Termination of Employment

In reviewing programs and activities for reorientation, reorganization, realignment, reduction, or termination, the mission of the college and the fulfillment of its obligations as a higher education institution shall remain paramount. As the Task Force and Executive Committee conduct their studies and develop their respective plans, they should consider centrality to the College's mission, productivity, support of productive programs, cost-benefit relationship, program achievement and income generating

ability with respect to consolidation, reduction, or termination of college programs or activities. This may, in some cases, necessitate the retention of programs, services, and activities which are not strong, but which are central to the concept of the college and to the mission of Connors State College.

Guidelines for Program Review

Every termination must be based on an appropriate administrative judgment that the action will have an effect substantially less detrimental to the quality and effectiveness of the performance of the college's mission than any alternate budgetary reduction.

Program Deletions

If an academic/technical program at the college is discontinued, students in the program shall be notified and every effort shall be made to allow them to finish their academic work. If it is not possible for students to complete the program, the college will explore making special allowances for such students. Special allowances might include, without limitation, permitting students to complete programs by taking work in related departments, or in any other reasonable manner facilitating the academic needs of affected students. To accommodate affected students, action will be taken to obtain approval of the A&M Board of Regents for program adjustments if required.

CONNORS
— STATE COLLEGE —
Building Futures One At A Time Since 1908

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
Hayes, Nickolus	Agriculture Instructor/Shotgun Sports Coach	7/1/2025	$52,084.80
Watson, Sandra	Interim Director of Nursing	5/12/2025	$85,000.00

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

Name	Title	Effective Date	Service Time
Abrham, Jyoti	Instructor of Biology	5/31/2025	1.81
Bryant, Jimmie	Equine Instructor/Asst Rodeo Coach	5/31/2025	2.81
Golden, Debby	Director of Agriculture	5/31/2025	22.81
Mashburn, Diana	Director of Nursing	6/30/2025	3.38

CONNORS
STATE COLLEGE
Building Futures One At A Time Since 1908

Summer 2025 Off-Campus Courses

Jess Dunn Correctional Center
Intro to Environmental Science
Business Principles
Business Communications
Human Relations
Principles of Advertising
Internship in Business Administration
Computers 101
Community Health
Fundamentals of English Lab
Early Civilization
Amer. Hist. Survey to 1877
Art Appreciation
General Humanities II
American Federal Government
Introduction to Psychology
New Testament Survey
Introduction to Counseling
Social Psychology
Intro to Oral Communication

Eddie Warrior Correctional Center
Introduction to Environmental Science
Business Principles
Business Communications
Human Relations
Principles of Advertising
Internship in Business Administration
Computers 101
Intro to Criminal Justice
Fundamentals English Lab
Community Health
Early Civilization
American History Survey to 1877
General Humanities II
Introduction to Psychology
New Testament Survey
Introduction to Counseling

ICTC-PTA
Fieldwork II
Clinical Practice I
Clinical Procedures w/ Lab
Therapeutic Exercise II w/ Lab

OSU A&M Board Meeting

Budget Summary Sheet

- **Tuition and Mandatory Fees:** We need to achieve better balance between tuition and mandatory fees and would like to ask that we trade $3 of tuition for $3 of mandatory fees for each of the next three years. This would be a net zero for our students and actually a gain for students receiving Oklahoma's Promise, Tuition Waivers and concurrent students. We also request consideration for an additional $1 increase in tuition which would cost a full-time student an additional $30 per year.

			Resident Tuition	Activity fee	Student Union fee	Student Senate fee	Cultural & Rec fee	Technolog svcs fee	Assess. fee	Student Records fee	Total Tuition & fees
		current	105.00	17.25	13.00	2.00	2.75	14.00	3.00	1.00	158.00
2025-2026		add	4.00	0.00	0.00	0.00	0.00	-3.00	0.00	0.00	1.00
		New	109.00	17.25	13.00	2.00	2.75	11.00	3.00	1.00	159.00

- Academic Fees: No changes for this year.

- Housing: No Changes for this year.

- Meal Plans: 4.1% increase due to matching Sodexo /food CPI; $63/semester (98% students choose175 block)

Cost per Semester	FY25	FY26
200 Block Meals (50 cowboy bucks)	1667.00	1735.00
175 Block Meals (50 cowboy bucks)	1540.00	1603.00
295 Block Meals (50 cowboy bucks)	2125.00	2212.00

- Salaries Plans: 1% increase for Staff and Faculty / $71K w/ben
- Health Insurance Plans – projected cost up 10%/$68K; Connors absorbing the premium increases for employees

CONNORS STATE COLLEGE
Building Futures One At A Time Since 1908

Purchase Requests

Board approval is requested for the following purchase orders of over $100,000 for the fiscal year 2026:

1. Food Services Sodexo	est. $816,000
2. Maintenance Services C&W Services – out for bid	est. $865,844
3. OMES Risk Management Division	est. $270,000
4. Imagenet Consulting LLC	est. $80,000
5. OSU Pro Rata Share of Board Cost	*est. $55,692
6. OSU Pro Rata ERP Cost	est. $144,018
7. OSU Pro Rata IT Costs (CIS/Licenses/CIO)	est. $120,000
8. Bull Test Feed (bid)	est. $125,000
9. Security Services – Owl Nite	est. $165,000
11. Vital Source - Bookstore Operations	est. $897,638
12. Parking lot repairs	est. $100,000

*Traditionally reported in this section

SUMMARY OF OUT-OF-STATE TRAVEL FOR THE PERIOD OF APRIL 2025

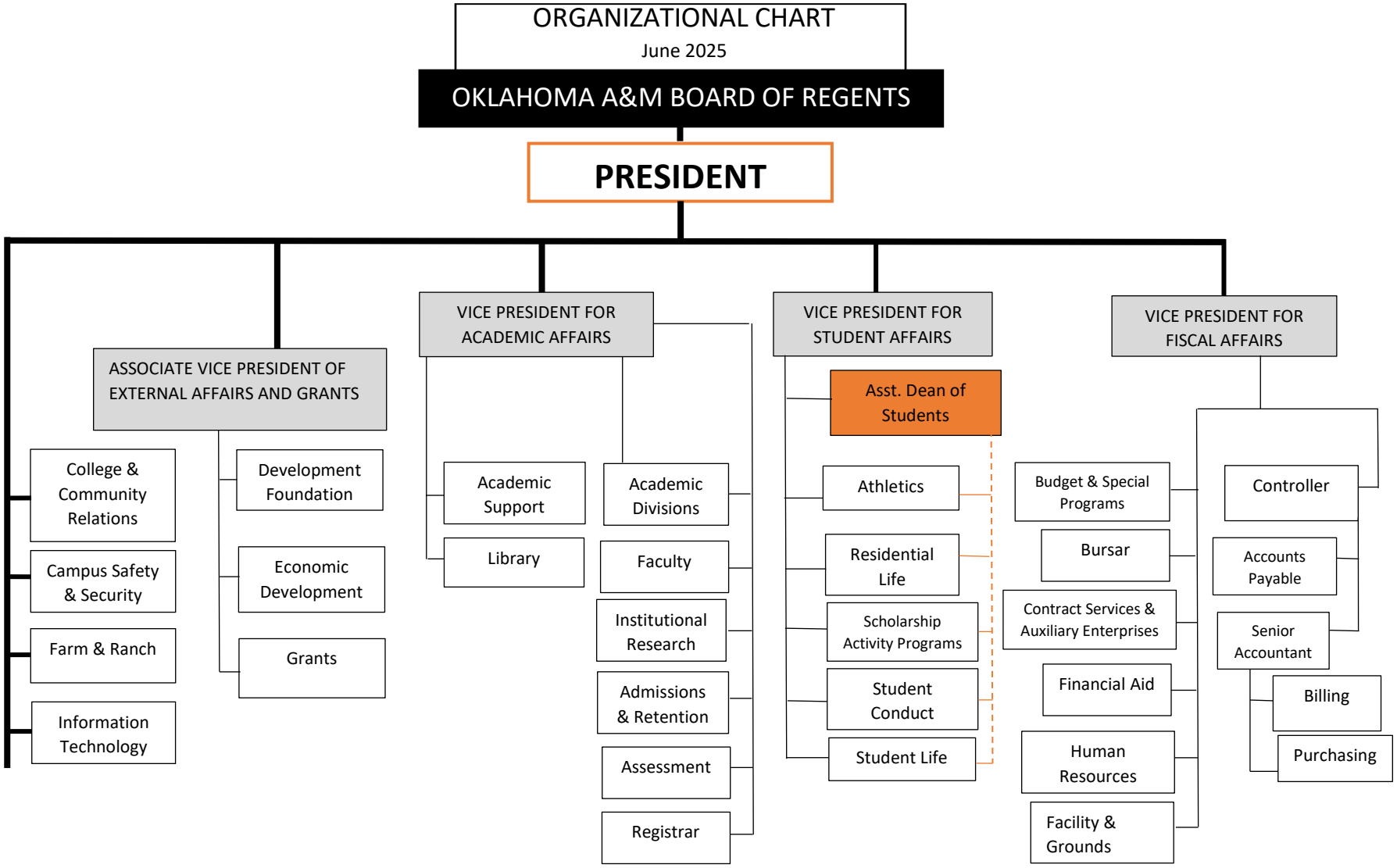
	TRAVEL THIS MONTH		CORRESPONDING MONTH LAST FISCAL YEAR		AMOUNT EXPENDED CURRENT		AMOUNT EXPENDED PRIOR	
FUND SOURCE	NO. OF TRIPS	AMOUNT EXPENDED	NO. OF TRIPS	AMOUNT EXPENDED	NO. OF TRIPS	FISCAL YEAR	NO. OF TRIPS	FISCAL YEAR
ST. APPROP.	1	$ 3,311.76	1	$ 4,954.88	4	$ 11,287.51	3	$ 12,707.44
FEDERAL	0	$ -	2	$ 3,182.48	1	$ 10,159.79	5	$ 21,885.79
PRIVATE	0	$ -	0	$ -	0	$ -	0	$ -
AUXILIARY	1	$ 4,914.09	0	$ -	1	$ 4,914.09	0	$ -
OTHER	0	$ -	0	$ -	0	$ -	0	$ -
TOTAL	**2**	**$ 8,225.85**	**3**	**$ 8,137.36**	**6**	**$ 26,361.39**	**8**	**$ 34,593.23**

SUMMARY OF OUT-OF-STATE TRAVEL FOR THE PERIOD OF MAY 2025

	TRAVEL THIS MONTH		CORRESPONDING MONTH LAST FISCAL YEAR		AMOUNT EXPENDED CURRENT		AMOUNT EXPENDED PRIOR	
FUND SOURCE	NO. OF TRIPS	AMOUNT EXPENDED	NO. OF TRIPS	AMOUNT EXPENDED	NO. OF TRIPS	FISCAL YEAR	NO. OF TRIPS	FISCAL YEAR
ST. APPROP.	0	$ -	1	$ 1,518.21	4	$ 11,287.51	4	$ 14,225.65
FEDERAL	0	$ -	0	$ -	1	$ 10,159.79	5	$ 21,885.79
PRIVATE	0	$ -	0	$ -	0	$ -	0	$ -
AUXILIARY	0	$ -	0	$ -	1	$ 4,914.09	0	$ -
OTHER	0	$ -	0	$ -	0	$ -	0	$ -
TOTAL	**0**	**$ -**	**1**	**$ 1,518.21**	**6**	**$ 26,361.39**	**9**	**$ 36,111.44**

ORGANIZATIONAL CHART

June 2025



V. LANGSTON UNIVERSITY, LANGSTON, OKLAHOMA

President Ruth Ray Jackson and other members of the administration came before the Board to review the Agenda and present the business of Langston University (LU). (The LU Agenda is attached to this section and considered a part of these minutes.)

A-1 Remarks by President Ruth Ray Jackson

a. Overview of 'E Roar Digital Publication

President Jackson thanked President Hess and the entire OSU-OKC staff for the hospitality they always show their fellow institutions when hosting board meetings. She welcomed Regent Poole to the Board and said she looks forward to working closely with him. She also expressed appreciation to Chair Harrel for his leadership, and said she looks forward to Regent Walker's leadership as Chair in the coming year.

President Jackson introduced Ms. Nykkia Harris, LU's Controller. Ms. Harris works very closely with Mr. Chris Kuwitzky and provides leadership in LU's Division of Fiscal and Administrative Affairs. President Jackson expressed appreciation to Ms. Harris for all the work she performed when preparing LU's FY 2026 budget materials.

She said she would also like to recognize and congratulate LU's Dean of Students, Mr. Joshua Busby, for his recent recognition as Educator of the Year at the inaugural Men of Color Expo in OKC. She said Dean Busby is a phenomenal representative of LU, and the administration is very proud of him. The award was well-deserved.

(The audience recognized Dean Busby with applause.)

President Jackson then referenced the *'E Roar* digital publication, noting this month's issue highlights research conducted by LU's talented students. The story on pages 3 and 4 features Ms. J'Taelii Heath, who is a McCabe Honor Student from OKC. Ms. Heath is a biology major and dreams of a career in medicine. She earned an internship with the OK Medical Research Foundation, has assisted with research in partnership with NASA through LU's Science Research Institute, and has presented her research all over the U.S. including Boston University and Harvard University. President Jackson said she is very proud to announce Ms. Heath was selected as one of the outstanding seniors at LU's Spring 2025 Commencement Ceremony.

She said the story on page 5 is about LU's 25th Annual Research Day. Other student researchers featured in this issue include Mr. Josiah Grayson, a Computer Science major; Ms. Kimbree Layton, a Psychology major; and Mr. Reginald M. Archibald II, also a Computer Science major. She said the administration tells prospective students and their parents how proud they are that LU students have the opportunity to work shoulder-to-shoulder with scientists and gain experience as undergraduate students.

President Jackson then referenced the cover story of *'E Roar*, which celebrates the remarkable career of Dr. Emily Patterson Harris, Dean of the School of Education and Behavioral Sciences. Dr. Harris is retiring after a long career of over 44 years at LU. She is a native of Tulsa, OK, and graduate of a Historically Black College & University (HBCU). She comes from a long line of LU graduates. Like her parents, Dr. Harris has dedicated her life to changing the lives of others through education. She began her career at LU as a Librarian in 1981, and since that time has served in the roles of advisor, faculty member, and department chair, before becoming a dean in 2019. The story about Dr. Harris details how she spent her entire career focused on transforming the lives of students through mentorship and genuine care. She encouraged the Regents to read this and all the stories in this month's publication.

A-2 Citations of Emeritus Status

a. Dr. Alex O. Lewis
b. Dr. John Coleman
c. Dr. Emily Patterson Harris

President Jackson said she is pleased to share with the Board these Citations of Emeritus Status awarded to three distinguished LU employees. She said Dr. Lewis retired from LU as Professor of Education and Director of the Urban Education Graduate Program. Dr. Lewis led and was instrumental in the development of several graduate programs in OKC. He is also known for his investment of countless hours into students, faculty, and staff, and is credited with helping many LU faculty, staff, and alumni in pursuit of their degrees, particularly doctoral degrees. Dr. Lewis is a teacher, advisor, and confidant, who has earned the distinction of Professor and Director Emeritus of the Urban Education Graduate Program.

She said Dr. Coleman, who was the cover story for a previous edition of *'E Roar*, will retire from LU following a career of over three decades. Most recently, Dr. Coleman served as the Interim Dean for the School of Arts and Sciences and Chair of the Department of Chemistry. He is a brilliant chemist and teacher, and was one of the very first African Americans in OK to earn a doctoral degree in chemistry. He spent the early years of his career as a researcher with Halliburton before entering higher education as an instructor. He returned to his alma mater, LU, in 1993, where he spent 32 years investing in students. Dr. Coleman is responsible for countless talented scientists who graduated from LU before finding success in various professional areas. Several of his former students have returned to LU as faculty members after earning their terminal degrees. She said Dr. Coleman is a true mentor and model of service for LU's students and has earned the distinction of Associate Professor and Chair Emeritus of the Department of Chemistry.

Finally, President Jackson recognized the 44-year career of Dr. Harris. She said Dr. Harris has a reputation for being an energetic advocate and mentor of students, instilling a sense of belonging and accomplishment in students across many generations. Dr. Harris truly embodies the spirit of LU and has earned the distinction of Associate Professor and Dean Emerita of the School of Education and Behavioral Sciences.

B-1 Adoption of Memorial Resolution for Ms. Merrilan Bruner

Regent Callahan moved and Regent Taylor seconded to adopt the Memorial Resolution as presented in Item B-1 of LU Agenda.

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

C-1 Approval to adopt a new Canine Officer Policy for the Langston University Police Department

President Jackson noted this Item was discussed with members of the AAPP Committee. AAPP Committee Chair Callahan said the Committee acted to recommend Board approval of this Item.

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

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

D-1 Approval of personnel actions; items not requiring Board action are included for informational purposes only

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

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

F-1 Approval of Langston University's proposed FY 2026 Budgets, including E&G Parts I and II, Auxiliary, Tuition and Fees, Room and Board Rates, and Salary Recommendations

FINC Committee Member Hall said the Committee recommends Board approval of LU's proposed budgets for FY 2026.

Regent Hall moved and Regent Poole seconded to approve all elements of the proposed FY 2026 Budgets for LU as presented in Item F-1 of the LU Agenda.

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

G-1 Approval of peace officer action

Decommission	Commission No.
Jaycon Murphy	817

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

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

H-1 Approval to renew its sponsorship of the Deborah Brown Community School effective July 1, 2025, through June 30, 2030

AAPP Committee Chair Callahan said the Committee recommends Board approval of this Item as presented. She said the results of this school are amazing and truly impressive in terms of the educational outcomes for kids.

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

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

I-1 Ratification of interim approval to engage an emergency on-call provider for mitigation of vacant units within the Cimarron Gardens Apartments in order to proceed with HVAC conversion

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

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

J-1 Approval of annual purchase orders for FY 2026

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

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

J-2 Approval to solicit competitive bids or use state contracted suppliers to award contracts to purchase equipment and services for various projects using remaining OCAMP funding allocated in FY 2025

J-3 Approval to solicit competitive bids or use state contracted suppliers to award contracts to purchase equipment and services for various projects using remaining OCAMP funding allocated in FY 2026

President Jackson noted these Items were discussed with members of the FACS Committee. FACS Committee Member Taylor said the Committee acted to recommend Board approval of these Items.

Regent Taylor moved and Regent Poole seconded to approve Section J, Items 2 and 3, as presented in the LU Agenda.

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

Chair Harrel congratulated Dean Busby on his recognition as Educator of the Year.

The business of LU being concluded, President Jackson and other members of the University's administration were excused from the meeting.

LANGSTON UNIVERSITY

Langston, Oklahoma
Agenda for the Regular Meeting of the Board of Regents for the Oklahoma A&M Colleges
June 13, 2025

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 Ruth Ray Jackson
    - Overview of 'E Roar Digital Publication

2. Citations of Emeritus Status
    - Dr. Alex O. Lewis *(Reference Document A-2)*
    - Dr. John Coleman *(Reference Document A-2)*
    - Dr. Emily Patterson Harris *(Reference Document A-2)*

B – RESOLUTIONS

Memorial Resolutions

1. Ms. Merrilan Bruner *(Reference Document B-1)*

C - POLICY AND OPERATIONAL PROCEDURES

1. Approval is requested to adopt a new Canine Officer Policy for use within the Langston University Police Department. *(Reference Document C-1)*

D - PERSONNEL ACTIONS

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

E - INSTRUCTIONAL PROGRAMS

None

F - BUDGETARY ACTIONS

1. Approval is requested of Langston University's proposed operating budget for Fiscal Year 2026, including E&G Parts I and II, Auxiliary, and FY26 tuition, fees, room and board rates. A supplemental budget document separate from this agenda has been provided for review. Please see FY26 Budget Book for further detail. *(Reference Document F-1)*

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 requested for Langston University to renew the sponsorship of Deborah Brown Community School effective July 1, 2025, through June 30, 2030. The renewal contract is included for review. *(Reference Document H-1)*

I - NEW CONSTRUCTION OR RENOVATION OF FACILITIES

1. Ratification of interim approval is requested to engage an emergency on-call provider for mitigation of vacant units within Cimarron Gardens Apartments on the Langston Campus in order to proceed with HVAC conversion. *(Reference Document I-1)*

J - PURCHASE REQUESTS

1. Approval is requested for annual purchase orders. All purchases will comply with Board of Regents for the Oklahoma Agricultural and Mechanical Colleges Policies and Procedures, as well as applicable state statutes. *(Reference Document J-1)*

2. Approval is requested to solicit competitive bids or use contracted suppliers (state, on-call, or Oklahoma A&M System contracts) to award contracts to purchase equipment and services for various projects using remaining Oklahoma Capital Asset Management and Protection (OCAMP) funding allocated in FY 25. All purchases will comply with Oklahoma A&M Board Policies and Procedures, as well as applicable state statutes. The funds for these expenditures will come from legally available funds. *(Reference Document J-2)*

3. Approval is requested to solicit competitive bids or use contracted suppliers (state, on-call, or Oklahoma A&M System contracts) to award contracts to purchase equipment and services for various projects using remaining Oklahoma Capital Asset Management and Protection (OCAMP) funding allocated in FY 26. All purchases will comply with Oklahoma A&M Board Policies and Procedures, as well as applicable state statutes. The funds for these expenditures will come from legally available funds. *(Reference Document J-3)*

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
None

All items listed above are respectfully submitted for your approval.

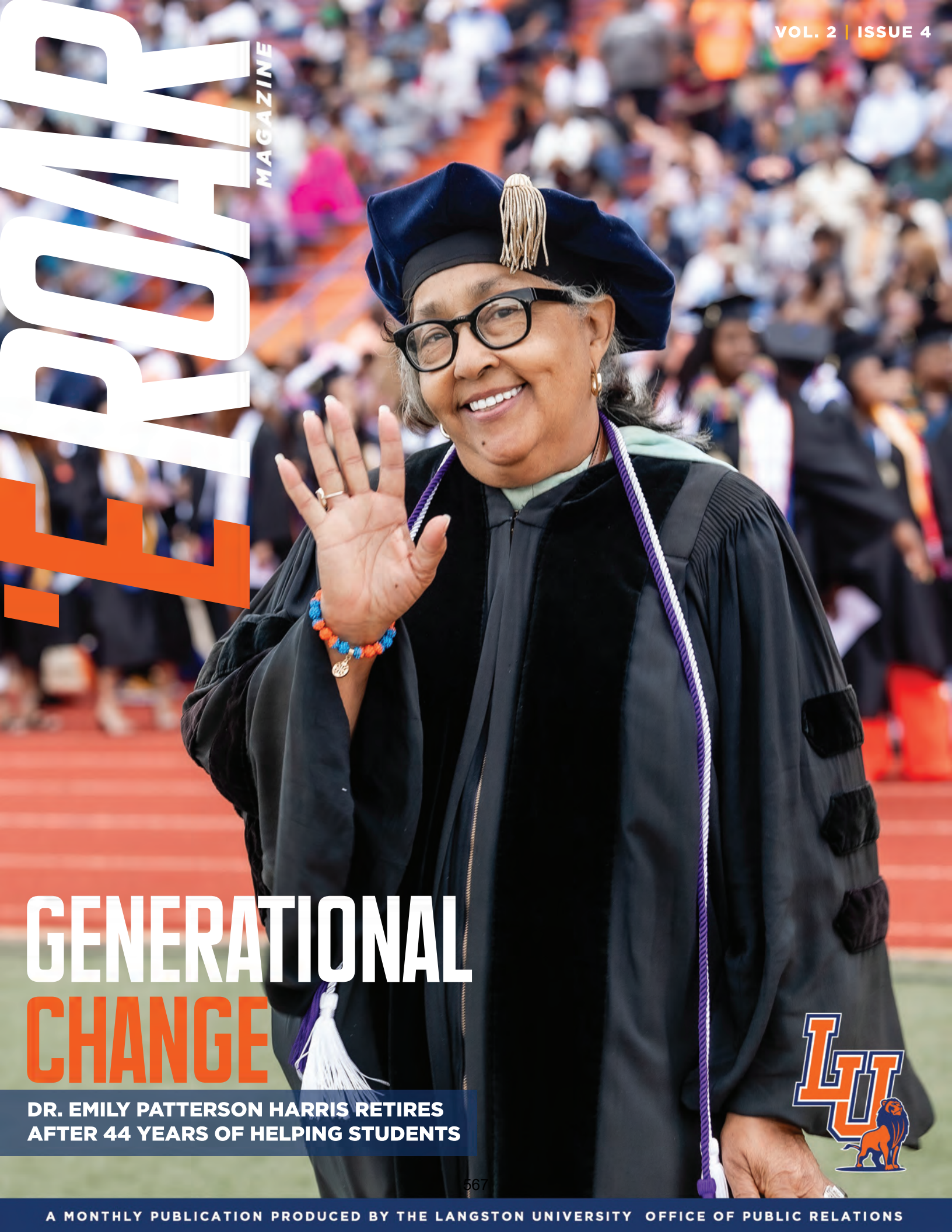
Sincerely,

Ruth Ray Jackson

Ruth Ray Jackson, Ph.D.
Interim President

VOL. 2 | ISSUE 4

THE ROAR MAGAZINE



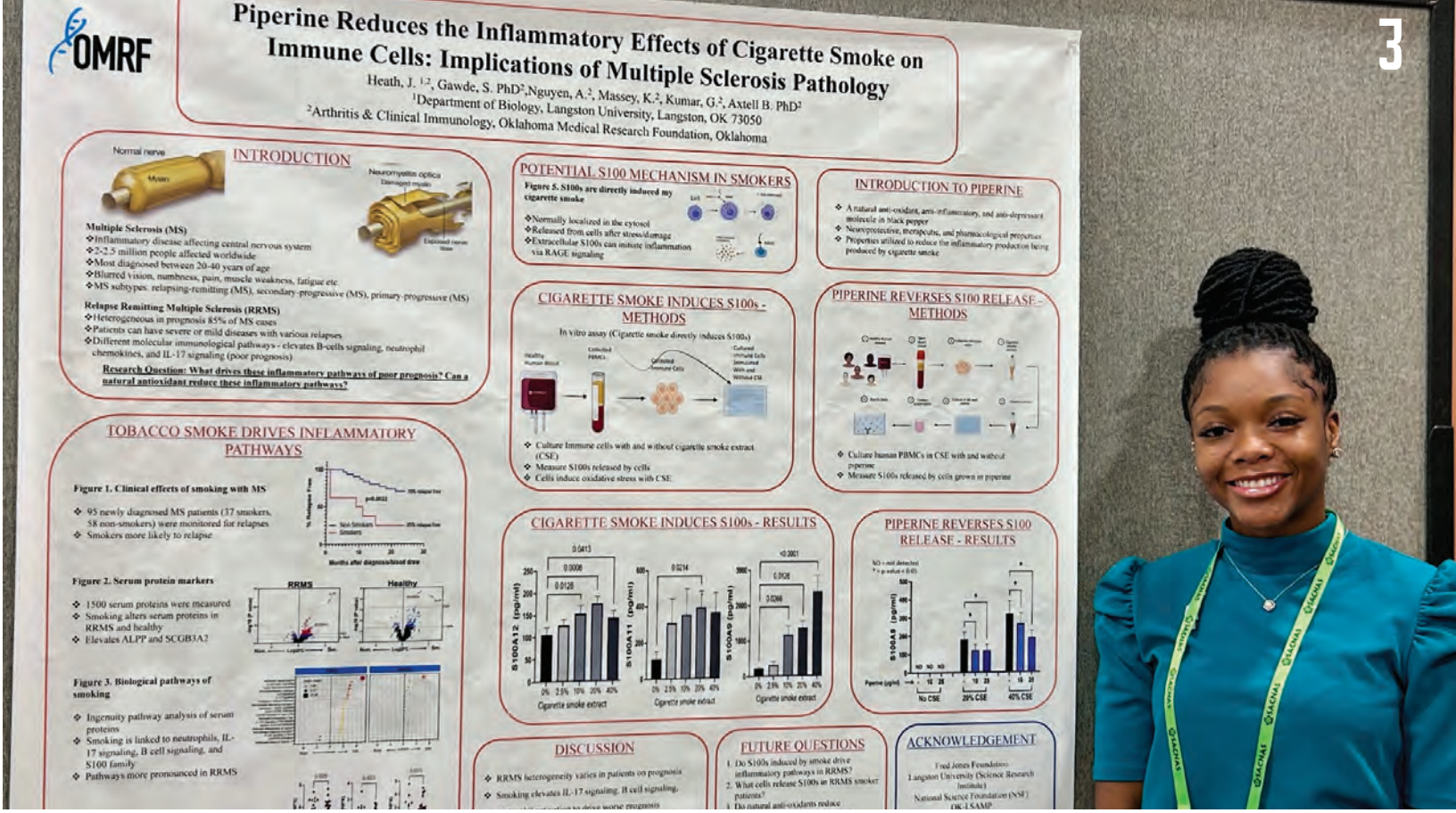
GENERATIONAL CHANGE

DR. EMILY PATTERSON HARRIS RETIRES AFTER 44 YEARS OF HELPING STUDENTS

A MONTHLY PUBLICATION PRODUCED BY THE LANGSTON UNIVERSITY OFFICE OF PUBLIC RELATIONS

INSIDE THIS ISSUE:

- LU STUDENT PURSUES CAREER IN RESEARCH 3
- LU CELEBRATES 25TH ANNUAL RESEARCH DAY 5
- COVER STORY: LU EDUCATOR RETIRES AFTER 44 YEARS 8
- HIGHLIGHTS FROM LU'S 125TH COMMENCEMENT CEREMONY 12



SETTING THE BAR:

J'TAELII HEATH STRIVES TO CARVE HER OWN PATH IN RESEARCH AND LIFE

After almost two weeks of rain, the sun shone bright above W.E. Anderson Stadium as the Langston University Class of 2025 processed onto the football field for the 125th Commencement Ceremony, adding to the air of joy and levity that could be felt all over campus.

Cheering, dancing, noisemakers and more could be heard from all over campus as the hundreds of friends and families packed the stand to celebrate their graduates, nearly 70% of whom are the first in their families to earn a college degree. J'Taelii Heath was one of these first-generation students.

But if it weren't for the encouragement of her family, and the Langston University McCabe Honors Program, she might not have been able to attend university at all.

Heath grew up in Oklahoma City in a family of entrepreneurs. From working with kids to styling hair, her family was involved in a variety of industries, but the business path never interested Heath. She was more interested in STEM, and the idea of entering the medical field had always intrigued her. When she took a health class in high school with a vegan teacher who taught them about different types of healthy lifestyles, she decided she wanted to go to school to study osteopathic medicine.

"It was just something that stuck with me," Heath said. "I just wanted to continue to do that research and find a different outlet besides (the plant-based diet)."

Once she knew she wanted to study medicine, Heath knew she needed to get her bachelor's degree first. As the oldest of five kids, it was also important to her to show her siblings that college was a viable option they could also choose.

As she began looking into schools, she knew wherever she enrolled needed to be affordable, have a good biology program and be close enough to home that she could still be a part of her younger siblings' lives.

Langston University fit the bill.

Heath earned a McCabe Scholarship, which paid for her tuition, room and board, and entered the Lion Pride as a biology major.

"It just offered the opportunity for me to stay close to family and be able to afford it, of course, with a full ride scholarship," Heath said. "That was the first step, being in the honors program, having my school paid for, especially coming from a low-income household where I'm the oldest and a first-generation college student."

When she got to campus, Heath sought out Dr. Byron Quinn. A biology professor and accomplished researcher, Dr. Quinn is a mentor to many LU students, and Heath knew she wanted to join his lab. Dr. Quinn was happy to have her.

In Dr. Quinn's lab, Heath learned how to properly conduct research. She learned how to handle different types of equipment and run simple experiments. She was eager to learn and a quick study, and she impressed Dr. Quinn. He helped her apply for an internship with the Oklahoma Medical Research Foundation (OMRF) as one of the first OMRF-LU Scholars.

During her OMRF internship, Heath helped design and conduct an experiment using black pepper, more specifically a compound called piperin, as a treatment for multiple sclerosis. Her goal was to find a more natural alternative treatment for the disease that didn't rely solely on drugs. To her delight, the experiment was a success.

Heath continued working with OMRF as an LU Scholar after the internship was over, and she also began to help out more in Dr. Quinn's lab. Heath found she really enjoyed research, so she decided to apply to OK-LSAMP, a statewide program that provides financial assistance to student researchers so they can present their research at professional conferences and conventions.

Over the course of her time at Langston University, with the assistance of her professors and the OK-LSAMP program, Heath has presented her research 15 times at local and national conferences.

"It has helped me see the world differently," Heath said. "Traveling from state to state, people do things differently... It also helped me learn public speaking skills. I've always been very shy and not prone to want to go talk to people."

Heath has also had the opportunity to assist with NASA research at Langston University, specifically with a project focused on studying how to keep astronauts' immune cells active while in space conditions. Currently, the LU research team is preparing samples to be sent to the International Space Station. Heath will be a part of the team that will analyze the samples upon their return to Earth.

OK-LSAMP manager and associate professor of chemistry at Langston University, Dr. Lindsay Davis, immediately recognized Heath's potential as an excellent student from the moment she met her in 2021.

Since then, Dr. Davis has seen Heath grow into the inquisitive student she is today. A student who always seeks to improve herself. A student who seeks new opportunities wherever she can find them.

"(Heath) is always wondering how to improve," Dr. Davis said. "I don't know if she really realizes her power. (Her power) is evident by all of her accolades. It's evident. I wish she would seek that part of herself more. But that's part of being a young Black scientist; you just kind of do it, and she's doing it."

As Heath stood to be recognized as a winner of the Outstanding Senior Leader Award during the commencement ceremony, she beamed with power. The award is earned by graduating seniors who go above and beyond throughout their college career in their commitment to leadership, academics, campus involvement, community service and exemplary character, all of which embodied her journey at Langston University.

Eventually her name was called to receive her diploma, and she strolled up the ramp and onto the commencement stage, taking a photo with President Ruth Ray Jackson and shaking hands with the members of the dais.

She walked off the opposite side ramp the first member of her family to graduate college.

"I just want to be the outlet for my siblings, to be that extra guidance to a different path for our family and for generations to follow," Heath said. "There is a different path that is an option for us."

BY ELLIE MELERO AND JET TURNER

FROM THEORY TO PRACTICE:

LANGSTON UNIVERSITY CELEBRATES 25TH ANNUAL RESEARCH DAY

Langston University held its 25th Annual Research Day on April 18, 2025. Research Day includes various disciplines, majors and students. Whether you are a biology or chemistry student, psychology student or even a computer science student, you are welcome to participate in Reseach Day.

Research Day aims to help students understand the practical applications of their learning. It shows students how their knowledge can serve society and provides an opportunity to demonstrate their problem solving and articulation skills. It also allows students to build their resumes, prepare for internships and graduate school applications, among many other skills.

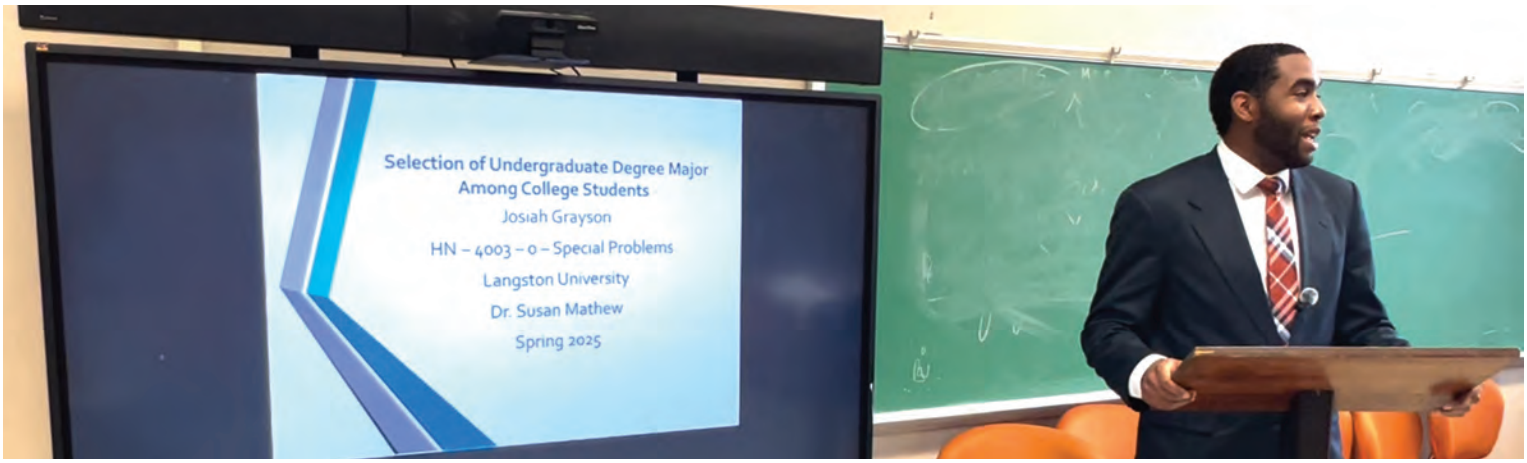
"It's the value added," said Dr. John K. Coleman, Interim Dean of the College of Arts and Sciences. "Once you get a culture where students (are presenting their research), you look at the student and you just see the product. Now they are starting to learn why they're learning these theories and why they learn these concepts, and then what you can actually do with it and how you can help society. You're here to learn, but you leave to serve. So how do you use what you're learning? This is the part that teaches you how you use what you're learning to serve society."

Dr. Lindsay Davis, associate professor of chemistry, participated in the 13th Research Day when she was a student at LU.
Despite her fear and hesitation to present her research, she was well prepared and supported.

"Ultimately, Research Day gave me the confidence that I needed to pursue graduate school and to make these presentations a norm for me," Dr. Davis said. "I was so scared of public speaking, and now it's easy.

"So, Research Day definitely helps with their communication skills. But most importantly, I think it allows them to be a scientist, to communicate through research and to really achieve their goals."

This year over 20 students participated in Research Day.



JOSIAH GRAYSON

SELECTION OF UNDERGRADUATE DEGREE MAJOR AMONG COLLEGE STUDENTS

SENIOR • COMPUTER SCIENCE MAJOR

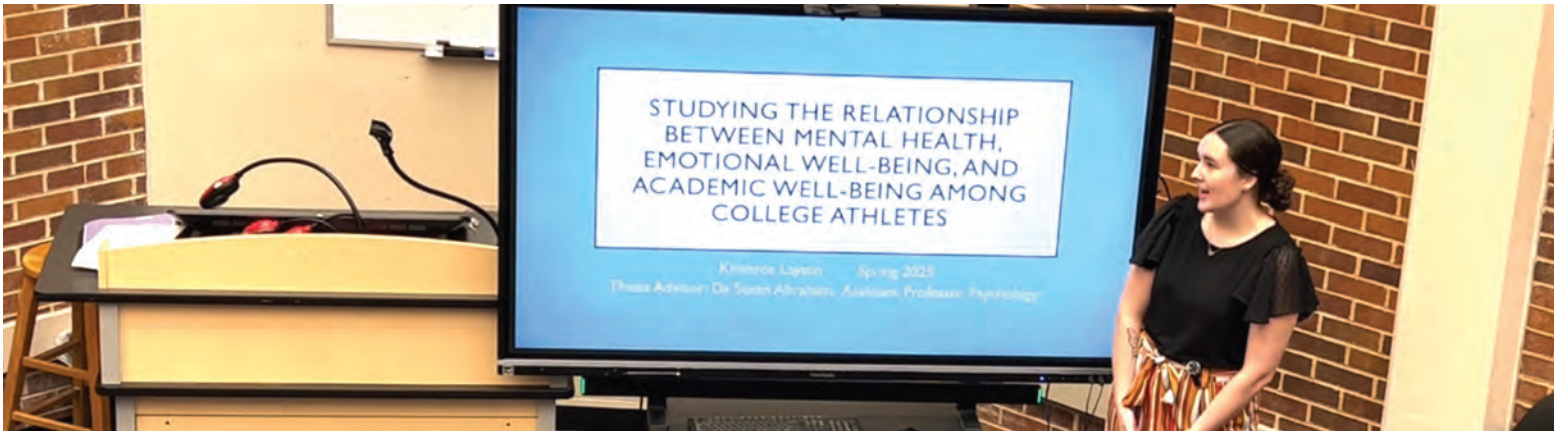
Josiah Grayson's research explored the psychological and social factors influencing how college students, especially those at Historically Black Colleges and Universities (HBCUs), choose their academic majors.

Grayson's studies revealed personal interest is the most important factor when a prospective student selects a major, which contradicts his hypothesis that financial considerations would be at the forefront of their decision-making process.

Grayson highlights that student interests are often "shaped by what they have been exposed to," meaning individuals are more likely to pursue careers and majors they have seen modeled in their communities. For Black students specifically, this means decisions are "shaped by survival, legacy and representation."

"Institutional culture and climate impacts persistence," Grayson said. "What goes on at the university and then specifically in the department, how they teach the information, how they work with the students. Is there tutoring? These things highly impact whether or not somebody is actually going to finish their degree."

Financial status, according to Grayson, still plays a significant role in a student's decision in what major they select, even if it isn't the primary driving force. Grayson notes that students from a lower socioeconomic status tend to be more risk-averse, often choosing a "more stable" career path, while students from higher socioeconomic backgrounds have more flexibility to pursue less conventional majors, if they so choose.



KIMBREE LAYTON

STUDYING THE RELATIONSHIP BETWEEN MENTAL HEALTH, EMOTIONAL WELL-BEING AND ACADEMIC WELL-BEING AMONG COLLEGE ATHLETES

SENIOR • PSYCHOLOGY MAJOR

Kimbree Layton conducted a comprehensive study examining the relationship between mental health, emotional well-being and academic well-being among collegiate athletes at Langston University. Her research focused specifically on anxiety, depression and stress levels among student athletes.

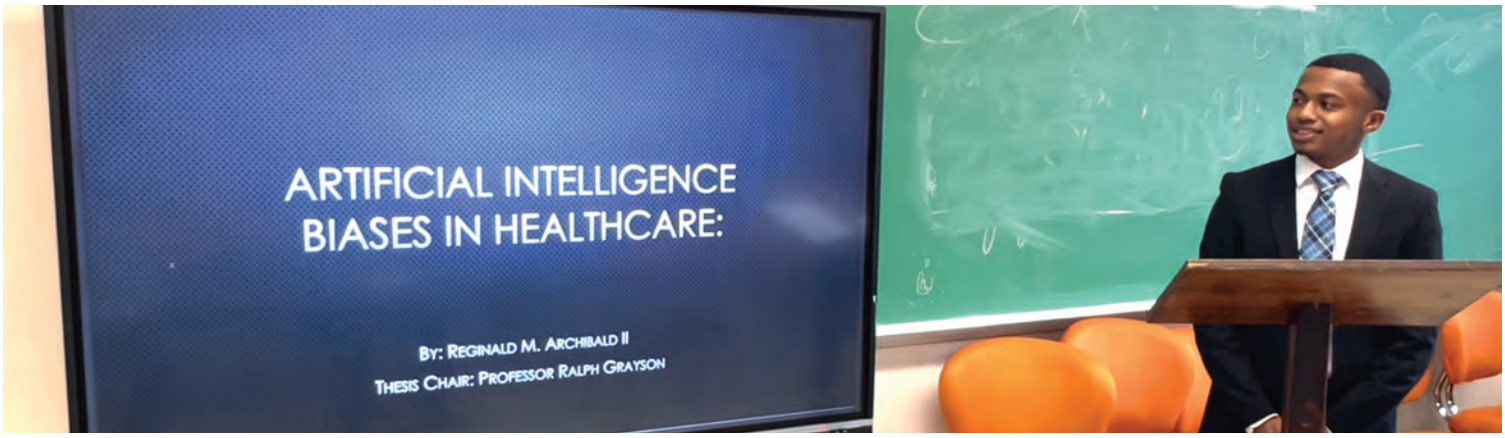
The study employed a multi-scale survey approach, utilizing four different psychological assessment tools. Layton was able to collect data from 15 of Langston University's student athletes, all of whom were female.

Findings revealed that Langston University student athletes generally demonstrated positive mental health indicators, showing no significant signs of depression, anxiety or stress.

"(The student athletes) think highly of professional help and seeking it when it is necessary," Layton said.

Layton's research highlighted several critical factors influencing student athlete mental health, including "the importance of their relationships" with coaches, professors and family. Modern student athletes must overcome a tough emotional landscape, and many challenge the stigma that they should always be "very mentally tough" and not show emotions.

While the study provides valuable insights, Layton recognized limitations in her research, including the small sample size and the use of somewhat dated psychological assessment scales. She recommended future research should "examine what relationships between scales and demographics" exist and potentially explore the impact of teammates on mental health, a dimension not fully explored in this current study.



REGINALD M. ARCHIBALD II

ARTIFICIAL INTELLIGENCE BIASES IN HEALTHCARE

SENIOR • COMPUTER SCIENCE MAJOR

Reginald Archibald II explored the critical issue of artificial intelligence (AI) bias in healthcare, highlighting how AI models can perpetuate systemic inequalities.

Archibald's research uncovered six types of bias in healthcare AI models: implicit, selection, measurement, confounding, temporal and algorithm bias.

An example pointed to in this research is the dermatology AI tool developed by Stanford University, which was trained predominantly on images of lighter-skinned individuals. This could have a significant negative impact on patients who have a darker skin complexation.

"When you go in and they're trying to detect for skin cancer, oftentimes they're not able to find it, and they might (misdiagnose) you," Archibald said.

Several other real-world scenarios demonstrate the potential harm of biased AI. During the COVID-19 pandemic, pulse oximeters were found to miss conditions in Black patients three times more often than in other races. Another study revealed an AI algorithm that based healthcare decisions on costs that systematically undervalued Black patients' health needs.

To address these critical issues, Archibald proposes multiple solutions. These include conducting bias audits before AI deployment, training healthcare professionals on AI decision-making processes and incorporating synthetic data to improve representation.

He emphasizes the importance of diversity in AI development, stating that diverse team members can provide "ethical background knowledge about their race, their gender, their age group and their economic status."

BY JET TURNER

WE ROAR
EARN YOUR DEGREE
AT LANGSTON UNIVERSITY'S
SCHOOL OF ARTS & SCIENCES
WE DISCOVER
CHOOSE FROM DEGREES IN THE ARTS, BIOLOGY, CHEMISTRY & MORE
DISCOVER ALL THAT OKLAHOMA'S ONLY HBCU OFFERS
LEARN MORE
WWW.LANGSTON.EDU

GENERATIONAL CHANGE:

DR. EMILY PATTERSON HARRIS RETIRES AFTER 44 YEARS AT LANGSTON UNIVERSITY

Every year on Mother's Day, Dr. Emily Patterson Harris gets a call from one of her former students.

When that student was younger, he attended and dropped out of two colleges, but Dr. Harris wasn't having it.

"It took me two years to talk him into coming to Langston University and giving it another try," Dr. Harris said. "And he did. We had some rough times in there, but he finished, and he calls me on Mother's Day."

Not all of her student interactions have been as friendly.

Once, while walking down the stairs at the LU-Tulsa campus, a student stopped Dr. Harris to talk. She knew the student sometimes struggled to balance his schoolwork with his responsibilities as a father, but she also knew he was capable of it.

"He stopped me, and he said, 'Well, I want you to know that I'm going to graduate, if for no other reason than to get you off of my back,'" Dr. Harris said. She responded with an upbeat, "OK!"

That student did graduate, and he went on to earn his master's degree, too. She still sees him and talks with him occasionally.

Dr. Harris has countless stories like these because she's been working with students for over 40 years. She has worked tirelessly to develop well-defined and relevant programs that will help students get jobs after graduation, and she has also worked to make sure students make it to graduation. From working with them in the classroom to advising those who left to figure out how to come back, Dr. Harris doesn't give up on her students. She cares about them, and she knows that for many, earning their degree will change their life.

Education is Transformative

Dr. Harris has always believed in the power of education, and she understands better than most that the transformative effects of earning a degree can be felt for generations. Her own family is a prime example. Her maternal grandmother, Emily Alford, only had an 8th grade education, but she was determined to send her children to college. They came to Langston University.

Dr. Harris' mother, Violet, graduated from Langston University in 1950 with a B.S. in Business. Her father, Lee V. Patterson, Sr., graduated from LU that same year with a B.S. in Industrial Arts. They both had successful teaching careers in Oklahoma, and they made sure their children understood education was important. The message was echoed by Dr. Harris' aunts and uncles as she and her cousins prepared to go to college, and they eventually passed the message along to their children, too.

Today, the younger generations of the family understand that education is transformative, and Dr. Harris' son Erick said they all expect to go on to earn the highest-level degrees available for their chosen professions. Four generations after Emily Alford, the average degree in the family is a masters.

"I go back to that initial decision that my grandmother made that a college education was important," Dr. Harris said. "That one decision has impacted generations of my family."

It has also, in turn, allowed Dr. Harris to impact thousands of others. Dr. Harris graduated from her father's alma mater, Booker T. Washington High School in Tulsa, Oklahoma, but she did not follow in her parents' footsteps to attend Langston University. Instead, she chose to attend Central State University in Wilberforce, Ohio, and her experiences there reinforced her beliefs about the power of HBCUs. She went on to earn her Master of Library and Information Studies from the State University of New York at Buffalo before moving to Texas to serve as a librarian at Houston Community College.

After a three-year stint in Houston, Dr. Harris came home to Oklahoma. Thanks to the efforts of Dr. Roosevelt Mack, she officially joined the Lion Pride as a librarian at the LU-Tulsa campus in 1981.

Building Something

The Langston University-Tulsa campus had been established just two years prior when Dr. Harris joined the staff.

It was the first public institution to offer upper-level higher education classes in Tulsa, and in 1982, it worked together with Oklahoma State University (OSU), the University of Oklahoma (OU) and Northeastern State University (NSU) to form the University Center at Tulsa. Still a firm believer in the importance of education, Dr. Harris was excited to be a part of bringing access to higher education to her hometown. Serving as a librarian for all academic programs gave Dr. Harris an opportunity to work closely with the students in Tulsa, and she found she enjoyed getting to know them while helping them access the materials they needed for their classes. She was good at her job, and she was soon asked to move to the Langston campus to serve as the Acting Director of the G. Lamar Harrison Library while the school looked for a permanent director.

When she returned to LU-Tulsa a year later, she knew she was ready to take on more responsibility.

She transitioned from the library to a position as an academic counselor. It was around this time that Dr. Wessylyne A. Simpson, Dr. Harris' aunt who was then the Dean of the School of Education and Behavioral Sciences (SOEBS), was working to expand the program offerings at the Tulsa campus. Dr. Harris worked with Dr. Simpson, SOEBS faculty and Diana Sharp to bring the Teacher Education program to Tulsa.

"We worked on paperwork and made sure we had all the bylaws and everything set up before we could start recruiting students," said Sharp, who still works at LU-Tulsa as an administrative assistant. "We all put our heads together and started the program here, and it's taken off ever since."

Sharp liked working with Dr. Harris right from the start. Her first

impression of Dr. Harris in 1983 was of a peppy, happy-go-lucky person who was very easy to talk with. Forty years later, Sharp said that's still how she'd describe her.

This was the first of many projects Sharp and Dr. Harris would work on together over the years, and Sharp said she appreciated Dr. Harris' positive attitude and her willingness to try several approaches until they found one that would work. She also appreciated that Dr. Harris knew how to leave work at work, allowing them to form a personal friendship in addition to a professional one.

Thanks to their hard work, they were able to bring the Teacher Education program to LU-Tulsa in 1985. The program was housed on the seventh floor of the building they shared with OSU at 440 S. Houston St., and Dr. Harris took on the role of Associate Director for Teacher Education at LU-Tulsa.

For 12 years, she supervised the teacher education program at the Tulsa campus. She loved working with students and continued to serve as an advisor. In 1986, she also began teaching as an assistant professor in SOEBS, focusing mostly on psychology and education courses.

She went back to school and earned her Ed.D. in Higher Education Administration from OSU in 1989, and she said she is eternally grateful to the late Dr. Mack for his continual support throughout this time as she juggled work and doctoral coursework. She also wanted to thank Dr. Ernest L. Holloway, LU's longest-serving president, and Dr. C. Gary Crooms.

"There've been powerful leaders, master teachers and mentors that encouraged me and were great at their chosen fields," Dr. Harris said. "The late Dr. Holloway continually focused on challenges as opportunities. Dr. Crooms taught me to look at those challenges from multiple perspectives."

Dr. Harris finished her doctorate, completed additional coursework in Behavioral Sciences and became certified to teach Social Studies, Language Arts and Library Media. She took her mentors' lessons as well as everything she'd learned from her own classroom experiences as both a teacher and student to try to continually improve her own classes.

"What I loved about teaching is just the fact that there's always more information," Dr. Harris said. "And I'm a librarian, so I love looking for information. You can never get tired of finding new things or new ways of doing things, and sometimes your students will send you off in a different direction."

Students First

Dr. Harris was dedicated to her work, and that's something to which her family can attest. Her two sons spent a lot of their free time at the LU-Tulsa campus and witnessed how hard their mother worked for the students there.

One day, an 8-year-old Erick approached Dr. Virginia Schoate, the campus site-director, and told her as much.

"My mom was always working hard," Erick said. "I had just found out what the word 'promotion' meant, and once I realized that I said, 'Oh, well she deserves one of those.' And because (Dr. Schoate) was her boss I thought, 'She's the one that can give it to her.'"

Not long after, Dr. Schoate did recommend Dr. Harris for a promotion. In 1997, she became the Associate Vice President for LU-Tulsa, the person who ran the campus. She also served as the Institutional Representative for Langston University to the University Center at Tulsa, advocating for the needs of LU students and faculty while working to improve access to higher education for all Tulsans.

Though her duties and responsibilities changed, her goal stayed the same: to guide students to degree completion.

At this time, the average age of the students at LU-Tulsa was about 34. Dr. Harris recognized early on that their needs would be different than the needs of students at the Langston campus, so she tried to keep their work and familial responsibilities in mind. She, the faculty and staff in Tulsa tried to make it as feasible as possible for students to take classes, offering everything from a bookstore to a registrar's office on campus so students wouldn't have to make the drive to the Langston campus.
"We had it set up making sure that once they got out from work, we had every avenue for (students) to be able to take courses so that they would still be able to graduate," Sharp said. "We made sure the students were happy and taken care of, no matter how many different hats we had to wear."

Dr. Harris' motto was to meet students where they were and never take anything personally, and she gave that advice to her student teachers as well as her faculty.

She understood that students, the same as everyone, had challenges in their lives outside of class and were sometimes prone to take that out on their teachers. But she also knew she had to look past that in order to assist them, and she was determined to help them.

"We're all works in progress," Dr. Harris said. "I emphasize that we each have our own individual paths."

Students drop out of college for all sorts of reasons. Sometimes they don't feel they have time to go to class. Sometimes they can't afford it. Sometimes they just don't want to do it anymore. If a student dropped out of LU-Tulsa, Dr. Harris wanted to know why.

She would contact them to follow up on why they chose to leave school. Then she would encourage them and brainstorm solutions.
"She would make those calls, and once she got them here, she would do all the rest of it," Sharp said. "She was making sure that students were taken care of and just trying to get them to realize that, you know, 'You're so close. Don't lose this.'"

Many students returned to school thanks to Dr. Harris' efforts, and many other students stayed in school for the same reasons.

Dr. Harris recalled that once, an alumnus whom she hadn't seen in years walked up to her and abruptly told her that he used to hate her. Unflappable as always, she simply responded, "Oh, you did?" He said he really did.

He told her he used to complain about all the work she made them do in her classes. He didn't appreciate all the readings, essays and other homework she assigned, and it made him resent her during his time as a student.

"And then he said, 'I just wanted to tell you that I earned my masters,'" Dr. Harris said. "And he told me the program he'd gone through, and he said, 'If it hadn't been for you, I would not have made it through that program. And I just wanted to come back and share that with you.' "That's the beauty, I think, about Langston University, no matter the campus. There is just a history of balancing those two things of nurturing a student but also having great expectations for those students. 'LU graduates around the globe serve as leaders, innovators and engaged citizens,' to quote our vision statement."

A Lasting Legacy

In 2008, Dr. Harris became the "Gear Up" Program Director and Coordinator for the Department of Psychology at LU-Tulsa. She worked closely with Tulsa Public Schools to design and deliver programs meant to encourage college attendance and completion at Tulsa-area middle and high schools while continuing her work as a professor and the leader of the psychology program in Tulsa.

In 2018, she was appointed Chair of the Department of Psychology for all LU campuses, and in 2019 she became Dean of the School of Education and Behavioral Sciences. She has also served, when the need arose, as Acting Dean of University Libraries. Throughout it all, she has continued her efforts to help students learn and make it to graduation. "Dr. Harris has done a phenomenal job," President Ruth Ray Jackson said. "Even in her role as Dean, she continues to advise students and to meet with transfer students. Of course, she's now in a position where she's solving problems and listening to complaints and concerns from both students and faculty, but she's consistently energized and ready to meet somebody and help them get to where they want to go."

Dr. Harris has become known for the positive energy she brings to projects and her willingness to try several routes until she finds the one that will work. Dr. Jackson called her a creative problem solver, and she's had a lot of experience doing it.

During her 44 years at Langston University, Dr. Harris has tackled lots of challenges, from redesigning curricula to helping develop completely new ones. Though she has almost 40 years of teaching experience, she continued trying out different teaching strategies up until she taught her last class in 2024 because she knew there was always room for improvement. She knows Langston University inside and out, and she has made a lasting impact.

"My mother is one of the most encouraging people that I've ever known," Erick said. "She supports you, but there's a nice edge to her that will push you and encourage you to keep moving forward. And that's what she's done at Langston University."

Throughout her career, Dr. Harris has been the model of a servant-leader, both in her personal and professional life.

Her youngest son, Christopher, said he's grateful to have grown up with Dr. Harris as a role model because she inspires him to try to be a leader in his own industry, noting that he often models his own behavior after her in professional settings. He also recognized that his mother's career at LU has always gone beyond her job descriptions.

"You recognize the sacrifice almost after the fact," Christopher said. "She could have had positions and titles that would've paid more at other institutions and in other states, but not everything is about financial gain.

"It's having us grow up around our grandparents, and from a career perspective, it's saying that you can have a positive impact on people's lives and be that role model of what leadership looks like."

She is a longtime member of Alpha Kappa Alpha Sorority, Inc., and Dr. Jackson, a fellow AKA, said Dr. Harris embodies their sorority's motto: Service to All Mankind.

Dr. Harris said it's not hard to find ways to serve because they will usually find you. Now, after four decades of service to Dear Langston, she is finally ready to retire. Her last day will be June 30, though she jokes it will really be "the 12th of never."

"I'm sure I will (miss teaching)," Dr. Harris said. "But I'm sure that I can find all kinds of creative things to do.

"I say, 'Don't look back. You're not going in that direction.'"

BY ELLIE MELERO

125th Commencement

Saturday, May Tenth, Two Thousand Twenty Five

ANGTON
UNIVERSITY
chool of Physical Therapy

MEET THE STAFF

'E ROAR IS PRODUCED BY THE LANGSTON UNIVERSITY OFFICE OF PUBLIC RELATIONS

WANT TO BE FEATURED IN NEXT MONTH'S ISSUE? SEND US YOUR NEWS:

If you have any accomplishments or upcoming events in your department and you want them publicized, please send to the LU Office of Public Relations via the online project request form found at **www.langston.edu**

THERESA POWELL
Vice President for Operations

HELEEN SHEETS
Director of Public Relations

JET TURNER
Assistant Director of Communications
Editor-in-Chief

ELLIE MELERO
Media Relations Specialist
Contributing Editor

BRANDON CLEMOENS
Senior Graphic Designer/Photographer
Design and Layout

LANGSTON UNIVERSITY HOMECOMING 2025

OCTOBER 5-11, 2025

ROAR MAGAZINE

GET CONNECTED. STAY CONNECTED.

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

2. In recognition and appreciation for their many years of dedicated service, Langston University bestows emeritus status upon three individuals with all the rights and responsibilities therein.

   Citations have been prepared for the following individuals to recognize their tremendous contributions to Dear Langston and commemorate their valuable leadership to our institution.

   - Dr. Alex O. Lewis
   - Dr. John Coleman
   - Dr. Emily Patterson Harris

CITATION FOR EMERITUS STATUS

Dr. Alex O. Lewis

PROFESSOR OF EDUCATION AND DIRECTOR
OF URBAN EDUCATION GRADUATE PROGRAMS
LANGSTON UNIVERSITY

DR. ALEX O. LEWIS'S DISTINGUISHED CAREER at Langston University spans nearly three decades from 1989 to 2016, marked by unwavering dedication to academic excellence and student success. Dr. Lewis served as Dean of Graduate Programs, Director of the Master's in Education Programs, and finally Director of Urban Education Graduate Programs. Dr. Lewis was instrumental in expanding and strengthening the university's graduate offerings, particularly in the fields of education and behavioral sciences. His leadership not only enhanced the academic rigor of these programs but also significantly increased their accessibility and appeal to a diverse student body.

A graduate of the University of Minnesota-Twin Cities, where he earned his Ph.D., Dr. Lewis brought a wealth of knowledge and experience when he returned to his alma mater Langston University. His tenure was characterized by a commitment to fostering an environment of scholarly inquiry and professional development. He played a pivotal role in mentoring faculty and students alike, guiding numerous graduate candidates through their academic journeys and into successful careers in education, counseling, and public service.

Dr. Lewis's contributions extended beyond administrative duties; he was a cornerstone in the development of the Master of Education program at the Oklahoma City campus. His efforts in curriculum development and program accreditation have left a lasting impact on the university's academic landscape.

IN RECOGNITION OF his exceptional service, leadership, and commitment to the mission of Langston University, it is with great honor that we confer upon Dr. Alex O. Lewis the title of **Professor and Director Emeritus of the Urban Education Graduate Program**. His legacy will continue to inspire future generations of scholars and educators within the Langston community and beyond.

Bestowed by Langston University on the 27th day of May 2025.

Ruth Ray Jackson

Ruth Ray Jackson, Ph.D.
President, Langston University

CITATION FOR EMERITUS STATUS

Dr. John Coleman

ASSOCIATE PROFESSOR OF CHEMISTRY
AND INTERIM DEAN, SCHOOL OF ARTS AND SCIENCES
LANGSTON UNIVERSITY

IN RECOGNITION OF a distinguished career spanning more than three decades, Langston University proudly proudly confers Emeritus Status upon Dr. John Coleman.

Since his return to his alma mater in 1993 at the invitation of President Ernest Holloway, Dr. Coleman has exemplified unwavering dedication to student success, academic excellence, and the mission of Langston University as Oklahoma's only Historically Black College and University and 1890 Land-Grant Institution.

As Chair of the Department of Chemistry, Dr. Coleman developed and implemented transformative teaching methods, most notably his Competency Performance Recording for Learning (CPR-L) model, which improved learning outcomes and fostered deep student engagement in STEM. He was an early innovator in the integration of technology into instruction, equipping students with the tools to thrive in a digital world.

In 2003, Dr. Coleman secured a grant from the National Science Foundation to launch the Langston Integrated Network College (LINC) for STEM, a nationally recognized program that produced a 92% graduation rate and led 60% of its students to pursue graduate degrees at top-tier institutions. Under his leadership, LINC participants earned over 50 national awards for research excellence, and the program produced hundreds of research abstracts and presentations.

His vision extended beyond the university through the establishment of the Langston University Summer Math and Science Academy, inspiring youth including many first-generation college students and future PhDs to pursue careers in STEM. His personal mentorship of students such as Dr. Byron Quinn, Dr. Lila Peal, Dr. Ryan Johnson and Dr. Lindsay Davis, the first Black chemist to earn a PhD from UT-Arlington, who now all serve as faculty at Langston, is a testament to his generational impact.

Throughout his tenure, Dr. Coleman has embodied the highest ideals of scholarship, service, and mentorship. As a teacher, researcher, innovator, and academic leader including his current role as Interim Dean of the School of Arts and Sciences, he has left an indelible mark on the institution, its students, and the broader academic community.

WITH PROFOUND GRATITUDE AND ADMIRATION, Langston University bestows upon Dr. John Coleman the status of **Associate Professor and Chair Emeritus of the Department of Chemistry**, honoring a lifetime of extraordinary contributions to science education and the advancement of excellence in STEM.

Bestowed by Langston University on the 27th day of May 2025.

Ruth Ray Jackson

Ruth Ray Jackson, Ph.D.
President, Langston University

CITATION FOR EMERITUS STATUS

Dr. Emily Patterson Harris

ASSOCIATE PROFESSOR OF EDUCATION AND DEAN OF THE
SCHOOL OF EDUCATION AND BEHAVIORAL SCIENCES
LANGSTON UNIVERSITY

IN RECOGNITION OF an extraordinary 44-year career dedicated to educational excellence, mentorship, and transformative leadership, Langston University proudly confers Emeritus Status upon Dr. Emily Patterson Harris.

Dr. Patterson Harris began her service at Langston University in October 1981. Over the ensuing decades, she has held numerous pivotal roles, including Associate Vice President and Campus Administrator for Langston University-Tulsa, Acting Director of Libraries, Chair of the Department of Psychology, and Dean of the School of Education and Behavioral Sciences. In each capacity, she has demonstrated unwavering commitment to student success, academic rigor, and institutional advancement.

Her leadership has been instrumental in shaping programs and policies that have strengthened Langston University's mission and legacy. As Associate Vice President of Academic Affairs for the Langston University–Tulsa campus (formerly the University Center at Tulsa), she provided vital administrative oversight during a period of growth and vibrancy. Under her guidance, the campus served over 1,600 students across 16 academic programs.

Dr. Patterson Harris has impacted the lives of thousands of students, many of whom have become successful educators, counselors, administrators, and community leaders. Her mentorship has also guided faculty and staff, fostering a culture of excellence and collaboration. She serves as an Institutional Board Member Representative for the Tulsa Higher Education Consortium, a partnership focused on improving student outcomes across the region. Her involvement contributed to enhanced pathways for degree completion, career readiness, and economic mobility for Tulsa-area students

Beyond her administrative accomplishments, Dr. Patterson Harris is celebrated for the joy and spirit she brings to her work. Known across campus for her warmth, grace, and boundless energy, she embodies the heart and soul of Langston University. Her passion for education and her belief in the potential of every student have left an indelible mark on the university community.

As she prepares to retire in June 2025, Dr. Patterson Harris leaves behind a legacy that will continue to inspire future generations. Her life's work stands as a testament to the power of purpose-driven leadership and the enduring impact of education.

LANGSTON UNIVERSITY IS HONORED to bestow upon Dr. Emily Patterson Harris the title of **Associate Professor and Dean Emerita of the School of Education and Behavioral Sciences**, with deep gratitude for her decades of service, leadership, and love.

Bestowed by Langston University on the 27th day of May 2025.

Ruth Ray Jackson

Ruth Ray Jackson, Ph.D.
President, Langston University

BOARD OF REGENTS
FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES

RESOLUTION

WHEREAS, it has been called to the attention of Langston University and the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges that Ms. Merrilan Bruner, was claimed by death on Tuesday, May 6, 2025; and

WHEREAS, Ms. Bruner, by her loyalty, attention to duty, and faithful performance rendered service as a staff member of Langston University for fifteen years, serving as Dorm Manager; and

WHEREAS, her friends and Langston University have suffered an irreparable loss in her passing; NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS FOR THE 0KLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES; THAT, it takes this method to express its appreciation for the fifteen years of exemplary service rendered by Ms. Merrilan Bruner to Langston University, the State of Oklahoma and its citizens, to express respect to her memory, and to extend to the family its deepest sympathy in the loss sustained, and to state that the Board and every member thereof respectfully join the friends of the deceased in mourning the passing of one of Langston University's beloved retirees.

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

Adopted by the Board on the 13th day of June 2025.

_____
Regent Jimmy Harrel, Chairman

_____
Jason Ramsey, Chief Executive Officer

C - POLICY AND OPERATIONAL PROCEDURES

1. Approval is requested to adopt a new Canine Officer Policy for use within the Langston University Police Department (LUPD). The purpose of the policy is to ensure standard guidelines and procedures for the management and tactical deployment of canines for a variety of law enforcement operational purposes.

   Trained canines are a valuable supplement to campus policing with proper training and management. The trained canine will be used for a variety of tasks including but not limited to location of individuals, property, and contraband. Within our LUPD force, one of our current officers is a trained canine handler and owner of a canine trained and certified for law enforcement purposes. If approved, this policy will allow LUPD to introduce the trained canine into the campus law enforcement operations with continued and appropriate training, including communication to campus stakeholders regarding the canine officer.

   The enclosed policy was modeled after the existing policy within the Oklahoma State University Police Department (OSUPD) and has been vetted by the Office of Legal Counsel.

Langston University
Police Department
Canine Officer Policy

PURPOSE AND SCOPE

This policy establishes guidelines for the use of canines to augment law enforcement services in the community, including but not limited to locating individuals and contraband and apprehending criminal offenders.

POLICY

It is the policy of the Langston University Police Department that teams of handlers and canines meet and maintain the appropriate proficiency to effectively and reasonably carry out legitimate law enforcement objectives.

ASSIGNMENT

Canine handlers should be assigned to assist and supplement the Patrol Section to function primarily in assisting or cover assignments. However, they may be assigned by a member of the departmental leadership team to other functions, such as routine calls for service, based on the current operational needs.

Canine handlers should generally not be assigned to handle routine matters that will take them out of service for extended periods of time. If such an assignment is necessary, it should only be made with the approval of the Shift Supervisor**.**

REQUESTS FOR CANINE

Patrol Section members are encouraged to request the use of a canine. Requests for a canine officer from department units outside of the Patrol Section shall be reviewed by the Shift Supervisor.

OUTSIDE AGENCY REQUEST

All requests for canine assistance from outside agencies must be approved by a member of the departmental leadership team and are subject to the following:

a. Canine handlers shall not be used for any assignment that is not consistent with this policy.
b. The canine handler shall have the authority to decline a request for any specific assignment that he/she deems unsuitable.
c. Calling out off-duty canine handlers is discouraged.
d. It shall be the responsibility of the canine handler to coordinate operations with agency personnel in order to minimize the risk of unintended injury.
e. It shall be the responsibility of the canine handler to complete all necessary reports or as directed.

PUBLIC DEMONSTRATION

All public requests for a canine handler shall be reviewed and, if appropriate, approved by a member of the departmental leadership team prior to making any resource commitment. The canine handler is responsible for obtaining resources and coordinating involvement in the demonstration to include proper safety protocols. Canine handlers shall not demonstrate any apprehension of work unless authorized to do so by a member of the departmental leadership team.

APPREHENSION GUIDELINES

A canine may be used to locate and apprehend a suspect if the canine handler reasonably believes that the individual has committed, is committing, or is threatening to commit any serious offense and if any of the following conditions exist:

a. There is a reasonable belief the suspect poses an imminent threat of violence or serious harm to the public, any officer, or the handler.
b. The suspect is physically resisting or threatening to resist arrest and the use of a canine reasonably appears to be necessary to overcome such resistance.
c. The suspect is believed to be concealed in an area where entry by other than the canine would pose a threat to the safety of officers or the public.

It is recognized that situations may arise that do not fall within the provisions set forth in this policy. Such events require consideration of the totality of the circumstances and the use of an objective reasonable standard applied to the decision to use a canine.

Absent a reasonable belief that a suspect has committed, is committing, or is threatening to commit a serious offense, mere flight from a pursuing officer, without any of the above conditions, shall not serve as the basis for the use of a canine to apprehend a suspect.

Use of a canine to locate and apprehend a suspect wanted for a lesser criminal offense than those identified above requires approval from the Shift Supervisor. Absent a change in circumstances that presents an imminent threat to officers, the canine, or the public; such canine use should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual.

In all applications, once the suspect has been located and no longer reasonably appears to present a threat or risk of escape, the handler should secure the canine as soon as it becomes reasonably practicable.

If the canine has apprehended the suspect with a secure bite, and the handler believes that the suspect no longer poses a threat, the handler should promptly command the canine to release the suspect.

PREPARATION FOR DEPLOYMENT

Prior to the use of a canine to search for or apprehend any suspect, the canine handler and/or a member of the department's leadership team should carefully consider all pertinent information reasonably available at the time. The information should include but is not limited to:

a. The nature and seriousness of the suspected offense.
b. Whether violence or weapons were used or are anticipated.
c. The degree of resistance or threatened resistance, if any, the suspect has shown.
d. The suspect’s known or perceived age.
e. The potential for injury to officers or the public caused by the suspect if the canine is not utilized.
f. Any potential danger to the public and/or other officers at the scene if the canine is released.
g. The potential for the suspect to escape or flee if the canine is not utilized.
h. As circumstances permit, the canine handler should make every reasonable effort to communicate and coordinate with other involved members to minimize the risk of unintended injury.

It is the canine handler’s responsibility to evaluate each situation and determine whether the use of a canine is appropriate and reasonable. The canine handler shall have the authority to decline the use of the canine whenever he/she deems deployment is unsuitable.

A supervisor who is sufficiently apprised of the situation may prohibit deploying the canine.

Unless otherwise directed by a supervisor, assisting members should take directions from the handler in order to minimize interference with the canine.

WARNINGS AND ANNOUNCEMENTS

Unless it would increase the risk of injury or escape, a clearly audible warning announcing that a canine will be used if the suspect does not surrender should be made prior to releasing a canine.

The handler should allow a reasonable time for a suspect to surrender and should quiet the canine momentarily to listen for any verbal response to the warning. If feasible, other members should be in a location opposite the warning to verify that the announcement could be heard. If available, warnings given in other languages should be used as necessary.

If a warning is not to be given, the canine handler, when practicable, should first advise the supervisor of his/her decision before releasing the canine. In the event of an apprehension, the handler shall document in any related report how the warning was given and, if none was given, the reasons why.

REPORTING DEPLOYMENTS, BITES, AND INJURIES

Handlers should document canine deployments in a canine use report. Whenever a canine deployment results in a bite or causes injury to an intended suspect, a supervisor should be promptly notified and the injuries documented in the canine use report. The injured person shall be promptly treated by Emergency Medical Services personnel and, if appropriate, transported to an appropriate medical facility for further treatment. The deployment and injuries should also be included in any related incident or arrest report.

Any unintended bite or injury caused by a canine, whether on or off-duty, shall be promptly reported to the Chief of Police. Unintended bites or injuries caused by a canine should be documented in an administrative report, not in a canine use report.

If an individual alleges an injury, either visible or not visible, a member of the departmental leadership team shall be notified and both the individual's injured and uninjured areas shall be photographed as soon as practicable after first tending to the immediate needs of the injured party. Photographs shall be retained as evidence in accordance with current departmental evidence procedures. The photographs shall be retained until the criminal proceeding is completed and the time for any related civil proceeding has expired.

Department canines that bite a person are exempt from a 10-day quarantine upon presentation of a record of immunization against rabies. When required by the Oklahoma State Department of Health, the canine handler shall ensure that a certification of animal health is obtained after examination by a licensed veterinarian at the end of 10 days.

NON-APPREHENSION GUIDELINES

Properly trained canines may be used to track or search for non-criminals (e.g., lost children, individuals who may be disoriented or in need of medical attention). The canine handler is responsible for determining the canine's suitability for such assignments based on the conditions and the abilities of the canine. When the canine is deployed in a search or other non-apprehension operation, the following guidelines apply:

a. Absent a change in circumstances that presents an imminent threat to officers, the canine, or the public, such applications should be conducted on-leash or under

conditions that minimize the likelihood the canine will bite or otherwise injure the individual, if located.

b. Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.
c. Throughout the deployment, the handler should periodically give verbal assurances that the canine will not bite or hurt the individual and encourage the individual to make him/herself known.
d. Once the individual has been located, the handler should place the canine in a down- stay or otherwise secure it as soon as reasonably practicable.

ARTICLE DETECTION

A canine trained to find objects or property related to a person or crime may be used to locate or identify articles. A canine search should be conducted in a manner that minimizes the likelihood of unintended bites or injuries.

NARCOTICS DETECTION

A canine trained in narcotics detection may be used in accordance with current law and under certain circumstances, including:

a. The search of vehicles, buildings, bags, and other articles.
b. Assisting in the search for narcotics during a search warrant service.
c. Obtaining a search warrant by using the narcotics-detection trained canine in support of probable cause.
d. A narcotics-detection trained canine will not be used to search a person for narcotics unless the canine is trained to passively indicate the presence of narcotics.

HANDLER SELECTION

The minimum qualifications for the assignment of canine handler include:

a. An officer who is currently off probation.
b. Residing in an adequately fenced single-family residence (minimum 5-foot-high fence with locking gates).
c. A garage that can be secured and can accommodate a canine vehicle.
d. Living within 60 minutes of travel time from the Langston University campus Jurisdiction limits.
e. Agree to be assigned to the position for a minimum of three years

HANDLER RESPONSIBILITIES

The canine handler shall ultimately be responsible for the health and welfare of the canine and shall ensure that the canine receives proper nutrition, grooming, training, medical care, affection, and living conditions.

The canine handler will be responsible for the following:

a. Except as required during appropriate deployment, the handler shall not expose the canine to any foreseeable and unreasonable risk of harm.

b. The handler shall maintain all department equipment under his/her control in a clean and serviceable condition.
c. When not in service, the handler shall maintain the canine vehicle in a locked garage, away from public view.
d. When a handler is off duty for an extended number of days, the assigned canine vehicle shall be stored at the Langston University Police Department facility.
e. Handlers shall permit the Chief of Police to conduct spontaneous on-site inspections of affected areas of their homes as well as their canine vehicles to verify that conditions and equipment conform to this policy.
f. Any changes in the living status of the handler that may affect the lodging or environment of the canine shall be reported to the Chief of Police as soon as possible.
g. When off-duty, the canine shall be in a kennel provided by the Jurisdiction at the home of the handler. When a canine is kenneled at the handler's home, the gate shall be secured with a lock. When off-duty, the canine may be let out of the kennel while under the direct control of the handler.
h. The canine should be permitted to socialize in the home with the handler's family for short periods of time and under the direct supervision of the handler.
i. Under no circumstances will the canine be lodged at another campus location unless approved by a member of the department leadership team.
j. When off-duty, the handler shall not involve the canine in any law enforcement activity or official conduct unless approved in advance by a member of the departmental leadership team.

CANINE IN PUBLIC AREAS

The canine should be kept on a leash when in areas that allow access to the public. Exceptions to this rule would include specific law enforcement operations for which the canine is trained.

a. A canine shall not be left unattended in any area to which the public may have access.
b. When the canine vehicle is left unattended, all windows and doors shall be secured in such a manner as to prevent unauthorized access to the canine. The handler shall also ensure that the unattended vehicle remains inhabitable for the canine.

CANINE INJURY AND MEDICAL CARE

In the event that a canine is injured, or there is an indication that the canine is not in good physical condition, the injury or condition will be reported to a member of the departmental leadership team as soon as practicable and appropriately documented.

All medical attention shall be rendered by the designated canine veterinarian, except during an emergency where treatment should be obtained from the nearest available veterinarian. All records of medical treatment shall be maintained in the handler's personnel file.

TRAINING

Before assignment in the field, each canine handler shall be trained and certified to meet current Council on Law Enforcement Education and Training (CLEET) or other state-recognized and approved certification standards. Canine handlers trained exclusively for the detection of narcotics or explosives also shall be trained and certified to meet current nationally recognized standards or other recognized and approved certification standards established for their particular skills.

A canine shall not be certified as both a drug dog or a bomb dog; once a dog is certified as either a drug dog or a bomb dog, that dog may not be certified in the other category.

The canine handler shall be responsible for scheduling periodic training for all department members in order to familiarize them with how to conduct themselves in the presence of department canines. Because canines may be exposed to dangerous substances such as opioids, as resources are available, periodic training for the canine handlers about the risks of exposure and treatment for it should be scheduled.

All canine training shall be conducted while on duty unless otherwise approved by the Chief of Police.

CONTINUED TRAINING

Each canine handler shall thereafter be recertified to CLEET or other state-approved certification standards on an annual basis.

Additional training considerations are as follows:

a. Canine handlers are encouraged to engage in additional training with the approval of the Chief of Police.

TRAINING RECORDS

TRAINING AIDS

Training aids are required to effectively train and maintain the skills of canines. Officers possessing, using or transporting controlled substances or explosives for canine training purposes must comply with federal and state requirements. Alternatively, the Langston University Police Department may work with outside trainers with applicable licenses or permits.

CONTROLLED SUBSTANCE TRAINING AIDS

Officers acting in the performance of their official duties may possess or transfer controlled substances for the purpose of narcotics-detection canine training in compliance with state and federal laws and in compliance with applicable state requirements.

The Chief of Police or their authorized designee may authorize a member to seek a court order to allow controlled substances seized by the Langston University Police Department to be possessed by the member or a narcotics-detection canine trainer who is working under the

direction of this department for training purposes, provided the controlled substances are no longer needed as criminal evidence.

As an alternative, the Chief of Police or the authorized designee may request narcotics training aids from the Drug Enforcement Administration (DEA).

These procedures are not required if the canine handler uses commercially available synthetic substances that are not controlled by narcotics.

CONTROLLED SUBSTANCE PROCEDURES

Due to the responsibilities and liabilities involved with possessing readily usable amounts of controlled substances and the ever-present danger of the canine's accidental ingestion of these controlled substances, the following procedures shall be strictly followed:

a. All controlled substance training samples shall be weighed and tested prior to dispensing to the individual canine handler or trainer.
b. The weight and test results shall be recorded and maintained by this department.
c. Any person possessing controlled substance training samples pursuant to court order or DEA registration shall maintain custody and control of the controlled substances and shall keep records regarding any loss of, or damage to, those controlled substances.
d. All controlled substance training samples will be inspected, weighed, and tested quarterly. The results of the quarterly testing shall be recorded and maintained by the Chief of Police with a copy forwarded to the dispensing agency.
e. All controlled substance training samples will be stored in locked, airtight, and watertight cases at all times, except during training. The locked cases shall be secured in the trunk of the canine handler's assigned patrol vehicle during transport and stored in an appropriate locked container. There are no exceptions to this procedure.
f. The Chief of Police shall periodically inspect every controlled substance training sample for damage or tampering and take any appropriate action.
g. Any unusable controlled substance training samples shall be returned to the Investigations Section or to the dispensing agency.
h. All controlled substance training samples shall be returned to the dispensing agency upon the conclusion of the training or upon demand by the dispensing agency.

D - PERSONNEL ACTIONS in compliance with Board Policies 3.01, 3.02, and 3.03

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

Board approval is requested for the following personnel actions:

Name	Action	Effective Date	Salary/Rate
Vaughn, Mark	Change of title from Lieutenant to Assistant Chief of Police	05/01/2025	$55,000 annually 12-month

The following personnel items are listed for informational purposes only:

Name	Title	Type	Effective Date	Service Time
Neville, Daniel	Associate Coach, Men’s Basketball	Resignation	03/31/2025	07/01/2024-03/21/2025

F – BUDGETARY ACTIONS

1. Approval is respectfully requested of Langston University's proposed budget for FY26, including E&G Parts I and II, Auxiliary, FY26 Tuition and Fees, room and board, and salary recommendations. A brief summary is included within this reference document.

   A supplemental budget document separate from this agenda has been provided for review. Please see FY26 Budget Book for further detail.

LANGSTON UNIVERSITY

Fiscal Year 2026 Budget Overview

June 13, 2025

Langston University
Fiscal Year 2026 Budget Overview

Proposed Increases (All at 3.0%)

- Tuition
- Fees
- Housing / Room & Board
- Meal Plans

Salary Program

- No increase proposed for salaries.

Total Operating Budget

- FY 2026 Budget: $90,957,000
- Increase from FY 2025: $3.7 million
- Primary Drivers:
  - $3.0 million increase in Agriculture funding
  - Revenue from tuition, fees, housing, and meal plan increases

Federal Stimulus (HEERF)

- Remaining Funds: Approx. $10.0 million
- Expected Use: Fully expended during FY 2026

G – OTHER BUSINESS AND FINANCIAL MATTERS

1. Peace officer commissions: **None**

2. Revocation of peace officer commissions:

NAME	CAMPUS	COMM. NO.
Murphy, Jaycon	LU	817

H – CONTRACTUAL AGREEMENTS (other than construction and renovation)

1. Approval is respectfully requested for Langston University to renew the sponsorship agreement with Deborah Brown Community School effective July 1, 2025, through June 30, 2030. The renewal agreement is modeled after a template provided by the Oklahoma Charter School Board to reflect updated language and requirements.

   The full renewal agreement has been reviewed by the Office of Legal Counsel and is enclosed for your review.

   Deborah Brown Community School Background

   The Deborah Brown Community School (DBCS) located in northeast Tulsa serves students in Pre-K through 3rd Grade. DBCS boasts consistent student advancement and promotion rates annually. Enrollment at DBCS has remained steady between 200 - 250 students over the last five years, indicating continued demand and stability.

   DBCS is fully accredited by the Oklahoma Public Charter School Association and maintains compliance with all applicable state and federal guidelines. As of the FY 2023–2024 audit, DBCS reported no material weaknesses or significant deficiencies. The school maintains a positive fund balance and has received consistent funding from state allocations, Title I, and ESSER grants.

   According to the Oklahoma State Department of Education (OSDE) School Report Cards, DBCS regularly outperforms Oklahoma state and nearby Tulsa Public Schools (TPS) on both English Language Arts (ELA) and Math assessments.

   School Year 2023–2024 Data indicates:

   - The average value earned by students at DBCS based on their performance on state tests in English Language Arts (ELA) was 93.7% vs. 44.9% state average (28.3% average for TPS)
   - The average value earned by students at DBCS based on their performance on state tests in math was 63.7% vs. 41.4% state average (20.7% average for TPS)

Langston University Responsibilities

Langston University serves as the charter authorizer responsible for monitoring academic, operational, and financial performance. Langston University does not provide instructional or administrative staffing to the school and does not intervene in day-to-day operations. A Charter Sponsorship Oversight Committee exists at Langston University which is charged with managing the required monitoring and reporting.

The DBCS Board of Directors meets monthly and submits the required financial, governance, and performance data to Langston University for review.

A monitoring and review schedule has been proposed by Langston University's Charter Sponsorship Oversight Committee. The plan includes:

- Annual site visits
- Semesterly data reviews
- Charter renewal evaluations every five years

Oversight of our sponsorship is managed by the Office of the Dean within the School of Education and Behavioral Sciences, supported by a designated charter school liaison. Langston University is exploring opportunities to enhance staffing in support of existing charter school sponsorships and to ensure consistent implementation of the agreement terms.

CONTRACT FOR CHARTER SCHOOL SPONSORSHIP

This Contract between **Langston University ("Sponsor")**, and the governing authority of the **Deborah Brown Community School** ("Charter School"), shall set forth the terms and conditions of the sponsorship of the Charter School and shall constitute the Charter of the Deborah Brown Community School.

1. RECITALS

1.1 WHEREAS the Oklahoma Legislature has enacted the Oklahoma Charter Schools Act set forth in 70 O.S.Supp.2023, §§ 3-130–3-169;

1.2 WHEREAS the provisions of the Oklahoma Charter Schools Act apply to all charter schools formed and operated in the State of Oklahoma;

1.3 WHEREAS Langston University, as a public institution of higher education, is authorized to sponsor charter schools under the Oklahoma Charter Schools Act;

1.4 WHEREAS the Charter School submitted an application for **renewal** to the Board on **June 1, 2024**;

1.5 WHEREAS the Charter School's application for **renewal** was approved at a regular meeting of the OSU/A & M Board of Regents on June 13, 2025, in accordance with the requirements of the Oklahoma Charter Schools Act; and

1.6 In consideration of the foregoing, the Parties enter into this charter contract pursuant to the terms and conditions set forth herein to be effective July 1, 2025 through June 30, 2030, subject to the terms set forth herein and applicable law. All attachments and recitals to this contract are incorporated by reference and made a part of this charter contract.

2. DEFINITIONS

2.1 **"Applicable law**" means all federal and state statutes and rules and regulations applicable to charter schools organized under the Oklahoma Charter Schools Act.

2.2 **"Average daily attendance**" (ADA) and "average daily membership" (ADM) shall have the meanings set forth in 70 O.S. § 18-107.

2.3 "**Sponsor**" or "**Authorizer**" means Langston University.

2.4 **"Charter Contract**" means this contract executed between Langston University and the governing authority of the Charter School.

2.5 "**Extracurricular activity**" means any student activity, club, organization, meeting or event offered by the Charter School or a vendor providing activities to students enrolled in the Charter School that is attended by students and unrelated to the Charter School's curriculum-based program of instruction set forth in section 4 of this contract.

2.6 "**Financial records**" means all documents in any form relating to the funds of the Charter School, including, but not limited to, all public funds disbursed to the Charter School pursuant to state or federal law.

2.7 "**Full academic year**" shall mean a student is enrolled within the first twenty (20) instructional days of the school's instructional year through and including the date of administration of the exam, without an enrollment lapse of ten (10) or more consecutive instructional days.

2.8 **"Public School"** shall mean a school that is free, established by the Legislature, and supported by funds appropriated by the Legislature.

3. GENERAL PROVISIONS

3.1 **Authority.** The Charter School is authorized by the Sponsor to operate a charter school in accordance with the terms and conditions set forth in this contract and the Oklahoma Charter Schools Act, as well as any applicable statutes or regulations pertaining to charter schools, including but not limited to all rules and regulations of the Statewide Charter School Board, codified in Title 777 of the Oklahoma Administrative Code. Any act by the Charter School or its governing board that is inconsistent with the terms of this contract or the Oklahoma Charter Schools Act or any applicable statutes or regulations pertaining to charter schools is hereby deemed a material violation of this contract and shall constitute good cause for termination of this charter contract and revocation of the charter.

3.2 **Term of the contract.** This contract shall commence on July 1, 2025, and automatically terminate on June 30, 2030. The contract may be renewed upon application of the Charter School in accordance with the Oklahoma Charter Schools Act and Statewide Charter School Board rules and regulations.

3.3 **Operation.** The Charter School agrees that it will begin operations under this contract on July 1, 2025.

4. CHARTER SCHOOL PROGRAM OF INSTRUCTION

4.1 **Description of the program of instruction.** The Charter School is authorized to implement the program of instruction, curriculum and other services as specified in the Application, unless otherwise modified by this charter contract.

4.1.1 **Grade levels.** The Charter School will provide a comprehensive program of instruction for grades Pre-Kindergarten Three through Kindergarten.

4.1.2 **Change to program of instruction.** Any material change to the program of instruction, curriculum and other services specified in the Application or this charter contract requires Sponsor approval prior to the change.

4.2 **Graduation requirements.** The Charter School will comply with graduation requirements set forth in 70 O.S. § 11-103.6.

4.3 Textbooks, curriculum materials and equipment. The Charter School shall provide all enrolled students with sufficient textbooks, workbooks, materials, equipment and/or technological aids necessary to ensure delivery of the Charter School's Montessori program of instruction during every school year of operation during the term of this contract.

4.3.1 Equipment necessary for special education and students with disabilities. In addition to the materials provided to students in accordance with the provisions of Section 4.3, the Charter School shall provide any additional equipment or technological aids to students with disabilities as necessary to ensure equal access to the Charter School's program of instruction in accordance with the student's IEP or Section 504 plan.

4.4 Extracurricular activities. Nothing in this contract shall obligate the Sponsor to provide funding of extracurricular activities to the Charter School unless explicitly required by statute or regulation. The provisions of Section 8.8.1 of this contract prohibiting the Charter School from charging tuition and/or fees shall not preclude the Charter School from recovering the reasonable costs of extracurricular activities or special events offered pursuant to the provisions of this Section from participating students or their parents/legal guardians, provided that under no circumstance may the Charter School recover an amount in excess of the cost of the activity or event. Further, a student's income shall not be used as a basis for determining eligibility of a student to participate in extracurricular activities.

5. CHARTER SCHOOL OPERATIONS

5.1 Transportation. The Charter School must provide transportation as dictated by title 70, sections 9-101–9-118.

5.2 Facilities. The Charter School acknowledges that Charter School must maintain a public school administration facility and the Sponsor is under no obligation to provide facilities, furniture, or other equipment to the Charter School unless and until the parties enter into an agreement to do so.

5.2.1 Inventory. No later than July 1 of each year of operation, the Charter School shall provide the Sponsor with an itemized inventory of all real and personal property leased or purchased with public funds.

5.2.2 Lease/purchase agreements. The Charter School shall provide the Sponsor with copies of all agreements and/or contracts governing lease and/or purchase of real property by the Charter School. All agreements shall be in the name of the Charter School, approved by the governing board, and signed by the governing board chairperson.

5.2.3 Pricing. Purchases or leases of real property must be for a reasonable amount, taking into consideration the going rate at the time of purchase for like property.

5.3 Shared Services Agreements. The governing board of the Charter School may enter into shared service agreements with another school district(s) to share the services of an administrator, teacher, or support service provider, to share equipment or facilities, and/or to share duties or responsibilities required of the school districts of the state.

5.3.1 Sponsor Approval. Shared service agreements shall be effective only after approval

by the Sponsor and such agreement shall be subject to change or termination by the Sponsor.

5.3.2 Duration. The duration of a shared service agreement shall be for a term of one (1) year and notice of intent of a school district to withdraw from the shared service agreement must be given no later than March 15 for the ensuing school year. The agreements may be extended for one (1) year terms upon agreement by the parties and submission to the Sponsor annually for approval. The agreement shall also set forth a termination clause allowing either party to terminate the contract.

5.3.3 Specificity requirement. Shared service agreements shall not be blanket agreements for all services, but shall be separate, individualized, and specific agreements for each service/position/duty/equipment/facility sought to be shared.

5.3.4 Proportional responsibility. Shared service agreements shall specifically set forth the financial responsibility of each party, and specific payment terms. Payment for shared services shall be paid by each school in a proportionate manner, without reimbursement, except as set forth in section 5.3.6.

5.3.5 Calculation. The method of calculating the proportional share to be paid by each school shall be included in the agreement. If the calculation is based upon an enrollment count report that is updated on a recurring basis, the initial report shall be attached to the agreement, and the subsequent reports shall be made available to the sponsor upon request.

> **5.3.5.1** The shared service calculation shall be based on the separate student enrollment numbers for each school district.

5.3.6 Reimbursement. Reimbursement shall only be allowed for equipment, testing sites, and utilities such as electrical, water, etc. that are unable to be invoiced separately. Reimbursement payments shall be paid on a quarterly basis, at a minimum.

5.3.7 Ownership. For agreements to share property or tangible items, the agreement shall be specific as to ownership and methods to be employed for disposing of property upon partial or complete termination of the agreement.

5.3.8 Benefits. For agreements to share personnel, the agreements shall account for how employees' benefits shall be paid proportionally by each party.

5.3.9 Certain agreements not allowed. Educational Management Organization contracts shall not be a shared service.

5.3.10 Out-of-state. The Charter School shall not enter into shared service agreements with school districts in states other than Oklahoma.

5.3.11 Governing boards. The governing boards of the schools utilizing shared services must be made up of entirely different members.

5.3.12 Employment contracts. Employment contracts for Charter School employees that will provide shared services shall include provisions for proportional compensation and all

related information.

6. CHARTER SCHOOL MANAGEMENT AND ADMINISTRATION

6.1 Governing Board. The governing board of the Charter School shall be responsible for the policies and operational decisions of the Charter School.

6.1.1 Members. The governing board of the Charter School shall have no less than five (5) members. One (1) of the members shall be a parent, grandparent, or legal guardian of a student currently or previously enrolled in the Charter School. New members of the governing board shall be selected by an interview process conducted by the governing board. Any board member serving on more than one governing board shall abstain from voting on shared services between the charter school and any other school they serve as a board member.

6.1.2 Terms. The members of governing board of the Charter School shall have specific terms of service set forth in its by-laws.

6.1.3 Residence. All governing board members shall be residents of the State of Oklahoma.

6.1.4 Meetings. The governing board shall meet no less than ten (10) times a year in a location convenient to the public and open to the public.

6.1.5 Notification of changes. The Charter School shall notify the Sponsor of any changes in the governing board within five (5) business days of the date of resignation or appointment. The Charter School shall also keep the Sponsor apprised of the officers of the governing body, and any changes thereto within five (5) business days of the election, appointment or resignation.

6.1.6 Conflicts of interest. The governing board of the Charter School shall be subject to the same conflicts of interest requirements as members of local public school district school boards in the State of Oklahoma, including but not limited to the provisions of 70 O.S. § 5-113 and 70 O.S. § 5-124.

6.1.7 Confidentiality of student records. The Charter School shall comply with all provision of federal and state law pertaining to parent/legal guardian access to student records and privacy of student records and student data, including but not limited to compliance with all provisions of the Family Education Rights and Privacy Act of 1974 ("FERPA") and the Individuals with Disabilities Education Act (IDEA).

6.1.8 Instruction and Continuing Education. The governing board of the Charter School shall be subject to the same instruction and continuing education requirements as a member of a local school board set forth in 70 O.S. §§ 5-110–5-110.1.

6.2 Administration. The Chief Administrative Officer of the Charter School is the Superintendent. The duties of the Chief Administrative Officer shall include management and administration of the Charter School.

6.2.1 The individual tasked with primary financial responsibility for the Charter School, such

as the Chief Financial Officer or Treasurer, shall be separate and apart from any Educational Management Organization, regardless of title.

6.3 Code of Ethics. The Charter School governing authority shall develop and approve a Code of Ethics and a Conflict of Interest policy.

6.4 Educational Management Organization. The governing body may contract with an Educational Management Organization but must retain oversight authority over the Charter School. If the governing body contracts with or otherwise utilizes an Educational Management Organization, the governing board agrees to abide by the following:

6.4.1 The relationship of the Charter School and an Educational Management Organization is that of a customer and vendor contractor. As such, the Charter School and the Educational Management Organization shall be separate entities in all aspects, including but not limited to staffing, organizational management, financial, operations, etc.

6.4.2 Public school employees shall not report to the Educational Management Organization or an employee of the Educational Management Organization. Public school employees paid with public dollars shall report to the Superintendent of the Charter School, who reports to the governing board. Employees that report to the Educational Management Organization shall be employees of the Educational Management Organization.

6.4.3 All funds utilized to operate the Charter School, including but limited to paying Charter School employees, providing curriculum, technology, supplies and/or extra-curricular activities to students shall be maintained in Charter School accounts and controlled by Charter School employees.

6.4.4 The governing board shall require the Educational Management Organization to report accurate, itemized expenditure information for the goods and services provided by the Educational Management Organization to the Charter School.

6.4.5 All fees charged by the Educational Management Organization shall be clearly stated in the contract with the governing board.

6.4.6 The governing board shall conduct an annual evaluation of the Educational Management Organization and an annual review of the Educational Management Organization's operating agreement, and such evaluation and review shall include an annual contract compliance audit.

6.4.7 The governing board shall have access to Educational Management Organization records necessary to overseeing the Educational Management Organization contract.

6.4.8 An employee of the Educational Management Organization for the Charter School shall not sit on the governing board of the Charter School.

7. FUNDING, MANAGEMENT, AND REPORTING

7.1 Financial Management. The Charter School shall comply with the same state and federal statutes and regulations relating to reporting requirements, financial audits, audit procedures, and audit requirements applicable to Oklahoma public school districts unless otherwise expressly exempted by statute or regulation. In addition, the Charter School agrees to meet any additional requirements set forth herein deemed necessary by the Sponsor to ensure proper oversight and management of the Charter School's use of public funds. The Charter School shall comply with requests for appropriations, recording, reporting receipt, and expenditures of public funds under state and federal statutes and regulations. Such compliance requirements include, but are not limited to the following provisions:

7.2 Fiscal year. The Charter School shall operate on a fiscal year basis. The Charter School's fiscal year shall begin July 1 and end on June 30 of the following calendar year.

7.3 Indebtedness. The Charter School shall abide by the "pay as you go" fiscal year restrictions applicable to school districts and other political subdivisions set forth under article X, section 26 of the Oklahoma Constitution.

7.4 No authority to bind Sponsor. The terms of this contract shall not be construed as either express or implied authority of the Charter School to extend the faith and credit of the Sponsor or contractually bind the Sponsor to any third person or entity. The Charter School agrees and acknowledges that the Sponsor's financial obligations to Charter School are limited to pass through distribution of state funding as authorized by law.

7.5 Assets of the Charter School. Pursuant to article X, section 15 of the Oklahoma Constitution, the Charter School shall not apply, hold, credit or extend credit, transfer, or otherwise make use of public funds for any purpose other than operation of the Charter School.

7.5.1 Transfer or sale of real property. No real property obtained by the Charter School with public funds shall be sold, alienated, transferred or otherwise disposed of without prior written consent of the Sponsor.

7.5.2 Prohibition against encumbrance. The Charter School shall not alienate, pledge, or otherwise encumber this Charter, public funds, or assets of the Charter School procured with public funds for the benefit of any individual, or entity, including creditors.

7.6 Reporting requirement. The Charter School and governing board shall promptly provide access to any and all records requested by the Sponsor, the State Auditor and Inspector, the State Department of Education, or any other entity allowed by law to request and obtain records.

7.7 Calculation of state aid. State aid funding shall be calculated and disbursed in accordance with the provisions of the Oklahoma Charter Schools Act, accompanying statutes and regulations of the Sponsor, the Oklahoma State Department of Education, the Oklahoma State Board of Education, and the terms of this contract. Calculation of state aid shall be determined by the Oklahoma State Department of Education in accordance with the provisions of the Oklahoma Charter Schools Act and accompanying Department regulations pertaining to calculation of weighted average daily membership, average daily attendance, and other applicable student counts. The Charter School agrees

that it shall maintain accurate and up-to-date records of student attendance and enrollment for all student grade levels and pupil categories and immediately report any changes as necessary to ensure accurate calculation of state aid in accordance with the requirements and deadlines set forth by 70 O.S. § 18-200.1 and accompanying regulations. The Charter School shall also be eligible to receive any other federal, state, or local revenues allowed by law.

7.8 Use of public funds. The Charter School agrees that any federal, state or local public funds disbursed to the Charter School shall be used solely and exclusively for the benefit of the Charter School, with the exception of reimbursement funds pursuant to a shared service agreement as set forth in section 5.3 and the corresponding sub-sections. Public funds must stay in public charter school account until a sufficiently itemized invoice or bill is paid. Detailed records shall be kept by the Charter School of all expenditures of public funds. In addition, records shall be kept of all expenditures of public funds by any entity associated or affiliated with the Charter School. Records shall be promptly provided to the Sponsor upon request.

7.8.1 Spending limitations. The Charter School shall be subject to spending limitations, including but not limited to Oklahoma Constitution provisions on spending funds from the state, whether received through the State Department of Education or other source.

7.9 Commingling prohibited. The Charter School shall not commingle state funds disbursed to the Charter School with the funds of any other person or entity. The Charter School shall maintain separate and distinct accounting, auditing, budgeting, reporting, and recordkeeping systems for the management and operation of the Charter School.

7.10 Fundraising. Subject to limitations set forth by conflict of interest statutes and regulations applicable to the Charter School and its governing body, the Charter School may accept private donations, provided, however, that private donations shall in no way be used either directly or indirectly to affect enrollment decisions or otherwise subvert the Charter School's policies and procedures pertaining to admission and enrollment.

7.11 Prohibition of funding home-schooled students or private school students. Under no circumstances shall the Charter School and/or its program of instruction offered in accordance with this contract be used to provide or otherwise supplement instruction of home-schooled students or students enrolled in private schools or used as a method of generating revenue for students who are being home-schooled or are enrolled in private schools.

7.11.1 Part time enrollment. The Charter School shall implement and enforce policies and procedures prohibiting enrollment of students on a part time basis unless otherwise expressly required by state law for the sole purpose of providing remediation pursuant to the Strong Readers Act in 70 O.S. § 1210.508A *et seq*.

7.12 Reporting. The Charter School shall use the Oklahoma Cost Accounting System ("OCAS") to report financial transactions to the Oklahoma State Department of Education and/or the Sponsor and shall fully comply with all provisions of state law regarding school finance. The Charter school shall comply with all provisions of the School District Transparency Act. If the Charter School utilizes an Educational Management Organization, the expenditures shall be reported through the OCAS system. Financial reporting by the Charter School and the Educational Management Organization shall be itemized by actual costs and not based on percentages or estimates.

7.12.1 Quarterly financial statement. In addition to the reporting requirements set forth by state law, regulations of the Oklahoma State Department of Education, and regulations of the Sponsor, the Charter School shall provide the Sponsor with a quarterly financial statement that includes an itemized report of all income and expenses of the Charter School. The financial statement shall include a verification signed by the Charter School's treasurer or financial officer substantially following the form provided below:

"I hereby certify under penalty of perjury under the laws of the State of Oklahoma and the United States of America that the foregoing is true and correct to the best of my knowledge as this ___ day of [month], [year]."

7.12.2 Supporting documentation. The governing body must also provide to the Sponsor all supporting documentation for all expenditures upon request, including but not limited to an itemized invoice clearly describing the item or service purchased, an encumbrance approved by the governing body, a purchase order, and proof of payment by warrant or check for each expenditure.

7.13 Annual audit. The Charter School shall ensure that an annual audit is conducted of the financial operations of the Charter School in accordance with the requirements of the Oklahoma Public School Audit law in 70 O.S. § 22-103 and accompanying regulations. Any expense of the audit shall be borne by the Charter School. The Sponsor may require the Charter School to present the audit at a regular or special meeting of the Board.

7.13.1 Nothing prevents the Charter School from changing audit firms during the five-year period if the Charter Schools finds it necessary or beneficial to its operations.

7.13.2 The Charter School shall be subject to requests for audit by the State Auditor's Office and shall cooperate fully in all aspects of any request made pursuant to such audits.

7.13.3 The Charter School shall be subject to compliance audits conducted by the Sponsor at any time during the charter contract term.

7.14 Recordkeeping. The Charter School and governing board shall maintain all financial records necessary to demonstrate compliance with the provisions of this contract, the Charter School Act, and to conduct the annual financial audits required by the Oklahoma Public School Audit law. All records pertaining to finances and accounting of Charter School funds shall be maintained for at least five (5) years from the ending date of the latest fiscal year(s) to which the record relates. The Sponsor shall have access to all financial records pertaining to the school.

7.15 Access to records. The Sponsor shall have access to all Charter School records related in any respect to Sponsor oversight or use of public funds including, but not limited to, financial records of the Educational Management Organization. The Charter School shall provide any requested access to the Sponsor upon request.

7.16 Financial employees. The Charter School shall employ or contract with an individual tasked with primary financial responsibility, such as Chief Financial Officer or Treasurer, that regardless of title, works only for the Charter School and is separate and apart from any Educational Management

Organization. This individual may be subject to a shared service agreement only if approved by the Sponsor. The Charter School shall employ or contract with its own encumbrance clerk(s) that works only for the Charter School and is separate and apart from any Educational Management Organization. This individual may be subject to a shared service agreement only if approved by the Sponsor.

7.16.1 Access to public funding. Only public employees shall have access to Charter School bank accounts and any other account that is used for the operation of the school.

7.17 Minimum requirement for financial policy and procedure. The policies and procedures for the Charter School shall include at a minimum:

i. An explanation of the specific OCAS compliant accounting system used for the school.

ii. An explanation of the responsibilities of the chief financial officer, other financial employees, and the encumbrance clerk(s).

iii. An explanation of the purchasing process including, but not limited to, the procedure from open to close of purchase orders, explaining what documentation is to be kept on file, what software systems are to be used, which employees are responsible at each point in the process, and what potential consequences would come to employees in violation of the policy.

iv. A requirement that the encumbrance clerk must have all supporting documentation on file for purchase orders and invoices, based on the expenditure/procurement procedures approved by the governing board, prior to issuing payment.

v. A policy for purchase order change orders indicating a threshold amount that may be approved by the Superintendent or designee and those that would require governing board approval.

vi. An explanation of the payroll procedure process, including but not limited to an explanation of the calculation of payroll from the shared services employees, how the revenue will be allocated from the school's general fund to be ultimately paid out to employees, what documentation is to be kept on file by the accounting office, and what potential consequences would come to employees in violation of the policy.

vii. An explanation of the calculation of student enrollment numbers that are used to calculate payroll for employees subject to shared service agreements.

viii. A requirement that any changes to the financial policy(ies) or procedure(s) must be approved by the governing board of the Charter School.

8. COMPLIANCE WITH THE OKLAHOMA CHARTER SCHOOLS ACT

8.1 General. The Charter School agrees to comply with all federal, state and local statutes and regulations relating to health, safety, civil rights and insurance.

8.2 Prohibition of religious affiliation. Except as permitted by applicable law, the Charter School shall be nonsectarian in its programs, admission policies, employment practices, and all other operations.

8.3 Accountability and assessment. The Charter School shall comply with all federal and state statutes and regulations pertaining to accountability and assessment of its student, including, but not limited to the following:

8.3.1 The Charter School shall participate in all state testing required by the Oklahoma School Testing Program Act and accompanying Oklahoma State Department of Education regulations, including, but not limited to, testing required by the Strong Readers Act in 70 O.S. § 1210.508C. The Charter School shall ensure that the number and/or percentages of students assessed meet the requirements of state and federal law and regulations. The Charter School shall provide the Sponsor with the district, school and grade level results of state assessments as provided by the Oklahoma State Department of Education. In addition, the Charter School should monitor student progress through the local assessment plan outlined in the Charter School's application. Student data shall be provided at the request of the Sponsor.

8.3.2 The Charter School shall comply with all requirements for timely reporting of student test results to which Oklahoma public school districts are bound, including, but not limited to the provisions of 70 O.S. § 1210.545.

8.3.3 The Charter School shall timely provide all necessary accountability and assessment data to the Oklahoma State Department of Education as requested and in accordance with the deadlines established by the Oklahoma State Department of Education.

8.4 Performance Framework. The Performance Framework set forth in OAC 777:10-3-4 will be used to assess the Charter School's ability to operate in the areas of academic, financial and organizational capacities. The Sponsor shall evaluate the Charter School under the Performance Framework annually and present results of the evaluation to the governing board of the Charter School and the governing board of the Sponsor in an open meeting.

8.4.1 Board data submission. The Charter School agrees to participate in the Sponsor's data collection program for submitting school data as required by OAC 777:10-3-4 and submit all requested documentation by the required due dates.

8.5 Plan of Improvement. If the Performance Framework evaluation reveals weaknesses, concerns, violations, or deficiencies regarding the Charter School during any school year during the term of this contract, the Sponsor may require the Charter School to submit to the Sponsor a corrective action plan and corresponding timeline to be implemented during the following school year. The corrective action plan shall be incorporated into the terms of this contract, and the Charter School shall implement the plan for any school years remaining during the terms of the contract, provided that approval of the corrective action plan shall not be construed as a waiver of any rights of the parties to terminate or not renew the contract. If the Charter Schools fails to substantially complete the corrective action plan, the Sponsor may choose not to renew the charter contract.

8.6 Students with disabilities. The Charter School shall comply with all federal and state laws relating to the education of children with disabilities in the same manner as an Oklahoma public school

district, including but not limited to the Individuals with Disabilities Education Act (IDEA) in 20 U.S.C. § 1400 *et seq.,* Section 504 of the Rehabilitation Act of 1973 in 29 U.S.C. § 794, Title II of the Americans with Disabilities Act, and Policies and Procedures of the Oklahoma State Department of Education for Special Education in Oklahoma.

8.7 English language learners. The Charter School shall comply with all federal and state laws pertaining to the education of students identified as Limited English Proficient and/or English Language Learners, including but not limited to ensuring equal access to the Charter School's program of instruction and related educational services in accordance with Title VI of the Civil Rights Act of 1964 and accompanying regulations.

8.8 Admission, attendance, and enrollment. The Charter School shall ensure that no student shall be denied admission to the Charter School on the basis of race, color, national origin, sex, sexual orientation, gender identity, gender expression, disability, age, proficiency in the English language, religious preference or lack thereof, income, aptitude or academic ability.

8.8.1 Tuition and fees. The Charter School shall be as equally free and open to all students as traditional public school. The Charter School agrees that students and/or parents/legal guardians of students shall not be charged tuition or fees. The prohibition against charging tuition or fees applies to any attempt by the school, the governing body of the school, or employees or contractors of the school, directly or indirectly, to recover costs of offering curriculum based programs of instruction and related services to students.

8.8.2 Admission by lottery. In the event the Charter School is required to implement a lottery selection process due to a limitation in enrollment capacity, the Charter School shall provide the Sponsor with an opportunity to have a representative present to monitor and/or observe the lottery proceedings. The Charter School shall provide the Sponsor with notification of the date, time, and location of the lottery no later than five (5) business days prior to the date of the lottery or any related meetings. If a lottery results in generation of a waiting list for enrollment, the Charter School shall provide the Sponsor with a copy no later than five (5) business days after the date of the lottery or any related meeting.

8.8.3 Verification of residency. The Charter School agrees that enrollment in the Charter School shall be open to any student based upon the school's governing board policy regarding admissions in alignment with state law and who is eligible by age or grade to enroll in the Charter School's program of instruction. The Charter School shall not enroll any student who is not a legal resident of the State of Oklahoma and shall ensure that verification of residency, enrollment of students, and admission of students is conducted in accordance with the policies and procedures of the Charter School. Such policies and procedures shall include a requirement that the parent/legal guardian of a prospective student sign a form verifying the student's legal address and the accuracy of the information provided in the enrollment application. The form shall also include an acknowledgement that the student is being enrolled in a public school.

8.8.4 Student support. During each school year of operation, the Charter School shall have a teacher assigned to each student to provide meaningful student interaction and timely and frequent feedback that is highly individualized and detailed to achieve continued student progress. In addition to the classroom teacher, support services required for student success in online education (i.e. tutors, mentors, and technical assistance) will be provided.

8.8.5 Student attendance. The Charter School shall establish a system of accurate logging and recording of student participation in instruction as necessary to monitor and report compliance with the compulsory student attendance provisions of article XIII, section 4 of the Oklahoma Constitution, 70 O.S. § 3-145.8, 70 O.S. § 10-105, and Oklahoma State Department of Education regulations.

8.8.5.1 Attendance Officer. The Charter School agrees that it will designate an attendance officer as necessary to ensure the Charter School's compliance with all compulsory attendance laws and ensure accurate recording, maintenance, and reporting of student attendance as required by Oklahoma law.

8.8.6 State records system. The Charter School agrees to participate in the state student records system as required by 70 O.S. § 3-160.

8.8.7 Transcripts. The Charter School agrees to transcript for each student, at a minimum, the six classes in which the student is enrolled per semester, all grades received, grade-point averages and/or class rank.

8.9 School year. The Charter School shall provide instruction each school year for at least the number of school days or hours required by Oklahoma law, 70 O.S. § 1-109 and 1-111(A). In the event an emergency, such as severe weather, interferes with the delivery of the program of instruction, student attendance and/or cancellation of school programs or activities, the instruction shall be conducted in accordance with the Charter School's emergency policies and procedures.

8.10 Student conduct and discipline. The Charter School shall comply with the student suspension requirements set forth in 70 O.S. § 24-101.3, and in accordance with the Charter School's student conduct, discipline, and due process policies and procedures.

8.11 Employees. The Charter School shall ensure that employment of the Charter School's personnel is conducted in accordance with all state and federal statutes pertaining to labor and employment, unemployment compensation and worker's compensation, and withholding and reporting of employee wages. In addition, the Charter School shall ensure that employment is conducted in accordance with the Charter School's personnel policies and procedures.

8.11.1 Oklahoma Teachers' Retirement System. If the Charter School elects to participate in the Oklahoma Teachers' Retirement System ("OTRS"), the Charter School agrees that it will fully comply with all statutes and regulations governing the OTRS.

8.11.2 Employment Contracts. The Charter School's contracts for services with teachers and school personnel shall comply with the requirements of 70 O.S. § 3-135(B).

8.11.3 Disclosures. Upon contracting with any teacher or other personnel, the governing board of the Charter School shall, in writing, disclose employment rights of the employees in the event the Charter School closes or is not renewed.

8.11.4 Instructional personnel. The Charter School agrees that all individuals employed to teach students shall hold a valid teaching certificate issued or recognized by the State Board of

Education or other qualifying credentials as allowed by the Oklahoma Charter School Act.

8.11.5 Background checks. The Charter School shall comply with the provisions of state law pertaining to background checks of school district employees.

8.12 Open Meeting Act and Open Records Act. The Charter School and its governing body shall comply with all provisions of the Oklahoma Open Meeting Act, 25 O.S. §§ 301–314 and the Oklahoma Open Records Act at 51 O.S. §§ 24A.1–24A.34.

8.13 Contracts. Pursuant to 70 O.S. § 3-136(D), the Charter School may enter into contracts, sue and be sued.

8.14 Disposition of property. Within sixty (60) days of the date of school closure, or upon failure of the Charter School to continue operations, all real and personal property obtained by the Charter School with public funds shall revert to the State of Oklahoma, and the Charter School shall ensure execution of any title documents necessary to ensure legal title of such property is transferred to the State. The Sponsor shall not be responsible for any of the Charter School's non-payable warrants, certificates of indebtedness, or financial obligation related to the operation of the Charter School.

8.15 Inspection. The Charter School agrees to permit inspections of the Charter School by the Sponsor, State Department of Education and the State Auditor and Inspector as necessary to ensure compliance with the provisions of this contract and applicable state and federal law and regulations. Further, the Charter School agrees to respond to requests for documentation by the Sponsor to ensure compliance with the provisions of this contract and applicable state and federal law and regulation.

8.16 Role of the Sponsor. The Statewide Charter School Board ("Sponsor") shall authorize, oversee, and sponsor the Charter School.

8.16.1 Duties of the Sponsor. The Sponsor shall oversee operations of the Charter School and establish rules, policies, and procedures required to operate charter schools and ensure free appropriate public education and related services are provided to charter school students across the state in a safe, consistent, effective, and appropriate manner. The Sponsor shall also comply with its specific responsibilities provided in the Charter School Act.

8.16.2 Operation of the Sponsor. The Sponsor shall comply with the policies and procedures codified in Title 777 of the Oklahoma Administrative Code.

9. ASSUMPTION OF LIABILITY

9.1 Liability. The Charter School and the Sponsor agree that neither party agrees to indemnify or hold harmless the other party with regard to any loss, damage, or claims arising out of this contract or the operation of the Charter School, unless expressly provided elsewhere in this contract or as expressly stated by state or federal law.

9.2 Insurance. The Charter School shall be considered an Oklahoma public school district for purposes of the Oklahoma Governmental Tort Claims Act.

9.2.1 Verification of Insurance. Prior to commencing operations of the Charter School

for the school years set forth in this contract and on an annual basis thereafter, the Charter School shall provide the Sponsor with copies of certificates of insurance proving that the Charter School maintains public liability insurance equal to or greater than the limits of liability required in the Oklahoma Governmental Tort Claims Act, 51 O.S. §§ 151–200. In addition, the Charter School shall provide the Sponsor with copies of certificates of insurance and any other documentation required by the Sponsor, proving that the Charter School maintains sufficient property and casualty insurance to cover the value of all property of the Charter School purchased using state, federal or local funds. The Board or Oklahoma State Department of Education may not disburse state aid funds to the Charter School unless and until compliance with the requirements of this Section have been met.

10. MODIFICATION, RENEWAL, AND TERMINATION

10.1 Modification/Amendment of contract for sponsorship. All modifications or amendments to the Charter School contract shall require valid written approval by a majority of both the governing board of the Charter School and of the Sponsor. The modification or amendment shall be documented in writing and include the minutes of the board meetings in which the modification or amendment was approved. Failure by the parties to agree on modified or amended terms shall not constitute a basis for invoking rights to dispute resolution, arbitration, or mediation as set forth under the Oklahoma Charter School Act.

10.2 Renewal of Contract. Renewal of this contract shall be conducted in accordance with the provisions of 70 O.S. § 3-137(C) and the accompanying regulations of the Board in effect as of the date of receipt of the Charter School's application.

10.3 Termination of the Contract. Termination of this contract shall be conducted in accordance with the provisions of 70 O.S. § 3-137(F) and the accompanying regulations of the Board in effect as of the date of the Sponsor's notification of intent to terminate is received by the Charter School. All costs resulting from any termination of this contract shall be the sole responsibility of the Charter School.

10.4 Prohibition of assignment. The Charter School's obligations under this contract may not be assigned, delegated, subcontracted, transferred to, or assumed by any other person or entity, provided that the Charter School may contract with individuals or entities for services necessary to assist the Charter School in fulfilling its obligations under this contract.

11. MISCELLANEOUS

11.1 Superseding law. In the event of any conflict between the terms of this contract and provisions of state or federal statutes or regulations applicable to charter schools and in effect at any time during the term of this contract, the terms of this contract shall be deemed superseded by the conflicting statutes or regulations.

11.2 Entire Agreement. The parties agree that this contract, including all attachments and terms and provisions incorporated by reference, contains the entire agreement between the parties. All prior representations, understandings, and discussions between the parties are merged into, superseded by, and canceled by this contract.

11.2.1 Construction. This contract has been prepared jointly by the parties and shall not be construed more or less favorably with respect to either party.

11.3 Choice of Law. This contract shall be interpreted and construed in accordance with the laws of the State of Oklahoma, without giving effect to any rule or provision governing choice of law or conflict of laws that would otherwise result in application of the laws of any jurisdiction other than the State of Oklahoma to govern the dispute.

11.4 Jurisdiction and Venue. Any claims arising from the terms and provisions of this contract shall only be brought in the District Court of Oklahoma County, Oklahoma, or the United States District Court for the Western District of Oklahoma, provided, however, that this provision shall not be interpreted as a waiver of any or all rights of sovereign immunity to which the Board or individual members of the Board may be entitled to exercise.

11.5 Severability. In the event a court of competent jurisdiction issues a determination declaring any term or provision of this contract to be void, invalid, and/or unenforceable, the remaining terms and provisions of this contract shall remain in full force and effect.

11.6 No waiver of breach. The parties agree that neither express nor implied consent to any breach of any terms, warranties, or covenants of this contract shall waive any succeeding or other breach.

11.7 Duty to Notify. The governing board of the Charter School shall notify the sponsor within ten (10) business days in the instance of any significant adverse action, material finding of noncompliance, or pending actions, claims, or proceedings in this state relating to the charter school, or an educational management organization with which the Charter School has a contract.

11.8 Notice. All notices required by the provisions of this contract shall be delivered to the address of record for the party. The parties shall be notified of any change in address of record of the other party within five (5) business days of the date of the change in address. The address of record for the parties shall be as follows:

Notice to the Charter School:
Name
Address
City, OK Zip

Notice to the Sponsor:
Authorizer Name
Address 1
Address 2
City, OK Zip

11.9 Incorporation. The Charter School's **renewal** and accompanying documents approved by the Board on **August 1, 2024**, are hereby incorporated by reference. In the event of a conflict between the terms of this contract and the approved terms in the Charter School's **renewal**, the terms of this contract shall supersede.

12. WARRANTIES AND COVENANTS

12.1 The Charter School warrants that it has not entered into an employment contract with any teacher or other personnel prior to the execution of this contract except as otherwise disclosed to the Sponsor.

12.2 The Charter School warrants that it is not affiliated with a nonpublic sectarian school or religious institution.

12.3 The Charter School warrants that it is not chartered for the purpose of offering a curriculum for deaf or blind students that is the same or similar to the curriculum being provided by or for the education of deaf or blind students that are being served by the Oklahoma School for the Blind or the Oklahoma School for the Deaf.

12.4 The Charter School warrants that it shall not be used by the governing board or any other entity as a method of generating revenue for students who are being home schooled or in private school and are not being educated by the Charter School.

12.5 The Charter School warrants that it has not and will not make any attempt to levy taxes or issue bonds except as may be allowed by law.

12.6 The Charter School warrants that there is no current, pending, threatened, or anticipated litigation as of the date of the execution of this contract that could reasonably be foreseen to limit or otherwise adversely impact the operations of the Charter School and/or the governing body of the Charter School or the ability of the parties to discharge their duties under this contract.

12.7 The individual(s) signing this contract on behalf of the Charter School warrant and represent that they are authorized to execute this instrument on behalf of the Charter School.

13. CONDITIONS

The OSU/A & M Board of Regents approved the following mandatory conditions at its properly noticed regularly scheduled meeting on Friday, June 13, 2025, for implementation by the Charter School's governing board no later than Month DD, YYYY:

13.1 The Charter School shall resolve all weaknesses related to …;

13.2 The Charter School shall correct ….

[SIGNATURES ON NEXT PAGE]

Authorizer Name

Ruth Ray Jackson
President
Langston University
State of Oklahoma

Date

Approved as to form:

Office of General Counsel

OSU/A & M Board of Regents

Governing Board of Charter School

Name
Title (Chairperson)
Board of Directors for Deborah Brown Community School

Date

I - NEW CONSTRUCTION OR RENOVATION OF FACILITIES

1. Approval is respectfully requested to ratify the interim approval secured on June 2, 2025, to engage with an emergency on-call provider through A&M system contract for the mitigation of vacant units within Cimarron Gardens Apartments on the Langston Campus.

   Langston University is reaching the implementation phase of a comprehensive project through Higher Education Emergency Relief (HEERF) funding to convert HVAC equipment within Cimarron Gardens Apartments and Centennial Court Apartments on the Langston Campus. Approval for this project was secured in October 2024. Five (5) empty units within Cimarron Gardens were discovered to need extensive mitigation before the HVAC work can commence within the units. These units do not house students and have been vacant. Mitigation of these units will allow them to be properly remediated by removing sheet rock and finishings to mitigate the presence of moisture. Langston University will evaluate the appropriate timing and funding availability to restore these units for future use in leasing to campus residents, primarily faculty and staff.

   The primary installation timeline for the HVAC project runs through July 2025, with grant funds expiring December 30, 2025. The full request for interim approval is enclosed for your reference and review. The funds for this expenditure will come from legally available funds.

OFFICIAL INTERIM APPROVAL REQUEST TO THE OFFICE
OF THE CHIEF EXECUTIVE OFFICER OF THE OSU/A&M BOARD OF REGENTS

NOTE: Both pages of this form must be completed before interim approval is considered official.

Langston University

College/University from which Request for Interim Approval Originated

1. The basis upon which interim approval is requested is indicated below (check one or more and explain).

☐ (a) The matter is related to the peace, health and safety of the institution and/or its inhabitants. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

☐ (b) The matter quite possibly could pose a deterrent to the accomplishment of important institutional objectives without authorization to act immediately or reasonably soon; and/or it is believed imprudent to delay action until the next meeting of the Board of Regents. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

☑ (c) The matter has significant economic implications for institutional resources and/or properties without authorization to act immediately or reasonably soon; and/or it is believed imprudent to delay action until the next meeting of the Board of Regents. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

Langston University is reaching the implementation phase of a comprehensive project through Higher Education Emergency Relief (HEERF) funding to convert HVAC equipment within Cimarron Gardens Apartments and Centennial Court Apartments on the Langston Campus. Approval for this project was secured in October 2024. Five (5) empty units within Cimarron Gardens were discovered to need extensive mitigation before the HVAC work can commence within the units. These units do not house students and have been vacant. The primary installation timeline for the project runs through July 2025, with grant funds expiring December 30, 2025. We are making a request for interim approval to ensure the purchase order for emergency mitigation is in place as soon as possible to keep this project moving forward without delay.

☐ (d) The matter is related to an emergency requiring action by the administration prior to the next meeting of the Board of Regents because of extenuating circumstances not referenced above. (Describe the specific extenuating circumstances.)

2. The administrative action for which interim approval is hereby requested is as follows (describe fully what action is proposed and, if necessary, use an attached sheet):

Approval is respectfully requested to engage with an emergency on-call provider through A&M system contract in the mitigation of vacant units within Cimarron Gardens Apartments on the Langston Campus in order to proceed with the planned HVAC conversion project within the residential community. Funding for these expenditures will come from legally available funds.

3. State the actual cost or best estimated cost required to complete the action for which interim approval is requested. $ 375,000.00

4. Identify the fund or funds to be used in covering the cost stated above. L-326100 (Housing Auxiliary)

5. If verbal approval was previously granted, indicate to whom approval was given, the date, and whether by telephone or in person. _____

6.

Theresa Powell
(Optional) Signature of Requesting Administrator

Ruth Ray Jackson
(Required) Signature of President

05/28/2025
Date

05/28/2025
Date

==========

DO NOT COMPLETE FIELDS BELOW.
FOR USE BY THE OFFICE OF THE CHIEF EXECUTIVE OFFICER ONLY.

☑ Interim approval is granted by the office of the Chief Executive Officer for the business matter described above.

REMARKS:

☐ Interim approval is not granted for the business matter described above.

REMARKS:

Jason Ramsey
2025-06-02 14:19 UTC
Signature of the Chief Executive Officer or
his designated representative

Date

J – PURCHASE REQUESTS

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

LANGSTON UNIVERSITY
Fiscal Year 2026
ANNUAL ORDERS

Aladdin Food Services — **Board Request**
At Langston Facilities — **$ 3,000,000.00**
HWY 33 E
Langston, OK 73050
Payment of catering services, meal plan
contracts, amortization, daycare meals

HES/WFF — **Board Request**
At Langston — **$ 3,200,000.00**
HWY 33 E
Langston, OK 73050
Operations of janitorial services and groundskeeping

Campus Beautification Allocation — **$159,650.00**

CliftonLarsonAllen LLP — **Board Request**
220 S 6th St Ste 300 — **$ 200,000.00**
Minneapolis, MN 55402
Professional Services - External Auditing

Ebsco Subscription Services — **Board Request**
5339 Alpha Rd 400 — **$ 320,000.00**
Dallas, TX 75240-7308
Renewal of Subscriptions

OSU Bursar's Office — **Board Request**
Bursar's Office — **$ 950,000.00**
113 Student Union
Stillwater, OK 74078
For payment of services of governing board,
legal services, purchasing, internal audits, safety
engineer services, errors and omissions,
grants MOU and miscellaneous charges

LANGSTON UNIVERSITY
Fiscal Year 2026
ANNUAL ORDERS

OSU Information Technology — **Board Request**
113 Math Sciences — **$ 437,000.00**
Stillwater, OK 74074
Banner Implementation and maintenance
Microsoft Campus Agreement

Risk Management — **Board Request**
Office of Public Affairs — **$ 700,000.00**
State Capitol, Room B-4
Oklahoma City, OK 73105
Payment of liability and property insurance

BMI/IMAGENET — **Board Request**
PO Box 26340 — **$ 500,000.00**
Oklahoma City, OK 73126
Maintenance, rental and program support of Equipment

EAB — **Board Request**
2445 m St NW — **$ 751,000.00**
Washington, District of Columbia 20037
Enrollment Management Services
&
1920 E Parham Road
Richmond, VA 23228-2206
Institutional Advancement Services

Oklahoma State Regents for Higher Education — **Board Request**
655 Research Parkway, Ste 200 — **$ 3,100,000.00**
Oklahoma City, OK 73104
Master Lease Debt Service

LANGSTON UNIVERSITY
Fiscal Year 2026
ANNUAL ORDERS

Follett Varsity Shop — **Board Request**
3146 Solutions Ctr — **$ 2,000,000.00**
Store #222 MA#9999
Chicago, IL 60677-3001
Operation of Langston Campus Bookstore

Republic Services — **Board Request**
1717 E Yost Rd — **$ 140,000.00**
Stillwater, Oklahoma 74075
Waste Services

Perry Publishing & Broadcasting Inc. — **Board Request**
PO Box 17498 — **$ 300,000.00**
Oklahoma City, Ok 73136-1498
Artist and speakers for student-centered events

Total Wellness LLC — **Board Request**
7017 N Robinson Ave — **$ 200,000.00**
Oklahoma City, Oklahoma 73116
Health clinic services

Team Travel — **Board Request**
Overland Charters — **$ 190,000.00**
3333 N. Hillside
Wichita, KS 67219-3907

Belfor USA Group — **Board Request**
4132 Will Rogers Pkwy Suite 500 — **$ 4,000,000.00**
Oklahoma City, Oklahoma 73108-2062
Facilities Management & Light Construction Services

As Needed Mechanicals — **Board Request**
Mechanical service — **$ 2,500,000.00**
(Jackson Mechanical and Luckinbill Mechanical**)**

J – PURCHASE REQUESTS

Approval is requested to solicit competitive bids or use contracted suppliers (state, on-call, or Oklahoma A&M System contracts) to award contracts to purchase equipment and services for various projects using remaining Oklahoma Capital Asset Management and Protection (OCAMP) funding allocated in FY 25. Langston University is grateful to the Oklahoma Legislature for this allocation.

To date, the majority of OCAMP funds appropriated in FY25 are being used to reimburse institutional fund accounts used to address deferred maintenance needs. These projects vary in cost and include elevator modernizations, underground plumbing repairs, electrical upgrades, and upgrades to housing communities such as stairwell replacement.

Remaining OCAMP funds have been designated for additional projects:

- Roof Replacement at LU-OKC
- Underground Sewer Line Repair at Centennial Court Apartments and Hamilton Hall
- Design Phase of HVAC Replacement for C.F. Gayles Gymnasium, Atrium, and John Montgomery Multipurpose Building
- Lighting Upgrades in Residential Communities on Langston Campus

A full list of projects is enclosed reflecting their completion status, planned vendor, and expenditures.

OCAMP allocations for each project may be adjusted based upon projected costs of LU-OKC Roof Replacement following closure of the Title 61 bid which is being managed through the Office of Central Procurement.

All purchases will comply with Oklahoma A&M Board Policies and Procedures, as well as applicable state statutes. Langston University will work closely with the Office of Central Procurement to ensure appropriate management of funded projects. The funds for these expenditures will come from legally available funds.

Oklahoma Capital Asset Management and Protection (OCAMP) FY25 Expenditures - Langston University

Project Name	Project Description	Current Total Cost Estimate	Project Progress Status	Vendor	Total Expenditure to Date	OCAMP Funds Expended	Other Funds Expended	Relevant Notes
Elevator Repairs	Repair to multiple elevators on Langston Campus including Moore Hall, W.E. Anderson Stadium, and Sanford Hall.	206,364	Completed	Otis Elevator (State Contract)	206,364	0	206,364	Moore Hall elevator repair ($46,793.63) is complete. Stadium elevator repair ($36,440.28) is complete. Sanford Hall elevator modernization ($123,184) is complete. Funds will be transferred out of OCAMP to reimburse institutional accounts.
LU-OKC Roof Replacement Design and Architectural Planning	Preparation of detailed specifications and plans for bid of LU-OKC Roof Replacement	54,000	Completed	GH2 Architects (On-Call Architect)	54,000	54,000	0	Development of detailed specifications complete for use in Title 61 bid to replace LU-OKC roof.
Underground Plumbing Repairs (Physical Plant/Auditorium/Hamilton/Allied Health)	Excavation, saw cutting, and replacement of underground piping leading out from Physical Plant to campus buildings.	150,219	Completed	Jackson Mechanical (As-Needed Contract for LU)	150,219	0	150,219	Project completed prior to fund creation in budget. Funds from OCAMP allocation will be transferred to reimburse facility account used for original expenditure from institutional funding source.
Electrical Panel Replacement	Replacement of electrical panel in Jones Hall, academic building on the Langston Campus	61,877	Completed	Jackson Mechanical (As-Needed Contract for LU)	61,877	0	61,877	Project completed prior to fund creation in budget. Funds from OCAMP allocation will be transferred to reimburse institutional funding source.
Underground Plumbing Repairs (Hamilton Hall)	Excavation, saw cutting, and replacement of underground sewer line from beneath Hamilton Hall to sewage drain.	100,000	Partially complete; remainder of project to be completed Summer 2025.	Luckinbill Mechanical (As-Needed Contract for LU)	0	0	0	Project completed prior to fund creation in budget. Funds from OCAMP allocation will be transferred to reimburse facility account used for original expenditure from institutional funding source.
LU-OKC Roof Replacement	Full replacement of roof on LU-OKC Campus	2,479,476	In progress; Title 61 Bid Initiated	TBD through Title 61 Bid	0	0	0	Title 61 Bid opens June 5, 2025 to select vendor to replace LU-OKC Roof.
Scholars' Inn Stairwell Replacement	Replacement of first-floor stairwells in Scholars' Inn Apartment community.	200,000	In progress; Title 61 Bid Initiated	TBD through Title 61 Bid	0	0	0	Approval from Oklahoma A&M Board of Regents secured on March 7, 2025. Funds from OCAMP allocation will be transferred to reimburse institutional funding source.
C.F. Gayles/Atrium/Multipurpose Building HVAC Replacement	Preparation of detailed specifications and plans for bid of C.F. Gayles/Atrium/Multipurpose Building HVAC Replacement	91,750	In progress; Design Phase Initiated	Cyntergy (On-Call MEP)	0	0	0	Cyntergy (On-Call MEP) engaged to design specifications for public bid. Design phase initiated to produce detailed plans and specifications for project to be completed in FY26. PO issued to Cyntergy for design.

Oklahoma Capital Asset Management and Protection (OCAMP) FY25 Expenditures - Langston University

Project Name	Project Description	Current Total Cost Estimate	Project Progress Status	Vendor	Total Expenditure to Date	OCAMP Funds Expended	Other Funds Expended	Relevant Notes
Underground Plumbing Repairs (Centennial Court)	Excavation, saw cutting, and replacement of underground sewer line from beneath Centennial Court Clubhouse to sewage drain.	43,000	Project to be completed Summer 2025.	Jackson Mechanical (As-Needed Contract for LU)	0	0	0	Project quote secured from on-call mechanical contractor.
French Drain Installation at Centennial Court Apartments	Installation of French Drain systemt throughout Centennial Court Apartments on the Langston Campus.	138,670	In Progress - project is ongoing but delayed by rain.	Jackson Mechanical (As-Needed Contract for LU)	0	0	0	Project will be completed in 3 phases with the first phase beginning April 2025.
Lighting Replacement in Campus Housing	Replacement of external lighting within the Scholars' Inn Housing Community on the Langston Campus.	54,189	Project to be completed Summer 2025.	Jackson Mechanical (As-Needed Contract for LU)	0	0	0	Project quote secured from vendor to complete replacement of all external lighting. Project will begin following move-out in May 2025.
		$3,579,545			**$472,460**	**$54,000**	**$418,460**	

J – PURCHASE REQUESTS

Approval is requested to solicit competitive bids or use contracted suppliers (state, on-call, or Oklahoma A&M System contracts) to award contracts to purchase equipment and services for various projects using Oklahoma Capital Asset Management and Protection (OCAMP) funding allocated in FY 26.

A list of planned projects with initial estimates that fall within the FY26 allocation of $10,000,000 is enclosed for reference and review. These projects are prioritized based on the availability of funds. Projects with the highest impact to the student experience will be mobilized first. Many of the proposed projects can be initiated quickly while others will require a phased approach.

Potential projects under consideration within FY26 include but may not be limited to:

- HVAC replacement for C.F. Gayles, Atrium, and John Montgomery Multipurpose Building on the Langston Campus
- HVAC replacement in academic buildings on Langston Campus including but not limited to replacement chiller for the Allied Health Building
- Plumbing stack replacements and modernization within residential housing communities including but not limited to Scholars' Inn and Centennial Court Apartments
- Elevator modernizations
- Roof replacements on campus buildings including I. W. Young Auditorium and Jones Hall
- Roadway repairs on Langston, Oklahoma City, and Tulsa Campuses
- Lift station expansion on Langston Campus
- Fire suppression equipment upgrades on Langston, Tulsa, and Oklahoma City Campuses
- Energy management system software and infrastructure upgrade

The total cost for projects will not exceed the amount of OCAMP funding appropriated to Langston University in FY 26, $10,000,000. Allocations for each project may be adjusted as necessary contingent upon competitive bids and market adjustments. Approval of these planned expenditures will allow Langston University to initiate select projects without delay.

Langston University will provide periodic updates to the Board apprised regarding these projects and expenditures and will ensure that requests requiring additional Board action are submitted as appropriate.

All purchases will comply with Oklahoma A&M Board Policies and Procedures, as well as applicable state statutes. Langston University will work closely with the Office of Central Procurement to ensure appropriate management of funded projects. The funds for these expenditures will come from legally available funds.

Oklahoma Capital Asset Management and Protection (OCAMP) FY26 Planned Expenditures - Langston University

Project Name	Project Description	Current Total Cost Estimate	Project Progress Status	Proposed Vendor	Relevant Notes
Athletic Complex HVAC Upgrade	Replacement of rooftop units (RTU) components on all buildings within the Athletics Complex on our Langston Campus including the C.F. Gayles Fieldhouse, Atrium, and John Montgomery Multipurpose Building.	2,000,000	Planned for FY26	TBD through Title 61 Bid	Detailed specifications are currently in development by Cyntergy (On-Call MEP). Project will be bid through Title 61.
Allied Health HVAC Upgrades	Design, procurement and installation of new chillers for Allied Health Building on Langston Campus	300,000	Planned for FY26	Cyntergy (On-Call MEP) to assist with design portion. Project vendor TBD through Title 61 Bid	Cyntergy (On-Call MEP) will be engaged to assist with design of detailed specifications for use in Title 61 bid to select project vendor.
University Women Elevator	Modernization	200,000	Planned for FY26	Otis Elevator (State Contract)	Langston University will solicit proposal from Otis Elevator on modernization, following the same process that was used in the Sanford Hall elevator modernization.
Page Hall Elevator	Modernization	200,000	Planned for FY26	Otis Elevator (State Contract)	Langston University will solicit proposal from Otis Elevator on modernization, following the same process that was used in the
Roadway/Culvert Repair	Repair/reconstruction of collapsed culvert at East Gate entrance to campus.	60,000	Planned for FY26	TBD with Central Procurement	Langston University will work with Central Procurement to determine best approach for project. Project can likely be completed by an as-needed contract used by LU. (Luckinbill)
Residential Housing Duct Cleaning	Cleaning and maintenance of internal ductwork for HVAC systems within residential housing communities.	315,000	Planned for FY26	TBD through Title 61 Bid	Langston University will work with Central Procurement on best approach for project including development of specifications for bid.
Scholars Inn Lift Station Expansion	Install a larger capacity system to support increased volume	125,000	Planned for FY26	TBD with Central Procurement	Langston University will work with Central Procurement to determine best approach for project. Project can likely be completed by one of the two as-needed mechanical contracts used by LU or by A-1 Septic due to their work on our lift station.
Residential Housing Plumbing Stack Project	Full clean-out and replacement of plumbing stacks within residential housing including snaking/augering of stacks and jetting through to external cleanouts; replacement of plumbing infrastructure (toilets, sinks) with modernized high-capacity equipment.	3,000,000	Planned for FY26	TBD through Title 61 Bid	Langston University will work with Central Procurement on best approach for project including development of specifications for bid. If construction is needed, Long Range Facilities Planning may be engaged for project management services.

Oklahoma Capital Asset Management and Protection (OCAMP) FY26 Planned Expenditures - Langston University

Project Name	Project Description	Current Total Cost Estimate	Project Progress Status	Proposed Vendor	Relevant Notes
Auditorium Roof Replacement	Replacement of roofing materials and gutters for I.W. Young Auditorium.	500,000	Planned for FY26	On-Call Architect to assist with design portion. Project vendor TBD through Title 61 Bid	Langston University intends to work with Long Range Facilities Planning and Central Procurement on this project.
Jones Hall Roof Replacement	Full replacement of roofing material on School of Jones Hall.	300,000	Planned for FY26	On-Call Architect to assist with design portion. Project vendor TBD through Title 61 Bid	Langston University intends to work with Long Range Facilities Planning and Central Procurement on this project.
Fire Suppression Upgrade	Enterprise-wide update of all fire suppression panels, devices, dialer, batteries, and associated system equipment.	2,000,000	Planned for FY26	TBD through Central Procurement	Langston University will work with Central Procurement to determine best approach for project. Current provider, Infosys, can complete project for consistency with existing fire suppression equipment.
Energy Management System Upgrades	Necessary software updates and hardwired upgrades within buildings to support the ABS energy management system.	1,000,000	Planned for FY26	TBD with Central Procurement	Langston University will work with Central Procurement to determine best approach for project. Current energy management provider, ABS, offers proprietary services for software and infrastructure upgrades.

VI. OKLAHOMA STATE UNIVERSITY, STILLWATER, OKLAHOMA

President Jim Hess and other members of the administration came before the Board to review the Agenda and present the business of OSU. (The OSU Agenda is attached to this section and considered a part of these minutes.)

Chair Harrel expressed appreciation to President Hess and his team at OSU-OKC for hosting the Board meeting. President Hess thanked Chair Harrel and his fellow A&M institution presidents for their expressions of appreciation to him and his staff, but the credit should truly go to Dr. Ronna Vanderslice, Vice Provost for Academic Affairs for the OSU System, and her staff at OSU-OKC because they did all the work.

President Hess addressed President Jackson and told her he had the opportunity to work with Dr. Emily Patterson Harris in Tulsa for a very long time, and he really enjoyed working with her all those years. He asked President Jackson to extend his congratulations to Dr. Harris on her retirement.

A-1 Remarks by President Jim Hess

President Hess expressed gratitude to Regent Harrel for his dedicated service as Chair of the Board. He welcomed Regent Poole to the Board and congratulated him on his appointment. He thanked Regent Poole for his service and said he looks forward to working with him. He said he also looks forward to working more closely with Regent Walker during his time as the Board Chair.

He said the OSU Men's Golf Team won another National Collegiate Athletic Association (NCAA) championship, marking the team's 12th national championship in golf and its second under the leadership of Head Coach Alan Bratton. He said the Miss Oklahoma competition was very interesting this year because, out of the 40 competitors, 10 of them were affiliated with OSU in some way. Seven were current OSU students, and three were recent alums. He likes to say the beauty of the OSU campus is only surpassed by the people who walk on it.

President Hess said Dr. Brett Carver, Regents Professor and Wheat Genetics Chair in the OSU Department of Plant and Soil Sciences, was recognized as a 2024 Big 12 Faculty Member of the Year. He said the administration is very proud of Dr. Carver and the work he does to provide significant wheat production across the globe through genetic wheat breeding.

He said OSU joined the OK Department of Transportation last week to break ground in Stillwater for a new facility that will serve as a hands-on training and learning space for OSU's future engineers. This facility will enhance the College of Engineering, Architecture, and Technology, while supporting critical infrastructure across the State.

Next, he said the television (T.V.) program *Oklahoma Gardening* is celebrating its 50th season, and as a part of that celebration will take viewers back to its roots. Since 1975, the show has been produced as a joint effort between the OSU Cooperative Extension Service and the OK Educational Television Authority (OETA). Episodes air weekly on OETA, and the show also has its own YouTube channel named "*OklahomaGardening."*

President Hess said OSU recently held its 150th undergraduate commencement ceremony and he expressed appreciation to everyone who participated in that wonderful event. It was a great opportunity to celebrate the accomplishments of thousands of OSU graduates.

In closing, he wants to reiterate what he said on his first official day as President: he is committed to always put the students' needs first, which is why the proposed FY 2026 Budget for OSU holds tuition and mandatory fees at the same level as FY 2025. This makes OSU's rates flat for four years straight and for six out of the past seven years, keeping costs for students as affordable as possible. This decision reflects OSU's unwavering commitment to providing accessible education to as many Oklahomans as possible through its land-grant mission.

B-1 Adoption of Memorial Resolutions for Kenneth Joyce Kiser, Frank George Steindl, and Marvin "Palmer" Terrell

President Hess presented the Memorial Resolutions and read aloud brief statements about each individual's service at OSU.

> Regent Taylor moved and Regent Callahan seconded to adopt Memorial Resolutions as recommended for the individuals listed in Item B-1 of the OSU Agenda.
>
> Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

C-1 Approval of a posthumous degree (OSU-OKC)

President Hess said OSU-OKC learned of the loss of a very talented student, Ms. Katelyn Callahan, who passed away unexpectedly on May 2, 2025. Ms. Callahan was within 12 credit hours of completing her Associate of Science in Healthcare Management degree. If approved, he and representatives of the OSU-OKC leadership will work with the family to arrange the presentation of this posthumous degree at an appropriate time, and the OSRHE will be notified of this intended action. President Hess said Ms. Callahan will be greatly missed.

> Regent Callahan moved and Regent Hall seconded to approve Item C-1 as presented in the OSU Agenda.
>
> Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

C-2 Approval of OSU Policy and Procedures 2-0113, *Faculty Sick Leave*

President Hess said the changes to this Policy are to align it with the previously approved employee/staff sick leave policy. He noted this Item was discussed with members of the AAPP Committee. AAPP Committee Chair Callahan said the Committee recommends Board approval of this Item.

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

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

C-3 Approval of modifications to the faculty handbook (OSU-OKC)

President Hess said this Item was also discussed with members of the AAPP Committee. AAPP Committee Chair Callahan said the Committee recommends Board approval of this Item as presented.

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

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

C-4 Approval of academic school realignment (OSUIT)

President Hess noted this Item was discussed with members of the AAPP Committee as well. This realignment will consolidate two schools into one and does not require any loss of positions at the institution. AAPP Committee Chair Callahan said the Committee recommends Board approval of this Item.

Regent Callahan moved and Regent Taylor seconded to approve Item C-4 as presented in the OSU Agenda.

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

D-1 Approval of personnel actions including:

a. 33 new appointments
b. 312 reappointments, changes in salary, changes in title or rate, and personnel leaves

c. 33 personnel items not requiring action by the Board are provided for informational purposes only

President Hess noted the personnel actions include the appointment of Dr. Jessica Patrick as Dean of the School of Engineering and Construction Technology at OSUIT; Dr. Mauricio Torres as the Dean of Science, Technology, Engineering, and Mathematics (STEM) conferring tenure at the OSU-OKC campus; and Dr. Jeff Frisbee, Professor and Department Head for the College of Veterinary Medicine, Physiological Sciences.

Regent Walker moved and Regent Baetz seconded to approve the personnel actions as listed in Item D-1 of the OSU Agenda.

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

D-2 Approval of the job description and announcement for the Dean of the College of Education and Human Sciences

President Hess said the current Dean, Dr. Jon Pedersen, submitted a letter stating his intention to retire in the summer of 2026. If this Item is approved, OSU will post the vacant position and begin moving forward with the search. This Item was also discussed with members of the AAPP Committee. AAPP Committee Chair Callahan said the Committee recommends Board approval of this Item.

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

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

E-1 Approval of 73 curricular changes including new degrees and certificates, program modifications, program suspensions, and program deletions

President Hess said this Item was discussed with members of the AAPP Committee as well. AAPP Committee Chair Callahan said the Committee recommends Board approval of this Item.

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

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

F-1 Approval of proposed FY 2026 Budgets for Oklahoma State University and its constituent budget agencies, including E&G Parts I and II, Auxiliary, Tuition and Fees, Room and Board Rates, and Salary Recommendations

President Hess said this Item was discussed with members of the FINC Committee and includes a budget totaling $1.89 billion, with a $26.6 million or 1.4 percent increase from FY 2025. As he previously stated, there are no proposed tuition or mandatory fee increases. FINC Committee Member Hall said the Committee recommends Board approval of this Item.

Regent Hall moved and Regent Walker seconded to approve all elements of the proposed FY 2026 Budgets for OSU and its constituent budget agencies as presented in Item F-1 of the OSU Agenda.

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

G-1 Approval of peace officer action (OSUIT)

Commission	Commission No.
Chad Chance	839

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

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

G-2 Approval of actions required to refund master lease program bonds for savings

President Hess said this Item was also discussed with members of the FINC Committee and noted it will net OSU savings totaling approximately $427,000. The rate threshold for consideration of refinancing is 3.0 percent of the net present value, and the administration will not move forward with this action until the right rate can be achieved. FINC Committee Member Hall said the Committee recommends Board approval of this Item.

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

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

G-3 Approval for the College of Engineering, Architecture, and Technology to dispose of equipment through transfer to the University of South Florida

President Hess said this Item is due to a departing faculty member. There are 11 total items included in this request; five were purchased with departmental funding and six with grant funds. Current book value of this equipment is $4,974, and the University of South Florida will pay book value upon its transfer. There is no existing need for OSU to retain this equipment.

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

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

G-4 Approval to transfer funds for the acquisition of the Stillwater Young Men's Christian Association in Stillwater, Oklahoma

G-5 Approval to transfer funds for the Scott Parker Wentz Cafeteria remodel for the Nursing Program in Stillwater, Oklahoma

G-6 Approval to enter into ingress/egress agreements with Board of Commissioners for Payne County for property located in Stillwater, Oklahoma

G-7 Approval to execute a Deed, Certificate of Acceptance, and Seller/Owner Affidavit to effectuate the donation of 5.8927 acres of real property to the United States Department of Veterans Affairs (OSU-CHS)

G-8 Approval to execute a utility easement with Vicinity Energy for the Oklahoma Psychiatric Care Center in Tulsa, Oklahoma (OSU-CHS)

G-9 Approval of transfer funds for the emergency repairs on four residence halls on the OSU Institute for Technology Campus in Okmulgee, Oklahoma (OSUIT)

G-10 Approval to enter into a Memorandum of Understanding with Tulsa County to allow OSU-Tulsa and Tulsa County to develop a long-term ground lease for the site of a new Tulsa County OSU Cooperative Extension Office in Tulsa, Oklahoma (OSU-TUL)

President Hess presented the remainder of the Items in Section G and noted all were discussed with members of the FACS Committee. In relation to Item G-7, he noted the document has changed since it was presented to the Committee, but the nature of the request has not changed. OLC has reviewed the revised document and does not believe the modifications change the obligations that are being recommended to the Board. Approval of this Item is requested pending any additional changes that may occur after further review by OLC. FACS Committee Member Taylor said the Committee recommends Board approval of these Items as presented.

Regent Taylor moved and Regent Walker seconded to approve Section G, Items 4 through 10, as presented in the OSU Agenda.

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

H-1 Approval to execute a contract for development services with the Oklahoma State University Foundation (OSU-System)

President Hess said this contract is for an amount of $4,740,000.

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

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

H-2 Approval to execute a contract for management services with the Oklahoma State University Alumni Association

H-3 Approval to execute a memorandum of understanding with the Oklahoma State University Alumni Association

H-4 Approval to enter into a contract with the City of Stillwater to fund an Airline Services Agreement

H-5 Approval of changes to Oklahoma State University and OSU/A&M Retirement Plans

H-6 Ratification of interim board approval to increase the amount approved to contract with Pokes Marketing, LLC for the acquisition of name, image, and likeness rights of OSU student athletes

President Hess said the contract in Item H-2 is for an amount of $690,000. Item H-3 is for OSU to utilize the OSU Alumni Center's facility for orientations, tours, and the visitor's desk for prospective and incoming students. Item H-4 is to fund a portion of an air services agreement with a minimum revenue guarantee to American Airlines for them to fly in and out of Stillwater twice per day; the cost of this contract is split 50/50 between OSU and the City of Stillwater. H-5 is to maintain compliance with Internal Revenue Service regulations. Lastly, Item H-6 is to increase a contract from $10 million to $18 million; the $8 million increase will be funded by private sources.

Regent Baetz moved and Regent Taylor seconded to approve Section H, Items 2 through 6 as presented in the OSU Agenda.

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

J-1 Approval of sole source & special request purchasing items (OSU-System)

f. Authorization for OSU Athletics to enter into a new four-year all-sport contract with Nike USA, Inc., for clothing and uniforms in the estimated annual amount of $2.5 million

President Hess said this Item was discussed with members of the FINC Committee. FINC Committee Member Hall said the Committee recommends Board approval of this Item.

Regent Hall moved and Regent Callahan seconded to approve Item J-1, sub-item f., as presented in the OSU Agenda.

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

Balance of Section J:

J-1 Approval of sole source & special request purchasing items (OSU-System)

J-2 Approval of revolving & appropriated funds purchasing items (OSU-System)

J-3 Approval of auxiliary enterprises funds purchasing items (OSU-System)

J-4 Approval of plant funds purchasing items (OSU-System)

Regent Hall moved and Regent Walker seconded to approve the Balance of Section J as presented in the OSU Agenda.

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

The business of OSU being concluded, President Hess and other members of the University's administration were excused from the meeting.

Oklahoma State University

Stillwater, Oklahoma

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

June 13, 2025

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 Jim Hess.

B-MEMORIAL RESOLUTIONS

1. Request adoption of Memorial Resolutions for Kenneth Joyce Kiser, Frank George Steindl, and Marvin “Palmer” Terrell - *(Ref. Doc. B-1)*.

C-POLICY AND OPERATIONAL PROCEDURES

1. Request approval of posthumous degree - OSU-OKC *(Ref. Doc. C-1).*
2. Request approval of OSU Policy and Procedures 2-0113, Faculty Sick Leave - OSU-STW *(Ref. Doc. C-2).*
3. Request approval of faculty handbook modifications - OSU-OKC *(Ref. Doc. C-3)*.
4. Request approval of academic school realignment - OSUIT *(Ref. Doc. C-4).*

D-PERSONNEL ACTIONS in compliance with Board Policies 3.01, 3.02, and 3.03

1. Request approval of personnel actions including:
   a. 33 new appointments
      i. 19 replacements, 14 new positions
   b. 312 reappointments, changes in salary, changes in title or rate, and personnel leaves,
   c. 33 personnel items not requiring action by the Board including resignations, terminations, suspensions, and retirements are provided for informational purposes only - *(Ref. Doc. D-1).*
2. Request approval of job description and announcement for Dean of the College of Education and Human Sciences (*Ref. Doc. D-2)*.

E-INSTRUCTIONAL PROGRAMS

1. Request approval of curricular changes including:
    a. 73 new degrees and certificates, program modifications, program suspensions, and program deletions *(Ref. Doc. E-1).*

F-BUDGETARY ACTIONS

1. Request approval of 2025-2026 budget materials - OSU-SYSTEM *(Ref. Doc. F-1).*

G-OTHER BUSINESS AND FINANCIAL MATTERS

1. Request approval of peace officer action - OSUIT *(Ref. Doc. G-1).*
2. Request approval of actions required to refund master lease program bonds for savings - OSU-STW *(Ref. Doc. G-2).*
3. Request approval for the College of Engineering, Architecture, and Technology to dispose of equipment through transfer to the University of South Florida - OSU-STW *(Ref. Doc. G-3).*
4. Request approval to transfer funds for the acquisition of the Stillwater Young Men's Christian Association in Stillwater, Oklahoma - OSU-STW *(Ref. Doc. G-4).*
5. Request approval to transfer funds for the Scott Parker Wentz Cafeteria Remodel for the Nursing Program in Stillwater, Oklahoma - OSU-STW *(Ref. Doc. G-5).*
6. Request approval to enter into ingress/egress agreements with Board of Commissioners for Payne County for Property Located in Stillwater, Oklahoma - OSU-STW *(Ref. Doc. G-6).*
7. Request approval to execute a deed, certificate of acceptance, and seller/owner affidavit to effectuate the donation of real property to the United States Department of Veterans Affairs - OSU-CHS *(Ref. Doc. G-7).*
8. Request approval requested to execute a utility easement with Vicinity Energy for the Oklahoma Psychiatric Care Center in Tulsa, Oklahoma - OSU-CHS *(Ref. Doc. G-8).*
9. Request approval of transfer funds for the emergency repairs on four residence halls on the OSU Institute for Technology Campus in Okmulgee, Oklahoma - OSUIT *(Ref. Doc. G-9).*
10. Request approval to enter Into a memorandum of understanding with Tulsa County to allow OSU Tulsa and Tulsa County to develop a long-term ground lease for the site of a new Tulsa County OSU Cooperative Extension Office in Tulsa, Oklahoma - OSU-TUL *(Ref. Doc. G-10).*

H-CONTRACTUAL AGREEMENTS (other than construction and renovation)

1. Request approval to execute a contract for development services with the Oklahoma State University Foundation - OSU-SYSTEM *(Ref. Doc. H-1).*
2. Request approval to execute a contract for management services with the Oklahoma State University Alumni Association - OSU-STW *(Ref. Doc. H-2).*
3. Request approval to execute a memorandum of understanding with the Oklahoma State University Alumni Association - OSU-STW *(Ref. Doc. H-3).*

4. Request approval to enter Into a contract with the City of Stillwater to fund an Airline Services Agreement - OSU-STW *(Ref. Doc. H-4).*
5. Request approval of changes to Oklahoma State University and OSU/A&M Retirement Plans - OSU-STW *(Ref. Doc. H-5).*
6. Request ratification of interim board approval requesting to increase the amount approved to contract with Pokes Marketing, LLC for the acquisition of name, image, and likeness rights of OSU student athletes - OSU-STW *(Ref. Doc. H-6).*

I-NEW CONSTRUCTION OR RENOVATION OF FACILITIES -- *None*

J-PURCHASE REQUESTS

1. Request approval of sole source & special request purchasing items - OSU-SYSTEM *(Ref. Doc. J-1).*
2. Request approval of revolving & appropriated funds purchasing items - OSU-SYSTEM *(Ref. Doc. J-2).*
3. Request approval of auxiliary enterprises funds purchasing items - OSU-SYSTEM *(Ref. Doc. J-3).*
4. Request approval of plant funds purchasing items - OSU-SYSTEM *(Ref. Doc. J-4).*

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. Recognition agreements for interior spaces - OSU-STW *(Ref. Doc. M-1).*

KENNETH JOYCE KISER

Kenneth (Ken) Joyce Kiser was born October 22, 1940, in Blackwell, Oklahoma. He spent several years at the University of Oklahoma as an undergraduate student, earning his BA in Political Science (with a minor in Economics) in 1963. He earned an MS in Sociology in 1967 from Oklahoma State University. Ken joined the Department of Sociology at OSU in 1970 as he continued to work on his Ph.D., which he earned from The Ohio State University in Sociology in 1973.

Dr. Kiser's teaching and research centered on two primary areas: organizational change and the relationship between work and family in contemporary American society. In addition to successful collaborative interdisciplinary grant-seeking and publication of peer-reviewed articles, Dr. Kiser co-authored two books with Marshall Sashkin—*Total Quality Management* and *Putting Total Quality Management to Work.* He was active in conducting field research and consulting with private and public sector organizations.

A dedicated professor at OSU for nearly 50 years, Dr. Kiser was passionate about teaching and was a lifelong knowledge seeker. His students described him as an enthusiastic and entertaining Professor, and a beloved and impactful instructor who pushed them to engage creatively with course ideas. Students note that they "still refer to some of the incredible debates that were had in his classes," with one stating that "no other professor at OSU had such a profound and long-lasting effect on my academic, professional, and personal life. I am sure there are many more who would say the same."

Dr. Kiser retired from the OSU Department of Sociology as an affiliate of the interdisciplinary American Studies program in the summer of 2019. He was Professor Emeritus in OSU's Department of Sociology.

Ken Kiser passed away on January 31, 2025, at the age of 84.

FRANK GEORGE STEINDL

Frank George Steindl was the son of Frank and Anna (Bumeder) Steindl, who emigrated from lower Bavaria in the late 1920s. He was born in Chicago on August 26, 1935. He graduated from St. Alphonsus Elementary School (1949), DePaul Academy (1953), and DePaul University (1957). He received an A.M. in Economics from the University of Illinois (1958) and a Ph.D. in Economics from the University of Iowa (1963). While there, he also fulfilled his eight-year Naval Reserve obligation.

He joined the Economics faculty at Oklahoma State University in 1962, where he progressed to Regents Professor of Economics and Ardmore Professor of Business Administration, retiring in 2004. He published over fifty articles in professional journals, along with twenty-five book reviews. He gave over one hundred fifty presentations at university seminars and professional meetings, as well as directing twenty-three doctoral dissertations. His two books were *Monetary Interpretations of the Great Depression* and *Understanding Economic Recovery in the 1930s: Endogenous Propagation in the Great Depression*.

He served as Economist of the Federal Reserve Bank of Cleveland, Economist and Counsel of the United States Senate, Committee on the Budget, Visiting Professor of Economics at the University of Munich, Visiting Professor of Economics and Finance at the University of Bamberg, Visiting Scholar at Brown University, Academic Visitor at London School of Economics, and Visiting Scholar at the University of Iowa. He also taught summers at the Universities of Missouri in Colorado, Wisconsin, and Alaska.

Dr. Frank George Steindl passed away on January 22, 2025, at the age of 89.

MARVIN “PALMER” TERRELL

Marvin “Palmer” Terrell was born on May 19, 1934, in Pine Bluff, Arkansas, to Marvin Tee Terrell and Jewel G. Palmer-Terrell. He was raised in this historic Alcoa Aluminum Company town during the tumultuous years of the Depression and WWII. He grew up in a family of faithful and dedicated educators.

He earned his bachelor’s and master’s degrees in industrial engineering from the University of Arkansas in 1957 and 1960, respectively. Palmer was a licensed professional engineer and worked in the industry for a few years. He then returned to academia to complete his PhD in Industrial Engineering from the University of Texas at Austin in 1966. Dr. Palmer began his career at Oklahoma State University on June 1, 1966. He was a Senior Fellow of the Institute of Industrial Engineers. He retired from OSU after 30 years as Professor Emeritus in 1996.

He stated that he had “the best job a guy could have” and was “richly rewarded” for seeing his students or advisees succeed in their lives and careers.

Palmer immersed himself in “continuing education” for his family and himself, in the dedicated study of Investments and “brain exercises”, and for many others via his commitment to scholarship funding, persistent networking, and mentoring pursuits during and after his working years.

Marvin “Palmer” Terrell passed away on January 9, 2025, at the age of 90.

OFFICE OF THE
PROVOST

101 Whitehurst
Stillwater, OK 74078-1011
O | 405.744.5627
F | 405.744.5495
academicaffairs.okstate.edu

May 21, 2025

MEMORANDUM

TO: Dr. Jim Hess
President

FROM: Jeanette M. Mendez
Provost and Senior Vice President

SUBJECT: *Request to Award Posthumous Degree*

Dr. Ronna Vanderslice, Provost, Oklahoma State University Polytech, and the Department of Healthcare Management at Oklahoma State University – Oklahoma City, request that Katelyn Elisabeth Callahan be granted a posthumous Associate of Science in Healthcare Management degree. Dr. Vanderslice shared that Katelyn was within 12 credit hours of completing her degree and was in good academic standing. Ms. Callahan was also pursuing an Associate of Applied Science in Nurse Science degree.

This posthumous degree request is supported by the Dean, Penny Ridenour; the department head, Dr. Cindy Akkerman; and the faculty in the Department of Healthcare Management. As such, this request is in accordance with the OSRHE Policy 3.14.6, *Posthumous Degrees*, as well as OSU's Policy and Procedure Letter 2-0114, *Awarding Posthumous Degrees*, which allows the institution to confer a posthumous degree to recognize a student who has "completed the majority of the degree requirements" and was "currently enrolled in good academic standing."

Upon review of the above-mentioned policies and supporting documentation from Dr. Vanderslice, I concur with this recommendation and request your concurrence to include a request to grant this posthumous degree as part of the OSU agenda for the June 13th meeting of the OSU/A&M Board of Regents. Thank you for your consideration.

OKLAHOMA CITY

Dr. Ronna Vanderslice
Provost
900 N Portland Ave.
Oklahoma City, OK 73107
osuokc.edu

May 19, 2025

Dr. Jeanette M. Mendez
Provost and Senior Vice President
101 Whitehurst
Oklahoma State University
Stillwater, OK 74078

Dear Provost Mendez,

On behalf of the Department of Healthcare Management at Oklahoma State University – Oklahoma City, I request that Katelyn Elisabeth Callahan (A20266737) be granted a posthumous degree from Oklahoma State University to be awarded in June 2025.

At the time of her death on May 2, 2025, Ms. Callahan was pursuing an Associate of Science in Healthcare Management degree. She was in good academic standing and was within 12 credit hours of completing her degree (degree audit attached). Ms. Callahan was also pursuing an Associate of Applied Science in Nurse Science degree.

This posthumous degree request is supported by the Dean, Penny Ridenour; the department head, Dr. Cindy Akkerman; and the faculty in the Department of Healthcare Management.

In compliance with OSU Policy 2-0114, at the time of her death, Ms. Callahan had completed the majority of her degree requirements and was enrolled in good academic standing. Attached is Ms. Callahan's degree works audit which also supports this action. Thank you for considering this request.

Sincerely,

Ronna Vanderslice

Ronna Vanderslice
Provost, Oklahoma State University Polytech and
Vice Provost of Academic Affairs, Oklahoma State University System

OSU-Oklahoma City
Policy and Operational Procedures

1. Request approval to award a posthumous Associate of Science in Healthcare Management degree to Katelyn Elisabeth Callahan.

ONE-PAGE SUMMARY OF CHANGES FOR POLICY#:

Name of Policy: Faculty Sick Leave 2-0113

Submitted by: Name: Chris Kuwitzky and Jeanette Mendez **Phone #:** 405-744-8781
Department: Academic Affairs
Date: May 22, 2025

Significant Changes Made:
Adopt revisions parallel to the revisions approved in 2024 in the Sick Leave for Staff policy (3-0716).

Justification:

The changes to this policy mirror those approved in the Sick Leave for Staff policy in 2024, aligning both documents. The primary changes are to clarify that sick leave can be used for mental health care and to make explicit that faculty may take sick leave to care for foster children.

Those Involved in These Changes (please list all councils/committee to which this policy was submitted):
Faculty Council
Council of Deans
Executive Leadership Team

Has this policy been revised to include the OSU--System?

No

Does this policy need Board approval? If there is any question about this, please check with Legal Counsel.
Yes.

Do any other policies need to be updated to reference this policy?

No

Plans to communicate this policy or changes when policy is approved:

The adoption of the policy would be announced at Faculty Council, and the updated policy would be added to the OSU Policies and Procedures website.

Oklahoma State University Policy and Procedures

FACULTY SICK LEAVE	**2-0113** **ACADEMIC AFFAIRS** ~~**October 2005**~~**UPDATE UPON APPROVAL**

PURPOSE AND SCOPE

1.01 An integral part of the faculty compensation program for the university is a uniform plan providing for our faculty who need time away from work occasionally due to incapacity, short-term illness or disability, and well-care. This policy statement is intended to provide a uniform sick leave policy for faculty of the university.

1.02 Benefits and provisions under this Sick Leave policy are to be in coordination with appropriate provisions of policies covering Workers' Compensation, Family and Medical Leave Act (FMLA), and Long-Term Disability.

~~1.01~~1.03 It is the policy of Oklahoma State University to comply with all state and federal regulations. In the event of conflict, the actual regulations issued by the federal or state government shall prevail.~~A consistently applied plan for faculty sick leave is recognized as desirable in carrying out the University's commitment to provide a benefits program.~~

~~1.02~~1.04 Faculty are defined to include all employees with academic appointment whose primary function is academic, whether administration, teaching, research, or extension. Leave for employees who have been given faculty rank, but whose primary duties are not academic, is covered under the policy, Sick Leave for Staff, 3-0716.

POLICY AND/OR PROCEDURE

2.01 Faculty appointed to a temporary position expected to be less than six months or hired on a part-time basis (less than 50% FTE) shall not be eligible to earn or to accrue any benefit stated in this section.

2.02 The work schedule for faculty shall be whatever is agreed upon by the faculty member and department head.

2.03 In applying these policies and procedures, continuous service for faculty shall be defined as "employment at the University without a break in service."

A. A resignation shall be considered a break in service.

Formatted: Font: 13.5 pt, Font color: Auto

Formatted: Font: 13.5 pt, Font color: Auto

Formatted: Font: 13.5 pt, Font color: Auto

Formatted: Font: 13.5 pt, Font color: Auto

Formatted: Font: 13.5 pt

Formatted: Font: 13.5 pt

Formatted: Indent: Left: 0.11", Hanging: 0.01", Right: 0.2", Outline numbered + Level: 2 + Numbering Style: 01, 02, 03, … + Start at: 1 + Alignment: Left + Aligned at: 0.11" + Indent at: 0.44", Tab stops: Not at 0.48"

B. An authorized leave of absence with or without pay shall not be considered as a break in service.

C. If a faculty member is terminated due to a reduction in academic staff and is reemployed by the OSU System within 12 calendar months ("layoff"), such termination will not be considered a break in service.

D. Non-appointment in a summer semester shall not be considered a break in service.

3.01 Sick Leave Plan:

~~A. Sick leave is defined for the purpose of this policy as absence from assigned duty with pay, such absence resulting from a personal illness or incapacity or for care of an eligible dependent which is expected to continue for less than six calendar months or such absence resulting from the medical requirement and care for a qualifying family member who is ill or incapacitated.~~

A. Sick leave is defined for the purpose of this policy as absence from assigned duty with pay, such absence resulting from an illness (physiological or mental), incapacitation, disabling injury, attendance of preventative appointments or measurement for optimal health (e.g., dental checkups, annual physicals) or maintenance appointments for health conditions (e.g., counseling, addiction support, dialysis) which is expected to continue for less than six calendar months or such absence resulting from the medical requirement and care for a qualifying family member who is ill or incapacitated.

B. Each faculty member employed in a full-time position (100% FTE) shall accrue sick leave with full pay while continually employed. The sick leave is 22 days per year with a maximum accrual of 200 working days or 1600 hours. (There is no maximum accrual for Oklahoma Cooperative Extension Service employees participating in the Federal Retirement Program.) Amounts in excess of the 1600 hours that would otherwise accrue will be transferred to the Extended Sick Leave Account as described in section 5.01 of this policy.

C. Sick leave continues to accrue during periods of leave with pay.

D. Each faculty member employed in a part-time position (at least 50% but less than 100% FTE) shall accrue sick leave with pay proportionately. Fifty percent sabbatical leave shall be considered full-time for purposes of sick leave accrual.

E. Sick leave may be used for personal illness or incapacity or for occasions which require the employee to care for a member of the immediate family who is ill or incapacitated, or for any circumstance falling within applicable state and federal guidelines. For purposes of this policy, the ~~The~~ immediate family is defined as spouse, children, foster children, parents, siblings, grandparents, grandchildren, or corresponding step and in-law relationships~~includes but is not limited to~~

Formatted: Indent: First line: 0", Right: 0.12", Space Before: 14.05 pt

Formatted: Font: 13.5 pt, Font color: Auto

Formatted: Font: 13.5 pt, Font color: Auto

Formatted: Font: 13.5 pt, Font color: Auto

~~father, mother, sister, brother, husband, wife, son, daughter, grandfather, grandmother, grandson, granddaughter, or corresponding in-law relationships or step relationships~~.

~~F. A parent meeting the eligibility criteria under the Family and Medical Leave Act may, upon application, use up to five days accrued sick leave for the qualifying event of birth or adoption of his or her child. The twelve month employment requirement of the Family Medical Leave Act will not apply. Additional accrued leave can be used, as applicable under the conditions in OSU Policy and Procedures.~~

~~G.~~F. Notification of absence due to personal or eligible dependent illness or incapacity shall be given to the appropriate department head by the faculty member or their representative as soon as possible.

~~H.~~G. The unit administrator may require the faculty member to furnish satisfactory proof of illness or incapacity. In addition, the unit administrator may require the faculty member to furnish medical certification that he or she is physically and/or mentally fit to return to work or to continue working. Satisfactory proof shall be by submitting medical certification from any licensed medical physician.

~~I.~~H. Faculty shall not be paid for unused sick leave.

~~J.~~I. Adequate up-to-date records for each faculty member that will accurately reflect the rate and the amount of sick leave or disability leave accrued and the date of all sick leave or disability leave used shall be maintained by the employing department. Sick leave used shall also be reported on the confirmation payroll record each month and accurately maintained by the department on the University personnel payroll system.

~~K.~~J. At any time in which the personal or dependent illness, or incapacity of an incumbent faculty member or dependent, causes the sick leave balance to be reduced to zero, one of the following courses of action may be taken by the departmental administration on behalf of the affected faculty member:

1. Issue a request for the awarding of a leave of absence without pay, or

2. Request faculty member to file a notice with OSU Human Resources of the intent to apply for total disability benefits under

the Long Term Salary Continuance Group Insurance Plan.

~~L.~~ Faculty members who terminate employment with the University shall forfeit all unused sick leave. Upon the recommendation of the department head and with the approval of the President or ~~his/her~~the President's delegated representative, prior sick leave accumulations may be reinstated upon reemployment of faculty when such reemployment occurs within 18 months from the date of termination.

Commented [MW1]: Should this be VPAA?

Commented [MW2]: Staff is only 6 months, but current faculty policy is 18 months

Formatted: Font: 13.5 pt

Formatted: Normal, Indent: Left: 1.11", No bullets or numbering

Commented [MW3]: This is almost entirely new and taken from the staff policy. Need to make sure offices, etc. are the same for faculty as for staff

Formatted: Font: 13.5 pt

Formatted: List Paragraph, Left, Indent: Left: 0.11", Hanging: 0.38", Space Before: 3.6 pt, Line spacing: Exactly 15.5 pt, Outline numbered + Level: 2 + Numbering Style: 01, 02, 03, … + Start at: 1 + Alignment: Left + Aligned at: 0.11" + Indent at: 0.49", Tab stops: 0.49", Left

Formatted: Font: 13.5 pt

3.02 Parental Leave

A. Illness due to one's own pregnancy is treated as any other short-term disability and applicable university leaves of absence will be utilized. Procedures for additional leave and benefits are available through OSU Human Resources.

B. When requested by the faculty member, and where alternatives already exist or accommodations can be made, transfer may be granted by the department to less strenuous or safer duties as recommended by the health care provider. Please seek more information regarding alternatives and/or accommodations through the Oklahoma State University Office of Equal Opportunity.

C. Faculty members shall not be penalized in their condition of employment because they require time away from work for childbearing purposes. In requesting parental leave, safety and childbearing shall be considered as justification for leave of absence for an employee for a reasonable length of time, and for reinstatement following childbirth without loss of seniority or accrued benefits.

D. The necessary time away from work for parental leave shall be determined by a health care provider in accordance with FMLA and this sick leave policy and will include use of sick leave, annual leave, compensatory leave (if applicable), and leave without pay.

E. Use of sick leave under this policy will also be provided upon the placement or adoption of a child. Time away from work due to adoption or placement will provide access to use of up to six weeks (240 hours) of sick leave. This amount shall be prorated based upon FTE. Use of this leave will be held in conjunction with FMLA as appropriate under law and university policy.

F. A faculty member meeting the eligibility criteria under FMLA may, upon

completion and approval of the FMLA paperwork, utilize appropriate sick leave. Additional accrued leave can be used, as applicable under the conditions in OSU policy and procedures.

4.01 Funding of Sick Leave for Faculty Paid Through Grants, Contracts, or Programs with Outside Sponsors or Granting Agencies

A. Faculty whose positions are funded in part or in total through grants, contracts, or programs with outside sponsors or granting agencies are eligible under the terms of this policy.

B. Should faculty be required to use any accrued sick leave and the grant or contract forbid to reimburse the university for such paid leave, the primary department, college, or division of the employee will be responsible for payment of the leave.

C. Once the department has determined that a grant or contract will not reimburse the university for paid leave, the department must make budget adjustments or other changes to remain in compliance with the terms of the grant or contract.

5.01 Extended Sick Leave Account

A. As of July 1, 2003, amounts of sick leave that accrue each pay period that are in excess of the 1600 hour maximum for regular sick leave will be transferred to an Extended Sick Leave Account.

~~B. Amount forfeited prior to July 1, 2003, will be estimated from prior payroll records and the amounts applied to the Extended Sick Leave Account. Such estimates will be logically determined by payroll records for all employees during the past ten year period.~~

~~C.~~B. Employees who became members of the Oklahoma Teachers' Retirement System (OTRS) prior to July 1, 1992, may be able to apply unused sick leave to receive additional service credit for OTRS retirement benefits.

~~D.~~C. This possibility of additional service credit is governed by rules and regulations of OTRS and is not awarded or regulated by Oklahoma State University. OSU facilitates the possibility of additional service credit by maintaining centralized records of sick leave accrual.

~~E.~~D. When requested by OTRS, OSU will verify the accrued amount of

sick leave to include both the regular sick leave amount and the extended sick leave amount.

~~F.~~E. ~~The Extended Sick Leave Account will be reported to employees as part of the Annual Total Compensation Report~~As of EFFECTIVE DATE, employees who have a combined accrued sick leave and extended sick leave balance of 960 hours may use this as credit towards one year of OSU service in relation to OSU retirement criteria. Doing so will not impact using accrued sick leave balances for OTRS purposes. OSU retirement criteria are (1) a minimum age of 62 and 10 years of continuous OSU service or (2) 25 years of continuous OSU service.

Formatted: Font: 13.5 pt

~~G.~~F. The Extended Sick Leave Account will have no cash or actual sick leave value other than as indicated for OTRS and OSU retirement purposes above.

6.01 Oklahoma State University reserves the right to change this Policy and Procedure Letter or any portion thereof at any time and without prior notification.

6.02 This policy replaces 2-0113 Faculty Sick Leave originally approved by the Board of Regents ~~on July 20, 1990~~October 2005.

Oklahoma State University Policy and Procedures

FACULTY SICK LEAVE	2-0113 ACADEMIC AFFAIRS UPDATE UPON APPROVAL

PURPOSE AND SCOPE

1.01 An integral part of the faculty compensation program for the university is a uniform plan providing for our faculty who need time away from work occasionally due to incapacity, short-term illness or disability, and well-care. This policy statement is intended to provide a uniform sick leave policy for faculty of the university.

1.02 Benefits and provisions under this Sick Leave policy are to be in coordination with appropriate provisions of policies covering Workers' Compensation, Family and Medical Leave Act (FMLA), and Long-Term Disability.

1.03 It is the policy of Oklahoma State University to comply with all state and federal regulations. In the event of conflict, the actual regulations issued by the federal or state government shall prevail.

1.04 Faculty are defined to include all employees with academic appointment whose primary function is academic, whether administration, teaching, research, or extension. Leave for employees who have been given faculty rank, but whose primary duties are not academic, is covered under the policy, Sick Leave for Staff, 3-0716.

POLICY AND/OR PROCEDURE

2.01 Faculty appointed to a temporary position expected to be less than six months or hired on a part-time basis (less than 50% FTE) shall not be eligible to earn or to accrue any benefit stated in this section.

2.02 The work schedule for faculty shall be whatever is agreed upon by the faculty member and department head.

2.03 In applying these policies and procedures, continuous service for faculty shall be defined as "employment at the University without a break in service."

A. A resignation shall be considered a break in service.

B. An authorized leave of absence with or without pay shall not be considered as a break in service.

C. If a faculty member is terminated due to a reduction in academic staff and is reemployed by the OSU System within 12 calendar months ("layoff"), such termination will not be considered a break in service.

D. Non-appointment in a summer semester shall not be considered a break in service.

3.01 Sick Leave Plan:

A. Sick leave is defined for the purpose of this policy as absence from assigned duty with pay, such absence resulting from an illness (physiological or mental), incapacitation, disabling injury, attendance of preventative appointments or measurement for optimal health (e.g., dental checkups, annual physicals) or maintenance appointments for health conditions (e.g., counseling, addiction support, dialysis) which is expected to continue for less than six calendar months or such absence resulting from the medical requirement and care for a qualifying family member who is ill or incapacitated.

B. Each faculty member employed in a full-time position (100% FTE) shall accrue sick leave with full pay while continually employed. The sick leave is 22 days per year with a maximum accrual of 200 working days or 1600 hours. (There is no maximum accrual for Oklahoma Cooperative Extension Service employees participating in the Federal Retirement Program.) Amounts in excess of the 1600 hours that would otherwise accrue will be transferred to the Extended Sick Leave Account as described in section 5.01 of this policy.

C. Sick leave continues to accrue during periods of leave with pay.

D. Each faculty member employed in a part-time position (at least 50% but less than 100% FTE) shall accrue sick leave with pay proportionately. Fifty percent sabbatical leave shall be considered full-time for purposes of sick leave accrual.

E. Sick leave may be used for personal illness or incapacity or for occasions which require the employee to care for a member of the immediate family who is ill or incapacitated or for any circumstance falling within applicable state and federal guidelines. For purposes of

this policy, the immediate family is defined as spouse, children, foster children, parents, siblings, grandparents, grandchildren, or corresponding step and in-law relationships.

F. Notification of absence due to personal or eligible dependent illness or incapacity shall be given to the appropriate department head by the faculty member or their representative as soon as possible.

G. The unit administrator may require the faculty member to furnish satisfactory proof of illness or incapacity. In addition, the unit administrator may require the faculty member to furnish medical certification that he or she is physically and/or mentally fit to return to work or to continue working. Satisfactory proof shall be by submitting medical certification from any licensed medical physician.

H. Faculty shall not be paid for unused sick leave.

I. Adequate up-to-date records for each faculty member that will accurately reflect the rate and the amount of sick leave or disability leave accrued and the date of all sick leave or disability leave used shall be maintained by the employing department. Sick leave used shall also be reported on the confirmation payroll record each month and accurately maintained by the department on the University personnel payroll system.

J. At any time in which the personal or dependent illness, or incapacity of an incumbent faculty member or dependent, causes the sick leave balance to be reduced to zero, one of the following courses of action may be taken by the departmental administration on behalf of the affected faculty member:

1. Issue a request for the awarding of a leave of absence without pay, or

2. Request faculty member to file a notice with OSU Human Resources of the intent to apply for total disability benefits under the Long Term Salary Continuance Group Insurance Plan.

Faculty members who terminate employment with the University shall forfeit all unused sick leave. Upon the recommendation of the department head and with the approval of the President or the President's delegated representative, prior sick leave accumulations may be reinstated upon reemployment of faculty when such reemployment

occurs within 18 months from the date of termination.

3.02 Parental Leave

A. Illness due to one's own pregnancy is treated as any other short-term disability and applicable university leaves of absence will be utilized. Procedures for additional leave and benefits are available through OSU Human Resources.

B. When requested by the faculty member, and where alternatives already exist or accommodations can be made, transfer may be granted by the department to less strenuous or safer duties as recommended by the health care provider. Please seek more information regarding alternatives and/or accommodations through the Oklahoma State University Office of Equal Opportunity.

C. Faculty members shall not be penalized in their condition of employment because they require time away from work for childbearing purposes. In requesting parental leave, safety and childbearing shall be considered as justification for leave of absence for an employee for a reasonable length of time, and for reinstatement following childbirth without loss of seniority or accrued benefits.

D. The necessary time away from work for parental leave shall be determined by a health care provider in accordance with FMLA and this sick leave policy and will include use of sick leave, annual leave, compensatory leave (if applicable), and leave without pay.

E. Use of sick leave under this policy will also be provided upon the placement or adoption of a child. Time away from work due to adoption or placement will provide access to use of up to six weeks (240 hours) of sick leave. This amount shall be prorated based upon FTE. Use of this leave will be held in conjunction with FMLA as appropriate under law and university policy.

F. A faculty member meeting the eligibility criteria under FMLA may, upon completion and approval of the FMLA paperwork, utilize appropriate sick leave. Additional accrued leave can be used, as applicable under the conditions in OSU policy and procedures.

4.01 Funding of Sick Leave for Faculty Paid Through Grants, Contracts, or Programs with Outside Sponsors or Granting Agencies

A. Faculty whose positions are funded in part or in total through grants, contracts, or programs with outside sponsors or granting agencies are

eligible under the terms of this policy.

B. Should faculty be required to use any accrued sick leave and the grant or contract forbid to reimburse the university for such paid leave, the primary department, college, or division of the employee will be responsible for payment of the leave.

C. Once the department has determined that a grant or contract will not reimburse the university for paid leave, the department must make budget adjustments or other changes to remain in compliance with the terms of the grant or contract.

5.01 Extended Sick Leave Account

A. As of July 1, 2003, amounts of sick leave that accrue each pay period that are in excess of the 1600 hour maximum for regular sick leave will be transferred to an Extended Sick Leave Account.

B. Employees who became members of the Oklahoma Teachers' Retirement System (OTRS) prior to July 1, 1992, may be able to apply unused sick leave to receive additional service credit for OTRS retirement benefits.

C. This possibility of additional service credit is governed by rules and regulations of OTRS and is not awarded or regulated by Oklahoma State University. OSU facilitates the possibility of additional service credit by maintaining centralized records of sick leave accrual.

D. When requested by OTRS, OSU will verify the accrued amount of sick leave to include both the regular sick leave amount and the extended sick leave amount.

E. As of EFFECTIVE DATE, employees who have a combined accrued sick leave and extended sick leave balance of 960 hours may use this as credit towards one year of OSU service in relation to OSU retirement criteria. Doing so will not impact using accrued sick leave balances for OTRS purposes. OSU retirement criteria are (1) a minimum age of 62 and 10 years of continuous OSU service or (2) 25 years of continuous OSU service.

F. The Extended Sick Leave Account will have no cash or actual sick leave value other than as indicated for OTRS and OSU retirement purposes above.

6.01 Oklahoma State University reserves the right to change this Policy and Procedure Letter or any portion thereof at any time and without prior notification.

6.02 This policy replaces 2-0113 Faculty Sick Leave originally approved by the Board of Regents October 2005.

Executive Summary

Proposed Changes to the Faculty Handbook

Oklahoma State University – Oklahoma City

June 2025

Following is a brief summary and rationale for proposed changes to the Faculty Handbook of Oklahoma State University – Oklahoma City (OSU-OKC).

Per the charge of the committee, these proposed changes would serve to (1) update the Memorandum of Understanding Regarding Shared Governance, (2) provide up to 2 virtual or off-site office hours for faculty, (3) clarify election, terms of office and duties for Faculty Senate officers and (4) clarify language and procedures regarding faculty evaluation and post-tenure review.

About our Campus

- Remove areas that are no longer relevant – such as Philosophy and U.S. Chamber of Commerce ranking
- Revise Core Values to align with Stillwater
- Revise language to reflect current academic structure
- Add updated MOU that was reviewed and signed by Faculty Senate, Staff Council, Student Government and the Provost.

General Faculty Policies and Procedures

- Clarify when faculty receive new appointment letters
- Insert policy allowing up to 2 virtual or off-site office hours.
- Clarify language to indicate that faculty are expected to maintain copies of annual evaluation documents for future use in RPT/CPTR packets.
- Remove irrelevant language regarding off-campus class meetings.

Appendix A – Faculty Senate Bylaws

- Specify procedures for Faculty Senate meetings when campus is closed for weather events.
- Stipulate that when relevant, recommendations passed through Faculty Senate must include a recommended timeline, as well as a recommendation which semester an approved recommendation shall take effect.
- Clarify election and terms of office for Faculty Senate officers.
- Remove immediate past president of Faculty Senate from Faculty Committee membership.
- Change number of senators selected by Faculty Senate to serve on Faculty Committee from three to an unspecified number.

Appendix B – General Provisions

- Amend definition of "appropriate faculty counsel" to describe only the Faculty Senate executive team or other faculty appointed by the Faculty Senate executive members.
- Clarify language to indicate that faculty are expected to maintain copies of annual evaluation documents for future use in RPT/CPTR packets.
- Clarify that written feedback on CPTR packets should come from the School RPT/CPTR Committee.
- Clarify language about replacing Faculty Senate President, Vice President, or Past President on the Institutional RPT/CPTR Committee when they are ineligible.
- Clarify responsibilities of department head and/or dean in faculty appointments
- Clarify language regarding recommendations for reappointments/non-reappointments.
- Change procedures for imposing sanctions to align with OSU Stillwater.

Appendix C – Faculty Evaluation Procedures

- Clarify language and procedures regarding faculty evaluation.

Appendix E – Cumulative Post-Tenure Review

- Clarify language and procedures regarding Cumulative (Post-Tenure) Review of Faculty.

FACULTY HANDBOOK

OKLAHOMA CITY

671

Preface

This Faculty Handbook was prepared by the Office of the Provost and Vice President of Academic Affairs, with the assistance from representatives of the Faculty Senate, to:

- *Outline the University structure, functions, general faculty policies and procedures;*
- *Aid in dealing with matters with which the individual faculty member may be unfamiliar;*
- *Identify and encourage use of University services which are available to support academic activity; and*
- *Afford ready access to basic materials that guide the conduct of University functions.*

Note: Detailed policies and procedures are left to other communications.

Each school will have hard copies for reference or faculty members can access the electronic copy of the Faculty Handbook, which is available on the Oklahoma State University-Oklahoma City Academics and Human Resources webpages.

Suggestions for improving the Faculty Handbook should be directed to the Faculty Senate and/or the Office of the Provost and Vice President of Academic Affairs.

This Faculty Handbook has been prepared for general informational purposes only. No statement appearing in the Faculty Handbook constitutes a contractual obligation by the A& M Board of Regents or Oklahoma State University - Oklahoma City. If any policy statements of the A&M Board of Regents or the University are in contradiction to statements appearing in the Faculty Handbook, such official policy statements will be deemed to control over the statements appearing in this document. ***The A&M Board of Regents and the University reserve the right to alter the terms of official policy statements and/or this Faculty Handbook at any time, without advance notice.***

OSU A&M Board Approval: TBD.

OKLAHOMA CITY

About our Campus 4
Mission 6
Vision 6
The Cowboy Code 6
Core values 6
Governance 6
Administrative Structure 7
Faculty Representation 8
Memorandum of Understanding Regarding Shared Governance 9

General Policies and Procedures 13

Selection of Faculty 13
Faculty Appointment Letter 13
Teaching Load and Office Hours 13
Faculty Evaluation, Retention, and Promotion 13
Campus Committee Service 14
Professional Development 14
Release Time 14
Commencement Exercises 14
Immediate Family Members Enrolled in Courses 14
Specified Outside Activities 14
Off-Campus Class Meetings 15
Student Academic Dishonesty or Misconduct 15

Appendices

Appendix A: *Faculty Senate Bylaws* 16
Appendix B: *Statement of Policy Governing Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University* 26
Appendix C: *Faculty Evaluation Procedures* 68
Appendix D: *Notice of Intent to Engage in Professional Activity for Extra Compensation* 76
Appendix E: *Cumulative (Post-Tenure) Review of Faculty* 78

About our Campus

Oklahoma State University-Oklahoma City was first established as a branch campus of Oklahoma State University (OSU) in the fall of 1961. The name at the time was Oklahoma State University Technical Institute.

Under the administrative guidance of the OSU School of Engineering, the Oklahoma City campus was established to provide the people in the metropolitan Oklahoma City area and the state with technical and occupational programs at the associate degree level.

The founders worked closely with business and industry leaders to identify needs for technical personnel within the business community. Quality programs and flexible scheduling enabled full-time and part-time students to improve their job capabilities and work mobility at their own pace and provide the job industry with technicians for tomorrow's needs.

Originally, three departments, Electronics, Drafting and Mechanical Power, held their first classes in borrowed classroom and laboratory facilities at Oklahoma City University. After the spring semester of 1962, the school moved to a renovated elementary school at 1900 N.W. 10th Street; some departments remained at that site until 1982.

In the 1970's, the administrative organization was changed so that the director of the technical institute reported directly to the president of Oklahoma State University. In January 1972, the present campus at 900 North Portland was opened. The first building on campus was the Administration Building. The Health Technology Building was added in 1974, and the Police and Fire Training Centers were opened in 1975 and 1976, respectively. The City of Oklahoma City leases buildings on campus that houses the Police and Fire Training Centers.

Two facilities were opened in 1984: The Horticulture Center dedicated and opened in January and the Engineering Technology Building in October. In June 1994, the Student Center was dedicated and a year later the Learning Resource Center was dedicated. The Human Services Education Center was dedicated in March 2001. The campus expanded in spring 2008 by two more buildings: The Agriculture Resource Center dedicated in March and the Public Safety Training Center in May. The Engineering Technology Center, the home for engineering-related programs, opened in fall 2011.

In 1985, the name of the institute was changed to Oklahoma State University Technical Branch. In 1990, the Oklahoma A&M Board of Regents changed the name again and the Technical Branch became known as Oklahoma State University - Oklahoma City. In 2002, Senate Bill 995 officially changed the name to Oklahoma State University-Oklahoma City.

In 2016, the Allied Health Building was opened with ribbon cutting ceremony occurring on August 26, 2016. The building houses the Health Sciences programs and contains a state-of-the-art simulation center.

VISION

Mission

OSU-Oklahoma City's mission is to advance our diverse communities through transformative career and workforce education programs and services.

Vision

OSU-Oklahoma City's vision is to be the region's leading career and workforce university.

The Cowboy Code

We end the day knowing we gave it everything we had.

Cowboys carry a work ethic of tenacious integrity.

We dream only as big as the sky.

Cowboys are creative innovators with boundless imagination.

We know challenges come with pain, but pain will not win.

Cowboys seize and respond to opportunities, no matter the obstacles.

We have a passion to do what's right, even when it's hard.

Cowboys help others and embrace a commitment to ethical excellence.

We stand for what matters, even if we stand alone.

Cowboys understand that responsibility and leadership can sometimes be lonely.

We finish what we start.

Cowboys stop when the task is done — not when the sun goes down.

Being a Cowboy isn't in our clothes, it's in our character.

Cowboys conduct themselves with devotion and sincerity — ever Loyal and True.

Core values

Community - Foster a strong sense of community based on shared governance among student, faculty, staff and administration.

Respect - Respect and value all individuals, beliefs and opinions.

Service - Serving others is a noble and worthy endeavor and distinguishing feature of a land-grant institution.

Stewardship of Resources - Dedicated to the efficient and effective use of resources and sustainability.

Excellence - Seek excellence in all our endeavors and commitment to continuous improvement.

Integrity - Commitment to the principles of truth and honesty.

Intellectual Freedom - Believe in ethical and scholarly questioning that respects the rights of all to freely pursue knowledge.

Governance

Oklahoma State University-Oklahoma City (OSU-Oklahoma City), as part of the Oklahoma State System of Higher Education, is under the authority of the president of Oklahoma State University and that of the Board of Regents for Oklahoma State University and the A&M colleges.

The Oklahoma State System of Higher Education was created with the people's adoption of an amendment to the State Constitution, Article XIII-A, on March 11, 1941. The amendment provided that " . . . All institutions of higher learning supported wholly or in part by direct legislative appropriations shall be integral parts of a unified state system to be known as the Oklahoma State System of Higher Education."

The amendment also created the Oklahoma State Regents for Higher Education as the "coordinating board of control of the Oklahoma State System of Higher Education." The Oklahoma State Regents for Higher Education consists of nine individuals appointed by the Governor, with Oklahoma Senate confirmation, to nine-year, staggered terms.

Responsibilities of the State Regents include determining the functions and courses of study for each institution, establishing standards of education, submitting budget requests for the state system to the Legislature, allocating state appropriated and revolving funds to each institution, and setting student fees. The chancellor of the state system serves as the chief administrative officer of the State Regents.

The Board of Regents for Oklahoma State University and the A&M colleges is the specific governing board for the state colleges and universities in Oklahoma that emphasize agricultural and technical education. Created by Senate Joint Resolution Number 9, Oklahoma Session Laws 1943, page 340, it is also embodied in Article 6, Section 31a of the constitution of Oklahoma. The provisions of the constitutional amendment have been further implemented by the provisions of Title 70.

The University President is the principal administrative officer of Oklahoma State University and is directly responsible to the Board of Regents for all operations of the University.

Administrative Structure

Management responsibilities of the University are grouped according to function, with a vice president or equivalent University officer having administrative responsibility for such functions as academics, business and finance, and student services.

The **Provost/Vice President of Academic Affairs** (hereafter VPAA) provides leadership and coordination in all matters for OSU-OKC including academic programs, student services, and institutional operations. Reporting to the Provost and Vice President of Academic Affairs are the Vice Provost of Academic Affairs, Vice President of Budget and Finance, and Vice President of Operations.

The Vice **Provost of Academic Affairs** provides leadership and coordination in matters relating to all academic programs, curriculum, faculty development, student services and community engagement. Reporting to the Vice Provost of Academic Affairs are the Associate Vice President of Enrollment Management and Student Services, Academic Deans, Registrar, Senior Director of Institutional Effectiveness and Accreditation, and Community Engagement.

The **Vice President for Budget and Finance** provides leadership and coordination for the campus business enterprises, financial operations, personnel, and affirmative action. Personnel reporting directly to the Vice President for Budget and Finance are those responsible for Business Services, Human Resources, Purchasing, Financial Aid, Health and Wellness, and Campus Events and Wellness.

The **Vice President for Operations** provides leadership and coordination for the campus facilities operations and maintenance. Personnel reporting directly to the Vice President for Operations are those responsible for Facilities Operations, Grounds, and Safety and Security.

The **Associate Vice President of Marketing & Communications** is responsible for providing a variety of services to the campus including maintaining and growing the OSU-Oklahoma City brand through advertising, campaigns, publications, and student recruitment pieces; promoting upcoming events; and writing feature stories and press releases.

Academic program advisory boards have been established for all programs. Members are from various business, industry and community-service groups and include several graduates. These boards meet once or twice a year with the deans, department heads and faculty to discuss and offer guidance concerning curriculum, equipment, and text materials. The specialized technical knowledge provided by each technology's advisory board has proven invaluable in the institution's move towards excellence to meet the educational needs of industries and businesses.

Faculty Representation

The style of management used at the college is participatory. Inherent in this style is the fact that decisions are based on input from all interested or affected groups within the institution. As a part of this process, councils and committees provide the input necessary for decisions to be made. These groups provide information and feedback to the Provost and Vice President of Academic Affairs to assist in the direction of the institution. These groups may also be asked to decide on matters referred to them by the Provost and Vice President of Academic Affairs, the Executive Team, or their respective membership.

For a full listing of committees and their actions, agendas, minutes, and rosters, please visit the Committee SharePoint site.

The style of management used at the college is participatory.

Advisory Councils

The **Academic Affairs Leadership Team** group is concerned with coordination, advisement, and planning of instructional activities on campus. The **Faculty Senate** is a body that acts in an advisory capacity, making recommendations to the Provost and Vice President of Academic Affairs, or other campus-based groups regarding issues related to internal institutional policies, procedures, and programs (See Appendix A).

Standing Committees

Standing Committees are responsible for recommendations concerning much of the college's activities and business. Committees are composed of a cross-section of employees: faculty, staff, students and administrators depending on the nature and function of the committee. Committee assignments are the result of a joint effort between Faculty Senate and Staff Council. Advice is sought from the various councils and advisory groups to provide the necessary input for decisions that are best for all concerned. In accordance with the tenets of Shared Governance, any member of the faculty, staff, student body or the general public may attend any meeting on campus except when personnel matters are discussed.

Memorandum of Understanding Regarding Shared Governance At

Oklahoma State University-Oklahoma City

Definition:

Shared Governance is the principle that all stakeholders in the institution—students, faculty, staff, and administration—should help shape the policies, procedures, and important decisions affecting them. It is recognized that Shared Governance is necessary to more effectively accomplish OSU-Oklahoma City's core mission "to advance our diverse communities through transformative career and workforce education programs and services." The principle of Shared Governance is consistent with OSU-Oklahoma City's vision to "be the region's leading career and workforce university,"as well as its core values, such as intellectual freedom, diversity, and integrity.

Shared Governance requires agreement regarding the appropriate roles and responsibilities of students, faculty, staff, administrators, and governing boards. For example, Shared Governance recognizes the authority given to the Provost of the university and does not seek to undermine that authority. At the same time, it is recognized that input from all stakeholders is a valuable asset to the decision-making process even when the president of the university has the final authority to make a decision.

The most important tool in blending each stakeholder area into a coherent and purposeful organization is communication. Open, direct, continuous communication among all the stakeholders is the key to Shared Governance and to an effective campus. All stakeholders should have a place at the table and all parties within reason should be consulted. Differing perspectives must be considered and all members of the university community must treat one another with respect, honesty, and fairness.

Principles:

The principles listed below are critical to effective Shared Governance:

- The more involved all segments of the academic community are in decision-making, the more likely decision outcomes will produce a more positive and acceptable result for everyone.
- The environment should encourage trust and accountability.
- There should be a willingness to consider differences of opinion and perspectives while maintaining an atmosphere of collegiality and professionalism.
- There should be open, direct, continuous communication among all of the university's stakeholders before decisions are made.
- There should be informed collaboration and active participation by students, faculty, staff, administrators, and governing boards.
- There should be consultative and collaborative decision-making, especially involving those most directly affected when important decisions are made.

- There should be commitment to, and agreement regarding, the concepts and processes of Shared Governance.

Roles and Responsibilities:

Students and their education must remain the primary goal and focus of the institution. Therefore, students should receive appropriate guidance and support in the pursuit of their academic goals. They should also be afforded regular opportunities to provide feedback about their educational and other experiences at the university. The Student Government Association represents all students at OSU-Oklahoma City. It provides an opportunity for all students to actively contribute to the academic and social climate on campus and enhance their success. The association encourages students to participate in the governance of the campus community through the election of student leaders. Student representation will include, but not be limited to, institutional and academic policy, academics, facility, budgeting, personnel, student services, and infrastructure.

Faculty must be the primary voice in matters of pedagogy and must be free to teach their subjects as they see fit, consistent with the best practices in their disciplines. Faculty responsibilities relate primarily to academic governance and involve all areas in which they and their students are significantly affected by decisions. These include, but are not limited to, (1) academic policies and procedures; (2) personnel policies and procedures regarding the appointment, review, and reappointment of faculty (both full- time and part-time), as well as academic administrators; (3) curriculum course and program development, maintenance, assessment, and review; and (4) planning and budgeting as it relates to academic departments and programs.

Staff must be the primary voice in matters of support for students, faculty, and administrators. Staff members must be provided timely communication and given the support and resources necessary to function effectively. They must also be afforded a proportional voice in the decision-making processes of the university as a whole. Staff responsibilities relate to appropriate areas of expertise, including, but not limited to, policy, academics, facility, budgeting, personnel, student services, and infrastructure.

Administrators are primarily responsible for making decisions and recommendations that implement the policies, procedures, and practices of the university. Administrators should assure an environment conducive to open and continual communication with all of the stakeholders, including providing any non-confidential information sought by stakeholders in the performance of their responsibilities.

The Provost is the public face of the university and serves as the university's chief executive officer. As such, the Provost has overall responsibility for the strategic direction and general governance of the university. In carrying out this responsibility, the Provost provides overall leadership and vision for the institution and appoints and supervises other administrative officers.

Governing Boards serve as the connection between the public and the university. As such, they typically provide overall guidance for the campus. While they serve as the final institutional authority, they entrust the conduct of the administration of the university to the president.

Selection and Review of Campus Administrators and Vice Presidents:

Faculty, Staff, Administrators, and Students, as appropriate, will play a collaborative role in recruitment, selection, and retention decisions regarding Lead Instructors/Teachers, Department Heads, Deans, and Vice Presidents.

Selection of Faculty, Staff, and Student Members on Institutional Committees and Task Forces:

Faculty, staff, and students shall select their respective members to serve on Institutional Committees and Task Forces as follows. All faculty and staff will be polled to determine on which committee(s) or task force(s) they would like to serve. As applicable, Deans, Faculty Senate, Staff Department Heads, and/or Staff Council shall select their representatives on committees or task forces, taking the expressed faculty and staff preferences into account. If these preferences cannot be accommodated, the party responsible for the selection will provide a written explanation to the affected faculty or staff member. Student Members will be appointed by the student body through electing Student Government Association's Executive Officers as representatives.

The Provost of OSU-OKC shall be invited to participate in the collaborative process described above in order that his/her opinion can be heard regarding any concern he/she might have about a specific person serving on a particular committee or task force.

When the collaborative work described above has been completed, the committee/task force lists will be given in full to the Faculty Senate, Staff Council, and the Student Government Association for their official endorsement of their respective representatives.

The principle of endorsement described in this section that relate to academic governance shall also be implemented for all institutional ad hoc committees and task forces as well.

Accountability Measures:

The Provost—It is expected that the OSU-OKC Provost will set the tone and exercise his/her authority to encourage and promote the principle of shared governance at every level of the university.

Department and School Levels—Department Heads and Deans are accountable for collaboratively developing with their faculty members, staff, and students a structure of governance at their level that promotes the principles of shared governance. It is expected that the Provost will take effective steps to see that this process occurs.

Explanation of Decisions Contrary to Recommendations—In the event that a decision is made that is contrary to a recommendation from an advisory body, or that is typically made by an advisory body, the decision-maker shall provide a timely explanation to that same advisory body.

Representatives on Institutional Committees, Etc.—In the event that the Faculty Senate, Deans, Staff Council, or Student Government Association fails to approve its representatives to institutional committees, task forces, and similar advisory bodies by a reasonable, published deadline, those bodies forfeit their right to select their representative(s).

Faculty—The Faculty will act in a timely manner in order to avoid unnecessary delay. Faculty are expected to promote the principles of shared governance at every level of the university.

Staff—The Staff will act in a timely manner in order to avoid unnecessary delay. Staff are expected to promote the principles of shared governance at every level of the university.

Student Government Association—The Students will act in a timely manner in order to avoid unnecessary delay. Students are expected to promote the principles of shared governance at every level of the university.

We, the undersigned, on behalf of our respective areas, hereby enter into this Memorandum of Understanding Regarding Shared Governance at Oklahoma State University – Oklahoma City.

Created by Faculty Senate: Spring 2012

Edited by Staff Council: Spring 2013

Edited by Student Government Association: Fall 2013

Final draft edited by Faculty Senate: Spring 2014

Updated: Fall 2024

Ronna Vanderslice — Nov. 18, 2024
Dr. Ronna Vanderslice, Provost — Date

Alissa M. Nephew — Nov. 18, 2024
Dr. Alissa Nephew, President, Faculty Senate — Date

Nick Irby — Nov 18, 2024
Nick Irby, President, Staff Council — Date

Allie Hart — Nov 21, 2024
President, Student Government Assoc. — Date

General Faculty Policies and Procedures

This section describes general policies and procedures that relate to faculty. Campus-wide policies can be found on the official OSU-Oklahoma City Policy SharePoint site.

Selection of Faculty

Openings for faculty positions are announced through various advertising platforms, social media, newspapers and other publications. Each applicant submits a resume. At this time, references, experience and educational background are reviewed. A personal interview is arranged with selected applicants by the department head/ dean with the interview committee. Final selection of the applicant is recommended to the Provost and Vice President of Academic Affairs by the dean after having sought appropriate faculty counsel. (See Appendix B, Policy Statement to Govern Appointments, Tenure, Promotions and Related Matters of the Faculty of Oklahoma State University.)

Faculty Appointment Letter

Before employment at OSU-Oklahoma City, each full-time faculty member will receive an appointment letter indicating, among other things, title of appointment, type of appointment, academic unit, term of appointment, salary, salary period, review and reappointment information. Faculty should not expect to receive a letter every year. If changes in conditions of appointment occur, the faculty member will receive a new appointment letter before the beginning of the next academic year or at the time of the change in appointment.

Teaching Load and Office Hours

Although there may be some variation, full-time faculty members are required to teach 15 credit hours per semester if courses are primarily lecture, or 12 credit hours per semester if most courses have scheduled laboratory. Additionally, some full-time faculty, due to release time, may have a reduced teaching load. This is in addition to other duties such as committee assignments, student advisement and other departmental responsibilities. The actual number of class sections, credit hours assigned, and course preparations will be handled on an individual basis.

Each faculty member is expected to establish, post, and maintain weekly office hours for class preparation and student advisement. Office hours should be scheduled at times convenient to both students and faculty, with the additional option of prearranged appointments for students when there is a schedule conflict. Full-time faculty will be required to post no less than 10 hours per week of availability for office hours. Faculty may conduct up to two hours of the required 10 per week virtually or at approved off-campus locations (such as clinical or concurrent sites). Virtual or off-campus office hours are defined as dedicated time slots facilitated by faculty that do not require physical campus presence by the faculty member or student. It is recommended that virtual office hours be scheduled outside of normal business hours. Virtual office hours must be mediated by a video conference application such as Zoom or Microsoft Teams; faculty members must provide a link for virtual office hours in their syllabi. The faculty member's supervisor must pre-approve the scheduled time, number, and location of virtual or off-campus office hours at the beginning of the semester. Any alterations to the scheduled times of office hours must be posted to the learning management system so that students are notified in advance. While faculty will not be held accountable for when and where they perform course preparation and maintenance responsibilities outside of posted office hours, they will be held accountable for discharging their duties as a professional, full-time faculty member of OSU-Oklahoma City. Full-time faculty shall have a presence on campus or shall be involved in work-related activities four days per week.

Faculty Evaluation, Retention, and Promotion

Each faculty member is evaluated by students enrolled in OSU-Oklahoma City courses. Students complete anonymous surveys evaluating the course and instructor at the end of each semester. A summary of these evaluations is shared with the department heads and deans. Faculty are responsible for maintaining copies of these summaries for inclusion in their RPT/CPTR packets.

In the spring, more comprehensive evaluations occur. These procedures vary depending on rank, time in rank, and tenure status; see Appendix C for details. As a part of the annual faculty appraisal process, supervisors (or their designees) observe faculty teaching and provide feedback. Recommendations for reappointments, salary increases, and/or promotions are made at this time. Salary increases and promotions are based on merit and reflect increased proficiency and productivity in teaching and service to the school. Within the limits of fiscal resources, every effort is made to maintain faculty compensation at levels that will attract and retain individuals of outstanding ability.

Campus Committee Service

Shared governance in academic institutions assumes faculty involvement in committees that participate in the development and review of campus policies and procedures. Each full-time faculty member should expect to serve on at least two campus standing committees; in addition to programmatic duties and service on time-limited ad hoc or task force assignments. More information can be found in the Committee Handbook on the OSU-Oklahoma City Committee SharePoint site.

Professional Development

To enhance teaching competence all faculty (full-time and part-time) are encouraged to be members of professional organizations and participate in meetings, workshops and seminars. Participation in these types of professional development activities will be considered both in faculty members' annual appraisals and in the Retention, Promotion and Tenure process.

Release Time

Faculty requesting release time should submit a written request to their dean, which includes the following: 1) a description of the project for which they are requesting release time, 2) an explanation why the project and the release time to complete it are necessary and 3) an approximate timeline for completion. If release time is approved, at the end of the semester the faculty member shall submit to their dean a summary report of results achieved as a result of the release time. All release time for faculty must have the approval of the Provost and Vice President of Academic Affairs.

Commencement Exercises

In accordance with the student first philosophy, all regular full-time faculty members are **required** to attend commencement exercises. Faculty members are expected to be appropriately attired in academic regalia for this event.

Immediate Family Members Enrolled in Courses

In order to protect faculty from any perception of bias or favoritism, the institution requires special permission be obtained from the Provost and Vice President of Academic Affairs for individuals enrolling in courses taught by OSU-Oklahoma City faculty if the individual is an immediate family member of the faculty member teaching the course.

Specified Outside Activities

The school supports the concept of reasonable teaching, consulting and other remunerative and non-remunerative outside activities on the part of the faculty and staff as a means of keeping abreast of the latest developments in one's specialty field. Teaching and consulting are permitted on an over-time basis provided the person continues to discharge in a responsible fashion the duties assigned by the department head and/or supervisor and provided such activity does not involve possible conflict of interest. To facilitate the efficient operation of the department, faculty and staff are required to inform their supervisor of all current consulting activities as they occur.

"Notice of Intent to Engage in a Professional Activity for Extra Compensation" (See Appendix D) is initiated by faculty members who plan to engage in outside activities. The deadlines for submission of the Notice are prior to August 15 for fall semester, prior to January 15 for spring semester, or within 14 days of

accepting outside activities during the semester. Notifications are to be submitted to the department head, dean and Provost and Vice President of Academic Affairs for recordation. Note: Faculty who intend on engaging in outside activities for the entire academic year may submit one Notice for the academic year prior to the August 15 deadline.

Caution is given not to show any consulting for Oklahoma State Government if it is a state supported institution. No full-time state employees should be receiving more than 100% income from state funds without special permission. (Oklahoma State University Policy and Procedures Letter 2-0111)

Off-Campus Class Meetings

Any class or laboratory session, whether for credit or non-credit, that must meet at an off-campus location (30 miles or more from campus) or out-of-state must receive written permission from the department head, the dean, and the Provost and Vice President of Academic Affairs. Faculty are required to provide the student roster to campus security.

Student Academic Dishonesty or Misconduct

Academic dishonesty or misconduct, particularly plagiarism, is neither condoned nor tolerated at institutions within the Oklahoma State University system. Academic dishonesty is behavior in which a deliberately fraudulent misrepresentation is employed to gain undeserved intellectual credit, either for oneself or for another. Academic misconduct is behavior that results in intellectual advantage obtained by violating specific standards, but without deliberate intent or use of fraudulent means. Academic dishonesty or misconduct cases are governed by the OSU-Oklahoma City Student Rights and Responsibilities Code available in the student life office, Student Center or an electronic version is available online at https://osuokc.edu/site-files/documents/student-life/student-code-of-conduct.pdf.

Appendix A

Faculty Senate Bylaws

FACULTY SENATE BYLAWS
OKLAHOMA STATE UNIVERSITY-OKLAHOMA CITY

ARTICLE I: NAME

The name of this organization shall be the Oklahoma State University-Oklahoma City Faculty Senate.

ARTICLE II: PURPOSE AND FUNCTION

SECTION 1: PURPOSE

The purpose of the Faculty Senate is: (a) to consider all matters referred to it by the administration, other campus organizations, and faculty members; and (b) to initiate studies and make recommendations on its own to appropriate groups. We follow the guidelines of shared governance.

SECTION 2: FUNCTION

A. The function of the Faculty Senate shall be to act as the official faculty voice in an advisory capacity to the administration. Such advice shall include, but not be limited to, the following areas:
   1. Educational policies and programs;
   2. Admission, courses, curricula, schedules, graduation, and academic standards;
   3. Student affairs, such as orientation and guidance, extracurricular activities, inter-collegiate athletics, conduct, health, safety, security, and welfare;
   4. Faculty employment qualification, tenure, promotions, salaries, retirement, and other factors affecting faculty morale and welfare;
   5. Institutional facilities and resources.

B. The Faculty Senate shall act in an advisory capacity to other campus organizations in matters pertaining directly to instruction.

ARTICLE III: MEMBERSHIP, ELECTION, AND REMOVAL OF SENATORS

SECTION 1: ELIGIBILITY

Faculty members who have teaching as their primary responsibility, whether as full-time or part-time faculty, are eligible for election to the Faculty Senate. This excludes faculty who serve in administrative positions of a dean or above and staff members who also teach classes in addition to their primary responsibilities.

SECTION 2: REPRESENTATION

A. Each school shall have two senators representing the faculty of that school. Additionally, there will be three senators at-large representing all faculty. The Stillwater representative shall be one of the at-large senators. These senators must be full-time faculty members as qualified in Section 1 of this Article.

B. Forthwith, all references to senator shall include all senators regardless of at-large, part-time or academic school status.

C. For the purpose of Senate representation, all part-time faculty members shall constitute the equivalent of one academic school, which shall have two senators representing the part-time faculty of Oklahoma State University-Oklahoma City.

D. The duties of Faculty Senators are primarily, (but not limited to):
   1. Communicate to Faculty Senate the needs and concerns of the faculty in their school and campus.
   2. Report to their school in a timely fashion the concerns, discussions, and decisions made in Faculty Senate meetings.

3. Represent Faculty concerns, discussed at Faculty Senate, with campus committees (as appropriate).
4. Serve on at least one Faculty Senate committee, being engaged in activities to help resolve the issues referred to said committee.

SECTION 3: ELECTIONS AND TERM OF OFFICE

A. The Rules and Procedures Committee of the Faculty Senate shall determine the exact procedures for the Senate elections, supervise them, and publicly announce the elected senators.
B. Each school, shall hold an election each spring via a secret ballot to elect incoming senators.
   1. One senator from each school will serve a two-year term commencing in academic years beginning with even numbered years.
   2. The other senator from the school will serve a two-year term commencing in academic years beginning with odd-numbered years.
   3. All faculty members eligible for election to represent their school in the Faculty Senate shall have the right to vote for senators from their school.
C. The university shall hold elections for senators at-large via secret ballot.
   1. One of these at-large senators will serve a two-year term commencing in academic years beginning in even number years.
   2. A second at-large senator will serve a two-year term beginning with odd number years.
   3. The Stillwater representative will be an at-large senator but shall have a term of office of three years.
   4. All faculty members shall have the right to vote for at-large senators.
D. Election of the representatives of the part-time faculty members shall be conducted by secret ballot and supervised by the Rules and Procedures Committee.
E. Each term of a faculty senator shall consist of two years (except for the Stillwater representative), which begins the day after the OSU-OKC commencement, held at the end of the spring semester.
F. Newly elected officers and senators are encouraged to attend the last Faculty Senate meeting of the year, although their term officially begins the day after OSU-OKC commencement. This allows the new Faculty Senators to “watch and learn” the process.
G. Officers and senators are ethically obligated to attend all Faculty Senate sessions. A written attendance record shall be kept and made public in the event that a specific senator seeks re-election.
H. Accepting the role of a senator or officer is an important responsibility. The senator represents their faculty in their entire school. The at-large senators represent the entire faculty.

SECTION 4: REMOVAL OF SENATORS

A recall election may occur under the following conditions:

A. At least thirty (30) percent of a senator’s constituents must sign a petition calling for their removal, said petition to be certified as valid by the Rules and Procedures Committee of the Faculty Senate.
   OR
   If a senator is absent from Faculty Senate meetings three times during the academic year, the secretary will send a notice of removal and a Special Election will take place.
B. The Rules and Procedures Committee of the Faculty Senate shall announce the recall election at least one week (7 days) before the election takes place. They will determine the exact procedures for the recall election, supervise them, and publicly announce the results, a process that must be completed no later than fourteen (14) calendar days after the recall petition has been certified.
C. In the event a senator is unable or unwilling to fulfill their elected term of office or is removed from office prior to the expiration of their term, the Rules and Procedures Committee shall supervise the election of a representative to serve in the vacated office until the expiration of the term.

SECTION 5: SPECIAL ELECTION OF SENATORS

If a Senate seat becomes vacant, the Rules and Procedures Committee of the Faculty Senate shall determine the exact procedures for a special election to replace the senator, supervise that election, and publicly announce the results. This entire process must be completed no later than fourteen (14) calendar days after nominations close for that election.

ARTICLE IV: SENATE MEETINGS

SECTION 1: ATTENDANCE OF NON-SENATORS

A. All Faculty Senate meetings shall be open to all faculty, staff, administrators, and students. Faculty senators and officers shall be seated in a designated area to clarify eligibility for voting in that body. All persons who wish to address the Faculty Senate may do so when recognized by the Faculty Senate president.
B. Any senator may make a motion to close quarters to include only faculty senators by a procedural vote as recognized by the chair. If the majority of the Faculty Senators present vote to close quarters, the chair shall have the authority to request everyone but the Faculty Senate to leave the meeting.

SECTION 2: MEETINGS AND QUORUM

A. The Faculty Senate shall meet a minimum of one (1) time per month during the academic year, August through May. Senators and officers will serve through the day after the OSU-OKC graduation. At the discretion of the Executive Committee, the May meeting may be considered optional.
B. A quorum shall require two (2) officers and greater than fifty (50) percent of all senators.
C. In the event that campus is closed for weather events on a Faculty Senate meeting day, the Faculty Senate meeting will be held via Zoom only if interpreters can be secured. The Zoom link will be emailed to all faculty and to all people who report at Faculty Senate meetings at least one hour prior to the meeting. If interpreters cannot be secured, the meeting will be canceled. If the meeting is canceled, the Faculty Senate President will request that all planned reports be emailed to the Faculty Senate Secretary, who will compile them and distribute them to the campus.

SECTION 3: CONDUCT OF BUSINESS

A. Each faculty senator shall have one (1) vote. No proxy voting shall be permitted.
B. Any senator in attendance at a Faculty Senate meeting may ask for a vote to be taken by roll call or by secret ballot, and the first such request for a given vote must be granted. The secretary, assisted by the vice-president when available, shall distribute, collect, and tabulate any written ballots.
C. Robert's Rules of Order Newly Revised, shall govern the conduct of Senate business.
    1. When relevant, recommendations passed through Faculty Senate must include a recommended timeline, as well as a recommendation which semester an approved recommendation shall take effect.
D. The agenda for each Faculty Senate meeting shall include the following items:
    - Determination of quorum and call to order
    - Discussion and Possible Action on Approval of Agenda
    - Discussion and Possible Action on Approval of Minutes
    - Report regarding recommendations and resolutions to Administration
    - Reports of Faculty Senate committees
        - Rules and Procedures
        - Finance and Operations
        - Faculty
        - Academic Policies and Student Affairs
    - Report of representative to OSU-Stillwater's Faculty Council
    - Report from Faculty Senate President of Institutional Meetings

- Unfinished business
- New business
- University Updates
- Public Comments
- Adjournment

E. The ability to amend the agenda (add to or subtract from) will be limited to an officer or senator.
F. SPECIAL NOTE: Faculty Senate agenda, minutes, and handouts shall be submitted electronically to the faculty at least three (3) business days before the next meeting of the Faculty Senate, and shall be considered approved at that meeting unless an objection is made.

ARTICLE V: FACULTY SENATE OFFICERS

SECTION 1: OFFICERS

The officers of the Faculty Senate shall consist of a president, vice-president, and secretary.

SECTION 2: ELIGIBILITY

A. To hold the office of president, one must be eligible to serve as a senator on the Faculty Senate and must have served at least three (3) consecutive academic years as a full-time, tenure-track faculty member before assuming the responsibilities of the office.
B. To hold the office of vice-president, one must be eligible to serve as a senator on the Faculty Senate and must have served at least two (2) consecutive academic years as a full-time tenure-track faculty member before assuming the responsibilities of the office.
C. To hold the office of secretary, one must be eligible to serve as a senator on the Faculty Senate and must have served at least one (1) academic year as a full-time, tenure-track faculty member before assuming the responsibilities of the office.

SECTION 3: ELECTION AND TERMS OF OFFICE

A. The Rules and Procedures Committee of the Faculty Senate shall conduct the election of the Faculty Senate officers according to the procedures listed in Article VIII, Section 3.
B. The election of the president, vice-president, and secretary shall be held by secret ballot. President and vice president shall be elected in even years, and secretary shall be elected in odd years.
C. The elected officers shall be publicly announced no later than one (1) week prior to the last regularly scheduled Faculty Senate meeting of the year.
D. In case of a tie, a run-off election may occur after that date but before the last regularly scheduled Faculty Senate meeting of the year.
E. A term of office for Faculty Senate president, vice-president, and secretary shall be two (2) years. Terms of office shall begin the day after OSU-OKC graduation.
F. The president and vice-president shall not be re-elected to a second consecutive term of office, but they may serve again in those offices after the expiration of one (1) term in which someone else has held those offices. The secretary may serve a maximum of two (2) consecutive terms of office but may be subsequently reelected only after being out of that office for one (1) year.

SECTION 4: OFFICERS' DUTIES

A. The president shall:
   1. Represent the needs and concerns of the faculty, as reported and discussed in Faculty Senate meetings, and have administrative responsibility for the Faculty Senate during their term.
   2. Prepare, in consultation with the other Faculty Senate officers, the agenda for the Faculty Senate meeting at least one (1) week before the scheduled meeting.
   3. Chair the Rules and Procedures Committee.
   4. Call and preside at all meetings of the Faculty Senate.

5. Enforce parliamentary procedures.
6. In meetings, the president shall not vote on any matters brought before the Senate unless there is a tie.
7. Attend, report, and discuss Faculty Senate issues and concerns at meetings with administration and Deans, and all other meetings requiring Faculty Senate representation, or send a designee.
8. Represent faculty concerns, discussed at Faculty Senate, with campus committees (as appropriate).
9. Present in writing any recommendations of the Faculty Senate to the appropriate individual or group.
10. Introduce newly elected officers and senators at the April Faculty Senate meeting. Remind them that their term begins the day after OSU-OKC commencement.
11. At the request of the campus executive(s), meet with the aforementioned to discuss topics of concern or interest to the administration. For the purpose of Senate representation, the Senate president may invite one or more senators and/or officers to attend.

B. The vice-president shall:
1. Act as the presiding officer in the absence of the president.
2. Be responsible for special projects of the Faculty Senate.
3. The vice-president may vote on any matters brought before the Senate, except when they are acting in place of the president.
4. Be an ex-officio member of all standing committees of the Faculty Senate.
5. Attend any meetings in place of the president, if they are unable to attend.
6. Represent faculty concerns, discussed at Faculty Senate, with campus committees (as appropriate).
7. Chair the Faculty Senate's Academic Policy Committee.

C. The secretary shall:
1. Maintain a current record of all faculty members eligible to be elected as senators as well as current Faculty Senate members.
2. Record minutes at each Faculty Senate meeting, including the names of all senators who are present and all who are absent, and record the votes of senators for each motion made.
3. Maintain a file of the minutes of each Faculty Senate meeting.
4. Distribute Faculty Senate agenda, minutes, and handouts to all faculty members and all staff at least three (3) business days prior to the next scheduled Faculty Senate meeting.
5. In conjunction with the Faculty Senate president, develop and distribute the agenda at least three (3) business days prior to the next scheduled Faculty Senate meeting.
6. Represent faculty concerns, discussed at Faculty Senate, with campus committees (as appropriate).
7. Maintain all other records pertinent to the business of the Faculty Senate.
8. Conduct all necessary correspondence for the Faculty Senate as directed by the president.
9. The secretary may vote on any matters brought before the Senate.
10. Chair the Finance & Ops Committee.

SECTION 5: REMOVAL OF OFFICERS

A Faculty Senate officer may be removed from office before their term expires under the following procedures:

A. At least thirty (30) percent of all full-time faculty members eligible to be elected as a senator must sign a petition calling for the removal of an officer.

B. A special committee comprised of the other two officers and two senior senators shall announce the recall election at least one week (7 days) before the election takes place. They will determine the exact procedures for the recall election, supervise them, and publicly announce the results, a process that must be completed no later than fourteen (14) calendar days after the recall petition has been certified.

SECTION 6: SPECIAL ELECTION OF OFFICERS

A. In the event that the office of president becomes vacant, the vice-president shall automatically succeed to the office of president and then be eligible to serve their own term as president following the end of that year.
B. In the event that the office of vice-president becomes vacant before February 1, the Rules and Procedures Committee shall conduct a special election to fill that office. As soon as the announcement of vacancy occurs, nominations will be open. This process must be completed no later than fourteen (14) calendar days after the announcement that a vacancy exists. If the office of vice-president becomes vacant after February 1, the vacancy shall not be filled until the regular election of officers in March.
C. In the event that the office of secretary becomes vacant before January 1, the Rules and Procedures Committee shall conduct a special election to fill that office. As soon as the announcement of vacancy occurs, nominations will be open. This process must be completed no later than fourteen (14) calendar days after the announcement that a vacancy exists.

ARTICLE VI: EXECUTIVE COMMITTEE

SECTION 1: MEMBERS

The Executive Committee of the Faculty Senate shall consist of the three current officers and the immediate past president. The immediate past president is strictly an advisory position to the Executive Board. They do not vote on any matters brought before the Senate unless they are also senator. They may sit with Faculty Senate and the officers, only if specifically invited by the Executive Board for advisement. To be part of the Executive Committee, the immediate past president must complete their term as president in the previous academic year.

SECTION 2: AUTHORITY

The Executive Committee shall have the authority of the Faculty Senate to transact business of an emergency nature between Faculty Senate meetings and during the summer months of May through August. Any such emergency business shall be placed on the agenda of the next scheduled Faculty Senate meeting for discussion.

ARTICLE VII: ELECTED FACULTY SENATE REPRESENTATIVE TO THE OSU-STILLWATER FACULTY COUNCIL

The Oklahoma State University-Oklahoma City Faculty Senate representative to the OSU-Stillwater Faculty Council shall:

A. Communicate the needs and concerns of the faculty as discussed in OSU-OKC Faculty Senate meetings. Report concerns, discussions, and decisions made in OSU-Stillwater Faculty Council meetings.
B. Attend all meetings of OSU-Stillwater Faculty Council.
C. Present the OSU-OKC Faculty Senate recommendations to the OSU-Stillwater Faculty Council.
D. Report to OSU-OKC Faculty Senate on the issues discussed by the OSU-Stillwater Faculty Council.
E. Shall vote on any matters brought before the Senate.

ARTICLE VIII: STANDING AND AD HOC COMMITTEES

SECTION 1: STANDING COMMITTEES LISTED

A. The following four (4) standing committees of the Faculty Senate shall be:
    1. Rules and Procedures Committee, chaired by the president;
    2. Faculty Committee, chaired by the vice-president;
    3. Finance and Operations Committee, chaired by the secretary;
    4. Academic Policies and Student Affairs Committee, chaired by one of the three at-large senators

B. Recommendations from committees shall be brought back to the faculty senate for discussion and approval.

SECTION 2: MEETING GUIDELINES

Each standing committee is required to provide three (3) business days' notice of a standing committee meeting to the general faculty, along with an agenda or issues to be discussed. Non-senator participation at such meetings will follow the by-laws as outlined under "Article IV, Section 1: Attendance of Non-Senators."

SECTION 3: RULES AND PROCEDURES COMMITTEE

The Rules and Procedures Committee shall:

A. Consist of the president of Faculty Senate as chair and an unspecified number of senators selected by the Faculty Senate.
B. Review the bylaws each year and recommend revisions or amendments to Faculty Senate.
C. Review and/or clarify all proposed amendments to the bylaws.
D. Prepare and distribute ballots to all eligible faculty members on all proposed amendments or revisions of the bylaws, count the ballots, and announce the results at the next scheduled Faculty Senate meeting.
E. Recommend creation or abolition of Faculty Senate committees.
F. Recommend procedures for establishing new university committees, task forces, boards, and councils.
G. Recommend procedures for faculty participation in the government of the university, including the planning, management, and evaluation of school and departmental affairs.
H. Recommend procedures for faculty participation in the planning, operation, and evaluation of university programs not under the supervision of any school.
I. Recommend procedures for faculty participation in administrative organization and reorganization at all levels, including creation and reorganization of schools and departments of the university.
J. Recommend procedures for faculty participation in selecting administrative personnel.
K. Recommend procedures for faculty liaison with Boards of Regents, Student Government Association, and other work groups that require faculty representation.
L. The Rules and Procedures Committee shall conduct and supervise all Faculty Senate elections, whether regular, recall, or special in nature.
M. The Rules and Procedures Committee shall determine the exact procedures for elections to the Faculty Senate and for all recall and special elections because of the circumstances that will be unique to each one.
N. The Rules and Procedures Committee shall implement the following procedures for the regular election of Faculty Senate officers each spring:
    1. Make a formal request to all eligible faculty members for nominations.
    2. Nominations will be accepted until the close of the March meeting, either verbally or in writing.
    3. Results will be announced at least a week before the last regularly scheduled Faculty Senate meeting of the year.
    4. If there is a need for a run-off election, it shall prepare, distribute, and collect the necessary ballots.

SECTION 4: FACULTY COMMITTEE

The Faculty Committee shall:

A. Consist of vice-president of Faculty Senate as chair and an unspecified number of senators selected by the Faculty Senate.
B. Formulate and recommend policies governing faculty status, including appointment, tenure, employment, working conditions, workloads, research activities, and similar concerns of the faculty

members.

C. Be available to consult and advise Faculty Senate president on matters which require application or interpretation of policies concerning the faculty not otherwise provided for within these bylaws.
D. Review and/or clarify all proposed revisions pertinent to faculty issues and policies for Faculty Handbook. Prepare and distribute ballots to Faculty Senate on proposed revisions to the Faculty Handbook, count the ballots, and announce the results at the next scheduled Faculty Senate meeting.
E. Formulate and recommend policies and long-range plans as needed, concerning benefits, retirement, insurance, recreation facilities, tuition fees for faculty, staff and dependents.

SECTION 5: FINANCE AND OPERATIONS COMMITTEE

The Finance and Operations Committee shall:

A. Consist of secretary of Faculty Senate as chair and an unspecified number of senators selected by Faculty Senate.
B. Review the publicly available financial records of Oklahoma State University-Oklahoma City and the short-term and long-term priorities of the administration regarding finances and operations of the institution.
C. Make recommendations to the administration of the faculty's short-term and long-term priorities regarding finances and operations of the institution.
D. Formulate and recommend policies and long-range plans pertaining to campus facilities, safety and security including the design, construction, and naming of new campus buildings; the control of campus traffic and parking; safety and security; the assignment of space and equipment for office, classroom, and laboratory, together with maintenance and repair thereof; and physical plant.
E. Annually review contingency plans for handling campus emergencies.

SECTION 6: ACADEMIC POLICIES AND STUDENT AFFAIRS COMMITTEE

The Academic Policies and Student Affairs Committee shall:

A. Consist of a senator at-large as chair and an unspecified number of senators selected by Faculty Senate.
B. Formulate and recommend policies regarding admission, retention and graduation requirements; university catalogs and the academic calendar; incentives and academic awards to encourage scholarship; instructional standards and procedures, on and off campus; student employment and credit hour load regulations; new curricula, programs, and collaborative agreements; academic counseling, tutoring and honors program.
C. Formulate and recommend policies regarding acquisition, distribution, and use of technology.
D. Formulate and recommend policies regarding faculty development issues.
E. Formulate and recommend policies and long-range plans concerning the library and other learning resources.
F. Formulate and recommend policies, procedures, and long-range plans pertaining to student concerns and activities common to all schools of the university, such as those relating to guidance, awards, discipline, health, employment, loans, intramural athletic activities, and the distribution of scholarships and financial awards and assistance.
G. Make recommendations concerning changes in student regulations.

SECTION 7: AD HOC COMMITTEES

The Faculty Senate president shall have the authority to create ad hoc committees to work temporarily on special problems or projects.

ARTICLE IX: REFERENDUMS

SECTION 1: GENERAL INFORMATION

Faculty members who are eligible to be elected as senators may initiate a petition, which shall require simple majority vote of all eligible faculty members to pass. Voting will be open for a period of 15 calendar days.

SECTION 2: PROCEDURES FOR REFERENDUM INITIATIVES

The following procedures shall be used for all referendum initiatives:

A. A petition signed by at least thirty (30) percent of all eligible faculty members shall be required for a petition on any issue. The Rules and Procedures Committee shall have the authority to certify any such petition as valid. Each copy of a petition shall include the full text of the petition and some number of lines on which a faculty member may indicate their support for the preceding petition.
   1. Including their handwritten signature or a digital reproduction thereof,
   2. Clearly printing their name, and
   3. Indicating the date signed. Although a petition may be circulated as an email attachment, in no case does an email message by itself constitute a petition.

B. If a petition is certified as valid, the Rules and Procedures Committee shall conduct the secret ballot vote by all eligible faculty members and, if the petition is passed by a simple majority vote, add the petition to the agenda as New Business at the next regularly scheduled meeting of Faculty Senate.

ARTICLE X: AMENDMENTS TO THE BYLAWS

SECTION 1: JURISDICTION OVER ALL PROPOSED AMENDMENTS

All proposed amendments to Faculty Senate bylaws must originate or be submitted to the Rules and Procedures Committee of Faculty Senate.

SECTION 2: FACULTY SENATE ROLE

A. Any proposed amendments to Faculty Senate bylaws recommended by the Rules and Procedures Committee shall be submitted to Faculty Senate for consideration at least one (1) week before the next scheduled meeting of the Faculty Senate.

B. Any proposed amendments to Faculty Senate bylaws must receive a majority of the votes cast by senators.

SECTION 3: FACULTY RATIFICATION

A. Any proposed amendments to the bylaws recommended by Faculty Senate shall be sent in written form to all eligible faculty members for their consideration at least two (2) weeks before the date of the general ratification vote selected by the Faculty Senate.

B. Amendments to the bylaws must receive a minimum two-thirds (2/3) majority of the votes cast by eligible faculty members.

Vote by Faculty Senate: March 6, 2025
Vote by Faculty: March 31, 2025
Approved by Provost Vanderslice:
Approved by OSU A&M as a part of Faculty Handbook review:

Appendix B

Statement of Policy Governing Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University - Oklahoma City

Contents

Preface 28
Governing Philosophy 29
General Provisions 30
1.0 - PROFESSIONAL STANDARDS AND MATTERS OF ACADEMIC APPOINTMENT ADMINISTRATION
1.1 - Professional Standards 30
1.2 - Recommendations for Faculty Appointments, Reappointments, Non-Reappointments, and Promotions 32
1.3 - Periods of Appointment and Tenure for Ranked Faculty 34
1.4 - Origination of Appointments and Assignments 36
1.5 - Promotions in Rank 37
1.6 - Reappointment and Non-Reappointment 37
1.7 - Special Appointments and Titles 38
1.8 - Academic Freedom 40
1.9 - Appointment to Administrative Positions 40
1.10 - Resignations 41
1.11 - Administrative Suspensions 41
1.12 - Disciplinary Actions 41
1.13 - Termination of Appointments 44
1.14 - Termination Hearing Board 47
1.15 - Financial Exigency 48
2.0 - DISPUTE RESOLUTION POLICY
1. - Policy Statement 48
2. - Definition 48
3. - Grounds for Dispute 48
4. - Formal Dispute Resolution Procedures 49
3.0 - FACULTY LEAVE
1. - Health Leave 49
2. - Sabbatical Leave 49
3. - Leave of Absence without Pay 50

APPENDICES

APPENDIX 1 - Statement on Professional Ethics 51
APPENDIX 2 - Statement on Academic Freedom 52
APPENDIX 3 - General Termination Procedures 53
APPENDIX 4 - Financial Exigency Policy and Procedures 59
APPENDIX 5 - Dispute Resolution Procedures 63

STATEMENT OF POLICY GOVERNING APPOINTMENTS, TENURE, PROMOTIONS, AND RELATED MATTERS OF THE FACULTY OF OKLAHOMA STATE UNIVERSITY--OKLAHOMA CITY

Preface

It is fundamental that institutions under the governance of the Board of Regents for Oklahoma Agriculture and Mechanical Colleges ("Board of Regents"), such as Oklahoma State University-Oklahoma City, use various professional and administrative standards. Accordingly, it is the policy of the Board of Regents that the activities at these public institutions should be conducted in a manner that will attempt to balance the rights of the individual faculty member with the public's legitimate needs and interests. Policy statements of the Board of Regents are to be applied and interpreted in that spirit. Any use of grammatical gender references shall be interpreted as applying equally to males and females.

The Board of Regents strongly supports the concept of faculty counsel on matters that affect faculty. One primary purpose of this policy statement is to make effective formal procedures to ensure and provide for meaningful faculty counsel on the matters addressed herein.

It is intended that faculty and administrators shall adhere to the standards set forth in this policy statement. It is not intended that minor variances, which are not substantially prejudicial to rights of individual faculty members or contrary to the intent of the policy, should serve as the sole basis for complaints or claims of erroneous treatment or action. Additionally, it is not intended that these minor variances in circumstances and conditions or events be interpreted as establishing authority to disregard the standards set forth in this policy statement.

This broad policy statement is intended to be stable and a source of reliable information and guidance to faculty, administrators, and interested members of the public. However, in approving this policy statement for OSU-Oklahoma City, the Board of Regents is not waiving or restricting its lawful power, duty, and responsibility to act at any future time to establish policies, regulations, and procedures and to implement other decisions of the Board. If there is a need to consider permanent changes to this policy statement, it is recognized that although it is not to be regarded as mandatory, there is almost always substantial public benefit in consulting with Board of Regents staff, institutional administrators, appropriate faculty, and others before enacting revisions. The Board of Regents ordinarily will request assurances from recommending administrators of prior meaningful coordination and discussion of revisions of this policy statement with the president of the OSU-Oklahoma City Faculty Senate before the Board of Regents votes on such proposed revisions.

While the Board of Regents recognizes the value of appropriate participation of faculty, administrators, and others in the formulation of professional standards, policies, and procedures, it also recognizes that circumstances may arise where the collective judgment of the Board of Regents requires the Board to act without such participation in discharging its lawful responsibilities. In such instances, the Board will make every reasonable effort through the official public record and the institutional administration, to inform affected personnel of the Board's actions and invite those personnel to provide input for subsequent consideration by the Board.

References to the Board of Regents in this policy statement may include participation or representation by the Board's staff when so designated or authorized by the board.

This policy statement shall become effective December 11, 2020 and shall continue in effect until amended by the Board of Regents. This policy statement shall not apply to any pending personnel actions commenced under earlier policies, and neither shall it affect any vested substantive rights of any faculty hired prior to its effective date of adoption.

Revised and Approved by the Board of Regents
December 11, 2020

Governing Philosophy

Sound, clearly stated, and sufficiently flexible policies and procedures governing appointments, tenure, promotions, and related matters are vital to the effective performance of faculty members and administrators[1]. These standards are to be implemented in a reasonable manner[2]. In implementing the standards in this policy statement, the VPAA is authorized to decide procedural questions on uncertain points. Prior to making such decisions, the VPAA may consult with the Faculty Senate president, the Senior Vice President of Academic Affairs (hereafter Senior VPAA) of Oklahoma State University, the president of Oklahoma State University, the Board of Regents Office of Legal Counsel, or others.

The opportunity for faculty members to participate in efforts to improve policies is critical. The Faculty Senate ordinarily shall be consulted in the process of reviewing suggestions for improvements in this policy statement, as referenced in the Preface to this Policy Statement. Recommendations for improvements made by the Faculty Senate shall be transmitted to the VPAA of OSU-Oklahoma City. Any changes in this policy statement must be approved by the Board of Regents.

---

[1] A copy of all present and future implementing Institutional Policy and Procedure Letters which relate to matters dealt with in this policy statement shall be authorized by the VPAA and be on file and available to faculty members in the library and in the office of every academic school within the Institution. Throughout this document, the phrase "this policy statement" refers to "the Statement of Policy Governing Appointments, Tenure, Promotions, and Related Matters of the faculty of OSU-Oklahoma City". All documents generated on the Oklahoma City campus by the appropriate administrative staff to aid in the implementation of these policies shall be consistent with the standards in this policy statement. If there are any inconsistencies between the documents generated by administrative staff and declarations in this policy statement, the standards in this policy statement shall be the controlling Institutional policy.

[2] Whether implementation of standards is "reasonable" is inherently a judgment based on prevailing circumstances, known facts, and rational conclusions. As used in this policy statement, the determination of whether a matter is "reasonable" is to be based on:

a. an evaluation of known facts,
b. use of applicable procedures and professional standards,
c. consideration of prudent public institutional interests, and
d. the exercise of sound judgment.

For example, an administrative action is "reasonable" if there is a rational or thought-out basis for the administrative action that is developed in a manner consistent with the above decisional criteria; the action should be the product of professional judgment, not contrived nor materially tainted through personal actions born of malice, illegal discrimination, or intentional falsehood. In a disputed situation under this policy statement, reasonableness is ultimately determined by the actions or policies of the Board of Regents for the Institution if it is not resolved at an earlier point within Institutional administrative channels.

It is acknowledged and recognized that the powers reserved to the Board of Regents in this Policy Statement, including, but not limited to, that referenced in Section 1.3.2 shall be controlling over any arguably contradictory language.

General Provisions

1.0 -- Professional Standards and Matters of Academic Appointment Administration

1.1 -- Professional Standards

1.1.1 -- Qualifications

Oklahoma State University-Oklahoma City (hereafter OSU-Oklahoma City) requires that detailed academic qualification standards for each rank, function, or specialty be specified by the appropriate unit administrator[3]. In those cases in which work assignments vary greatly within a given department/ school or are split between departments/ schools it will be necessary to specify qualifications for individual positions. In establishing these qualification standards, the department head/ dean shall obtain appropriate faculty counsel[4]. When approved by the relevant dean and the Provost and Vice President of Academic Affairs, a copy of the standards shall be given to each faculty member and such standards shall be applied by all administrative areas involved until duly amended.

1.1.2 -- Professional Development

Faculty, as professionals, are responsible for their own development consistent with department, school, and institutional goals. It is the policy of OSU-Oklahoma City in the reappointment of faculty members, and especially in the case of reappointments granting tenure, that demonstrated high quality performance in assigned responsibilities be documented. Basic competence in itself is not sufficient to justify reappointment, as that is a prerequisite for the initial appointment.

Deans are expected to encourage the professional development of each faculty member. Deans should familiarize each faculty member with the performance standards established for reappointment, promotion, and tenure. The deans should endeavor to provide an environment conducive to the achievement of expected performance.

1.1.3 -- Job Description and Terms and Conditions of Employment

The faculty is responsible for seeking and transmitting knowledge in an atmosphere of impartial scholarship. Members of the faculty have the responsibility to follow the Board of Regents existing approved policies on outside activities to avoid conflicts of interest prohibited by Oklahoma statutes and, particularly, to develop and maintain normal student/teacher relationships which are healthy, honorable, and beneficial to students in the pursuit of legitimate educational objectives. Members of the faculty must not exploit students for their private advantage.

It is the policy of OSU-Oklahoma City that each faculty member's job description and the applicable standards, criteria, and procedures used in making decisions relating to renewal, tenure, and promotion shall be available to the faculty member in written form. These items shall be provided to each faculty member in the form of the initial letter of offer; written policy and procedure statements of the department, school, and OSU-Oklahoma City; and formal appraisal and development statements.

---

[3] The term, "unit administrator," as used throughout this policy statement refers to those individuals holding the title of department head or dean.

[4] "Appropriate faculty counsel" referred to throughout this policy statement shall involve obtaining a recommendation from the OSU-Oklahoma City Faculty Senate Executive Committee. If members of the executive committee have a conflict of interest, they must recuse themselves and the Faculty Senate executive members will appoint replacements from existing Faculty Senate members in consultation with the VPAA.

1.1.4 -- Professional Ethics

The faculty of OSU-Oklahoma City endorses the American Association of University Professors' 1966 statement on Professional Ethics. An edited version of this statement is found in the Statement on Professional Ethics, Appendix 1.

1.1.5 -- Retention and Advancement

It shall be the personal responsibility of the faculty member to satisfy applicable qualifications for reappointment, tenure, or promotion. An OSU-Oklahoma City Policy and Procedures Letter shall be developed and approved by the VPAA to state applicable documentation standards.

1.1.6 – Review of Faculty

1.1.6.1 – Annual Review of Faculty

Review of faculty activities and accomplishments shall be conducted by the unit administrator every year for every faculty member, regardless of rank or tenure status. A written report of activities and accomplishments shall be submitted by the faculty member. This report shall include a work and professional development plan. Unit administrators are expected to encourage the professional development of each faculty member.

Unit administrators shall familiarize each faculty member with the performance standards of the unit. The unit administrator shall endeavor to provide an environment conducive to the achievement of expected performance. The unit administrator shall submit a written evaluation that gives detailed descriptions of the faculty member's accomplishments or deficiencies. The faculty member's written report, together with the unit administrator's evaluation, shall serve as the supporting documentation for any merit pay raise or other salary adjustment. Faculty members will be responsible for maintaining copies of the completed annual review documentation to be included in future RPT/CPTR packets. If a major element of performance is judged to be unsatisfactory by the unit administrator, the following steps shall be taken:

(a) A detailed written plan for corrective action shall be specified by the unit administrator.
(b) If requested by the faculty member, the unit administrator shall obtain appropriate faculty counsel to determine whether the appraisal is justified, and if so, what measures to improve performance are warranted. If the judgment of unsatisfactory performance is not supported by the faculty group, the matter shall be forwarded to the next level of supervision for resolution.

Personal misconduct may be the basis for disciplinary action that is separate from the professional performance appraisal system (see Section 1.12).

1.1.6.2 – Cumulative Review of Tenured Faculty

For each tenured faculty member, a cumulative review shall take place every five years. A review conducted to grant promotion qualifies as a cumulative review. The review shall be based on discussion and substantive documentation provided by the faculty member. The review processes shall include written feedback from the School and Institutional RPT/CPTR Committees to the faculty member as well as a provision for response. Written feedback shall be a detailed description of the faculty member's accomplishments or deficiencies. If deficiencies are present, the cumulative review will establish an individual development plan for the faculty member. Faculty members are responsible for their own development consistent with unit, School, and University goals. Any formal development plan should respect academic freedom and professional self-direction, and it should be flexible enough to allow for subsequent alteration.

The results of the Cumulative Post-Tenure Review (CPTR) may be used by appropriate administrators as a basis for providing support which will assist faculty members in carrying out their professional goals and responsibilities. Any disciplinary action that may follow the cumulative review must adhere to all prescribed procedures in force within this policy document. In the event that unsatisfactory performance has not improved within the timelines set in the individual development plan, any dismissal action shall be based

upon those grounds for dismissal specified in the "Policy Statement to Govern Appointments, Tenure, Promotions and Related Matters of the Faculty of Oklahoma State University – Oklahoma City."

If a faculty member believes that the results from a cumulative review are based on unlawful discrimination, inadequate consideration, or legitimate exercise of academic freedom, they may request a review of the matter utilizing the Dispute Resolution Procedure in this policy document. Formal Cumulative (Post-Tenure) Review Policies and Procedures are outlined in Appendix E.

1.2-- Recommendations for Faculty Appointments, Reappointments, Non-Reappointments, and Promotions

1.2.1 -- RPT/CPTR Committee Composition

The RPT/CPTR Committee will consist of:

a. Faculty Senate President (non-voting member, except in the case of a tie) who will serve as the committee chairperson
b. Faculty Senate Vice President
c. Previous Faculty Senate President (non-voting member)
d. A Dean (selected by the VPAA or the VPAA's designee)
e. Two Department Heads (selected by the VPAA or the VPAA's designee)
f. A Representative from each of the schools
g. An at-large representative from the faculty (selected by Faculty Senate Executive Committee)

The Faculty Senate President, Vice-President, and previous President are considered automatic members representing the entire faculty. The term limitations rules do not apply for these automatic members.

All other members are considered normal members. Normal members are selected annually and have a three-year continuous term limit. Ideally, the committee will have at least one full professor, one non-tenured professor, and one tenured Associate Professor.

No one may serve on the RPT/CPTR committee in the same academic year in which they are applying for reappointment, promotion, or tenure, or going through cumulative post-tenure review due to conflict of interest. In the case that any automatic member has a conflict of interest, the Faculty Senate Executive Committee will consult with the administration to identify substitution(s). If the Faculty Senate President has a conflict of interest, they will still be responsible for all chairperson duties, but must recuse themselves from all discussion and voting, as per Robert's Rules.

Member Selection
Each Dean will determine the process used to identify their appointment and send the name to the Faculty Senate President.

The VPAA will choose their representatives, which will be one Dean and two Department Heads.

The Faculty Senate executive team will select one (1) at-large faculty member to serve on the RPT committee. They will select a full professor, if there is none represented in the other 7 faculty members yet.

- If a full professor is already present, they will select a non-tenured full-time faculty member.
- If both are already represented, they will select a tenured full-time faculty member.
- If a full professor, non-tenured professor, and tenured professor are represented, the Faculty Senate Executive Committee may select any full-time faculty member.

Timeline for Committee Formation

- School Representatives are due to FS President by Nov 14
- VPAA Representatives are due to FS President by Dec 1
- The full RPT committee will be constituted by the end of the Fall term.

Failures to Appoint and Emergency Appointments

If any of the Schools fails to notify the Faculty Senate President of their selected representative, the Faculty Senate President will reach out to the School's RPT Committee chair on the first business day after the nomination was due. If the Faculty Senate President cannot reach the chair or if the chair does not have a representative, the School's representative will be forfeited to the VPAA's office, and the VPAA will be responsible for identifying a faculty member to represent that school.

If the VPAA fails to select representatives by their deadline, the Faculty Senate Executive Committee will select a Dean and two Department Heads to represent the administration.

If for any reason a member of the RPT committee can no longer serve (either for personal or professional reasons), the Faculty Senate Executive Committee and the VPAA will work together to make an emergency appointment and notify the represented party (the faculty, the School, or the administration) of that appointment.

1.2.2 -- Roles and Responsibilities of the VPAA and the Board of Regents

The VPAA shall carefully review all recommendations and shall give great weight to the recommendations of the Reappointment, Promotion, and Tenure Screening Committee in making decisions. If deemed necessary, the VPAA may consult with department heads and/or deans and request recommendations from other academic administrators before taking action.

Final institutional review of personnel actions may be conducted by the VPAA[5]. Appointments, reappointments, promotions, and terminations must be approved by the Board of Regents except as authorized by Board of Regents policies (e.g., Board of Regents Policy Manual and Rules, §3.03 (revised June 22, 2018)).

[5] At all times in this Policy Statement, references to final decisions being made by the Provost and Vice President to the Board of Regents are not intended to imply or assume that the Senior VPAA or the President of OSU, as may be appropriate, do not have roles to play in such actions. Recommendations regarding the initial appointment, reappointment, promotion, tenure, and termination of faculty inherently involve a recommendation being made by the Provost and Vice President to the Senior VPAA and to the president of OSU, who have authority over what matters are recommended to the Board for action.

1.3-- Periods of Appointment and Tenure for Ranked Faculty[6]

1.3.1 -- Types of Appointments

All faculty positions are of two types, permanent or temporary. All permanent faculty positions shall be filled by appointments of qualified persons with the rank of Instructor, Assistant Professor, Associate Professor, or Professor. The initial appointment of any person to the rank of Instructor or above, including part-time appointments shall be based on a recruiting search which is consistent with applicable state and federal equal employment opportunity standards and Board of Regents-approved affirmative action guidelines. When deemed professionally appropriate and financially feasible by the VPAA, national searches will be used. All initial appointments to the rank of Instructor or above are of two kinds:

A. probationary (appointments potentially leading to tenure), or
B. appointments with tenure (applicable only to appointments with the initial ranks of Associate Professor or Professor if specifically approved by the Board of Regents).

1.3.2 -- Tenure

Tenure is a continuous appointment granted following evaluation by the faculty member's academic department and/or dean, the OSU-Oklahoma City Reappointment, Promotion, and Tenure Screening Committee, and the VPAA; and approval by the Board of Regents. Tenured appointments shall not be terminated except under extraordinary conditions as stated in section 1.13, Termination of Appointments.

Tenure is a means by which to assure academic freedom (see Section 1.8). Academic freedom is indispensable to the success of OSU-Oklahoma City in fulfilling its obligations to its students, to the State of Oklahoma, and to society in general. The decision to grant tenure is a judgment made with appropriate faculty counsel. Except for prestigious scholars initially appointed as Associate Professor or Professor with tenure, the decision to grant tenure is normally made toward the end of a probationary period. Tenure is a major undertaking and shall not be granted unless the faculty member has demonstrated by consistent performance that the academic department will benefit from making a career-long commitment to the faculty member.

Academic appointments normally coincide with the beginning of the academic year. For faculty appointed after September 1, the period of probation for tenure consideration or for renewal of appointment will commence at the beginning of the following academic year. The probation period for faculty appointed on or after January 1 will commence at the beginning of the following academic year. Except for extenuating circumstances (see Section 1.3.9), the period of probation for tenure consideration shall never exceed a total of six years of continuous appointment with OSU-Oklahoma City.

Review for the granting of tenure shall occur only at the following times:

A. when a prestigious teaching scholar is initially considered for appointment to the rank of Associate Professor or Professor;
B. when an untenured ranked faculty member is reviewed for promotion to the rank of Associate Professor or Professor;
C. when an untenured ranked faculty member is reviewed for a reappointment or promotion which, if awarded, will extend the number of years in ranked faculty positions at OSU-Oklahoma City beyond a total of seven years; or
D. when a person has completed at least one year of satisfactory service at OSU-Oklahoma City following an initial appointment as an untenured Associate Professor or Professor.

---

6 The term, "ranked faculty," as used in this document applies only to instructors, assistant professors, associate professors, and professors who have appointments potentially leading to tenure or who are tenured.

1.3.3 -- Appointment as Instructor

Appointment to the rank of Instructor shall be for such time as is specified, but such appointments shall not exceed one academic year at a time during a probationary period not to exceed six years. When individuals have been appointed as Instructor for their sixth year of probationary service, they shall be evaluated for tenure and by April 1 of the sixth year of either:

A. the award of informed in writing tenure effective with the beginning of the seventh year, or
B. the nonrenewal of the appointment and expiration effective at the end of the appointment.

If a non-tenured Instructor is promoted to a higher rank, the period of probation for tenure shall commence with the beginning of the initial appointment as an Instructor, unless the faculty member requests and is granted an extension of the probationary period (see Section 1.3.9).

When a non-tenured Instructor is promoted to Assistant Professor, evaluation for tenure shall occur the sixth year of service. The initial term of appointment as Assistant Professor will vary depending on the number of years served as Instructor, as follows:

A. with five years of service as Instructor, promotion would result in a one-year initial appointment as Assistant Professor;
B. with four years of service, a two-year appointment;
C. with three years of service, a three-year appointment; and
D. with one or two years of service, a four-year appointment.

In the case of promotion to assistant professor after only one year as an Instructor, a second probationary term of two years is permitted. In the other cases described above, a terminal one-year reappointment as assistant professor will be made when tenure is not to be granted.

1.3.4 -- Appointment as Assistant Professor

Initial appointment or promotion to the rank of Assistant Professor shall normally[7] be for a period of four years. The candidate shall be fully qualified as an instructor and hold a master's degree in the field or a related field (as defined by the Office of the Provost and Vice President of Academic Affairs) from an accredited institution of higher education. Reappointment for a two-year period may be made. Promotion to Associate Professor or reappointment as an Assistant Professor after six years of probationary service as an Assistant Professor shall confer tenure.

1.3.5 -- Appointment as Associate Professor

Initial appointment or promotion to the rank of Associate Professor shall normally[8] be for a period of five years. Any recommendation for promotion prior to this length of service in rank will be regarded as extraordinary and will require exceptional justification. The candidate must be fully qualified as an assistant professor and have extensive teaching experience. Reappointment as Associate Professor or promotion to Professor shall confer tenure. A special tenure review may be made after one year of service at OSU-Oklahoma City (see Section 1.3.2). In extraordinary circumstances, tenure may be expressly granted at the time of initial appointment.

---

[7] For faculty whose initial term of appointment begins at other than the beginning of the academic year, the period of appointment shall be adjusted to expire at the end of an academic year to be consistent with the provisions of Section 1.3.2, paragraph 3. Thus, the term of the first probationary appointment may vary from the stated period in Sections 1.3.4 and 1.3.5.

[8] Id.

1.3.6 -- Appointment as Professor

Initial appointment to the rank of Professor shall confer tenure unless a probationary period, not to exceed three years, is specified at the time of appointment. The candidate must be fully qualified as an Associate Professor, hold a doctorate degree in the field or a related field (as defined by the Office of the Provost and Vice President of Academic Affairs) from an accredited institution of higher learning, and be eligible for tenure. Any recommendation for initial appointment or promotion prior to this length of service in rank and/or prior to meeting educational requirements will require exceptional justification. Promotion to professor will place individuals on the CPTR timeline as no further promotions in rank are possible.

1.3.7 -- Change from Academic Status

Academic tenure is not affected by change to administrative or other active status. Please note that further progression through the academic ranks is frozen upon changing to an administrative status. Appointment to an administrative or other position shall not confer tenure in that position.

1.3.8 -- Nonpermanent and Special Appointments

When persons are appointed to non-permanent or special positions, special titles (see Section 1.7) shall be used. In such cases, the period of appointment shall be clearly stated and should be designated as temporary on the "Employment Action Form"; this administrative form is to be attached to an OSU-Oklahoma City Policy and Procedures Letter explaining its proper use. The letter confirming the appointment should state that appointment to temporary positions will not lead to tenure nor count as part of a probationary period potentially leading to tenure.

1.3.9 -- Extensions of Appointment and Probationary Periods

A period of appointment and the probationary period of a faculty member may be extended up to three years for extenuating circumstances, e.g., a leave of absence without pay, an extended sick leave, significant changes in published criteria for tenure, or significant changes in job description associated with transfer or promotion. Upon written request by the faculty member and recommendation by the department head and/or dean, such an extension may be granted upon approval by the VPAA and the Board of Regents.

1.4 -- Origination of Appointments and Assignments

1.4.1 -- Appointment to Faculty Positions

The department head and/or dean has the principal responsibility for initiating all authorized faculty appointments (see Section 1.2). The department head and/or dean with the advice of faculty shall carry out this responsibility by:

A. contacting Human Resources for recruitment policy and procedure;
B. searching for and obtaining information about prospective faculty members;
C. evaluating candidates; and
D. recommending suitable, qualified individuals for appointments, with supporting evidence concerning the candidate's qualifications.

Temporary appointments may be made without a national search and the position shall carry a title reflecting its temporary nature (see Section 1.7.6).

1.4.2 -- Letter of Offer

No offer is binding on OSU-Oklahoma City until a formal recommendation has been presented to and officially approved by the Board of Regents in accord with the policies of the board.

A statement of the proposed basic terms and conditions of every appointment shall be available in writing and be in the possession of both OSU-Oklahoma City and the prospective faculty member before the appointment is made. Where applicable, this statement will make reference to the substantive and

procedural standards generally used in the decisions affecting renewal and tenure and any special standards adopted by the appropriate department and/or school. Any other authorized agreements pertaining to conditions of appointment, reappointment, promotion, and tenure shall be part of this written statement.

1.4.3 -- Amendments

If basic changes in assignment or conditions of appointment (other than revisions to fringe benefits, retirement plans, and this policy statement) become necessary during the period of appointment, the changes must be discussed in advance and communicated to the affected faculty member in writing by the department head and/or dean. Unresolved disputes regarding basic changes in assignments or conditions of appointment are resolved using the Dispute Resolution Procedures, Appendix 5.

1.5-- Promotions in Rank

The process of review for promotion in rank shall be initiated by the Office of the Provost and Vice President of Academic Affairs. Prior to the initiation of the review, the consent of the faculty member shall be obtained. Faculty members should be provided sufficient notice to enable them to assemble and submit materials believed helpful to a full review. Individual faculty members have the right to be reviewed for promotion at their own request provided they have not undergone such a review within the previous two academic years.

Following consideration of appropriate faculty counsel, the department head and/or dean will decide whether or not a faculty member is to be recommended for promotion by the department head and/or dean. This decision should be in keeping with the established qualification guidelines of the department and/or school. The faculty member shall be informed by the department head and/or dean if a recommendation for promotion is not being sent forward and shall be provided counsel by the department head and/or dean regarding how to meet criteria for promotion in a subsequent consideration.

The VPAA shall review each promotion recommended by the department head and/or dean and by the OSU-Oklahoma City Reappointment, Promotion, and Tenure Screening Committee. The Committee's recommendation to the VPAA will be accompanied by the original recommendations and counsel of the department head and/or dean. In the process of review, the VPAA may seek additional counsel from suitable faculty committees. Copies of any written counsel provided by such faculty committees will become part of the recommendation package. If the VPAA’s recommendation differs from that of the department head and/or dean or the Committee, the reasons shall be specified in writing and provided to the faculty member.

Persons holding temporary or special titles may apply for advertised ranked positions. Before the VPAA recommends any such promotions, they should seek appropriate faculty counsel.

Promotions must be recommended by the VPAA and approved by the Board of Regents before becoming effective. The affected faculty member shall be informed by the appropriate department head and/or dean that a recommendation for promotion will be presented by the VPAA to the Board of Regents. Normally, recommendations for promotions are submitted to the Board of Regents for consideration during its June meeting. When approved, the Board of Regents specifies the date on which the promotion shall become effective.

1.6-- Reappointment and Non-Reappointment

1.6.1 -- Recommendation to Reappoint/Not to Reappoint

Recommendations to reappoint or not to reappoint shall originate with the dean after consultation with the department head. Normally, such recommendation shall be in response to a routine notice from the office of the VPAA. A faculty member being considered for reappointment shall be provided sufficient notice to assemble and submit materials believed helpful to a full consideration of the question.

Recommendations for both reappointment and non-reappointment of ranked, probationary faculty

members are forwarded to the OSU-Oklahoma City Reappointment, Promotion, and Tenure Screening Committee and to the VPAA for review and action, except in the case of Instructor reappointments. Recommendations to reappoint non-tenured, tenure-track instructors will be reviewed only by the VPAA in the first year and third year; these recommendations will not be reviewed by the OSU-Oklahoma City Reappointment, Promotion, and Tenure Screening Committee. In the process of review, the Committee and the VPAA may seek counsel from suitable OSU-Oklahoma City faculty committees. Following review, all recommendations, accompanied by a statement of approval or disapproval, are forwarded to the Senior VPAA for recommendation. Copies of the written counsel provided by the department and/or school, faculty committees, and the OSU-Oklahoma City Reappointment, Promotion, and Tenure Screening Committee should accompany recommendations from the VPAA to the Senior VPAA.

The affected faculty member shall be informed by the appropriate department head/ dean that:

A. a recommendation for reappointment will be presented to the Board of Regents, or
B. OSU-Oklahoma City does not intend to continue the appointment beyond a specified date.

1.6.2 -- Non-Reappointment

Nonrenewal of a temporary or non-tenured appointment shall not be regarded as a termination. If a decision is made not to recommend reappointment of a faculty member on a probationary appointment, the following schedule for notification should be observed:

A. Adjunct appointments and all other forms of non-tenure track special appointments will end by their own terms at the conclusion of the appointment period without any expectation of future appointment or advance notification requirement.
B. For Instructors, notice shall be given no later than April 1 of the year in which the appointment is scheduled to expire.
C. For Assistant Professors or higher, notice shall be given at least twelve (12) months before the expiration of an appointment period.

Faculty in ranked tenure-track positions shall be provided the reasons for non-renewal in a confidential document from either their specific department/ school or the Office of the VPAA. If the affected faculty member believes that the reasons for non-renewal are based on unlawful discrimination or inadequate consideration, a request may be made for a limited review of the matter using the Dispute Resolution Procedures, Appendix 5.

1.6.3 -- Special-Title Positions

Faculty positions with special titles are not considered permanent. Appointment of persons to nonpermanent special positions is usually for a stated period of time and does not imply an obligation to reappoint. Normally, additional notice of the end of the term of this kind of appointment need not be provided.

1.7-- Special Appointments and Titles

1.7.1 -- Regents Professor

This title may be awarded to Professors who have made outstanding contributions in their discipline through resident teaching and/or research or other scholarly activities, and/or extension activities. Persons appointed with this title should be recognized on campus and at the national level for past and continuing scholarly accomplishments. Evidence of accomplishments may be their record of publication in nationally recognized journals, or as authors of monographs, scholarly books and/or textbooks, creative activities, or outstanding performance as classroom teachers. Teaching excellence must be documented by department heads and/or deans, peers, and students or indicated by previous teaching awards granted by student or faculty groups. Outstanding performance in extension activities will also be considered. The title of Regents Professor is an honorary title and does not involve additional financial support beyond any annual merit increase(s) in salary. The term of Regents Professorships shall be four years, and the honorary appointment may be renewed. Such an appointment is effective July 1 following formal approval. Approved

procedures for nomination and recommendation for appointment to this title are stated In Policy and Procedure Letter 2-0905.

1.7.2 -- Regents Service Professor

Appointment to this title may be made for administrators who have rendered distinguished service to OSU-Oklahoma City and desire to be relieved of administrative duties and return to resident instruction, extension, or research positions. Recommendations shall be made by the dean of the appropriate academic area to the VPAA. Appointment shall be for a period of four years and is subject to renewal.

1.7.3 -- Endowed or Supported Chairs

After receiving appropriate faculty counsel, the department head and/or dean may recommend that a person be appointed to an endowed or supported chair in recognition of past and continuing scholarly accomplishments in the appropriate discipline. Persons holding endowed chairs will be subject to the rules and procedures governing other faculty members of the same rank.

1.7.4 -- Emeritus Faculty

Upon retirement, faculty members shall carry as emeritus the rank they were holding when retired, shall retain all professional rights, and shall be accorded privileges specifically authorized by the Board of Regents.

1.7.5 – Part-time Faculty Appointments

Professional persons may be granted appointments as part-time instructors. Part-time faculty appointments are temporary appointments for specific periods of time and with no expectation of reappointment. Part-time faculty appointments do not count toward tenure. No notice of non-renewal of a part-time faculty appointment is required, as the appointment ends by its own terms at the end of the appointment period. Such appointments do not require a national search and are recommended by the department head and/or dean after obtaining appropriate faculty counsel. Such persons shall not be awarded tenure but may be granted professional rights and privileges afforded to the faculty. When part-time faculty appointments are made, any rights and privileges granted shall be specified on the employment action form and in the letter confirming the appointment. If institution-wide faculty voting privileges are to be granted, concurrence must be obtained from the Faculty Senate.

1.7.6 -- Temporary Faculty Appointments and Titles

In response to special short-term and/or emergency needs, OSU-Oklahoma City may make temporary appointments. When such appointments are made, the special titles of Visiting Instructor, Teaching Associate, Lecturer, Distinguished Scholar, Artist, or "Professional" in Residence, etc. shall be used. Appropriate search procedures should be used prior to making such appointments, but the process may vary depending upon the nature of the position. Department heads and/or deans, after receiving appropriate faculty counsel, shall be responsible for recommending appointments to temporary positions.

In those few instances when OSU-Oklahoma City is confronted with an emergency situation in the areas of extension or instruction, a person can be appointed on a temporary basis for a term not to exceed one year, even though all of the recruitment procedures normally followed in making such an appointment may not have been met. In such cases, the department head and/or dean shall implement normal recruitment procedures to fill the position at the end of the initial temporary appointment. When temporary appointments are made, the letter confirming the nature of the appointment should specify the term of appointment and state the conditions relating to reappointment. Persons holding temporary positions may not be awarded tenure and do not have institution-wide faculty voting privileges but may be awarded other professional rights and privileges afforded the faculty. OSU-Oklahoma City is not required to provide notice of non-reappointment to persons holding temporary positions, but their appointments cannot be terminated before the end of the term of appointment except for those causes stated in Section 1.13.

The titles described in this section are important to OSU-Oklahoma City in its management of the fluctuating demands of externally funded programs. Tenured and tenure track faculty may be released

from assigned duties as grants and contracts are obtained. To facilitate this process, the department head and/or dean may request authorization to establish and fill temporary positions with persons awarded one of the special titles listed below. They may also request variations from the specific conditions and terms of appointment for persons appointed to one of the titles in this section. When determined to be in the best interests of OSU-Oklahoma City, the VPAA may approve such variations in specific individual cases.

1.7.6.1 -- Distinguished Scholars, Artists, and "Professionals" in Residence

When members of the academic community who possess nationally recognized skills and talents are invited to visit the campus for periods of one semester or more, but not exceeding two academic years, they may be granted a courtesy title of Distinguished Scholar, artist, or "Professional" in Residence.

1.7.6.2 -- Lecturer and Visiting Instructor

These titles may be used for persons employed to meet short-term teaching or extension needs. They may also be used for scholars with a terminal degree who wish to affiliate with OSU-Oklahoma City for professional development. Limited search procedures are usually adequate when appointment to any of these positions is made. Should such an individual be awarded a ranked title following an appropriately approved search, the time spent in the temporary position shall not count as part of the probationary tenure consideration period, unless specified in a letter confirming the appointment for the permanent position.

1.7.6.3 -- Lecturer

Appointment to the post of Lecturer shall be for a term of one year or less. Reappointments for a total period of not more than three years may be made. Time spent as a Lecturer shall not count toward tenure should a person holding a lectureship be given a tenure-track appointment.

1.7.6.4 -- Teaching Associate

Individuals who hold an earned terminal degree and/or who possess particular teaching skills related to the area of the work assignment may be appointed as Teaching Associates. Persons holding this title may be assigned some responsibilities in a function (teaching or extension) outside the function of their major responsibility. Appointments are to be made for a term of not more than one year and reappointments for a total of five years may be made. Post-doctoral fellows may typically be appointed as research associates.

1.7.7 -- Non-Faculty Academic Positions and Titles

When appointments to non-faculty academic positions are made, any rights, privileges and benefits granted shall be specified on the Payroll Action Form and in the letter confirming the appointment. Items granted are to include employee medical insurance but not faculty voting privileges.

1.8-- Academic Freedom

The institution endorses the general statement on academic freedom, as it applies to state universities, which is embodied in "Academic Freedom and Tenure (1940 Statement of Principles)" as drafted by the Association of American Colleges and the American Association of University Professors. An edited version of the statement is found in Appendix 2, Statement on Academic Freedom.

1.9-- Appointment to Administrative Positions

An appropriate search and faculty consultation ordinarily shall precede recommendation of appointment to administrative positions which entail direct or indirect supervision of faculty members or which have direct bearing on the work of the faculty. Such administrative positions include the President, vice presidents, associate vice presidents, deans, associate and assistant deans, department heads, the Registrar, the Director of Admissions, the Librarian, and other directors of comparable rank[9]. The requirement for faculty consultation shall apply to all permanent appointments and to temporary appointments to fill a vacant position or to replace an administrator who will be absent for more than one semester.

[9] In the appointment of administrators, faculty consultation is included and shall be provided by faculty members of the departments and/or schools involved.

1.10 -- Resignations

Resignations are terminations initiated by the faculty member. Faculty members may terminate their appointments effective at the end of an academic year provided that they give notice in writing at the earliest possible opportunity, but not later than May 15, or 30 days after receiving notification of the terms of their appointments for the coming year, whichever date occurs later. Faculty members may request a waiver of this requirement of notice in case of hardship or in a situation in which they would otherwise be denied substantial professional advancement or other opportunity.

1.11 -- Administrative Suspensions

An administrative suspension is a temporary removal for a specific time period of all or any portion of a faculty member's assigned duties for purposes of protecting the best interests of OSU-Oklahoma City and its components and/or for the safety and well-being of the persons affiliated with it. Suspensions are not to be imposed for purposes of discipline, nor are they to be interpreted as evidence of inadequate or inappropriate professional behavior by the faculty member.

When deemed appropriate, a suspension may include restrictions on use of OSU-Oklahoma City facilities or resources and may be imposed during the course of an authorized dismissal procedure or authorized sanction appeal. In no case shall suspensions exceed one calendar year. During a suspension, there shall be no reduction of salary or other benefits.

1.11.1 -- Procedures for Suspensions

Department heads or other related supervisory academic administrators[10] may summarily suspend a faculty member for up to 72 hours when it is judged that the safety and well-being of the faculty, the best interests of OSU-Oklahoma City or any of its components, or others is threatened by uninterrupted continuance.

A suspension may extend beyond 72 hours if approved by the VPAA or designated representative. Recommendations for suspensions of greater than 72 hours shall be forwarded to the VPAA by the appropriate dean with endorsements regarding the need for the proposed action. The VPAA, if concurring, will direct the extended suspension. The faculty member and department head shall be informed in writing of the length, terms, and conditions of any implemented suspension.

Formal Dispute Resolution Procedures outlined in Section 2.4 and Appendix 5, Dispute Resolution Procedures, do not apply to suspension actions unless because of unusual circumstances the VPAA finds it would be in the best interest of OSU-Oklahoma City to provide extraordinary administrative due process.

1.12 -- Disciplinary Actions

Academic freedom carries both rights and responsibilities. To foster and preserve freedom of inquiry and legitimate expression, orderly conduct of institutional functions and adherence to the ethical standards of the academic profession are essential (see the Statement on Professional Ethics, Appendix 1). Accordingly, the faculty is subject to laws, policies, rules, regulations and procedural requirements which safeguard its functions, and which concurrently protect its rights and freedoms. Violations may result in actions by OSU-Oklahoma City ranging from simple admonitions to permanent dismissal. Department heads and/or deans are normally responsible for initiating and implementing appropriate disciplinary action.

---

[10] As used in this policy statement, "related supervisory academic administrators" shall include deans and the VPAA.

Administrators shall use common sense and mature judgment in considering possible disciplinary situations involving faculty. Information about possible misconduct from such sources as student and faculty complaints, direct observation, citizen complaints, signed letters, grand jury indictments, media stories, and police reports may indicate a need for administrative inquiry and evaluation to ascertain whether an OSU- Oklahoma City interest has probably been adversely affected or jeopardized. When it appears that corrective action is necessary, the severity of the action taken should bear a close relationship to the seriousness of the apparent misconduct.

1.12.1 -- General Procedures for Imposition of Disciplinary Actions

Any complaint to an OSU-Oklahoma City representative that is intended to lead to an inquiry regarding a faculty member's performance or behavior ordinarily should be submitted in writing bearing the complainant's signature to the faculty member's department head and/or dean. The department head and/or dean may also initiate a performance or conduct inquiry unilaterally without a written complaint. Other related supervisory academic administrators may also be authorized by the VPAA to make appropriate conduct investigations and initiate appropriate disciplinary action on oral or written complaints.

Disciplinary action should not be taken until:

A. The alleged deficiency or misconduct by the faculty member has been investigated and reasonable cause has been established to believe that the deficiency exists or that the misconduct has occurred;
B. The faculty member has been informed of the results of the investigation and the disciplinary action which is being considered and has been given appropriate time and opportunity to respond; and
C. If the disciplinary action is to be more severe than a simple admonition or is to be recorded in the faculty member's personnel file, appropriate faculty counsel, unless waived by the individual faculty member, has been obtained.

It is recognized that impressions of possible problem situations may be re-evaluated and revised as more is known, discussed, or understood about an apparent problem and related evidence. It is therefore permissible to change or amend a proposed disciplinary action, even after it is initiated, if new evidence develops or a related supervisory academic administrator determines it to be necessary and appropriate under prevailing circumstances. If a proposed action that has already been initiated is modified, the faculty member who is being considered for disciplinary action will be notified of the reasons that led to the modification and given an opportunity to respond.

As described below, authorized disciplinary actions include simple admonitions, formal sanctions, and dismissals. Recognizing that these three types of disciplinary actions have significantly different impacts on the career of a faculty member, the procedures for providing adequate administrative due process necessarily differ.

1.12.2 -- Simple Admonitions

Admonitions are intended to inform faculty members that others find their performance or professional behavior to be unsatisfactory and/or inappropriate. Admonitions include administrative counseling; warnings; and gentle and friendly reproof against alleged fault, oversight, or minor misconduct. Appropriate faculty counsel is not required prior to issuing admonitions. Normally they are issued orally; written records of them are not included in a faculty member's personnel file unless a pattern develops, in which case the individual involved will be notified in writing. Anecdotal notes of administrative actions may be maintained by administrators separate from individuals' personnel files. Administrative appeal of admonitions is not provided.

1.12.3 -- Formal Sanctions

Sanctions are formal actions taken to prevent damage to the legitimate interests of OSU-Oklahoma City and its components and/or to prevent recurrence of unsatisfactory performance or unprofessional behavior. Authorized sanctions include such measures as written reprimands; required participation in

counseling and/or corrective programs; and restrictions on use of institutional privileges, resources and services. Formal sanctions are to be imposed when, in the judgment of the department head and/or dean, simple admonitions will not adequately serve to prevent damage to OSU-Oklahoma City or to prevent recurrence of unsatisfactory or unprofessional performance or behavior.

1.12.3.1 -- Procedures for Imposing Sanctions

Sanctions are normally directed by department heads and/or deans. When deemed appropriate by the VPAA, other related senior supervisory academic administrators may be authorized to conduct investigations and direct sanctions. Prior to imposition of a sanction, the investigating administrator shall provide the faculty member with a complete, detailed written statement of the complaint(s), report(s), or deficiency(ies) alleged against him or her. Following receipt of the written statement of the complaint(s), report(s), or deficiency(ies), the faculty member shall have seven calendar days to respond in writing to the matters being investigated. The investigating administrator may seek faculty counsel as deemed necessary during the process of conducting the inquiry and in considering appropriate sanctions. The investigating administrator shall provide the faculty member with written notice of any sanction(s) to be imposed. The written notice of sanction(s) should describe corrective actions on the part of the faculty member which could lead to removal of the sanction(s) and a statement of procedures for appeal, review, modification, and removal of the sanction(s).

1.12.3.2 -- Appeal of Sanctions

Upon receipt of the notice from the investigating administrator informing the faculty member of the intended imposition of sanction(s), the faculty member shall have seven calendar days during which to file a written appeal of the decision with the VPAA. Appropriate bases for appeal are:

A. lack of reasonable cause for the sanction,
B. substantial failure to follow proper procedures for imposing sanctions, and
C. inappropriateness of the sanction(s) imposed.

The appeal should clearly state the basis for the appeal; the relief sought, and include all the information the faculty member believes is pertinent to the appeal. If the VPAA finds that there is an insufficient statement of the basis for the appeal, they shall inform the faculty member and department head and/or dean that the appeal has been denied and provide instructions for the implementation of the sanction. If the VPAA finds there is a sufficient statement of the basis for the appeal, they will designate themselves or another senior supervisory academic administrator to serve as an appeal review administrator whose responsibility it shall be to review the matter thoroughly and make a final recommendation regarding the sanction. The appeal review administrator shall use best judgment to determine whether the sanction should be sustained, modified, or completely removed. Pending completion of an authorized appeal, a sanction shall not be enforced, but the VPAA may relieve the faculty member of all or part of their duties if such is deemed essential to the protection of OSU-Oklahoma City or its components (see Section 1.11). Relieving a faculty member of duties during an authorized appeal shall be without any reduction in pay or other benefits. Prior to reaching a final decision on the appeal, the administrator reviewing it should attempt to confer with the investigating administrator, the faculty group that provided counsel, and the faculty member who filed the appeal. They may make additional investigation to determine and clarify facts related to the case and may seek additional counsel from the Executive Committee of the Faculty Senate. Normally, the appeal review administrator will complete the review and reach a decision within fourteen calendar days of their appointment as the review administrator. They shall communicate their recommendation to the VPAA who shall inform the faculty member and dean of the final decision and provide instructions for its implementation. Formal Dispute Resolution Procedures outlined in Section 2.4 and Appendix 5, Dispute Resolution Procedures, do not apply to formal administrative sanction actions unless, because of unusual circumstances, the VPAA finds it would be in the best interests of OSU-Oklahoma City to provide extraordinary administrative due process. If the sanction was initiated by the VPAA, the Senior VPAA will select an individual to perform this function.

1.12.3.3 -- Application for Transfer of Sanction Records (Tenured Faculty Only)

Records of sanction actions shall be retained in the faculty member's active personnel files unless transfer of such records is authorized. Tenured faculty members may request that references to a sanction action be transferred from active personnel files to an inactive, privileged-access file to be sealed and retained by the Office of the VPAA and used only in event of dismissal proceedings. Action on such an application is discretionary with the department head and/or dean. The VPAA may be involved in the decision for transfer of files.

1.13 -- Termination of Appointments

Terminations are revocations of tenured appointments or nontenured appointments before the end of the appointment period. Nonrenewal of a temporary or nontenured appointment shall not be regarded as a termination. Terminations may be effected by OSU-Oklahoma City only for reasonable cause. In cases in which a faculty member is being terminated for cause, OSU-Oklahoma City recognizes those general fairness principles expressed by the American Association of University Professors, unless inconsistent with this policy statement.

There shall be substantial compliance with the procedural standards stated in this policy statement. The VPAA is authorized to decide procedural questions on uncertain points. The VPAA should refer to published statements of the American Association of University Professors[11] as well as consult with the Office of Legal Counsel of the Board of Regents.

1.13.1 -- Medical Disability

When a faculty member cannot continue to carry out essential assigned duties in a satisfactory manner because of medically related disabilities, they shall normally apply for long-term salary continuation under OSU-Oklahoma City's disability program (see separate Disability Policy). If a medically disabled faculty member is not eligible for long-term disability benefits or refuses to act or does not act after being requested in writing to apply for long-term salary continuation under OSU-Oklahoma City's disability program, termination for apparent medical reasons may be recommended.

Termination for apparent medical reasons must be based on convincing evidence that the faculty member cannot reasonably be trusted to complete essential assigned duties in a satisfactory manner. Formal recommendations of termination for medical reasons shall be initiated by the department head and/or dean or other senior supervisory academic administrators only after receiving appropriate faculty counsel. A termination for apparent medical reasons shall normally be recommended only after there has been appropriate consultation with available medical experts and after the faculty member concerned, or someone representing the faculty member if identified and properly authorized to act for the faculty member, has been informed of the basis for the proposed action and has been afforded an opportunity to present the faculty member's position and to respond to the assertions and the evidence. If the faculty member or authorized representative so requests, the evidence will be reviewed by a Termination Hearing Committee (see Section 1.14 and Appendix 3, General Termination Procedures) before a recommendation for termination is made by the Senior VPAA to the Board of Regents. Provided the Board finds such recommendation is based upon sufficient evidence, ordinarily to be disclosed in executive session, the recommendation may be approved by the Board in open session and authorization given to the administration to execute the termination.

---

11 The relevant principles of the American Association of University Professors are stated in the following documents included in the AAUP Policy Documents and Reports, 11th Edition (2015).

A. "1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Statements," pg. 13-19.
B. "Statement of Procedural Standards in Faculty Dismissal Proceedings," pg. 91-94.

1.13.2 -- Dismissals

Dismissals are permanent terminations for disciplinary reasons by OSU-Oklahoma City. Such action is the most severe form of discipline and is to be recommended only when other disciplinary action is administratively judged unlikely to:

A. restore the fitness of faculty members to perform their professional responsibilities, or
B. adequately protect OSU-Oklahoma City or its components from serious harm.

Dismissal or threat of dismissal shall not be used to restrain faculty members in their legitimate exercise of academic freedom.

1.13.2.1 -- Grounds for Dismissal

Dismissals must be based upon reasonable cause related either to a serious lack of satisfactory performance or to a lack of fitness and suitability to continue in the professional capacity of a faculty member. Dismissals may be recommended when one or more responsible administrators judge such action to be appropriate and necessary and may be approved by the Board of Regents (provided the President forwards such recommendation to the Board of Regents). Dismissal proceedings may be initiated for reasons such as:

A. incompetence in performing or in meeting appropriately assigned responsibilities;
B. neglect of duty as indicated by failure or continued failure to perform sufficiently in accordance with applicable terms and conditions of employment, which includes the standards or requirements described or referenced in this policy statement and in other approved procedures or policies of OSU-Oklahoma City or the Board of Regents;
C. serious and apparently intentional misuse of OSU-Oklahoma City property and resources;
D. academic dishonesty;
E. acts of moral turpitude;
F. deliberate and grave violation of the rights or freedoms of fellow faculty members, administrators, or students;
G. willful obstruction or disruption of, or attempts to obstruct or disrupt, the normal operation or functions of OSU-Oklahoma City; or advising, or procuring, or actively encouraging others to do so;
H. serious and repeated failure to adhere to the policies of OSU-Oklahoma City; or
I. other improper conduct which is seriously injurious to the best interests of OSU-Oklahoma City or its components.

1.13.2.2 -- Dismissal Procedures

Procedures to be followed in cases of dismissal are presented in Appendix 3, General Termination Procedures.

1.13.3 -- Termination under Financial Exigency

Termination of appointment may be based on genuine financial exigency. Policies and procedures to be used during a state of financial exigency are set forth in Appendix 4.

C. “Statement on Procedural Standards in the Renewal or Nonrenewal of Faculty Appointments," pg. 94-99.
D. “On Institutional Problems Resulting from Financial Exigency: Some Operating Guidelines," pg. 309-311
E. “Recommended Institutional Regulations on Academic Freedom and Tenure," pg. 79-91.

1.13.4 -- Terminations Associated with Department or Program Discontinuance Not Mandated by Financial Exigency

At any time a program is discontinued, adequate safeguards for faculty members shall be provided. Early and meaningful faculty involvement in decisions regarding program discontinuance shall be provided. Rights under academic tenure shall be protected in a manner consistent with the provisions of this policy statement. Every equitable effort shall be made to assist each faculty member to relocate to a suitable professional position within OSU-Oklahoma City. In such relocation, other employees will not be displaced. Reassignments should occur over an equitable period of time, and adequate notice and retraining for another position should be provided when feasible. Nontenured faculty members on temporary or probationary appointments should be given at least the notice that is specified in Section 1.13.5. If at all feasible, the individuals involved should be given even more liberal notice. Faculty members on temporary or probationary appointments who have been given such notice of termination shall be permitted to resign with notice to OSU-Oklahoma City less than that specified in section 1.10, unless serious disruption of programs would result and no short-term substitution is feasible. The dean and/or VPAA shall offer to send letters of explanation and vitae on behalf of such persons to other institutions to assist in efforts to find them suitable positions elsewhere.

Following the procedures specified below, a good-faith offer of the most suitable, available assignment within OSU-Oklahoma City shall be made to the maximum extent possible to all qualified, tenured faculty members involved in program discontinuance. Faculty members affected by the program discontinuance shall be involved as fully as possible in the making of decisions that affect their units. Special consideration shall be given to provide ample notice of changes; in most cases, at least three (3) months' notice shall be provided before any faculty member is reassigned. Persons to be reassigned may be offered special leave for study to upgrade their expertise or change their specialties as they and the VPAA mutually may see fit after advice from interested deans. If such study will not be at OSU-Oklahoma City, the VPAA should recommend funds, if available, to meet approved travel and tuition expenses elsewhere.

Before any decision becomes final, those whose life's work stands to be adversely affected shall have the right to administrative due process under provisions of this policy statement. If faculty members do not wish to accept the provision of the reassignment, they may submit a petition for resolution of dispute as specified in Section 2.0.

Termination of appointments of tenured faculty members associated with the discontinuance of programs shall be recommended only after the procedures described above have failed to produce reassignment provisions which should be reasonably acceptable to the affected faculty members.

If the faculty member so requests, the proposed termination shall be reviewed by a Termination Hearing Committee (see Section 1.14.2) before a recommendation for termination is made by the President to the Board of Regents. When a recommendation to terminate is to be made to the Board of Regents, the recommendations of this committee shall be forwarded with the recommendation of the President. If terminated in association with program discontinuance, the faculty member should be given appropriate notice or paid severance salary (see Section 1.13.5).

1.13.5 -- Terminal Notice or Salary

If an appointment is terminated for departmental or program discontinuances or institutional financial exigency, the faculty member shall receive notice of separation or equivalent salary as soon as practicable, but not less than three (3) months for Instructors, and not less than twelve (12) months for Assistant Professors, Associate Professors, and Professors.

In terminations for other causes, salary shall not continue for more than one month after the termination becomes effective unless special recommendations to this effect are made by the Termination Hearing Committee or the VPAA and approved by the Board of Regents. On the recommendation of the Committee

or the VPAA, the Board of Regents, in determining what, if any, payments will be made beyond the effective date of termination, may take into account the length and quality of service of the faculty member in addition to the reasons and circumstances pertaining to the termination.

1.14 -- Termination Hearing Board

1.14.1 -- Membership

The Termination Hearing Board is a standing group consisting of not less than fifteen members, a third of whom shall be designated each year for a three-year term by the Faculty Senate from among full-time faculty members whose duties are primarily non-administrative. The Faculty Senate President shall not be eligible to serve on the Board. Terms of service shall begin August 1 and end July 31, except that if a hearing is in progress at the time, any retiring member of the Board who is on the Hearing Committee shall be continued on the Committee until the case in progress is closed. Board members will attend orientation and training programs provided by the Office of the VPAA before serving on a Hearing Committee.

1.14.2 -- Formation of a Termination Hearing Committee

Upon receipt of notice that a formally recommended termination for causes other than financial exigency will be contested, the Faculty Senate President will conduct the formation of a Termination Hearing Committee. The Committee will be composed of five voting persons: four selected by lot from the Termination Hearing Board and one appointed by the VPAA. The VPAA's appointee shall:

A. not be a dean,
B. have faculty rank and substantial experience performing administrative duties, and
C. have attended the orientation and training provided board members.

Members deeming themselves disqualified for bias shall remove themselves from the case and a replacement shall be selected. Normally, a Board member shall not serve on two hearing committees at the same time. Each Hearing Committee shall select its own chairperson from among the members selected from the Termination Hearing Board. In the formation of a Termination Hearing Committee, the prospective members will be subject to challenges for cause by either side, and a maximum of one peremptory challenge may be used by each side. The Faculty Senate President shall exercise reasonable judgment in ruling on the validity of challenges for cause.

1.14.3 -- Duties of Membership

Once appointed, each member shall respect the integrity of the process of the Hearing Committee and will endeavor in good faith to carry out the neutral inquiry and reporting roles created for the hearing committee. Members shall give sufficient attention to the presentation of information so that both sides to the termination recommendation are accorded a fair opportunity to develop and express their positions under the procedures established for OSU-Oklahoma City (see Appendix 3, General Termination Procedures, Sections 3.5 and 3.6).

1.14.4 -- Integrity of Process

Any decision to consider termination inquiries; the proceedings and the formulation of recommendations and reports, etc., by the Hearing Committee; and the consideration given by responsible administrators pertaining to any possible decision to recommend the termination of employment of a faculty member should operate solely on the basis of merit pertaining to the facts and circumstances of each individual case. Except as provided herein, members of the faculty who are not the subject of a specific termination consideration shall neither directly nor indirectly interfere with nor attempt to persuade or influence any person in a position to decide or participate in a decision as to:

A. whether termination proceedings should be initiated,
B. considerations of any organized Hearing Committee,
C. the recommendation(s) or report(s) which might be prepared by any Hearing Committee related to a termination proceeding, or
D. the decision(s) which responsible administrators might develop pertaining to termination considerations.

1.15 -- Financial Exigency

Appendix 4 sets forth OSU-Oklahoma City policy and general procedures for administrative use in the event of a formally declared state of financial exigency.

2.0 -- Dispute Resolution Policy[12]

2.1 -- Policy Statement

It is the policy of OSU-Oklahoma City that all full-time and part-time members of the faculty, including those holding temporary appointments, may in the genuine exercise of good faith petition for review of certain personal employment concerns defined in this document. OSU-Oklahoma City resources may be expended for examination of qualified concerns.

Persons holding a joint appointment (i.e., faculty and staff or administration combination) shall use the dispute resolution procedure germane to the nature of the dispute--for example, if the dispute is relevant to one's work assignment as a member of the faculty, the faculty dispute resolution procedure shall be used.

2.2 -- Definition

A qualified employment dispute under this policy statement is a faculty member's timely written objection to matters related to particular working conditions, but normally excluding suspensions, corrective sanctions, terminations, and actions taken as a result of financial exigency.

2.3 -- Grounds for Dispute

A "petition for resolution of dispute" may be filed after informal consultation with appropriate administrators has failed to resolve material issues concerning implementation of basic terms and conditions of employment or any of the following:

A. disregard on the part of the department head and/or dean or other member(s) of the administration of complaints relating to the basic terms and conditions of the appointment,
B. a pattern of unfair compensation discrimination over a prolonged period of time (two years or more),
C. illegal discrimination including sexual harassment, See Appendix Q
D. denial of promotion without adequate consideration,
E. denial of leave without adequate consideration,
F. denial of reappointment without adequate consideration[13],
G. unreasonable workload or physical working conditions,
H. unreasonable denial of access to OSU-Oklahoma City resources necessary for the faculty member's compliance with the basic terms and conditions of the appointment,
I. unacceptable reassignment growing directly out of actions specified in Section 1.13.4,
J. basic changes in assignment or conditions of employment if unrelated to corrective sanctions or health leave,
K. unacceptable terms of a conflict of interest management plan, and
L. other matters which the VPAA, in consultation with Faculty Senate Executive Committee members, authorizes.

---

[12] As an historical reference, Dispute Resolution Policy was in the previous Oklahoma State University, Stillwater, "Appendix D" policies called "Grievance Procedures."

[13] Procedures recommended by the American Association of University Professors are recognized as general guidelines for conducting investigations in connection with renewal or nonrenewal of faculty appointments to the extent that they are in consonance with the procedures stated herein.

Insofar as the affected faculty member asserts in writing that the decision against renewal by the appropriate administrator was based on inadequate consideration, the functions of the dispute resolution committee which reviews the faculty member's assertion should be the following:

A. to determine whether the decision of the appropriate faculty body and the decisions of the appropriate administrators were the result of adequate consideration in terms of the relevant standards of the institution, with the understanding that the Committee should not substitute its judgment on the merits for that of the academic department; and
B. to request reconsideration by the faculty bodies and/or administrators when the Committee believes that adequate consideration was not given to the faculty member's qualifications (in such instances, the Committee should indicate the respects in which it believes the consideration may have been inadequate).

2.4 -- Formal Dispute Resolution Procedures

Faculty members who believe they have a qualified employment dispute that warrants filing a petition will be expected to have already thoroughly discussed their complaint with their department head and/or dean, the VPAA, and other appropriate administrators. Policies and Procedures for resolution of disputes are set forth in Appendix 5, Dispute Resolution Procedures.

3.0 -- Faculty Leave

3.1 -- Health Leave

The faculty and administration of OSU-Oklahoma City are committed to providing quality educational experiences to the students who attend the institution. It is recognized that faculty members will occasionally be unable to perform regular duties due to personal illness, disability, maternity, paternity, or illness in their immediate families. These situations are hereinafter referred to as qualified conditions. The faculty members or someone representing them is responsible for notifying the department head and/or dean of qualified conditions affecting their work commitment. In order to accommodate the faculty member's leave requirements while maintaining the University's commitment to its students, OSU-Oklahoma City has instituted a flexible health leave policy.

3.2 -- Sabbatical Leave

Sabbatical leave is recognized as one of the important methods by which an academic institution is able to maintain up-to-date, highly qualified faculty. The administration and faculty should endeavor to make effective use of sabbatical leaves to this end. Preferably, such study and/or involvement should take place in an off-campus setting. Upon recommendation of the VPAA and approval by the Board of Regents, OSU-Oklahoma City may periodically grant leave to faculty members for study, research, or other activities directed toward professional growth. The faculty member is entitled to apply for sabbatical leave of absence from regularly scheduled duties for the purpose of improving professional competence and effectiveness of service to OSU-Oklahoma City. Members of the faculty may apply for a maximum leave of one calendar year (12 months) at reduced salary or a maximum leave of one-half year (6 months) at full salary. Under exceptional circumstances clearly warranting such action, a sabbatical leave may be broken into segments separated by periods of regular duty. While on leave, medical and life insurance benefits and contributions to TIAA/CREF are not reduced; other employee retirement system contributions will vary according to salary or compensation actually paid.

Conditions of approval shall be consistent with appropriate budgetary and other faculty arrangements so as not to disrupt the teaching programs or other vital operations of the department, school, or OSU-Oklahoma City. Requests for sabbatical leave shall be submitted to the VPAA through the appropriate department head and/or dean.

To qualify for leave, the candidate must have served as a faculty member for six academic years since initial appointment. Sabbatical leave obligates the recipient to follow a program consistent with the purpose and conditions for which the leave was granted. Acceptance by the faculty member of sabbatical leave entails an obligation to serve OSU-Oklahoma City for one subsequent year, or to refund to OSU-Oklahoma

City the salary benefit earned while on leave. A faculty member on sabbatical leave may accept a fellowship, personal grant-in-aid, or government-sponsored exchange lectureship for the period covered by the leave, if such acceptance promotes the accomplishment of the purpose of the leave.

3.3 -- Leave of Absence without Pay

Upon recommendation of the VPAA and approval by the Board of Regents, a faculty member may be granted a leave of absence without pay for such period of time and conditions as stipulated. This is subject to applicable policies on participation in partisan political campaigns as well. A leave of absence without pay shall normally not exceed one year in duration. Any extension beyond that time would be considered rare and exceptional. A request for leave without pay should be made as early as possible, preferably at least six months in advance.

APPENDIX 1
Statement on Professional Ethics

(This is Appendix 1 within the Appendix B, Policy Statement to Govern Appoints, Tenure, Promotion and Related Matters of the Faculty of Oklahoma State University – Oklahoma City)

The Statement:

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.
3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.
4. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
5. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Retrieved from www.aaup.org, November 2020.

APPENDIX 2
Statement on Academic Freedom

(This is Appendix 2 of Appendix B, Policy Statement to Govern Appoints, Tenure, Promotions and Related Matters of the Faculty of Oklahoma State University-Oklahoma City, General Provisions.)

Academic Freedom:

1. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
3. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

Retrieved from www.aaup.org, November 2020.

APPENDIX 3
General Termination Procedures

(This is Appendix 3 within Appendix B, Policy Statement to Govern Appoints, Tenure, Promotions and Related Matters of the Faculty of Oklahoma State University-Oklahoma City, General Provisions.)

3.1 -- *Initiation*

3.1.1 Termination of a faculty member shall be officially recommended only after an investigation has been conducted by an appropriately designated responsible administrative officer and appropriate faculty counsel has been received. OSU-Oklahoma City recognizes the seriousness of such situations and, therefore, reserves for its administrative officers and faculty committees the prerogative to be assisted by the Board of Regents Office of Legal Counsel throughout the decisional process, including any formal hearing. Groundless threats to terminate or demands to resign as an alternative to termination should not be made by any administrator or other official of OSU-Oklahoma City.

3.1.2 Any person who has substantial concern that a faculty member could be subject to termination under Section 1.13.1 or termination under Section 1.13.4 or dismissal on the grounds stated in Section 1.13.2.1 may present those concerns, substantiating evidence, and related information to the VPAA[14] for evaluation and possible action. Although not mandatory, it is preferable that this communication be presented in writing and signed by the person submitting it. Following receipt of such communication, the VPAA may seek to obtain additional relevant information from other sources and shall make a preliminary judgment as to whether further inquiry is appropriate. This judgment is not intended to be a determination of the substantive merits of the concerns that have been raised about the faculty member. Rather, it solely is intended to be a determination as to whether further inquiry is justified in the case.

Should the VPAA be inclined not to initiate an inquiry, the Senior VPAA shall be so informed. The Senior VPAA, having received and reviewed all available relevant evidence, shall consider the complaint and make a judgment as to whether it is in the best interests of OSU-Oklahoma City to initiate an inquiry.

3.1.3 If an inquiry is to be conducted, the VPAA shall designate, with the approval of the Senior VPAA, an academic administrator (referred to as the investigating official) to serve as the individual responsible for conducting an initial investigation to develop facts for evaluation and possible action. This effort should include interviewing the affected faculty member, examining other witnesses and evidence, seeking appropriate faculty counsel, and preparing reasoned recommendations for action. Normally, the department head or dean of the affected faculty member shall be designated as the investigating official, but when that is not practical or appropriate, the VPAA or another academic administrator may be so designated.

3.1.4 The VPAA shall provide the investigating official with all of the written information and the notes of oral statements which had been submitted with or were made in relation to the initial communication of concerns. The investigating official may request legal assistance for conducting the investigation from the Board of Regents Office of Legal Counsel. The investigating official may meet with the person(s) who communicated the original concerns and others to seek clarification and documentation. The investigating official should, thereafter, determine individuals to interview and evidence to examine. The investigating official should use their best reasonable efforts to meet with the affected faculty member in personal conference to explore relevant issues. In this conference, the faculty member shall be told of the reasons

---

[14] If the VPAA is unavailable, Senior VPAA may designate a dean or department head to act for the VPAA.

that the investigation is being conducted and the actions that are being considered. The faculty member shall be provided a copy of this Appendix 3, the General Termination Procedures. If such a conference is conducted, the investigating official shall prepare a confidential written report of the conference, and it shall be provided to the affected faculty member within five (5) working days. If a personal conference cannot be arranged, the investigating official will deliver to the affected faculty member in person, or by mail to a current office or residential address, a written explanation of the purpose of the investigation, the factual issues for resolution, a request for response from the faculty member within five (5) working days, and a copy of this Appendix 3, the General Termination Procedures.

3.1.5 The faculty member shall have at least five (5) working days following receipt of the investigating official's report of the initial conference, or letter of notification (no conference conducted), to propose a suitable disposition to resolve concerns or to present reasons that termination or other action(s) is unnecessary or unwarranted. Following receipt of the faculty member's written response, or the passing of five (5) working days, the investigating official may make a confidential interim report to the VPAA with interim recommendations which, if approved by the Senior VPAA, may resolve the current concerns. However, if a fully approved disposition is not achieved with this stage, appropriate departmental faculty counsel shall be sought (see Section 3.2).

3.1.6 If no resolution of the concerns has been achieved, the appropriate department or school faculty body should meet jointly with the investigating official and affected faculty member to discuss the reasons that termination is being considered. Following this meeting, the faculty body may deliberate in the absence of both the investigating official and the affected faculty member. Within five (5) working days, the faculty body shall prepare and deliver to the investigating official both a written, non-binding evaluation of facts known to it and a reasoned recommendation. A copy of this advisory report shall be sent to the affected faculty member. If such a written advisory report is not received by the investigating official within such period, the investigating official may proceed further as set forth in this Appendix 3, the General Termination Procedures, below.

3.2 -- Administrative Review

3.2.1 After the initial investigation has been conducted and appropriate written faculty counsel has been received (or the time frame to receive such faculty counsel has passed), the investigating official shall provide the VPAA with all information that has been collected including that provided by those requesting the investigation, any provided by the faculty member or others, documentary evidence, and the advisory report of the appropriate faculty counsel. The VPAA shall review the information which has been collected. As may be deemed appropriate, the VPAA may consult with the affected faculty member's department head and/or dean or others, including the Board of Regents' Office of Legal Counsel.

3.2.2 Following the review, the VPAA and the Senior VPAA shall meet for the purpose of making a determination whether there is reasonable and sufficient cause for initiation of the formal termination procedure and whether it would be in the best interests of OSU-Oklahoma City to continue with the termination procedure.

3.2.2.1 If in the view of the Senior VPAA, reasonable and sufficient cause has not been established for further examination, or if it is judged not to be in the best interests of OSU-Oklahoma City to continue with the termination procedure, the affected faculty member will be notified in writing by the VPAA that it is not the current intention to initiate the formal termination procedure. If the decision is that termination is not appropriate but that other action may be warranted, the matter shall be referred to a related supervisory academic administrator for consideration and action.

3.2.2.2 If in the judgment of the Senior VPAA, reasonable and sufficient cause for initiation of the formal termination procedure is established and they believe that it is in the best interests of OSU-Oklahoma City to continue with the termination procedure, the Senior VPAA shall direct the VPAA to implement the formal

termination procedural steps as provided in this Appendix 3, General Termination Procedures, and to notify the Faculty Senate President, the affected faculty member, and the appropriate department head/ dean(s) of such action. This determination by the Senior VPAA shall not be viewed as a judgment as to the ultimate merits of the matters at issue but solely as a determination that the matter should go forward for further evaluation as set forth in the following paragraphs of this Appendix 3, General Termination Procedures.

3.3 -- Formal Termination Procedure

3.3.1 If the Senior VPAA directs commencement of formal termination action, the VPAA shall designate an academic administrator to conduct the procedural actions required. This administrator shall be referred to in these proceedings as the "standards officer."

The standards officer shall provide written notice to the faculty member, the department head, dean, VPAA, Senior VPAA, and Faculty Senate President that a recommendation for termination is to be formally presented. In the notice, the standards officer shall specify the grounds for termination and the recommended date of termination. The notice to the faculty member shall be sent by certified mail or by witnessed hand delivery. It shall inform the faculty member of the provisions for formal review of the recommendation and that they must provide to the standards officer, within ten (10) working days of the receipt of the notice, a written statement declaring whether the termination recommendation will be disputed. The notice to the affected faculty member will inform them that they are immediately relieved of all academic duties but will not experience a reduction in pay or other benefits pending a recommendation by the Termination Hearing Committee and the Senior VPAA and a final decision by the Board of Regents[15]. If the faculty member chooses to dispute the standards officer's recommendation, the faculty member shall notify the standards officer, department head, dean, VPAA, Senior VPAA, and Faculty Senate President.

3.4 -- Consideration by the Termination Hearing Committee[16]

Upon receipt of notice that a formally recommended termination will be disputed, the Faculty Senate President shall provide the principal parties (the faculty member and the standards officer) with a list of the individuals initially chosen to serve as members of the Termination Hearing Committee. The Faculty Senate President shall also provide the members of the Committee with a copy of the notice of the recommended termination which has been disputed.

OSU-Oklahoma City shall provide appropriate facilities, assistance, equipment, and support to the Committee; shall help it obtain the cooperation of witnesses; and shall make available documentary and other evidence. The personnel records of the affected faculty member shall be accessible to the parties, the Committee, and review authorities and their representatives.

OSU-Oklahoma City considers the timely completion of termination hearings to be of great importance to the institution. Therefore, persons whose attendance is necessary for the completion of a termination hearing shall whenever possible be granted leave from regularly assigned duties in order to attend scheduled hearing dates and to complete in a timely manner a written recommendation concerning the matter. The Termination Hearing Committee shall begin the hearing within thirty (30) calendar days, but no sooner than fifteen (15) calendar days, after the standards officer's notice of intent to recommend termination is delivered to the affected faculty member. The faculty member may waive a hearing or may respond to the charges in writing at any time before the hearing. The hearing shall be completed within thirty (30) days of its commencement, unless an extension of such time frame is approved in writing by the

---

15 See Section 1.11, Administrative Suspensions.

16 See Section 1.14, Termination Hearing Board.

Senior VPAA. If the faculty member waives a full hearing but denies the charges against them or asserts that the charges do not support a finding of reasonable cause, the Hearing Committee will evaluate all available evidence and rest its recommendation upon the evidence in the accumulated record of the matter and its reasonable inferences. The Hearing Committee shall hold a joint prehearing meeting (or meetings) with the parties in order to:

A. simplify the issues;
B. effect stipulations of undisputed material facts or witness statements;
C. provide for the exchange of documentary evidence or other information; and
D. achieve such other appropriate prehearing objectives as will make the formal hearing fair, effective, and expeditious.

3.5 -- Hearing Procedures

The following procedures and guidelines should be followed during the hearing:

A. The standards officer will establish the history of the appointment and that there is reasonable cause to terminate the appointment based on a quality of proof that is clear and convincing.
B. In all presentations of evidence, the standards officer presents their case first, with the faculty member following.
C. The parties shall be permitted to use licensed legal counsel who shall be allowed to participate in all appropriate portions of the hearings (including prehearings), including presentation of the faculty member's case to the Committee. The Committee shall consider such counsel's statements on procedural matters and may receive the opinion of its own counsel.
D. The hearing shall be attended only by those individuals having an official connection with the proceedings as determined by the Senior VPAA after consultation with the chair of the Committee. Other individuals will be excluded from the hearing room.
E. A confidential tape recording of the hearing shall be made by a recorder designated for the proceedings by the chairperson of the Committee and will be accessible to the principal parties involved, the Committee, the Senior VPAA, the President of OSU, the Board of Regents and its staff, and authorized representatives on a "need to know" basis. Either party may request that it be provided a copy of such tape recording, the cost of same to be borne by the party requesting the copy.
F. A reasonable time limit should be established for opening and closing statements and shall be announced prior to or at the outset of the hearing.
G. Length of hearing sessions may be established in advance; every reasonable effort should be made to conduct the hearing(s) as expeditiously as possible, with equal fairness to both parties.
H. Through its chairperson, the Termination Hearing Committee shall require that the parties involved submit the following information to the Committee and exchange the same with the other party within 72 hours of the conclusion of the prehearing meeting(s):
    1. a list of witnesses whom they wish to present;
    2. a written exposition of all known relevant facts and/or opinions, as well as circumstantial evidence; and
    3. documents which they deem pertinent to the case.
I. In cooperation with the chair of the Committee, the respective parties are responsible for arranging the presence of their own witnesses and will schedule them for appearance as close to the time of call as possible. Both parties may be permitted during the course of the hearing(s) to introduce additional documents and to present witnesses not on their original lists, subject to reasonable notice to the other party and the Committee's consent.
J. After primary witnesses for both parties have been heard, such witnesses may be recalled for additional questioning on the request of the Hearing Committee, or on the request of one of the parties, if approved by the chairperson of the Committee. The Committee may call new witnesses whose testimony it deems relevant or helpful as well as request documents not otherwise introduced by either of the parties.
K. All evidence and other information pertaining to the termination hearing shall be treated in a confidential manner, except for reporting authorized by this policy statement.

L. Only information relevant to the termination action should be admitted into evidence. For the purpose of the Hearing Committee, questions of relevance shall be decided by the chairperson (subject to later review as provided or referenced herein). Physical evidence and testimony that is excluded from evidence shall be appropriately described by the offering party and appended to the hearing report for review.
M. The Hearing Committee may grant adjournments to enable either party to investigate evidence against which a valid claim of surprise is made.
N. The faculty member and the standards officer shall normally have the right to confront and cross-examine all witnesses at the hearing. When the prospective witnesses cannot or will not appear, but the Committee determines that the interests of fairness require formal admission of their statements, the Committee shall identify the witnesses, disclose their statements, and if reasonably possible arrange for answers to proposed interrogatories from such witnesses or to interviews by audio conference call.
O. In the hearing of any allegations concerning incompetence, the evidence in support thereof may include that of qualified faculty members from OSU-Oklahoma City and/or other institutions of higher education.
P. The Hearing Committee shall not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in evaluating the issues involved. Every reasonable effort shall be made to obtain the most reliable evidence available.
Q. In its report, the Committee's findings of fact and recommendations shall be based solely on formally admitted evidence contained in the hearing record and reasonable inferences drawn there from. Members of the Committee shall not converse with nor listen to any person outside the formally convened Hearing Committee pertaining to the facts, circumstances, or the subject person(s) related to the purpose(s) for which such Hearing Committee has been appointed or organized.
R. Neither the participants nor their representatives should cause publicity or make public statements about the case, except for such simple announcements as may be required covering the time of the hearing and similar matters.

3.6 -- *Committee Report*

The report of the Committee shall specifically cite the information upon which its advisory conclusions were based. The written report shall contain:

A. a statement of the purpose of the hearing,
B. issues considered,
C. findings of fact, and
D. advisory recommendations.

The Hearing Committee shall conclude whether reasonable cause for termination has been sufficiently established by clear and convincing evidence in the record, and it shall so report to the president. If the Hearing Committee concludes that reasonable cause for termination has been so established, but that an action other than termination should be considered, it shall so recommend, with supporting reasons. The Hearing Committee shall make its confidential report to the Senior VPAA with complete copies to the principal parties, their representatives, and related administrators. Said report shall also reference all information barred from admission into evidence by the chairperson of the Hearing Committee. The chairperson of the Hearing Committee shall inform the Faculty Senate President that the report of the Hearing Committee has been submitted to the Senior VPAA.

From the date the report is submitted to the Senior VPAA, the affected faculty member and the standards officer shall each have five (5) working days to present in writing any specific objections for consideration regarding the content of the report or the adequacy of the processes used by the committee to arrive at its advisory conclusions. The Committee shall make available to the Provost and Vice President of Academic Affairs the taped record of the hearing for discretionary reference.

3.7 -- *Review and Recommendation by the President*

3.7.1 The Senior VPAA shall exercise reasonable care in reviewing the report of the Hearing Committee. If the Senior VPAA is unable to concur in the findings or recommendations of the committee, the report shall be returned to the Committee with specific concerns stated in writing. The Committee will then reconsider, taking into account the stated concerns and, if necessary, review any new evidence or other matters with the parties, if practical. The final report of the Committee shall be sent to the Senior VPAA and principal parties, with complete copies to their representatives and related administrators within five (5) working days of receipt by the chairperson of the Senior VPAA's specific written concerns.

3.7.2 The written decision of the Senior VPAA shall be sent to the President of the OSU-Oklahoma City Faculty Senate, the chairperson of the Termination Hearing Committee, and the principal parties, with copies to their representatives and related administrators. If the decision of the Senior VPAA is to recommend termination, the Senior VPAA shall submit a written recommendation for termination to the President of Oklahoma State University, and provide a written copy to the faculty member and standards officer, their representatives, the president of the OSU-Oklahoma City Faculty Senate, and appropriate academic administrators.

3.8 -- *Review and Action by the President of OSU*

The President of Oklahoma State University shall review the recommendation of the Senior VPAA, together with any additional information and documentation from the record of the matter deemed helpful to them in evaluating the recommendation for termination. The written decision of the President shall be sent to the Oklahoma City VPAA, the President of the OSU-Oklahoma City Faculty Senate, and the principle parties, with copies to their representatives and related administrators. If the decision of the President is to recommend termination to the Board of Regents, the President shall inform the affected faculty member of the Board of Regents' published appellate procedures. The President may submit a formal recommendation for termination to the Board of Regents no sooner than ten (10) working days after the affected faculty member has been sent notice by the President that a recommendation for termination is to be made. A recommendation for termination to the Board of Regents shall include the full final report of the Hearing Committee and any other related allied papers, reports, or recommendations, as the President may deem appropriate. At any point in the procedure, prior to the time that the recommendation is formally considered by the Board of Regents, the affected faculty member may withdraw the challenge to the dismissal recommendation.

3.9 -- *Review and Action by the Board of Regents*

If the faculty member appeals the President's decision, the review shall be conducted according to the published appellate procedures of the Board of Regents. A copy of the procedures is available on request from the Office of Legal Counsel at the Board's Office located in the Student Union, Oklahoma State University, Stillwater. The appeal must be initiated by the filing of a petition by registered mail with the Board's Chief Executive Officer at the Board's office located at 220 Student Union, Oklahoma State University, Stillwater, Oklahoma, within fourteen (14) calendar days of the OSU president 's decision.

3.10 -- *Announcements*

Except for such simple announcements as may be required, public statements about the proposed termination action by either the faculty member, standards officer, affected administrators, or other institutional personnel should be avoided until the proceedings have been completed. The results of the completed proceedings shall be provided to the Faculty Senate President who, after giving appropriate consideration to the privacy of the concerned individual, may share such information with the Faculty Senate and may publish the information in the minutes of the Faculty Senate.

APPENDIX 4
Financial Exigency Policies and Procedures

(This is Appendix 4 within Appendix B, Policy Statement to Govern Appoints, Tenure, Promotions and Related Matters of the Faculty of Oklahoma State University-Oklahoma City, General Provisions.)

4.1 -- *Rationale*

Financial exigency is defined as a state of financial crisis which affects OSU-Oklahoma City as a whole to the extent that it may become necessary to terminate tenured appointments or other appointments prior to their normal expiration, and a state in which the survival of programs deemed essential to the mission of OSU-Oklahoma City is in doubt. In the event of financial exigency, it will be necessary for OSU-Oklahoma City to examine its mission closely in order to determine those programs which are considered essential for maintaining a viable institution. Considerations for retaining programs shall include compliance with affirmative action requirements, maintenance of academic excellence, and adherence to administrative due process and compensation and benefit program policies.

In a state of financial exigency, programs may be discontinued or allocated reduced resources. Comprehensive study shall be used to determine how to accomplish required reductions in maintenance and operations funding as well as to terminate appointments of faculty members, administrative and professional personnel, classified staff, and others.

Because the faculty shares responsibility for educational programs and curriculum, appropriate faculty committees shall be established to provide timely advice on educational planning, budgeting, and allocation of resources.

Termination of tenured or other appointments before the end of their terms is a painful and difficult matter. It affects not only those whose appointments are to be terminated, but everyone at OSU-Oklahoma City. Any termination of faculty services must be done fairly and humanely and in accordance with the administrative due process defined in this policy statement. In a state of financial exigency, when reductions have to be made across the Institution, every equitable effort shall be made to reorient and reassign tenured faculty within OSU-Oklahoma City so that as few as possible are adversely affected. This does not imply any duty to create employment artificially for the displaced faculty. Special efforts shall also be made to assist nontenured faculty.

By granting tenure, OSU-Oklahoma City recognizes the current and potential contributions of a faculty member to the institution. In most cases, a tenured faculty member will have given numerous years of productive and faithful service to OSU-Oklahoma City. Giving preferred status to tenured faculty during a state of financial exigency, therefore, is not merely providing protection of an individual's rights under academic tenure; it is practicing humaneness and responsible action within OSU-Oklahoma City by those charged with its administration.

4.2 -- *Adjusting to the Condition of Financial Exigency*

In the event of imminent financial exigency as determined by OSU-Oklahoma City administration with the advice and counsel of the Faculty Senate and approved by the Board of Regents, the President will announce to all institution personnel that a state of financial exigency exists.

4.2.1 -- Faculty Participation

The faculty, through its representative body--the Faculty Senate, shall be involved in reviewing and recommending adjustments to financial exigency. Such involvement shall include participation in the decision-making process by both tenured and nontenured faculty as well as administrative and professional personnel and classified staff at the department, school, and institutional levels as provided for by the Institutional Task Force on Financial Exigency and committees described in the following sections.

4.2.1.1 -- Institutional Task Force on Financial Exigency

After announcing that a state of financial exigency exists at OSU-Oklahoma City, the President will activate an Institutional Task Force on Financial Exigency which will serve as an advisory body to the President. This Task Force shall consist of the officers of the Faculty Senate (President, Vice President, and Secretary), the chairperson of the Staff Council, the Vice President for Budget and Finance, two deans and two department heads selected by the President, the Student Government President, and the VPAA serving as chairperson. Within a time limit specified by the President, members of the task force shall give priority above all other assignments to making recommendations to the President for adjustments to overcome the crisis situation.

The Institutional Task Force on Financial Exigency shall be actively involved in determining the extent of the crisis and in the planning of response relative to reorientation, reorganization, and realignments necessary for returning OSU-Oklahoma City to a stable financial state.

4.2.1.2 -- Non-Academic Committees on Financial Exigency

As directed by the President, the non-academic divisions of OSU-Oklahoma City (physical plant, student services, and administrative services) shall also establish their own committees on financial exigency. The responsibility of these committees shall include assessing the financial situation within their respective areas for alternative solutions to problems associated with financial exigency. The President shall designate a chair for each committee who shall report to the Institutional Task Force within a time limit specified by the President.

4.2.2 -- Guidelines for Adjustments

The Institutional Task Force on Financial Exigency shall review studies of OSU-Oklahoma City's financial obligations and its existing and potential financial resources. This information will be for the use of the president to determine the extent of financial stress within OSU-Oklahoma City and will provide a basis for recommending actions required to overcome the crisis condition. An effort shall be made to elicit ideas and suggestions from the general faculty relative to the action to be taken.

4.2.2.1 -- Reductions of Administrative and Other Support Services

Curtailment and/or consolidation of administrative and other supportive services shall receive serious consideration and, generally, should precede dismissal of tenured faculty actively engaged in teaching or extension.

4.2.2.2 -- Reduction in Instruction and Extension

The Institutional Task Force will review pertinent studies of OSU-Oklahoma City's programs and activities in the areas of instruction, research, and extension. The Academic Program Review documents prepared in consonance with Policy and Procedure Letter No. 2-0215 may be used as a source of information. Each program's achievements and centrality to the OSU-Oklahoma City mission, affirmative action goals, and income- generating ability shall be considered. A recommendation shall be made regarding programs in which decreased effort and financial support for instruction or extension should be seriously considered. This may, in some cases, necessitate the retention of programs with low enrollments and services and activities which are not cost efficient, but which are central to the concept of an institute of higher education and to the mission of OSU-Oklahoma City.

4.2.2.3 -- Termination of Programs and Services

The task force shall make prompt recommendations to OSU-Oklahoma City administration relative to programs and/or services which should be curtailed or discontinued, or positions which should be terminated. The following procedure shall be followed:

A. Each academic school and the non-academic committees on financial exigency will review and provide prompt advice to the Task Force on which programs and/or services should be curtailed or discontinued within their respective areas or which positions should be terminated.
B. The apparent and/or expected effect on OSU-Oklahoma City of the recommended curtailment,

discontinuances, or terminations shall be examined and documented.

C. Hearings shall be held inviting statements from persons in programs and/or services directly affected by the recommendations made by the committees.

4.2.2.4 -- Report of the Task Force

On the basis of pertinent information, advice, and other considerations, the Task Force shall submit to the President a prompt report specifying recommendations for overcoming the crisis situation.

4.2.3 -- Administrative Due Process Concerning Faculty Affected by Financial Exigency

Recommendations to eliminate positions or programs or to curtail programs and services shall not include termination of the appointment of a tenured faculty member in favor of retaining one without tenure in the same department, except in extraordinary circumstances.

In some cases, an arrangement for early retirement of a tenured faculty member by adding appropriate institutional funds to the individual's retirement income may be worked out with the consent of the faculty member. In other cases, a change from full-time to part-time service may be a feature, though not a complete solution, of an acceptable settlement.

In those cases where there is no realistic choice other than terminating the services of a tenured faculty member, appropriate notice or severance compensation must be given. Provisions for terminal notice or salary are stated in Section 1.13.5.

In all cases of termination of appointment because of financial exigency, the position of the faculty member concerned shall not be filled by a permanent replacement within a period of three years, unless the released faculty member has been offered reinstatement and a reasonable time in which to accept or decline it.

To every individual whose appointment is proposed to be terminated on the grounds of financial exigency, the VPAA shall give notice thereof and an explanation of the criteria used to develop the proposed action. If the affected faculty member makes a written request to the VPAA, they shall be entitled to a hearing by the committee described below. At the request of the faculty member involved, hearings on similar cases may be combined, although every case shall be examined on its individual merits.

The committee shall consist of five members: three faculty members designated by the Faculty Senate President, with the advice and consent of the Faculty Senate Executive Committee, and two members from the administration designated by the President. The President will name the chair. The verified report from OSU-Oklahoma City administration substantiating that a state of financial exigency exists shall be introduced and deemed conclusive as to the existence of financial exigency.

The committee shall hear statements from the affected faculty member(s), shall study evidence, and shall call witnesses to determine:

A. the reasonableness of the educational and administrative judgments exercised in determining reduction/termination of programs and criteria used to identify which appointments are to be terminated, and
B. whether criteria are being reasonably applied in each individual case.

The committee shall make a written report with advisory recommendations to the president. The president shall review the report and, if termination is deemed appropriate, make final recommendations on personnel actions to the governing Board of Regents for its consideration and decision.

4.2.4 -- Emergence from Financial Exigency

The Institutional Task Force on Financial Exigency shall be active during the entire period in which a state of financial exigency exists and during OSU-Oklahoma City's emergence there from.

The Task Force shall continually review the financial state of OSU-Oklahoma City and be actively involved in

determining when a state of financial exigency no longer exists.

During OSU-Oklahoma City's state of financial exigency and its emergence there from, The Task Force shall be directly involved in decisions relative to the establishment of any new programs and positions, the reactivation or recognition of programs, and the reinstatement rights, if any, of individual faculty members whose appointments were terminated on the grounds of financial exigency.

When it has been determined that financial exigency no longer exists, OSU-Oklahoma City shall decide which programs to reactivate and reorganize and endeavor expeditiously to honor the applicable reinstatement rights of faculty members released under financial exigency by offering them a position with a reasonable time to accept or decline it. The Institutional Task Force on Financial Exigency will then be dismissed by the President.

APPENDIX 5
Dispute Resolution Procedures

(This is Appendix 5 within Appendix B, Policy Statement to Govern Appoints, Tenure, Promotions and Related Matters of the Faculty of Oklahoma State University-Oklahoma City, General Provisions.)

Faculty members who believe they have a qualified employment dispute that warrants filing a petition under Section 2.0 of this policy statement will be expected to have already discussed their objection with their department head and/or dean and other appropriate administrators.

5.1 -- *Filing of Dispute Resolution Petition*

Faculty members who believe that they have a qualified employment dispute may submit a petition to the Faculty Senate President for examination of their objection. The petition shall set forth in detail the nature of the objection and the specific remedial action or relief sought, and shall identify the specific administrator(s) who should respond to the petition (the respondent(s))[17]. It shall contain all pertinent facts and/or opinions, any circumstantial evidence which the petitioner deems pertinent to the case, and a brief summary of the results of previous discussions on the issues involved. Objections related to specific personnel action(s) must be presented to the Faculty Senate President within thirty (30) calendar days of the date when the faculty member was formally notified of the action(s).

5.2 -- *Initial Review and Recommendations*

Upon receipt of a faculty member's petition for resolution of a dispute, the Faculty Senate President shall refer the petition to a review committee. The Faculty Senate President shall choose three committee members by lot from among full-time tenured faculty. The review committee shall study the dispute resolution petition and confer with the parties to the dispute. If a resolution is achieved, the review committee shall so report to the Faculty Senate President. After such inquiry, the committee shall recommend to the Faculty Senate President whether or not a formal dispute resolution hearing is warranted. If so, it shall identify the appropriate administration respondent(s)[18]. Its recommendation shall be submitted to the Faculty Senate President, normally within fifteen working days after the filing of the petition by the faculty member.

---

[17] While a faculty member using these Dispute Resolution Procedures may name any individual as the person against whom the grievance is being filed, the intent of the policy is that the administrative official personally responsible for the initial action about which the petition for resolution has been lodged reply to the petition and serve as the responding party. In the absence of evidence from the faculty member that related supervisory academic administrators were actively involved in the initial decision or act presented for review, the administrative official to a petition for dispute resolution shall be the first administrative official recommending the decision under review. For example, if a faculty member is not recommended for reappointment by the dean, the fact that the VPAA, after reviewing that recommendation as required by policy, does not interfere with the recommendation of the dean, does not automatically make the VPAA a responding party to the dispute resolution filing. Rather, the appropriate responding party would be the dean.

Conversely, however, where the VPAA is the first administrative official deciding that reappointment will not be recommended, it would be appropriate for Senior VPAA to serve as the responding party. In such cases, the Senior VPAA may appear personally before the review committee or may appoint another administrative official to serve in such capacity.

[18] The faculty member must bear in mind that access to the Board's appellate procedure is not automatically granted and that the procedure may be revised by action of the Board of Regents. The "Board Appellate Procedures," Board Rule No. 30:1-1-10 states: "The hearing of appeals is mandatory only in cases involving termination of tenured professors. Appeals arising from other categories may be allowable, at the discretion of the Board." A copy of the procedures for appeal to the Board of Regents is available on request from the Board of Regents Chief Executive Officer or Legal Counsel at the Board's Office, located in the Student Union of Oklahoma State University in Stillwater.

5.3 -- *Action by Faculty Senate President*

Upon receipt of a recommendation from the review committee, the Faculty Senate President shall, within five (5) working days, inform the parties involved in the dispute that either:

A. the review committee determines that a full hearing by a dispute resolution committee is not reasonably warranted, or
B. a dispute resolution committee will be formed to conduct a formal hearing.

In cases judged not warranting a formal hearing by a Dispute Resolution Committee, the petitioner shall be provided written reasons for the ruling. The ruling may be appealed to the VPAA, normally within five (5) working days. If the petitioner is granted a formal hearing, the ruling of the informal committee shall be included as evidence to come before the Dispute Resolution Committee. For cases in which a Dispute Resolution Committee is to be formed, the Faculty Senate President shall arrange a reasonable time and place for selection of the committee members which will afford all parties the right and opportunity to be present during the selection. The Dispute Resolution Committee shall normally be selected within twenty-eight (28) calendar days of the original filing of the petition by the faculty member. The Faculty Senate president shall randomly select faculty committee members.

5.4 -- *Membership of the Dispute Resolution Committee*

The Dispute Resolution Committee shall consist of six members as follows:

A. A non-voting chairperson who is a member of the Termination Hearing Board (Section 1.14) and who is chosen randomly by the Faculty Senate president;
B. One voting member who is a department head or dean, who is unaffiliated with the other committee members, and who is appointed by the VPAA from a list of three neutral candidates provided by the Faculty Senate president; and
C. Chosen by random selection process, four voting faculty members as follows: one member from each of two of the groups listed below to which the petitioner belongs and two additional members who must be tenured faculty; if the petitioner belongs to three of the following groups, they shall be allowed to select the two groups from which one member from each group is chosen:
    (1) men,
    (2) women,
    (3) racial/ethnic minorities,
    (4) professors,
    (5) associate professors,
    (6) assistant professors,
    (7) instructors, and
    (8) special positions equivalent to that of the petitioner (if not included above).

The petitioner and the respondent(s) shall each be allowed to submit relevant questions to committee members and may challenge without showing cause one voting member selection for the committee and challenge for cause any other voting member selection. Challenges may be made after a full potential committee has been selected. The Faculty Senate President shall exercise reasonable judgment in ruling on the validity of challenges for cause. Members of the department or school involved in the dispute shall not be eligible to serve on the committee.

5.5 -- *Dispute Resolution Committee Chairperson*

The chairperson shall provide Committee members with a copy of the petition filed by the faculty member and schedule the first meeting of the Committee at the earliest convenient time when all affected parties can be present.

5.6 -- *Dispute Resolution Consultant*

At any step in the dispute resolution procedures, any of the parties to the dispute or the committee may request the Faculty Senate President -- and/or the Affirmative Action Compliance Officer, if discrimination is alleged-- to serve as a consultant in an advisory capacity without the power of decision in the disputed matter. Additional consultation and advice on special issues or rules of procedure may be provided to the committee by an available attorney from the Board of Regents Office of Legal Counsel and/or a faculty member chosen by

the Faculty Senate President from faculty with experience on past Dispute Resolution Committees or some other specialized issue. Written functional guidelines for dispute resolution committees issued by the VPAA shall be followed.

5.7 -- *Responsibilities of Service on the Dispute Resolution Committee*

Members of the committee shall serve the best interests of OSU-Oklahoma City and act as neutral examiners of issues presented. Members shall avoid external discussions of the dispute with parties to the dispute resolution process and with others.

All members selected shall be expected to serve on the Committee except in cases of illness, necessary absence from the campus, service on a termination hearing committee or dispute resolution committee in the current academic year, or other extreme hardship. The Faculty Senate President shall decide whether a selected Committee member should be excused from service upon his request and may replace such a member by the same procedure used for the original selection.

5.8 -- *Hearings Procedures*

The following procedures and guidelines should be followed during the hearings. At each step in this process, the administrator or Committee involved should normally complete responsibilities within ten working days (based on the academic calendar).

5.8.1 The Dispute Resolution Committee shall normally hold its first session within ten working days after it has been formed by the Faculty Senate President. The committee shall hold a joint prehearing meeting (or meetings) with the parties in order to:

A. simplify the issues;
B. effect stipulations of undisputed material facts or witness statements;
C. provide for the exchange of documentary evidence or other information; and
D. achieve such other appropriate prehearing objectives as will make the formal hearing fair, effective, and expeditious.

5.8.2 Through its chairperson, the Dispute Resolution Committee shall require that the parties involved submit the following information to the Committee and exchange the same with the other party(ies) within seventy-two hours following the conclusion of the first session:

A. a list of witnesses whom they wish to present;
B. a written exposition of all relevant facts and/or opinions, as well as circumstantial evidence; and
C. documents which they deem pertinent to the case.

5.8.3 A confidential tape recording of the dispute resolution hearing shall be made by a recorder designated for the proceedings by the chairperson of the Committee and will be accessible to the principal parties involved, the Committee, the VPAA, the Board of Regents, and authorized representatives on a "need to know" basis.

Either party to the dispute may request that the Committee provide a typed transcript of the testimony. The cost of preparation of such a transcript shall be paid by the party making the request. Other involved parties may obtain a duplicate copy by paying the current fees for copying.

5.8.4 Length of hearing sessions may be established in advance; every reasonable effort should be made to conduct the hearing(s) as expeditiously as possible, with equal fairness to both parties.

5.8.5 The faculty member, having initiated the dispute resolution action, must establish by a quality of proof that is clear and convincing that the requested remedial action is justified and called for under the prevailing circumstances. The faculty member shall present their case first, with the respondent(s) following.

5.8.6 Both parties shall be permitted during the course of the hearing(s) to introduce additional documents and present witnesses not on their original lists, subject to reasonable notice to the other party and the

consent of the Dispute Resolution Committee.

5.8.7 The Dispute Resolution Committee may call witnesses of its own to the hearing and request documents not otherwise introduced by either of the parties.

5.8.8 In cooperation with the chair of the Committee, the respective parties are responsible for arranging the presence of their own witnesses and will schedule them for appearance as close to the time of call as possible.

5.8.9 OSU-Oklahoma City shall provide appropriate facilities, assistance, equipment, and support to the Dispute Resolution Committee; shall help it obtain the cooperation of witnesses; and shall make available non-confidential documentary and other evidence. The personnel records of the petitioning faculty member shall be accessible to the parties, the Dispute Resolution Committee review authorities, and their representatives.

5.8.10 The parties shall be permitted to use licensed legal counsel who shall be allowed to participate indirectly in all appropriate portions of the hearings. The Committee shall consider such counsel's statements on procedural matters and may receive the opinion of its own counsel. Counsel will not question witnesses or make opening or closing statements.

5.8.11 The Dispute Resolution Committee shall not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in evaluating the issues involved. Every reasonable effort shall be made to obtain the most reliable evidence available.

5.8.12 The findings of fact and any recommendations in the Committee's report shall be based solely on relevant evidence contained in the hearing record and reasonable inferences drawn therefrom.

5.8.13 Except for such simple announcements as may be required covering the time of hearing and similar matters, public statements and publicity about the case by either the faculty member, affected administrators(s), or their representatives, shall be avoided so far as possible until the proceedings have been completed, including the submission of the advisory report of the Dispute Resolution Committee to the Faculty Senate President, the petitioning faculty member, and the respondent administrator(s).

5.8.14 The hearings and the report of the Dispute Resolution Committee shall normally be completed within forty-five (45) working days (based on the academic calendar) of the formation of the Committee. In any case in which the Committee deems this time schedule to be inadequate, the chairperson of the Committee shall notify the principal parties involved in writing of the amended time schedule.

5.9 -- *The Report of the Dispute Resolution Committee*

5.9.1 In preparing its report, the Dispute Resolution Committee shall specifically cite the information upon which its advisory conclusions were based. The written report shall contain:

A. a statement of the purpose of the hearing(s),
B. issues considered,
C. findings of fact, and
D. relevant advisory recommendations.

5.9.2 The Dispute Resolution Committee shall submit its report via the Faculty Senate President to the parties involved in the dispute, and:

A. If the dispute is directed against a department head and/or dean, the report of the Dispute Resolution Committee shall be submitted to the VPAA. If the VPAA concurs with the report of the Committee, the case will be resolved by the VPAA through the implementation of the committee's

recommendations.

If the VPAA disagrees with the report of the committee, the VPAA shall return the report to the committee with the specific concerns stated in writing.

The Committee will then reconsider the case, taking into account the VPAA's concerns and reviewing new evidence with the parties, if necessary and practical. If the positions of both the VPAA and the Dispute Resolution Committee cannot be reconciled, the report of the Committee and the VPAA's written objections to the Committee's report shall be forwarded to the Senior VPAA for a decision and action.

B. If the faculty member's petition is directed against the VPAA or against both the VPAA and another administrator, the Dispute Resolution Committee report shall be submitted to the Senior VPAA for decision and action.

If the Senior VPAA concurs with the report of the Committee, the case will be resolved by implementation of its recommendations. If the Senior VPAA disagrees with the report of the Committee, the Senior VPAA will return it to the Committee with specific written concerns.

The Committee will then reconsider the case, taking into account the Senior VPAA's concerns and reviewing new evidence with the parties, if necessary and practical. If the positions of the Senior VPAA and the Committee cannot be resolved, the Senior VPAA's decisions will stand, subject to any available appeals to the Board of Regents[19].

C. If the faculty member's petition is directed against the Senior VPAA, the Dispute Resolution Committee report shall be submitted to the President of Oklahoma State University, Stillwater, for decision and action.

If the President concurs with the report of the Committee, the case will be resolved by implementation of its recommendations. If the President disagrees with the report of the Committee, the President will return it to the Committee with specific written concerns.

The Committee will then reconsider the case, taking into account the President's concerns and reviewing new evidence with the parties, if necessary and practical. If the positions of the President and the Committee cannot be resolved, the President's decisions will stand, subject to any available appeals to the Board of Regents[20].

---

[19] The faculty member must bear in mind that access to the Board's appellate procedure is not automatically granted and that the procedure may be revised by action of the Board of Regents. The "Board Appellate Procedures," Board Rule No. 30:1-1-10 states: "The hearing of appeals is mandatory only in cases involving termination of tenured professors. Appeals arising from other categories may be allowable, at the discretion of the Board." A copy of the procedures for appeal to the Board of Regents is available on request from the Board of Regents Chief Executive Officer or Legal Counsel at the Board's Office, located in the Student Union of Oklahoma State University in Stillwater.

[20] Id.

Appendix C

Faculty Evaluation Procedures

PURPOSE

The purpose of the faculty evaluation process is to provide the faculty member and the evaluator with an opportunity to work together in maintaining the high quality of instruction at Oklahoma State University - Oklahoma City.

DEFINITIONS

The following terms are defined as specified for the Oklahoma State University – Oklahoma City Faculty Evaluation process.

Appraisal Period – July 1-June 30

Institutional RPT/CPTR Screening Committee – The institutional RPT/CPTR committee consists of faculty representing various schools and ranks. The composition of the committee is detailed in the Statement of Policy Governing Appointments, Tenure, Promotions, and Related Matters of the Faculty of OSU-Oklahoma City.

School RPT/CPTR Screening Committee – Each school will form its own committee to review RPT and CPTR packets and write letters of recommendation prior to review by the Institutional RPT/CPTR committee. The procedures for formation of the committee, packet review, and representative selection shall be decided within each school.

Supervisory Evaluator - Those individuals with supervisory responsibility over faculty. Department Heads are the direct supervisors of the faculty within their department, and Deans are the direct supervisors of Department Heads.

Tenure-Track Faculty - Those individuals whose job description contains a tenure-track designation in their letter of offer.

VPAA - Vice President for Academic Affairs

OVERVIEW OF PROCESS

Annual Evaluation Procedures

The Office of Academic Affairs will provide guidance for completion of the evaluation process for all instructional faculty and evaluators. Faculty in their first year of employment at OSU-OKC should attend the training to ensure they understand the process.

All evaluation records become the property of Oklahoma State University-Oklahoma City and will be filed in the Offices of Academic Affairs and Human Resources. Copies of completed faculty evaluations may be kept on file by the dean and, when relevant, an Employee Action (EA) form will be placed in the official file in the Human Resources Office. The faculty member is entitled to retain a copy of the final appraisal comments.

All faculty will be evaluated annually. Depending on their rank, time in rank, and tenure status, full-time faculty may complete:

- A standard annual evaluation
- An RPT packet
- A CPTR packet

See the Statement of Policy Governing Appointments, Tenure, Promotions, and Related Matters of the Faculty of OSU-Oklahoma City for details about when tenure-track faculty are required to or may submit an RPT packet. Tenured faculty will complete a CPTR packet every five years after receiving tenure.

Standard annual performance evaluations are reviewed within the academic school, whereas RPT and CPTR packets are reviewed by the institutional RPT/CPTR Committee.

Forms and Documents

Required Forms:

- Classroom Observation (formerly Form A) (completed once per appraisal period)
- End-of-Instruction Course Evaluation (formerly Form B) (administered every semester for each course by the Office of Institutional Effectiveness and Accreditation)
- Annual Appraisal Document (formerly Form D) (completed once per appraisal period *except* when faculty goes through RPT process)

These forms are described in more detail at the end of this document. All forms required for faculty evaluation are posted in Sharepoint. If the faculty member has difficulty accessing the required documents, the supervisory evaluator is responsible for furnishing each instructional faculty member with the necessary forms.

Forms will not be substantively changed without undergoing review by the Board of Regents; however, formatting, file types, and exact wording may be adjusted to improve a form's clarity or function. The newer version for the current academic year will be posted in Sharepoint no later than September 1 of that academic year; faculty and supervisory evaluators shall be responsible for downloading current forms from Sharepoint each year.

Standard Annual Evaluation

Full-time faculty who are not scheduled to complete the RPT/CPTR packet will complete the standard annual performance evaluation packet, which includes all required forms.

Classroom Observation (formerly Form A)	Completed by May 1 of the appraisal period
End-of-Instruction Course Evaluation (formerly Form B)	Administered by the Office of Institutional Assessment after the term is 75% complete
Faculty contribution to Annual Appraisal Document (formerly Form D)	Deadline set by supervisor
Supervisor contribution to Annual Appraisal Document (formerly Form D)	Completed by May 1 of the appraisal period
Meet with supervisor to discuss, sign, and submit Annual Appraisal Document (formerly Form D)	Completed by May 1

Supervisors shall provide faculty members with a copy of the Annual Appraisal Document that includes their comments and signature. Faculty are responsible for retaining a signed copy of this document, which shall be included when the faculty member next participates in the RPT or CPTR process. The supervisor shall also be responsible for uploading this document to Sharepoint.

RPT (Reappointment, Promotion, Tenure)

Tenure-track instructional faculty members complete the RPT packet to apply for reappointment to instructor, promotion in rank, and/or tenure, with one exception: those of instructor rank will not complete the RPT packet for reappointment in their first and third years. See the Statement of Policy Governing Appointments, Tenure, Promotions, and Related Matters of the Faculty of OSU-Oklahoma City for details about when tenure-track faculty are required to or may submit an RPT packet instead of the standard annual evaluation.

To be eligible for the RPT process, one must hold a tenure-track faculty appointment. Staff, adjunct faculty, and staff who teach as adjunct faculty are not eligible to go through the RPT process. Faculty who assume an administrative position will maintain their faculty rank, but will not be eligible to participate in the RPT process until they resume a tenure-track faculty role.

The RPT process includes preparation of a comprehensive evaluation packet by the faculty member and review of that packet by the RPT committees. Once a packet is submitted for review, no additional documents shall be added.

The RPT Packet shall include:

Section 1: Curriculum vita and cover sheet containing OSU-OKC appointment history, current job description, and requested action (reappointment, promotion, and/or tenure)

Section 2: All required forms (formerly A, B, and D) from all years since last promotion. (If any documents are missing, the faculty member must include written explanation from their Dean for each absent document.)

> Note: RPT packets will only include the current academic year's Classroom Observation, not End-of-Instruction Course Evaluations or Annual Appraisal Document due to timing

Section 3: Packet consisting of arguments and supporting evidence to demonstrate high quality performance

Section 4: Letters of recommendation from supervisors (both department head, if applicable, and dean) and the school RPT/CPTR committee, and additional letters as required by School RPT/CPTR Committees.

If any required documents are missing from the packet without sufficient explanation for their absence, the packet will not be evaluated for RPT. The applicant is responsible for ensuring all materials are submitted for evaluation. No materials will be added after the second Friday in February. If the RPT committee does not review a packet because of missing materials, the committee may recommend a onetime single-year reappointment at the faculty member's current rank and tenure status and require the faculty member to resubmit the following year.

Supervisor Letter

Supervisors (department heads and deans, as relevant) will provide letters recommending whether reappointment, promotion, and/or tenure should be granted. Supervisors should include statements addressing elements in the required forms for the period under consideration, but also must assess soft skills such as teamwork, problem solving, critical thinking, leadership, peer relationships, and student service orientation. Personnel matters should also be considered. When there is a potential for disclosure of personnel matters to the RPT/CPTR Committee, the department head and/or dean may consult separately with the VPAA prior to submission of the required letter.

Calendar of RPT Deadlines

Classroom Observation (formerly Form A)	Completed by the last Friday in January
End-of-Instruction Course Evaluation (formerly Form B)	Administered by the Office of Institutional Effectiveness and Accreditation after the term is 75% complete
Sections 1-3 of RPT packet	Completed by the last Friday in January
Meet with supervisor to discuss performance	Completed by the 1st Friday in February
Department/School RPT/CPTR Screening Committee review	Completed by the 2nd Friday in February
Section4 of RPT packet	Completed by the 2nd Friday in February
Institutional RPT/CPTR Screening Committee review completed	Completed by last Friday in February
Faculty notified of Institutional Committee recommendation	Completed by first Friday in March
Faculty alerted of RPT decision	Completed by April 1

CPTR (Cumulative Post-Tenure Review)

Tenured faculty will complete the cumulative post tenure review (CPTR) process every fifth year beginning with the fifth year after tenure is earned. The CPTR packet compiles the required forms from the previous five years, as well as several additional items, as described below. The deadlines for completing required forms for the year under consideration are also earlier for CPTR than they are for a standard annual evaluation.

The CPTR Packet shall include:

Section 1: Curriculum vita and cover sheet containing OSU-OKC appointment history, current job description, and requested action.

Section 2: All required forms (formerly A, B, and D) from all years since last RPT/CPTR review. (If any documents are missing, the faculty member must include written explanation from their Dean for each absent document.)

Note: CPTR packets may not include all End-of-Instruction Course Evaluations for current year due to timing

Section 3: Any supplemental information required by School RPT/CPTR Committees or which the faculty member wishes to provide

Section 4: Letters of recommendation from supervisors (both department head, if applicable, and dean), and the school RPT/CPTR committee, and additional letters as required by School RPT/CPTR Committees.

Classroom Observation (formerly Form A)	Completed by the last Friday in January
End-of-Instruction Course Evaluation (formerly Form B)	Administered by the Office of Institutional Effectiveness and Accreditation after the term is 75% complete
Faculty contribution to Annual Appraisal Document (formerly Form D)	Deadline set by supervisor
Supervisor contribution to Annual Appraisal Document (formerly Form D)	Completed by last Friday in January
Sections 1-3 of CPTR packet	Completed by the last Friday in January
Meet with supervisor to discuss, sign, and submit Annual Appraisal Document (formerly Form D)	Completed by the 1st Friday in February
Department/School RPT/CPTR Screening Committee review	Completed by the 2nd Friday in February
Section4 of CPTR packet	Completed by the 2nd Friday in February
Institutional RPT/CPTR Screening Committee review completed	Completed by last Friday in February
Faculty notified of Institutional Committee recommendation	Completed by first Friday in March
Faculty alerted of CPTR decision	Completed by April 1

If any required documents are missing from the packet without sufficient explanation for their absence, the packet will not be evaluated for CPTR. The applicant is responsible for ensuring all materials are submitted for evaluation. No materials will be added after the second Friday in February.

Supervisor Letter

Supervisors (department heads and deans, as relevant) will provide letters evaluating the faculty member's performance for the period under consideration, and, if relevant, recommending the establishment of an individual development plan to address deficiencies. Supervisors should include statements addressing elements in the required forms for the period under consideration, but also must assess soft skills such as teamwork, problem solving, critical thinking, leadership, peer relationships, and student service orientation., Personnel matters should also be considered. When there is a potential for disclosure of personnel matters to the RPT/CPTR Committee, the department head and/or dean may consult separately with the VPAA prior to submission of the required letter.

FORMS

CLASSROOM OBSERVATION (Formerly Form A)

The classroom observation is designed to give the faculty member the benefit of review of in-class teaching/learning practices. This review is to help the faculty member continue to provide high-quality instruction. An added benefit of review is that successful practices can be observed by and used by other faculty. Classroom observations shall be conducted by Department Heads, Deans, or other designated supervisors at least once per appraisal period.

Form A is available in versions for in-person and online classes; the evaluator shall use the appropriate form for the modality being observed.

The evaluator must agree to provide a fair, honest evaluation to the best of their ability. It is expected that the evaluator will provide constructive feedback to the faculty being evaluated.

Classroom Observation: In-Person

- The classroom observation can occur during any week of the course/semester prior to the relevant deadline (May 1 for standard annual evaluations; last Friday in January for RPT and CPTR).

- The faculty member will inform their respective Department Head, Dean, or other designated supervisor of their lecture schedule for the semester and provide a list of class periods they would like to have evaluated.

- The evaluator will be present at the beginning of the class and will stay for a minimum of 50 minutes. This can be negotiated by the faculty member being evaluated.

- The evaluator will become aware of the course objectives through review of the course syllabus and/or in consultation with the faculty member before the visit.

Classroom Observation: Online

- The classroom observation can occur during any week of the course/semester prior to the relevant deadline (May 1 for standard annual evaluations; last Friday in January for RPT and CPTR).

- If the course meets synchronously online, the faculty member will inform their respective Department Head, Dean, or other designated supervisor of their lecture schedule for the semester and provide a list of sessions they would like to have evaluated.

- The evaluator will review the faculty member’s online course presentation or recording. Where necessary, faculty members are required to provide evidence of online classroom details when requested to help support the evaluator’s review.

- The evaluator will become aware of the course objectives through review of the course syllabus and/or in consultation with the faculty member before the visit.

The evaluator will review the assessment with the faculty member within 7 working days of observation.

In the event of a less than satisfactory composite assessment, the faculty member may request to arrange for subsequent additional classroom visitation(s).

In the event of a less than satisfactory rating on any specific item, the evaluator will indicate the basis for the rating and specific recommendations for improvement, which will be discussed with the faculty member. A copy of the rating and recommendation will be provided within two weeks of the completion of the assessment.

STUDENT EVALUATION OF INSTRUCTOR (Formerly Form B)

Student evaluation of instruction will be administered by the Office of Institutional Effectiveness and Accreditation according to the following schedule:

- 16-week semester courses – Administered during weeks twelve (12) through sixteen (16).
- 8-week semester courses – Administered during weeks six (6) through eight (8).
- Short courses – Administered when 75% of the course is complete.

At the beginning of the evaluation period and at regular intervals throughout the evaluation period, all students enrolled in one or more courses at OSU-Oklahoma City will receive, via their school student email accounts, instructions on how to access the secure online evaluation system to begin their evaluations. Reminder emails will be sent to students who have not yet completed an evaluation for a given course.
To ensure fairness within the evaluation process, results will not be released until after the end of the semester and all final grades have been submitted.

Typically, student evaluations of instruction are based on student responses to statement items specific to their learning experience in the course. Students are also provided an opportunity to include additional comments if they so choose. As research on best practices for student evaluations continues to evolve, OSU-OKC strives to follow current industry standards and may update the evaluation instrument as appropriate.

ANNUAL APPRAISAL DOCUMENT (Formerly Form D)

This document is used by faculty undergoing standard annual evaluations and CPTR; it helps provide the faculty member the opportunity to report on their activities during the academic year.

1. The faculty member will obtain the current form from Sharepoint.
2. The faculty member completes the “To Be Completed by Evaluatee” portions of the form by the deadline set by the supervisor, and submits this document to the supervisor.
3. The supervisor completes the “To Be Completed by Supervisory Evaluator” portions of the form by the relevant deadline (May 1 for standard annual evaluations; last Friday in January for CPTR).
4. The supervisor is responsible for scheduling a meeting with the faculty to member to discuss, sign, and upload the final form to Sharepoint.

Appendix D

Notice of Intent to Engage in Professional Activity for Extra Compensation

OKLAHOMA STATE UNIVERSITY-OKLAHOMA CITY

Report Regarding Outside Professional Activities for Extra Compensation

During the _____ academic year, I plan to pursue the following outside professional activities (List date, client and nature of activities performed.):

Dates	**Employer/Client**	**Nature of Activities**

Deadlines for submission of the Notice are prior to August 15 for fall semester, prior to January 15 for spring semester, or within 14 days of accepting outside activities during the semester. Note: Faculty who intend on engaging in outside activities for the entire academic year may submit one Notice for the academic year prior to the August 15 deadline.

I understand that any outside professional activities should not unduly interfere with my classes or typical responsibilities at OSU-Oklahoma City.

Signature: _____ Date: _____

Department Head: _____ Date: _____

Dean: _____ Date: _____

VPAA: _____ Date: _____

□ Received Academic Affairs
□ Saved to W:
□ Copy Returned to Faculty Member

Appendix E

Cumulative (Post-Tenure) Review of Faculty

OSU-OKLAHOMA CITY CUMULATIVE (POST-TENURE) REVIEW POLICIES AND PROCEDURES

POLICY

1.01 For each tenured faculty member, a cumulative review shall take place every five years. A review conducted to grant promotion qualifies as a cumulative review. The review shall be based on discussion and substantive documentation provided by the faculty member. Individuals designated to conduct the review shall be members of the School and Institutional Reappointment, Promotion, and Tenure Committees. The review process shall include written feedback to the faculty member as well as a provision for response. Written feedback shall be a detailed description of the faculty member's accomplishments or deficiencies. If deficiencies are present, the cumulative review will establish an individual development plan for the faculty member. Faculty members are responsible for their own development consistent with department, school, and University goals. Any formal development plan should respect academic freedom and professional self- direction, and it should be flexible enough to allow for subsequent alteration.

1.02 The results of a Cumulative Review of Tenured Faculty may be used by appropriate administrators as a basis for providing support which will assist faculty members in carrying out their professional goals and responsibilities. Any disciplinary action that may follow the cumulative review must adhere to all prescribed procedures in force within this policy document. In the event that unsatisfactory performance has not improved within the timelines set in the individual development plan, any dismissal action shall be based upon those grounds for dismissal specified in the December 11, 2020 "Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University-Oklahoma City."

1.03 If a faculty member believes that the results from a cumulative review are based on unlawful discrimination, inadequate consideration, or legitimate exercise of academic freedom, he/she may request a review of the matter utilizing the dispute resolution procedure in Appendix 5 of this policy document.

Source: "Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University- Oklahoma City," Section 2.0 (December 11, 2020).

PROCEDURE

2.01 Faculty Subject to Cumulative Review

A Cumulative Review shall take place for each and every tenured faculty member every five (5) years. A promotion review may be substituted for a cumulative review. The cumulative review may be rescheduled due to a leave of absence, sabbatical, administrative assignment outside the academic unit, or other extenuating circumstances as determined by the Office of Academic Affairs.

The Office of Academic Affairs may waive the cumulative review for faculty who have given formal notice of their retirement or resignation.

2.02 Cumulative Review Schedule

The Office of Academic Affairs shall develop, maintain, and annually distribute to all tenured faculty members a schedule specifying the year during which each tenured faculty member is to undergo cumulative review.

2.03 Cumulative Review Committee

The OSU-Oklahoma City Reappointment, Promotion, and Tenure Committee shall be charged with conducting reviews for all tenured faculty.

Source: "Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University-Oklahoma City," Section 2.0 (December 11, 2020).

2.04 Review Criteria:
The review criteria for post-tenure review is the same criteria used for the annual appraisal document (formerly Form D) but should address the faculty member's performance since the last RPT or CPTR action.

2.05 Documents and Information Used in the Review
Faculty under review must provide the preceding five consecutive years of annual performance evaluation packets (required forms), a letter of recommendation from the department head, if applicable, and dean, and any supplemental information the faculty member may include.

The faculty member or the committee may request an interview for the purpose of discussing and clarifying the documentation.

2.06 Development and Disposition of the Cumulative Review Report
The committee shall prepare a written report that assesses the faculty member's overall performance during the review period in terms of the academic school's performance standards and expectations.

The committee shall submit its report to the faculty member under review. The faculty member shall be given ten (10) working days to respond to the report in writing. Following receipt of the response by the faculty member, if any, the committee shall promptly submit the committee's final report, and the response, if any, to the Provost and Vice President of Academic Affairs.

The Provost and Vice President of Academic Affairs shall be given ten (10) working days to respond in writing to the committee report and any responses by the faculty member.

A final copy of the committee's report, the faculty member's response, if any, and the response of the Provost and Vice President of Academic Affairs, shall be provided to the faculty member and the dean. These documents, along with those listed in 2.05, shall be included in the faculty member's personnel file.

2.07 Rewarding Faculty for Outstanding Performance
The cumulative review process should identify and recognize outstanding performance by faculty members. The report may be used by appropriate administrators as a basis for supporting faculty members in carrying out their professional goals and responsibilities and compensating those with outstanding performance.

2.08 Corrective Development Plan
For faculty members whose overall performance reflects substantial deficiencies, the dean and the faculty member shall develop a corrective plan to improve performance and address deficiencies. The plan should be individualized and flexible; taking into account the faculty member's intellectual interests, abilities, and career stage, as well as needs of the school and institution. The plan should establish clear performance goals, specify steps designed to achieve these goals, define indicators of goal attainment, establish a clear and reasonable time frame for the completion of goals, identify resources available for implementation of the plan, and state the consequences of failure to attain the goals. A copy of the corrective development plan shall be forwarded to the Provost and Vice President of Academic Affairs and another copy placed in the faculty member's personnel file.

2.09 Dispute Resolution
If a faculty member believes that the committee report, the corrective plan, or administrative actions taken as a result of the cumulative review are unfair or that they fail to honor the legitimate exercise of academic freedom, they may request a review of the matter utilizing the policies and procedures outlined in the "Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University-Oklahoma City," (December 11, 2020).

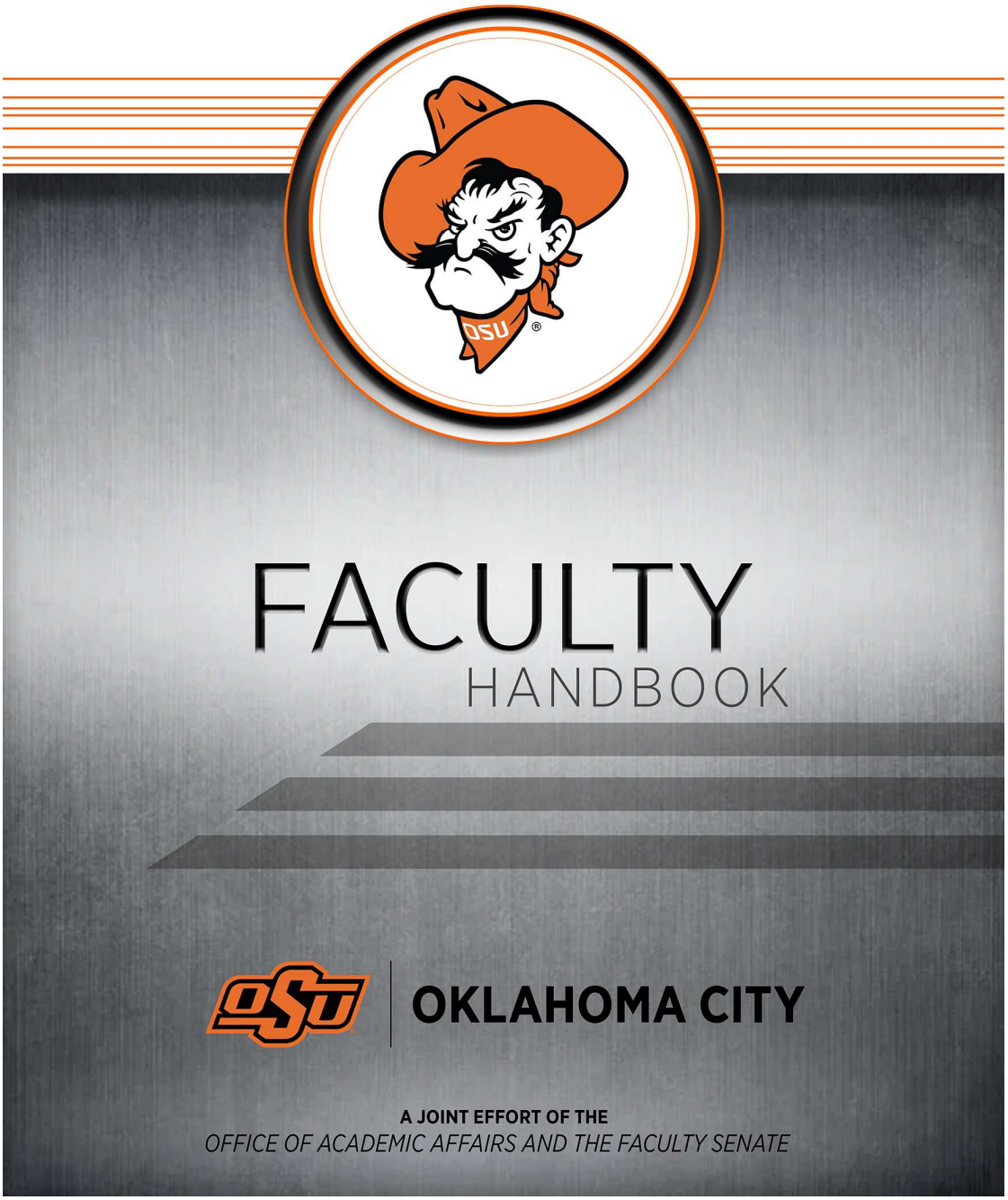
Grounds for dispute may include unlawful discrimination, inadequate consideration, and others listed in Section 2.3 of the Dispute Resolution Policy.

2.10 Disciplinary Action

The purpose of the cumulative review is to promote faculty development. Any disciplinary action that comes after cumulative review shall adhere to all prescribed procedures in the "Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University-Oklahoma City," Section 2.0 (December 11, 2020).

Original Policy: Recommended by the Academic Policy Committee of the Faculty Senate to the full Faculty Senate meeting on October 9, 2008. Final Revision: Spring, 2017.

2.04-2.05 modified to be consistent with approved changes to the Faculty Evaluation Document: Fall, 2019. Approved by OSU A&M Board of Regents: December 11, 2020


FACULTY
HANDBOOK
OKLAHOMA CITY
A JOINT EFFORT OF THE
OFFICE OF ACADEMIC AFFAIRS AND THE FACULTY SENATE

Preface

This Faculty Handbook was prepared by the Office of the Provost and Vice President of Academic Affairs, with the assistance from representatives of the Faculty Senate, to:

- *Outline the University structure, functions, general faculty policies and procedures;*
- *Aid in dealing with matters with which the individual faculty member may be unfamiliar;*
- *Identify and encourage use of University services which are available to support academic activity; and*
- *Afford ready access to basic materials that guide the conduct of University functions.*

Note: Detailed policies and procedures are left to other communications.

Each school will have hard copies for reference or faculty members can access the electronic copy of the Faculty Handbook, which is available on the Oklahoma State University-Oklahoma City Academics and Human Resources webpages.

Suggestions for improving the Faculty Handbook should be directed to the Faculty Senate and/or the Office of the Provost and Vice President of Academic Affairs.

This Faculty Handbook has been prepared for general informational purposes only. No statement appearing in the Faculty Handbook constitutes a contractual obligation by the A& M Board of Regents or Oklahoma State University - Oklahoma City. If any policy statements of the A&M Board of Regents or the University are in contradiction to statements appearing in the Faculty Handbook, such official policy statements will be deemed to control over the statements appearing in this document. ***The A&M Board of Regents and the University reserve the right to alter the terms of official policy statements and/or this Faculty Handbook at any time, without advance notice.***

OSU A&M Board Approval: ~~June 14, 2024~~TBD.

OKLAHOMA CITY

About our Campus 4
Philosophy 6
Mission 6
Vision 6
The Cowboy Code 6
Core values 6
Governance 6
Administrative Structure 7
Faculty Representation 8
Memorandum of Understanding Regarding Shared Governance 9
General Policies and Procedures 13
Selection of Faculty 13
Faculty Appointment Letter 13
Teaching Load and Office Hours 13
Faculty Evaluation, Retention, and Promotion 13
Campus Committee Service 14
Professional Development 14
Release Time 14
Commencement Exercises 14
Immediate Family Members Enrolled in Courses 14
Specified Outside Activities 14
Off-Campus Class Meetings 15
Student Academic Dishonesty or Misconduct 15

Appendices

Appendix A: *Faculty Senate Bylaws* 16
Appendix B: *Statement of Policy Governing Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University* 26
Appendix C: *Faculty Evaluation Procedures* 68
Appendix D: *Notice of Intent to Engage in Professional Activity for Extra Compensation* 75
Appendix E: *Cumulative (Post-Tenure) Review of Faculty* 77

About our Campus

Oklahoma State University-Oklahoma City was first established as a branch campus of Oklahoma State University (OSU) in the fall of 1961. The name at the time was Oklahoma State University Technical Institute.

Under the administrative guidance of the OSU School of Engineering, the Oklahoma City campus was established to provide the people in the metropolitan Oklahoma City area and the state with technical and occupational programs at the associate degree level.

The founders worked closely with business and industry leaders to identify needs for technical personnel within the business community. Quality programs and flexible scheduling enabled full-time and part-time students to improve their job capabilities and work mobility at their own pace and provide the job industry with technicians for tomorrow's needs.

Originally, three departments, Electronics, Drafting and Mechanical Power, held their first classes in borrowed classroom and laboratory facilities at Oklahoma City University. After the spring semester of 1962, the school moved to a renovated elementary school at 1900 N.W. 10th Street; some departments remained at that site until 1982.

In the 1970's, the administrative organization was changed so that the director of the technical institute reported directly to the president of Oklahoma State University. In January 1972, the present campus at 900 North Portland was opened. The first building on campus was the Administration Building. The Health Technology Building was added in 1974, and the Police and Fire Training Centers were opened in 1975 and 1976, respectively. The City of Oklahoma City leases buildings on campus that houses the Police and Fire Training Centers.

Two facilities were opened in 1984: The Horticulture Center dedicated and opened in January and the Engineering Technology Building in October. In June 1994, the Student Center was dedicated and a year later the Learning Resource Center was dedicated. The Human Services Education Center was dedicated in March 2001. The campus expanded in spring 2008 by two more buildings: The Agriculture Resource Center dedicated in March and the Public Safety Training Center in May. The Engineering Technology Center, the home for engineering-related programs, opened in fall 2011.

In 1985, the name of the institute was changed to Oklahoma State University Technical Branch. In 1990, the Oklahoma A&M Board of Regents changed the name again and the Technical Branch became known as Oklahoma State University - Oklahoma City. In 2002, Senate Bill 995 officially changed the name to Oklahoma State University-Oklahoma City.

In 2016, the Allied Health Building was opened with ribbon cutting ceremony occurring on August 26, 2016. The building houses the Health Sciences programs and contains a state-of-the-art simulation center.

VISION

~~**Philosophy**~~

~~Oklahoma State University-Oklahoma City (OSU-Oklahoma City) operates~~City) ~~operates from the premise that each person should be:~~

~~• Treated with dignity and respect.~~
~~• Afforded equal opportunity to acquire a complete educational experience.~~
~~• Given an opportunity to discover and develop their special aptitudes and insights.~~
~~• Provided an opportunity to equip themselves for a fulfilling life and responsible citizenship in a world characterized by change.~~

Mission

OSU-Oklahoma City's mission is to advance our ~~diverse~~ communities through transformative career and workforce education programs and services.

Vision

OSU-Oklahoma City's vision is to be the region's leading career and workforce university.

The Cowboy Code

We end the day knowing we gave it everything we had.

Cowboys carry a work ethic of tenacious integrity.

We dream only as big as the sky.

Cowboys are creative innovators with boundless imagination.

We know challenges come with pain, but pain will not win.

Cowboys seize and respond to opportunities, no matter the obstacles.

We have a passion to do what's right, even when it's hard.

Cowboys help others and embrace a commitment to ethical excellence.

We stand for what matters, even if we stand alone.

Cowboys understand that responsibility and leadership can sometimes be lonely.

We finish what we start.

Cowboys stop when the task is done — not when the sun goes down.

Being a Cowboy isn't in our clothes, it's in our character.

Cowboys conduct themselves with devotion and sincerity — ever Loyal and True.

Core values

Community - Foster a strong sense of community based on shared governance among student, faculty, staff and administration.

Respect - Respect and value all individuals, beliefs and opinions.

Excellence - We seek excellence in all our endeavors and we are committed to continuous improvement.

Intellectual Freedom - We believe in ethical and scholarly questioning in an environment that respects the rights to freely pursue knowledge.

~~**Diversity** - We respect others and value diversity of opinions, freedom of expression and ethnic and cultural backgrounds.~~

Integrity - We are committed to the principles of truth and honesty, and we will be equitable, ethical and professional.

Service - We believe that serving others is a noble and worthy endeavor.

Stewardship of Resources - We are dedicated to the efficient and effective use of resources. ~~We accept the responsibility of the public's trust and are accountable for our actions.~~

Governance

Oklahoma State University-Oklahoma City (OSU-Oklahoma City), as part of the Oklahoma State System of Higher Education, is under the authority of the president of Oklahoma State University and that of the Board of Regents for Oklahoma State University and the A&M colleges.

The Oklahoma State System of Higher Education was created with the people's adoption of an amendment to the State Constitution, Article XIII-A, on March 11, 1941. The amendment provided that " . . . All institutions of higher learning supported wholly or in part by direct legislative appropriations shall be integral parts of a unified state system to be known as the Oklahoma State System of Higher Education."

The amendment also created the Oklahoma State Regents for Higher Education as the

Formatted: Strikethrough

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Strikethrough

Formatted: Right: 0.25"

"coordinating board of control of the Oklahoma State System of Higher Education." The Oklahoma State Regents for Higher Education consists of nine individuals appointed by the Governor, with Oklahoma Senate

confirmation, to nine- year, staggered terms.

Responsibilities of the State Regents include determining the functions and courses of study for each institution, establishing standards of education, submitting budget requests for the state system to the Legislature, allocating state appropriated and revolving funds to each institution, and setting student fees. The chancellor of the state system serves as the chief administrative officer of the State Regents.

The Board of Regents for Oklahoma State University and the A&M colleges is the specific governing board for the state colleges and universities in Oklahoma that emphasize agricultural and technical education. Created by Senate Joint Resolution Number 9, Oklahoma Session Laws 1943, page 340, it is also embodied in Article 6, Section 31a of the constitution of Oklahoma. The provisions of the constitutional amendment have been further implemented by the provisions of Title 70.

The University President is the principal administrative officer of Oklahoma State University and is directly responsible to the Board of Regents for all operations of the University.

~~2017: The U.S. Chamber of Commerce ranks Oklahoma higher education No. 5 in the nation in affordability.~~

Administrative Structure

Management responsibilities of the University are grouped according to function, with a vice president or equivalent University officer having administrative responsibility for such functions as academics, business and finance, and student services., ~~and development~~.

The **Provost/Vice President of Academic Affairs** (hereafter VPAA) provides leadership and coordination in all matters for OSU-OKC including academic programs, student services, and institutional operations. Reporting to the Provost and Vice President of Academic Affairs are the Vice Provost of Academic Affairs, Vice President of Budget and Finance, and Vice President of Operations.

The **Vice Provost of Academic Affairs** provides leadership and coordination in matters relating to all academic programs, curriculum, ~~and~~ faculty development, student services and community engagement. Reporting to the Vice Provost ~~and Vice President~~ of Academic Affairs are the ~~Associate Vice President for Academic Affairs~~Vice Provost, Associate Vice President of ~~Student Services~~ Enrollment Management and Student Services, ~~the~~ aAcademic ~~d~~Deans, Registrar, Senior Director of Institutional Effectiveness and ~~Assessment~~Accreditation, and Community Engagement.

The **Vice President for Budget and Finance** provides leadership and coordination for the campus business enterprises, financial operations, and personnel., ~~and affirmative action.~~ ~~Personnel~~ rReporting directly to the Vice President for Budget and Finance are those responsible for Business Services, Human Resources, Purchasing, ~~Financial Aid,~~ Health and Wellness, and Campus Events and Wellness.

The **Vice President for Operations** provides leadership and coordination for the campus ~~information services,~~ facilities operations, and maintenance. Personnel reporting directly to the Vice President for Operations are the

~~Budget & Finance division~~ and those responsible for Facilities Operations, Grounds, and Safety and Security., ~~Institutional Grants and Compliance and Information Technology.~~

The **~~Senior Director~~Associate Vice President of Marketing & Communications** is responsible for providing a variety of services to the campus including maintaining and growing the OSU-Oklahoma City brand through advertising, campaigns, publications, and student recruitment pieces; promoting upcoming events; and writing feature stories and

Formatted: Font: 10 pt

Formatted: Font: 10 pt

Formatted: Right: 0.25"

Formatted: Indent: Left: 0.27"

Formatted: Indent: Left: 0.27", Right: 0.25", Space Before: 10.1 pt

Formatted: Font: Not Bold

Formatted: Strikethrough

Formatted: Indent: Left: 0.25"

Formatted: Strikethrough

press releases.

Academic program advisory boards have been established for all programs. Members are from various business, industry and community-service groups and include several graduates. These boards meet once or twice a year with the deans, department heads and faculty to discuss and offer guidance concerning curriculum, equipment, and text materials. The specialized technical knowledge provided by each technology's advisory board has proven invaluable in the institution's move towards excellence to meet the educational needs of industries and businesses.

The style of management used at the college is participatory
.

Faculty Representation

The style of management used at the college is participatory. Inherent in this style is the fact that decisions are based on input from all interested or affected groups within the institution. As a part of this process, councils and committees provide the input necessary for decisions to be made. These groups provide information and feedback to the Provost and Vice President of Academic Affairs ~~and the Vice President of Operations~~ to assist in the direction of the institution. These groups may also be asked to decide on matters referred to them by the Provost and Vice President of Academic Affairs, the Executive Team, or their respective membership.

For a full listing of committees and their actions, agendas, minutes, and rosters, please visit the Committee SharePoint site.

Advisory Councils

The **Academic Affairs Leadership Team** group is concerned with coordination, advisement, and planning of instructional activities on campus.

The **Faculty Senate** is a body that acts in an advisory capacity, making recommendations to the Provost and Vice President of Academic Affairs, or other campus-based groups regarding issues related to internal institutional policies, procedures, and programs (See Appendix A).

Standing Committees

Standing Committees are responsible for recommendations concerning much of the college's activities and business. Committees are composed of a cross- section of employees: faculty, staff, students and administrators depending on the nature and function of the committee. Committee assignments are the result of a joint effort between Faculty Senate and Staff Council. Advice is sought from the various councils and advisory groups to provide the necessary input for decisions that are best for all concerned. In accordance with the tenets of Shared Governance, any member of the faculty, staff, student body or the general public may attend any meeting on campus except when personnel matters are discussed.

Formatted: Strikethrough

Memorandum of Understanding
Regarding Shared Governance
At
Oklahoma State University-Oklahoma City

Definition:
Shared Governance is the principle that all stakeholders in the institution – students, faculty, staff, and administration – should help shape the policies, procedures, and important decisions affecting them. It is recognized that Shared Governance is necessary to more effectively accomplish OSU-Oklahoma City's core mission of delivering "collegiate-level career and transfer educational programs, professional development and support services which prepare individuals to work in an increasingly technological and global community." The principle of Shared Governance is consistent with OSU-Oklahoma City's vision to become a "preeminent educational resource" as well as its core values, such as intellectual freedom, diversity, and integrity.

Shared Governance requires agreement regarding the appropriate roles and responsibilities of students, faculty, staff, administrators, and governing boards. For example, Shared Governance recognizes the authority given to the president of the university and does not seek to undermine that authority. At the same time, it is recognized that input from all stakeholders is a valuable asset to the decision-making process even when the president of the university has the final authority to make a decision.

The most important tool in blending each stakeholder area into a coherent and purposeful organization is communication. Open, direct, continuous communication among all the stakeholders is the key to Shared Governance and to an effective campus. All stakeholders should have a place at the table and all parties within reason should be consulted. Differing perspectives must be considered and all members of the university community must treat one another with respect, honesty, and fairness.

Principles:
The principles listed below are critical to effective Shared Governance:

- *The more involved all segments of the academic community are in decision-making, the more likely decision outcomes will produce a more positive and acceptable result for everyone.*
- *The environment should encourage trust and accountability.*
- *There should be a willingness to consider differences of opinion and perspectives while maintaining an atmosphere of collegiality and professionalism.*
- *There should be open, direct, continuous communication among all of the university's stakeholders before decisions are made.*
- *There should be informed collaboration and active participation by students, faculty, staff, administrators, and governing boards.*
- *There should be consultative and collaborative decision-making, especially involving those most directly affected when important decisions are made.*
- *There should be commitment to, and agreement regarding, the concepts and processes of Shared Governance.*

Roles and Responsibilities:
Students and their education must remain the primary goal and focus of the institution. Therefore, students should receive appropriate guidance and support in the pursuit of their academic goals. They should also be afforded regular opportunities to provide feedback about their educational and other experiences at the university. The Student Government Association represents all students at OSU-Oklahoma City. It provides an opportunity for all

~~*students to actively contribute to the academic and social climate on campus and enhance their success. The association encourages students to participate in the governance of the campus community through the election of student leaders. Student representation will include, but not be limited to, institutional and academic policy, academics, facility, budgeting, personnel, student services and infrastructure.*~~

~~*Faculty must be the primary voice in matters of pedagogy and must be free to teach their subjects as they see fit, consistent with the best practices in their disciplines. Faculty responsibilities relate primarily to academic governance and involve all areas in which they and their students are significantly affected by decisions. These include, but are not limited to, (1) academic policies and procedures; (2) personnel policies and procedures regarding the appointment, review, and reappointment of faculty (both full-time and part time), as well as academic administrators; (3) curriculum course and program development, maintenance, assessment, and review; and (4) planning and budgeting as it relates to academic departments and programs.*~~

~~*Staff must be the primary voice in matters of support for students, faculty, and administrators. Staff members must be provided timely communication and given the support and resources necessary to function effectively. They must also be afforded a proportional voice in the decision-making processes of the university as a whole. Staff responsibilities relate to appropriate areas of expertise, including, but not limited to, policy, academics, facility, budgeting, personnel, student services, and infrastructure.*~~

~~*Administrators are primarily responsible for making decisions and recommendations that implement the policies, procedures, and practices of the university. Administrators should assure an environment conducive to open and continual communication with all of the stakeholders, including providing any non-confidential information sought by stakeholders in the performance of their responsibilities.*~~

~~*The President is the public face of the university and serves as the university's chief executive officer. As such, the president has overall responsibility for the strategic direction and general governance of the university. In carrying out this responsibility, the president provides overall leadership and vision for the institution and appoints and supervises other administrative officers.*~~

~~*Governing Boards serve as the connection between the public and the university. As such, they typically provide overall guidance for the campus. While they serve as the final institutional authority, they entrust the conduct of the administration of the university to the president.*~~

~~*Selection and Review of Campus Administrators and Vice Presidents:*~~

~~*Faculty, Staff, Administrators, and Students, as appropriate, will play a collaborative role in recruitment, selection, and retention decisions regarding Lead Instructors/Teachers, Department Heads, Associate Division Heads, Division Heads, and Vice Presidents.*~~

~~*Selection of Faculty, Staff, and Student Members on Institutional Committees and Task Forces:*~~

~~*Faculty, staff and students shall select their respective members to serve on Institutional Committees and Task Forces as follows. All faculty and staff will be polled to determine on which committee or task force they would like to serve. Student Members will be appointed by the student body through electing Student Government Association's Executive Officers as representatives. Faculty Senate and Staff Council shall select from among those who have volunteered for a particular duty and provide the President with a slate of names from which to select their representatives on the committees or task forces. The slate will include at least 2 names in excess of the number needed to fill the slots, or all names that have requested the assignment, whichever is less.*~~

~~*Selection of Faculty, Staff, and Student Members on Institutional Committees and Task Forces:*~~

~~*Faculty, staff and students shall select their respective members to serve on Institutional Committees and Task Forces as follows. All faculty and staff will be polled to determine on which committee or task force they would like to serve. Student Members will be appointed by the student body through electing Student Government Association's Executive Officers as representatives. Faculty Senate and Staff Council shall select from among those who have volunteered for a particular duty and provide the President with a slate of names from which to select their representatives on the committees or task forces. The slate will include at least 2 names in excess of the number needed to fill the slots, or all names that have requested the assignment, whichever is less.*~~

~~*The President of OSU-OKC shall be invited to participate in the collaborative process described above in order that his/her opinion can be heard regarding any concern he/she might have about a specific person serving on a particular committee or task force.*~~

~~*When the collaborative work described above has been completed, the committee/task force lists will be given in full to the Faculty Senate, Staff Council, and the Student Government Association for their official endorsement of their respective representatives.*~~

~~*The principle of endorsement described in this section that relate to academic governance shall also be implemented for all institutional ad hoc committees and task forces as well.*~~

~~*Accountability Measures:*~~

~~*The President—It is expected that the OSU-OKC President will set the tone and exercise his/her authority to encourage and promote the principle of shared governance at every level of the university.*~~

~~*Department and Division Levels—Department and Division Heads are accountable for collaboratively developing with their faculty members, staff, and students a structure of governance at their level that promotes the principles of shared governance. It is expected that the Vice President for Academic Affairs will take effective steps to see that this process occurs.*~~

~~*Explanation of Decisions Contrary to Recommendations—In the event that a decision is made that is contrary to a recommendation from an advisory body, or that is typically made by an advisory body, the decision-maker shall provide a timely explanation to that same advisory body.*~~

~~*Representatives on Institutional Committees, Etc.—In the event that the Faculty Senate, Instructional Division Heads, Staff Council, or Student Government Association fails to approve its representatives to institutional committees, task forces, and similar advisory bodies by a reasonable, published deadline, those bodies forfeit their right to select their representative(s).*~~

~~*Faculty—The Faculty will act in a timely manner in order to avoid unnecessary delay. Faculty are expected to promote the principles of shared governance at every level of the university.*~~

~~*Staff—The Staff will act in a timely manner in order to avoid unnecessary delay. Staff are expected to promote the principles of shared governance at every level of the university.*~~

~~*Student Government Association—The Students will act in a timely manner in order to avoid unnecessary delay. Students are expected to promote the principles of shared governance at every level of the university.*~~

We, the undersigned, on behalf of our respective areas, hereby enter into this Memorandum of Understanding Regarding Shared Governance at Oklahoma State University – Oklahoma City.
Signed this _____ day of ___, 2014 at _____.

Natalie Shirley
President, OSU-OKC

Dr. Doug Baker
President, Faculty Senate

Kristy Voss
President, Staff Council

President, Student Government Assoc.

Created by Faculty Senate: Spring 2012
Edited by Staff Council: Spring 2013
Edited by Student Government Association: Fall 2013
Final draft edited by Faculty Senate: Spring 2014
Final Approval by Faculty Senate:

Memorandum of Understanding Regarding Shared Governance At

Oklahoma State University-Oklahoma City

Definition:

Shared Governance is the principle that all stakeholders in the institution—students, faculty, staff, and administration—should help shape the policies, procedures, and important decisions affecting them. It is recognized that Shared Governance is necessary to more effectively accomplish OSU-Oklahoma City's core mission "to advance our diverse communities through transformative career and workforce education programs and services." The principle of Shared Governance is consistent with OSU-Oklahoma City's vision to "be the region's leading career and workforce university,"as well as its core values, such as intellectual freedom, diversity, and integrity.

Shared Governance requires agreement regarding the appropriate roles and responsibilities of students, faculty, staff, administrators, and governing boards. For example, Shared Governance recognizes the authority given to the Provost of the university and does not seek to undermine that authority. At the same time, it is recognized that input from all stakeholders is a valuable asset to the decision-making process even when the president of the university has the final authority to make a decision.

The most important tool in blending each stakeholder area into a coherent and purposeful organization is communication. Open, direct, continuous communication among all the stakeholders is the key to Shared Governance and to an effective campus. All stakeholders should have a place at the table and all parties within reason should be consulted. Differing perspectives must be considered and all members of the university community must treat one another with respect, honesty, and fairness.

Principles:

The principles listed below are critical to effective Shared Governance:

- The more involved all segments of the academic community are in decision-making, the more likely decision outcomes will produce a more positive and acceptable result for everyone.
- The environment should encourage trust and accountability.
- There should be a willingness to consider differences of opinion and perspectives while maintaining an atmosphere of collegiality and professionalism.
- There should be open, direct, continuous communication among all of the university's stakeholders before decisions are made.
- There should be informed collaboration and active participation by students, faculty, staff, administrators, and governing boards.
- There should be consultative and collaborative decision-making, especially involving those most directly affected when important decisions are made.

- There should be commitment to, and agreement regarding, the concepts and processes of Shared Governance.

Roles and Responsibilities:

Students and their education must remain the primary goal and focus of the institution. Therefore, students should receive appropriate guidance and support in the pursuit of their academic goals. They should also be afforded regular opportunities to provide feedback about their educational and other experiences at the university. The Student Government Association represents all students at OSU-Oklahoma City. It provides an opportunity for all students to actively contribute to the academic and social climate on campus and enhance their success. The association encourages students to participate in the governance of the campus community through the election of student leaders. Student representation will include, but not be limited to, institutional and academic policy, academics, facility, budgeting, personnel, student services, and infrastructure.

Faculty must be the primary voice in matters of pedagogy and must be free to teach their subjects as they see fit, consistent with the best practices in their disciplines. Faculty responsibilities relate primarily to academic governance and involve all areas in which they and their students are significantly affected by decisions. These include, but are not limited to, (1) academic policies and procedures; (2) personnel policies and procedures regarding the appointment, review, and reappointment of faculty (both full- time and part-time), as well as academic administrators; (3) curriculum course and program development, maintenance, assessment, and review; and (4) planning and budgeting as it relates to academic departments and programs.

Staff must be the primary voice in matters of support for students, faculty, and administrators. Staff members must be provided timely communication and given the support and resources necessary to function effectively. They must also be afforded a proportional voice in the decision-making processes of the university as a whole. Staff responsibilities relate to appropriate areas of expertise, including, but not limited to, policy, academics, facility, budgeting, personnel, student services, and infrastructure.

Administrators are primarily responsible for making decisions and recommendations that implement the policies, procedures, and practices of the university. Administrators should assure an environment conducive to open and continual communication with all of the stakeholders, including providing any non-confidential information sought by stakeholders in the performance of their responsibilities.

The Provost is the public face of the university and serves as the university's chief executive officer. As such, the Provost has overall responsibility for the strategic direction and general governance of the university. In carrying out this responsibility, the Provost provides overall leadership and vision for the institution and appoints and supervises other administrative officers.

Governing Boards serve as the connection between the public and the university. As such, they typically provide overall guidance for the campus. While they serve as the final institutional authority, they entrust the conduct of the administration of the university to the president.

Selection and Review of Campus Administrators and Vice Presidents:

Faculty, Staff, Administrators, and Students, as appropriate, will play a collaborative role in recruitment, selection, and retention decisions regarding Lead Instructors/Teachers, Department Heads, Deans, and Vice Presidents.

Selection of Faculty, Staff, and Student Members on Institutional Committees and Task Forces:

Faculty, staff, and students shall select their respective members to serve on Institutional Committees and Task Forces as follows. All faculty and staff will be polled to determine on which committee(s) or task force(s) they would like to serve. As applicable, Deans, Faculty Senate, Staff Department Heads, and/or Staff Council shall select their representatives on committees or task forces, taking the expressed faculty and staff preferences into account. If these preferences cannot be accommodated, the party responsible for the selection will provide a written explanation to the affected faculty or staff member. Student Members will be appointed by the student body through electing Student Government Association's Executive Officers as representatives.

The Provost of OSU-OKC shall be invited to participate in the collaborative process described above in order that his/her opinion can be heard regarding any concern he/she might have about a specific person serving on a particular committee or task force.

When the collaborative work described above has been completed, the committee/task force lists will be given in full to the Faculty Senate, Staff Council, and the Student Government Association for their official endorsement of their respective representatives.

The principle of endorsement described in this section that relate to academic governance shall also be implemented for all institutional ad hoc committees and task forces as well.

Accountability Measures:

The Provost—It is expected that the OSU-OKC Provost will set the tone and exercise his/her authority to encourage and promote the principle of shared governance at every level of the university.

Department and School Levels—Department Heads and Deans are accountable for collaboratively developing with their faculty members, staff, and students a structure of governance at their level that promotes the principles of shared governance. It is expected that the Provost will take effective steps to see that this process occurs.

Explanation of Decisions Contrary to Recommendations—In the event that a decision is made that is contrary to a recommendation from an advisory body, or that is typically made by an advisory body, the decision-maker shall provide a timely explanation to that same advisory body.

Representatives on Institutional Committees, Etc.—In the event that the Faculty Senate, Deans, Staff Council, or Student Government Association fails to approve its representatives to institutional committees, task forces, and similar advisory bodies by a reasonable, published deadline, those bodies forfeit their right to select their representative(s).

Faculty—The Faculty will act in a timely manner in order to avoid unnecessary delay. Faculty are expected to promote the principles of shared governance at every level of the university.

Staff—The Staff will act in a timely manner in order to avoid unnecessary delay. Staff are expected to promote the principles of shared governance at every level of the university.

Student Government Association—The Students will act in a timely manner in order to avoid unnecessary delay. Students are expected to promote the principles of shared governance at every level of the university.

We, the undersigned, on behalf of our respective areas, hereby enter into this Memorandum of Understanding Regarding Shared Governance at Oklahoma State University – Oklahoma City.

Created by Faculty Senate: Spring 2012

Edited by Staff Council: Spring 2013

Edited by Student Government Association: Fall 2013

Final draft edited by Faculty Senate: Spring 2014

Updated: Fall 2024

Ronna Vanderslice — Nov. 18, 2024
Dr. Ronna Vanderslice, Provost — Date

Alissa M. Nephew — Nov. 18, 2024
Dr. Alissa Nephew, President, Faculty Senate — Date

Nick Irby — Nov 18, 2024
Nick Irby, President, Staff Council — Date

Allie Hart — Nov 21, 2024
President, Student Government Assoc. — Date

General Faculty Policies and Procedures

This section describes general policies and procedures that relate to faculty. Campus-wide policies can be found on the official OSU-Oklahoma City Policy SharePoint site.

Selection of Faculty

Openings for faculty positions are announced through various advertising platforms, social media, newspapers and other publications. Each applicant submits a resume. At this time, references, experience and educational background are reviewed. A personal interview is arranged with selected applicants by the department head/ dean with the interview committee. Final selection of the applicant is recommended to the Provost and Vice President of Academic Affairs by ~~the dean~~the dean after having sought appropriate faculty counsel. (See Appendix B, Policy Statement to Govern Appointments, Tenure, Promotions and Related Matters of the Faculty of Oklahoma State University.)

Faculty Appointment Letter

Before employment at OSU-Oklahoma City, each full-time faculty member will receive an appointment letter indicating, among other things, title of appointment, type of appointment, academic unit, term of appointment, salary, salary period, review and reappointment information. Faculty should not expect to receive a letter every year. If changes in conditions of appointment occur, the faculty member will receive a new appointment letter before the beginning of the next academic year or at the time of the change in appointment.

Teaching Load and Office Hours

Although there may be some variation, full-time faculty members are required to teach 15 credit hours per semester if courses are primarily lecture, or 12 credit hours per semester if most courses have scheduled laboratory. Additionally, some full-time faculty, due to release time, may have a reduced teaching load. This is in addition to other duties such as committee assignments, student advisement and other departmental responsibilities. The actual number of class sections, credit hours assigned, and course preparations will be handled on an individual basis.

Each faculty member is expected to establish, post, and maintain weekly office hours for class preparation and student advisement. Office hours should be scheduled at times convenient to both students and faculty, with the additional option of prearranged appointments for students when there is a schedule conflict. Full-time faculty will be required to post no less than 10 hours per week of availability for office hours. Faculty may conduct up to two hours of the required ~~10 per~~10 per week virtually or at approved off-campus locations (such as clinical or concurrent sites). Virtual or off-campus office hours are defined as dedicated time slots facilitated by faculty that do not require physical campus presence by the faculty member or student. It is ~~recommended~~recommended that virtual office hours be scheduled outside of normal business hours. Virtual office hours must be mediated by a video conference application such as Zoom or Microsoft Teams; faculty members must provide a link for virtual office hours in their syllabi. The faculty member's supervisor must pre-approve the scheduled time, number, and location of virtual or off-campus office hours at the beginning of the semester. Any alterations to the scheduled times of office hours must be posted to the learning management system so that students are notified in advance. While faculty will not be held accountable for when and where they perform course preparation and maintenance responsibilities outside of posted office hours, they will be held accountable for discharging their duties as a professional, full-time faculty member of OSU-Oklahoma City. Full-time faculty shall have a presence on campus or shall be involved in work-related activities four days per week.

Formatted: Not Expanded by / Condensed by

Faculty Evaluation, Retention, and Promotion

Each faculty member is evaluated by students enrolled in OSU-Oklahoma City courses. Students complete anonymous surveys evaluating the course and instructor at the end of each semester. A summary of these evaluations is shared with the department heads and deans. ~~Summaries are filed in the faculty member's RPT/CPTR folder~~Faculty are responsible for maintaining copies of these summaries for

inclusion in their RPT/CPTR packets.

In the spring, more comprehensive evaluations occur. These procedures vary depending on rank, time in rank, and tenure status; see Appendix C for details. As a part of the annual faculty appraisal process, supervisors (or their designees) observe faculty teaching and provide feedback. Recommendations for reappointments, salary increases, and/or promotions are made at this time. Salary increases and promotions are based on merit and reflect increased proficiency and productivity in teaching and service to the school. Within the limits of fiscal resources, every effort is made to maintain faculty compensation at levels that will attract and retain individuals of outstanding ability.

Campus Committee Service

Shared governance in academic institutions assumes faculty involvement in committees that participate in the development and review of campus policies and procedures. Each full-time faculty member should expect to serve on at least two campus standing committees; in addition to programmatic duties and service on time-limited ad hoc or task force assignments. More information can be found in the Committee Handbook on the OSU-Oklahoma City Committee SharePoint site.

Professional Development

To enhance teaching competence all faculty (full-time and part-time) are encouraged to be members of professional organizations and participate in meetings, workshops and seminars. Participation in these types of professional development activities will be considered both in faculty members' annual appraisals and in the Retention, Promotion and Tenure process.

Release Time

Faculty requesting release time should submit a written request to their dean, which includes the following: 1) a description of the project for which they are requesting release time, 2) an explanation why the project and the release time to complete it are necessary and 3) an approximate timeline for completion. If release time is approved, at the end of the semester the faculty member shall submit to their dean a summary report of results achieved as a result of the release time. All release time for faculty must have the approval of the Provost and Vice President of Academic Affairs.

Commencement Exercises

In accordance with the student first philosophy, all regular full-time faculty members are **required** to attend commencement exercises. Faculty members are expected to be appropriately attired in academic regalia for this event.

Immediate Family Members Enrolled in Courses

In order to protect faculty from any perception of bias or favoritism, the institution requires special permission be obtained from the Provost and Vice President of Academic Affairs for individuals enrolling in courses taught by OSU-Oklahoma City faculty if the individual is an immediate family member of the faculty member teaching the course.

Specified Outside Activities

The school supports the concept of reasonable teaching, consulting and other remunerative and non-remunerative outside activities on the part of the faculty and staff as a means of keeping abreast of the latest developments in one's specialty field. Teaching and consulting are permitted on an over-time basis provided the person continues to discharge in a responsible fashion the duties assigned by the department head and/or supervisor and provided such activity does not involve possible conflict of interest. To facilitate the efficient operation of the department, faculty and staff are required to inform their supervisor of all current consulting activities as they occur.

"Notice of Intent to Engage in a Professional Activity for Extra Compensation" (See Appendix D) is initiated by faculty members who plan to engage in outside activities. The deadlines for submission of the Notice are prior to August 15 for fall semester, prior to January 15 for spring semester, or within 14 days of accepting outside activities during the semester. Notifications are to be submitted to the department head, dean and Provost and Vice President of Academic Affairs for recordation. Note: Faculty who intend on engaging in outside activities for the entire academic year may submit one Notice for the academic year prior to the August 15 deadline.

Caution is given not to show any consulting for Oklahoma State Government if it is a state supported institution. No full-time state employees should be receiving more than 100% income from state funds without special permission. (Oklahoma State University Policy and Procedures Letter 2-0111)

Off-Campus Class Meetings

Any class or laboratory session, whether for credit or non-credit, that must meet at an off-campus location (30 miles or more from campus) or out-of-state must receive written permission from the department head, the dean, and the Provost and Vice President of Academic Affairs. Faculty are required to provide the student roster to campus security.

~~The instructor must complete an insurance form for all students for any field trip for students to be covered by OSU-Oklahoma City's medical emergency insurance. If the insurance form is not completed prior to a field trip, the instructor will assume any and all liability incurred during the field trip. Insurance forms are available in the Office of Student Life or the school office. The form must be filed in the Office of Student Life before departure.~~

Student Academic Dishonesty or Misconduct

Academic dishonesty or misconduct, particularly plagiarism, is neither condoned nor tolerated at institutions within the Oklahoma State University system. Academic dishonesty is behavior in which a deliberately fraudulent misrepresentation is employed to gain undeserved intellectual credit, either for oneself or for another. Academic misconduct is behavior that results in intellectual advantage obtained by violating specific standards, but without deliberate intent or use of fraudulent means. Academic dishonesty or misconduct cases are governed by the OSU-Oklahoma City Student Rights and Responsibilities Code available in the student life office, Student Center or an electronic version is available online at ~~https://osuokc.edu/sites/default/files/documents/academics/Academic-Dishonesty-or-Misconduct.pdf.~~ https://osuokc.edu/site-files/documents/student-life/student-code-of-conduct.pdf.

Appendix A

Faculty Senate Bylaws

FACULTY SENATE BYLAWS
OKLAHOMA STATE UNIVERSITY-OKLAHOMA CITY

ARTICLE I: NAME

The name of this organization shall be the Oklahoma State University-Oklahoma City Faculty Senate.

ARTICLE II: PURPOSE AND FUNCTION

SECTION 1: PURPOSE

The purpose of the Faculty Senate is: (a) to consider all matters referred to it by the administration, other campus organizations, and faculty members; and (b) to initiate studies and make recommendations on its own to appropriate groups. We follow the guidelines of shared governance.

SECTION 2: FUNCTION

A. The function of the Faculty Senate shall be to act as the official faculty voice in an advisory capacity to the administration. Such advice shall include, but not be limited to, the following areas:
   1. Educational policies and programs;
   2. Admission, courses, curricula, schedules, graduation, and academic standards;
   3. Student affairs, such as orientation and guidance, extracurricular activities, inter-collegiate athletics, conduct, health, safety, security, and welfare;
   4. Faculty employment qualification, tenure, promotions, salaries, retirement, and other factors affecting faculty morale and welfare;
   5. Institutional facilities and resources.

B. The Faculty Senate shall act in an advisory capacity to other campus organizations in matters pertaining directly to instruction.

ARTICLE III: MEMBERSHIP, ELECTION, AND REMOVAL OF SENATORS

SECTION 1: ELIGIBILITY

Faculty members who have teaching as their primary responsibility, whether as full-time or part-time faculty, are eligible for election to the Faculty Senate. This excludes faculty who serve in administrative positions of a dean or above and staff members who also teach classes in addition to their primary responsibilities.

SECTION 2: REPRESENTATION

A. Each school shall have two senators representing the faculty of that school. Additionally, there will be three senators at-large representing all faculty. The Stillwater representative shall be one of the at-large senators. These senators must be full-time faculty members as qualified in Section 1 of this Article.

B. Forthwith, all references to senator shall include all senators regardless of at-large, part-time or academic school status.

C. For the purpose of Senate representation, all part-time faculty members shall constitute the equivalent of one academic school, which shall have two senators representing the part-time faculty of Oklahoma State University-Oklahoma City.

D. The duties of Faculty Senators are primarily, (but not limited to):
   1. Communicate to Faculty Senate the needs and concerns of the faculty in their school and campus.
   2. Report to their school in a timely fashion the concerns, discussions, and decisions made in Faculty Senate meetings.

3. Represent Faculty concerns, discussed at Faculty Senate, with campus committees (as appropriate).
4. Serve on at least one Faculty Senate committee, being engaged in activities to help resolve the issues referred to said committee.

SECTION 3: ELECTIONS AND TERM OF OFFICE

A. The Rules and Procedures Committee of the Faculty Senate shall determine the exact procedures for the Senate elections, supervise them, and publicly announce the elected senators.
B. Each school, shall hold an election each spring via a secret ballot to elect incoming senators.
   1. One senator from each school will serve a two-year term commencing in academic years beginning with even numbered years.
   2. The other senator from the school will serve a two-year term commencing in academic years beginning with odd-numbered years.
   3. All faculty members eligible for election to represent their school in the Faculty Senate shall have the right to vote for senators from their school.
C. The university shall hold elections for senators at-large via secret ballot.
   1. One of these at-large senators will serve a two-year term commencing in academic years beginning in even number years.
   2. A second at-large senator will serve a two-year term beginning with odd number years.
   3. The Stillwater representative will be an at-large senator but shall have a term of office of three years.
   4. All faculty members shall have the right to vote for at-large senators.
D. Election of the representatives of the part-time faculty members shall be conducted by secret ballot and supervised by the Rules and Procedures Committee.
E. Each term of a faculty senator shall consist of two years (except for the Stillwater representative), which begins the day after the OSU-OKC commencement, held at the end of the spring semester.
F. Newly elected officers and senators are encouraged to attend the last Faculty Senate meeting of the year, although their term officially begins the day after OSU-OKC commencement. This allows the new Faculty Senators to "watch and learn" the process.
G. Officers and senators are ethically obligated to attend all Faculty Senate sessions. A written attendance record shall be kept and made public in the event that a specific senator seeks re-election.
H. Accepting the role of a senator or officer is an important responsibility. The senator represents their faculty in their entire school. The at-large senators represent the entire faculty.

SECTION 4: REMOVAL OF SENATORS

A recall election may occur under the following conditions:

A. At least thirty (30) percent of a senator's constituents must sign a petition calling for their removal, said petition to be certified as valid by the Rules and Procedures Committee of the Faculty Senate.
   OR
   If a senator is absent from Faculty Senate meetings three times during the academic year, the secretary will send a notice of removal and a Special Election will take place.
B. The Rules and Procedures Committee of the Faculty Senate shall announce the recall election at least one week (7 days) before the election takes place. They will determine the exact procedures for the recall election, supervise them, and publicly announce the results, a process that must be completed no later than fourteen (14) calendar days after the recall petition has been certified.
C. In the event a senator is unable or unwilling to fulfill their elected term of office or is removed from office prior to the expiration of their term, the Rules and Procedures Committee shall supervise the election of a representative to serve in the vacated office until the expiration of the term.

SECTION 5: SPECIAL ELECTION OF SENATORS

If a Senate seat becomes vacant, the Rules and Procedures Committee of the Faculty Senate shall determine the exact procedures for a special election to replace the senator, supervise that election, and publicly announce the results. This entire process must be completed no later than fourteen (14) calendar days after nominations close for that election.

ARTICLE IV: SENATE MEETINGS

SECTION 1: ATTENDANCE OF NON-SENATORS

A. All Faculty Senate meetings shall be open to all faculty, staff, administrators, and students. Faculty senators and officers shall be seated in a designated area to clarify eligibility for voting in that body. All persons who wish to address the Faculty Senate may do so when recognized by the Faculty Senate president.

B. Any senator may make a motion to close quarters to include only faculty senators by a procedural vote as recognized by the chair. If the majority of the Faculty Senators present vote to close quarters, the chair shall have the authority to request everyone but the Faculty Senate to leave the meeting.

SECTION 2: MEETINGS AND QUORUM

A. The Faculty Senate shall meet a minimum of one (1) time per month during the academic year, August through May. Senators and officers will serve through the day after the OSU-OKC graduation. At the discretion of the Executive Committee, the May meeting may be considered optional.

B. A quorum shall require two (2) officers and greater than fifty (50) percent of all senators.

C. In the event that campus is closed for weather events on a Faculty Senate meeting day, the Faculty Senate meeting will be held via Zoom only if interpreters can be secured. The Zoom link will be emailed to all faculty and to all people who report at Faculty Senate meetings at least one hour prior to the meeting. If interpreters cannot be secured, the meeting will be canceled. If the meeting is canceled, the Faculty Senate President will request that all planned reports be emailed to the Faculty Senate Secretary, who will compile them and distribute them to the campus.

SECTION 3: CONDUCT OF BUSINESS

A. Each faculty senator shall have one (1) vote. No proxy voting shall be permitted.

B. Any senator in attendance at a Faculty Senate meeting may ask for a vote to be taken by roll call or by secret ballot, and the first such request for a given vote must be granted. The secretary, assisted by the vice-president when available, shall distribute, collect, and tabulate any written ballots.

C. Robert's Rules of Order Newly Revised, shall govern the conduct of Senate business.

1. When relevant, recommendations passed through Faculty Senate must include a recommended timeline, as well as designate ina recommendation which semester an approved recommendation shall take effect.

D. The agenda for each Faculty Senate meeting shall include the following items:

1. Determination of quorum and call to order
2. Discussion and Possible Action on Approval of Agenda
3. Discussion and Possible Action on Approval of Minutes
4. Report regarding recommendations and resolutions to Administration
5. Reports of Faculty Senate committees
    a. Rules and Procedures
    b. Finance and Operations
    c. Faculty
    d. Academic Policies and Student Affairs
6. Report of representative to OSU-Stillwater's Faculty Council
7. Report from Faculty Senate President of Institutional Meetings

Formatted: Font:

Formatted: Font: Font color: Auto, Not Expanded by / Condensed by

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: 0.61" + Indent at: 0.86"

Formatted: Bulleted + Level: 2 + Aligned at: 0.61" + Indent at: 0.86"

Formatted: Bulleted + Level: 3 + Aligned at: 1.39" + Indent at: 1.64"

Formatted: Bulleted + Level: 2 + Aligned at: 0.61" + Indent at: 0.86"

8. Unfinished business
9. New business
10. University Updates
11. Public Comments
12. Adjournment

E. The ability to amend the agenda (add to or subtract from) will be limited to an officer or senator.
F. SPECIAL NOTE: Faculty Senate agenda, minutes, and handouts shall be submitted electronically to the faculty at least three (3) business days before the next meeting of the Faculty Senate, and shall be considered approved at that meeting unless an objection is made.

ARTICLE V: FACULTY SENATE OFFICERS

SECTION 1: OFFICERS

The officers of the Faculty Senate shall consist of a president, vice-president, and secretary.

SECTION 2: ELIGIBILITY

A. To hold the office of president, one must be eligible to serve as a senator on the Faculty Senate and must have served at least three (3) consecutive academic years as a full-time, tenure-track faculty member before assuming the responsibilities of the office.
B. To hold the office of vice-president, one must be eligible to serve as a senator on the Faculty Senate and must have served at least two (2) consecutive academic years as a full-time tenure-track faculty member before assuming the responsibilities of the office.
C. To hold the office of secretary, one must be eligible to serve as a senator on the Faculty Senate and must have served at least one (1) academic year as a full-time, tenure-track faculty member before assuming the responsibilities of the office.

SECTION 3: ELECTION AND TERMS OF OFFICE

A. The Rules and Procedures Committee of the Faculty Senate shall conduct the election of the Faculty Senate officers according to the procedures listed in Article VIII, Section 3.
B. The election of the president, vice-president, and ~~the~~ secretary shall be held by secret ballot. President and vice president shall be elected in even years, and secretary shall be elected in odd years.
C. The elected officers shall be publicly announced no later than one (1) week prior to the last regularly scheduled Faculty Senate meeting of the year.
D. In case of a tie, a run-off election may occur after that date but before the last regularly scheduled Faculty Senate meeting of the year.
~~E. The Vice President shall automatically succeed to the office of President after serving one (1) term as Vice President.~~
~~F.~~E. A term of office for Faculty Senate president, ~~and~~ vice-president, and secretary ~~shall be one (1) year and the term of office for secretary~~ shall be two (2) years. Terms of office shall begin the day after OSU-OKC graduation.
~~G.~~F. The president and vice-president shall not be re-elected to a second consecutive term of office, but they may serve again in those offices after the expiration of one (1) term in which someone else has held those offices. The secretary may serve a maximum of two (2) consecutive terms of office but may be subsequently reelected only after being out of that office for one (1) year.

SECTION 4: OFFICERS' DUTIES

A. The president shall:
   1. Represent the needs and concerns of the faculty, as reported and discussed in Faculty Senate meetings, and have administrative responsibility for the Faculty Senate during their term.
   2. Prepare, in consultation with the other Faculty Senate officers, the agenda for the Faculty

Formatted: Font: (Default) Arial, 12 pt, Font color: Custom Color(RGB(51,53,35)), Condensed by 0.1 pt

Formatted: Normal, Indent: Left: 0.11", No bullets or numbering

Formatted: Font: (Default) Arial, 12 pt

Senate meeting at least one (1) week before the scheduled meeting.
3. Chair the Rules and Procedures Committee.
4. Call and preside at all meetings of the Faculty Senate.
5. Enforce parliamentary procedures.
6. In meetings, the president shall not vote on any matters brought before the Senate unless there is a tie.
7. Attend, report, and discuss Faculty Senate issues and concerns at meetings with administration and Deans, and all other meetings requiring Faculty Senate representation, or send a designee.
8. Represent faculty concerns, discussed at Faculty Senate, with campus committees (as appropriate).
9. Present in writing any recommendations of the Faculty Senate to the appropriate individual or group.
10. Introduce newly elected officers and senators at the April Faculty Senate meeting. Remind them that their term begins the day after OSU-OKC commencement.
11. At the request of the campus executive(s), meet with the aforementioned to discuss topics of concern or interest to the administration. For the purpose of Senate representation, the Senate president may invite one or more senators and/or officers to attend.

B. The vice-president shall:
1. Act as the presiding officer in the absence of the president.
2. Be responsible for special projects of the Faculty Senate.
3. The vice-president may vote on any matters brought before the Senate, except when they are acting in place of the president.
4. Be an ex-officio member of all standing committees of the Faculty Senate.
5. Attend any meetings in place of the president, if they are unable to attend.
6. Represent faculty concerns, discussed at Faculty Senate, with campus committees (as appropriate).
7. Chair the Faculty Senate's Academic Policy Committee.

C. The secretary shall:
1. Maintain a current record of all faculty members eligible to be elected as senators as well as current Faculty Senate members.
2. Record minutes at each Faculty Senate meeting, including the names of all senators who are present and all who are absent, and record the votes of senators for each motion made.
3. Maintain a file of the minutes of each Faculty Senate meeting.
4. Distribute Faculty Senate agenda, minutes, and handouts to all faculty ~~membersand~~members and all staff at least three (3) business days prior to the next scheduled Faculty Senate meeting.
5. In conjunction with the Faculty Senate president, develop and distribute the agenda at least three (3) business days prior to the next scheduled Faculty Senate meeting.
6. Represent faculty concerns, discussed at Faculty Senate, with campus committees (as appropriate).
7. Maintain all other records pertinent to the business of the Faculty Senate.
8. Conduct all necessary correspondence for the Faculty Senate as directed by the president.
9. The secretary may vote on any matters brought before the Senate.
10. Chair the Finance & Ops Committee.

SECTION 5: REMOVAL OF OFFICERS

A Faculty Senate officer may be removed from office before their term expires under the following procedures:

A. At least thirty (30) percent of all full-time faculty members eligible to be elected as a senator must sign a petition calling for the removal of an officer.

B. A special committee comprised of the other two officers and two senior senators shall announce the recall election at least one week (7 days) before the election takes place. They will determine the exact

procedures for the recall election, supervise them, and publicly announce the results, a process that must be completed no later than fourteen (14) calendar days after the recall petition has been certified.

SECTION 6: SPECIAL ELECTION OF OFFICERS

A. In the event that the office of president becomes vacant, the vice-president shall automatically succeed to the office of president and then be eligible to serve their own term as president following the end of that year.
B. In the event that the office of vice-president becomes vacant before February 1, the Rules and Procedures Committee shall conduct a special election to fill that office. As soon as the announcement of vacancy occurs, nominations will be open. This process must be completed no later than fourteen (14) calendar days after the announcement that a vacancy exists. If the office of vice-president becomes vacant after February 1, the vacancy shall not be filled until the regular election of officers in March.
C. In the event that the office of secretary becomes vacant before January 1, the Rules and Procedures Committee shall conduct a special election to fill that office. As soon as the announcement of vacancy occurs, nominations will be open. This process must be completed no later than fourteen (14) calendar days after the announcement that a vacancy exists.

ARTICLE VI: EXECUTIVE COMMITTEE

SECTION 1: MEMBERS

The Executive Committee of the Faculty Senate shall consist of the three current officers and the immediate past president. The immediate past president is strictly an advisory position to the Executive Board. They do not vote on any matters brought before the Senate unless they are also senator. They may sit with Faculty Senate and the officers, only if specifically invited by the Executive Board for advisement. To be part of the Executive Committee, the immediate past president must complete their term as president in the previous academic year.

SECTION 2: AUTHORITY

The Executive Committee shall have the authority of the Faculty Senate to transact business of an emergency nature between Faculty Senate meetings and during the summer months of May through August. Any such emergency business shall be placed on the agenda of the next scheduled Faculty Senate meeting for discussion.

ARTICLE VII: ELECTED FACULTY SENATE REPRESENTATIVE TO THE OSU-STILLWATER FACULTY COUNCIL

The Oklahoma State University-Oklahoma City Faculty Senate representative to the OSU-Stillwater Faculty Council shall:

A. Communicate the needs and concerns of the faculty as discussed in OSU-OKC Faculty Senate meetings. Report concerns, discussions, and decisions made in OSU-Stillwater Faculty Council meetings.
B. Attend all meetings of OSU-Stillwater Faculty Council.
C. Present the OSU-OKC Faculty Senate recommendations to the OSU-Stillwater Faculty Council.
D. Report to OSU-OKC Faculty Senate on the issues discussed by the OSU-Stillwater Faculty Council.
E. Shall vote on any matters brought before the Senate.

ARTICLE VIII: STANDING AND AD HOC COMMITTEES

SECTION 1: STANDING COMMITTEES LISTED

A. The following four (4) standing committees of the Faculty Senate shall be:
    1. Rules and Procedures Committee, chaired by the president;

2. Faculty Committee, chaired by the vice-president;
3. Finance and Operations Committee, chaired by the secretary;
4. Academic Policies and Student Affairs Committee, chaired by one of the three at-large senators

B. Recommendations from committees shall be brought back to the faculty senate for discussion and approval.

SECTION 2: MEETING GUIDELINES

Each standing committee is required to provide three (3) business days' notice of a standing committee meeting to the general faculty, along with an agenda or issues to be discussed. Non-senator participation at such meetings will follow the by-laws as outlined under "Article IV, Section 1: Attendance of Non-Senators."

SECTION 3: RULES AND PROCEDURES COMMITTEE

The Rules and Procedures Committee shall:

A. Consist of the president of Faculty Senate as chair and an unspecified number of senators selected by the Faculty Senate.
B. Review the bylaws each year and recommend revisions or amendments to Faculty Senate.
C. Review and/or clarify all proposed amendments to the bylaws.
D. Prepare and distribute ballots to all eligible faculty members on all proposed amendments or revisions of the bylaws, count the ballots, and announce the results at the next scheduled Faculty Senate meeting.
E. Recommend creation or abolition of Faculty Senate committees.
F. Recommend procedures for establishing new university committees, task forces, boards, and councils.
G. Recommend procedures for faculty participation in the government of the university, including the planning, management, and evaluation of school and departmental affairs.
H. Recommend procedures for faculty participation in the planning, operation, and evaluation of university programs not under the supervision of any school.
I. Recommend procedures for faculty participation in administrative organization and reorganization at all levels, including creation and reorganization of schools and departments of the university.
J. Recommend procedures for faculty participation in selecting administrative personnel.
K. Recommend procedures for faculty liaison with Boards of Regents, Student Government Association, and other work groups that require faculty representation.
L. The Rules and Procedures Committee shall conduct and supervise all Faculty Senate elections, whether regular, recall, or special in nature.
M. The Rules and Procedures Committee shall determine the exact procedures for elections to the Faculty Senate and for all recall and special elections because of the circumstances that will be unique to each one.
N. The Rules and Procedures Committee shall implement the following procedures for the regular election of Faculty Senate officers each spring:
    1. Make a formal request to all eligible faculty members for nominations.
    2. Nominations will be accepted until the close of the March meeting, either verbally or in writing.
    3. Results will be announced at least a week before the last regularly scheduled Faculty Senate meeting of the year.
    4. If there is a need for a run-off election, it shall prepare, distribute, and collect the necessary ballots.

SECTION 4: FACULTY COMMITTEE

The Faculty Committee shall:

A. Consist of vice-president of Faculty Senate as chair~~, immediate past president of the Faculty~~

~~Senate,~~ and ~~three~~ an unspecified number of senators selected by the Faculty Senate.

B. Formulate and recommend policies governing faculty status, including appointment, tenure, employment, working conditions, workloads, research activities, and similar concerns of the faculty members.
C. Be available to consult and advise Faculty Senate president on matters which require application or interpretation of policies concerning the faculty not otherwise provided for within these bylaws.
D. Review and/or clarify all proposed revisions pertinent to faculty issues and policies for Faculty Handbook. Prepare and distribute ballots to Faculty Senate on proposed revisions to the Faculty Handbook, count the ballots, and announce the results at the next scheduled Faculty Senate meeting.
E. Formulate and recommend policies and long-range plans as needed, concerning benefits, retirement, insurance, recreation facilities, tuition fees for faculty, staff and dependents.

SECTION 5: FINANCE AND OPERATIONS COMMITTEE

The Finance and Operations Committee shall:

A. Consist of secretary of Faculty Senate as chair and an unspecified number of senators selected by Faculty Senate.
B. Review the publicly available financial records of Oklahoma State University-Oklahoma City and the short-term and long-term priorities of the administration regarding finances and operations of the institution.
C. Make recommendations to the administration of the faculty's short-term and long-term priorities regarding finances and operations of the institution.
D. Formulate and recommend policies and long-range plans pertaining to campus facilities, safety and security including the design, construction, and naming of new campus buildings; the control of campus traffic and parking; safety and security; the assignment of space and equipment for office, classroom, and laboratory, together with maintenance and repair thereof; and physical plant.
E. Annually review contingency plans for handling campus emergencies.

SECTION 6: ACADEMIC POLICIES AND STUDENT AFFAIRS COMMITTEE

The Academic Policies and Student Affairs Committee shall:

A. Consist of a senator at-large as chair and an unspecified number of senators selected by Faculty Senate.
B. Formulate and recommend policies regarding admission, retention and graduation requirements; university catalogs and the academic calendar; incentives and academic awards to encourage scholarship; instructional standards and procedures, on and off campus; student employment and credit hour load regulations; new curricula, programs, and collaborative agreements; academic counseling, tutoring and honors program.
C. Formulate and recommend policies regarding acquisition, distribution, and use of technology.
D. Formulate and recommend policies regarding faculty development issues.
E. Formulate and recommend policies and long-range plans concerning the library and other learning resources.
F. Formulate and recommend policies, procedures, and long-range plans pertaining to student concerns and activities common to all schools of the university, such as those relating to guidance, awards, discipline, health, employment, loans, intramural athletic activities, and the distribution of scholarships and financial awards and assistance.
G. Make recommendations concerning changes in student regulations.

SECTION 7: AD HOC COMMITTEES

The Faculty Senate president shall have the authority to create ad hoc committees to work temporarily on

special problems or projects.

ARTICLE IX: REFERENDUMS

SECTION 1: GENERAL INFORMATION

Faculty members who are eligible to be elected as senators may initiate a petition, which shall require simple majority vote of all eligible faculty members to pass. Voting will be open for a period of 15 calendar days.

SECTION 2: PROCEDURES FOR REFERENDUM INITIATIVES

The following procedures shall be used for all referendum initiatives:

A. A petition signed by at least thirty (30) percent of all eligible faculty members shall be required for a petition on any issue. The Rules and Procedures Committee shall have the authority to certify any such petition as valid. Each copy of a petition shall include the full text of the petition and some number of lines on which a faculty member may indicate their support for the preceding petition.
   1. Including their handwritten signature or a digital reproduction thereof,
   2. Clearly printing their name, and
   3. Indicating the date signed. Although a petition may be circulated as an email attachment, in no case does an email message by itself constitute a petition.

B. If a petition is certified as valid, the Rules and Procedures Committee shall conduct the secret ballot vote by all eligible faculty members and, if the petition is passed by a simple majority vote, add the petition to the agenda as New Business at the next regularly scheduled meeting of Faculty Senate.

ARTICLE X: AMENDMENTS TO THE BYLAWS

SECTION 1: JURISDICTION OVER ALL PROPOSED AMENDMENTS

All proposed amendments to Faculty Senate bylaws must originate or be submitted to the Rules and Procedures Committee of Faculty Senate.

SECTION 2: FACULTY SENATE ROLE

A. Any proposed amendments to Faculty Senate bylaws recommended by the Rules and Procedures Committee shall be submitted to Faculty Senate for consideration at least one (1) week before the next scheduled meeting of the Faculty Senate.

B. Any proposed amendments to Faculty Senate bylaws must receive a majority of the votes cast by senators.

SECTION 3: FACULTY RATIFICATION

A. Any proposed amendments to the bylaws recommended by Faculty Senate shall be sent in written form to all eligible faculty members for their consideration at least two (2) weeks before the date of the general ratification vote selected by the Faculty Senate.

B. Amendments to the bylaws must receive a minimum two-thirds (2/3) majority of the votes cast by eligible faculty members.

Vote by Faculty Senate: ~~February 1~~March 6, 2024~~5~~
Vote by Faculty: ~~February 19~~March 31, 2024~~5~~
Approved by Provost Vanderslice: ~~March 28, 2024~~
Approved by OSU A&M as a part of Faculty Handbook review: ~~June 14, 2024~~

Appendix B

Statement of Policy Governing Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University - Oklahoma City

Contents

Preface 28
Governing Philosophy 29
General Provisions 30
1.0 - PROFESSIONAL STANDARDS AND MATTERS OF ACADEMIC APPOINTMENT ADMINISTRATION
1.1 - Professional Standards 30
1.2 - Recommendations for Faculty Appointments, Reappointments, Non-Reappointments, and Promotions 32
1.3 - Periods of Appointment and Tenure for Ranked Faculty 34
1.4 - Origination of Appointments and Assignments 36
1.5 - Promotions in Rank 37
1.6 - Reappointment and Non-Reappointment 37
1.7 - Special Appointments and Titles 38
1.8 - Academic Freedom 40
1.9 - Appointment to Administrative Positions 40
1.10 - Resignations 41
1.11 - Administrative Suspensions 41
1.12 - Disciplinary Actions 41
1.13 - Termination of Appointments 44
1.14 - Termination Hearing Board 47
1.15 - Financial Exigency 48
2.0 - DISPUTE RESOLUTION POLICY
1. - Policy Statement 48
2. - Definition 48
3. - Grounds for Dispute 48
4. - Formal Dispute Resolution Procedures 49
3.0 - FACULTY LEAVE
1. - Health Leave 49
2. - Sabbatical Leave 49
3. - Leave of Absence without Pay 50

APPENDICES

APPENDIX 1 - Statement on Professional Ethics 51
APPENDIX 2 - Statement on Academic Freedom 52
APPENDIX 3 - General Termination Procedures 53
APPENDIX 4 - Financial Exigency Policy and Procedures 59
APPENDIX 5 - Dispute Resolution Procedures 63

STATEMENT OF POLICY GOVERNING APPOINTMENTS, TENURE, PROMOTIONS, AND RELATED MATTERS OF THE FACULTY OF OKLAHOMA STATE UNIVERSITY--OKLAHOMA CITY

Preface

It is fundamental that institutions under the governance of the Board of Regents for Oklahoma Agriculture and Mechanical Colleges ("Board of Regents"), such as Oklahoma State University-Oklahoma City, use various professional and administrative standards. Accordingly, it is the policy of the Board of Regents that the activities at these public institutions should be conducted in a manner that will attempt to balance the rights of the individual faculty member with the public's legitimate needs and interests. Policy statements of the Board of Regents are to be applied and interpreted in that spirit. Any use of grammatical gender references shall be interpreted as applying equally to males and females.

The Board of Regents strongly supports the concept of faculty counsel on matters that affect faculty. One primary purpose of this policy statement is to make effective formal procedures to ensure and provide for meaningful faculty counsel on the matters addressed herein.

It is intended that faculty and administrators shall adhere to the standards set forth in this policy statement. It is not intended that minor variances, which are not substantially prejudicial to rights of individual faculty members or contrary to the intent of the policy, should serve as the sole basis for complaints or claims of erroneous treatment or action. Additionally, it is not intended that these minor variances in circumstances and conditions or events be interpreted as establishing authority to disregard the standards set forth in this policy statement.

This broad policy statement is intended to be stable and a source of reliable information and guidance to faculty, administrators, and interested members of the public. However, in approving this policy statement for OSU-Oklahoma City, the Board of Regents is not waiving or restricting its lawful power, duty, and responsibility to act at any future time to establish policies, regulations, and procedures and to implement other decisions of the Board. If there is a need to consider permanent changes to this policy statement, it is recognized that although it is not to be regarded as mandatory, there is almost always substantial public benefit in consulting with Board of Regents staff, institutional administrators, appropriate faculty, and others before enacting revisions. The Board of Regents ordinarily will request assurances from recommending administrators of prior meaningful coordination and discussion of revisions of this policy statement with the president of the OSU-Oklahoma City Faculty Senate before the Board of Regents votes on such proposed revisions.

While the Board of Regents recognizes the value of appropriate participation of faculty, administrators, and others in the formulation of professional standards, policies, and procedures, it also recognizes that circumstances may arise where the collective judgment of the Board of Regents requires the Board to act without such participation in discharging its lawful responsibilities. In such instances, the Board will make every reasonable effort through the official public record and the institutional administration, to inform affected personnel of the Board's actions and invite those personnel to provide input for subsequent consideration by the Board.

References to the Board of Regents in this policy statement may include participation or representation by the Board's staff when so designated or authorized by the board.

This policy statement shall become effective December 11, 2020 and shall continue in effect until amended by the Board of Regents. This policy statement shall not apply to any pending personnel actions commenced under earlier policies, and neither shall it affect any vested substantive rights of any faculty hired prior to its effective date of adoption.

Revised and Approved by the Board of Regents
December 11, 2020

Governing Philosophy

Sound, clearly stated, and sufficiently flexible policies and procedures governing appointments, tenure, promotions, and related matters are vital to the effective performance of faculty members and administrators[1]. These standards are to be implemented in a reasonable manner[2]. In implementing the standards in this policy statement, the VPAA is authorized to decide procedural questions on uncertain points. Prior to making such decisions, the VPAA may consult with the Faculty Senate president, the Senior Vice President of Academic Affairs (hereafter Senior VPAA) of Oklahoma State University, the president of Oklahoma State University, the Board of Regents Office of Legal Counsel, or others.

The opportunity for faculty members to participate in efforts to improve policies is critical. The Faculty Senate ordinarily shall be consulted in the process of reviewing suggestions for improvements in this policy statement, as referenced in the Preface to this Policy Statement. Recommendations for improvements made by the Faculty Senate shall be transmitted to the VPAA of OSU-Oklahoma City. Any changes in this policy statement must be approved by the Board of Regents.

---

[1] A copy of all present and future implementing Institutional Policy and Procedure Letters which relate to matters dealt with in this policy statement shall be authorized by the VPAA and be on file and available to faculty members in the library and in the office of every academic school within the Institution. Throughout this document, the phrase "this policy statement" refers to "the Statement of Policy Governing Appointments, Tenure, Promotions, and Related Matters of the faculty of OSU-Oklahoma City". All documents generated on the Oklahoma City campus by the appropriate administrative staff to aid in the implementation of these policies shall be consistent with the standards in this policy statement. If there are any inconsistencies between the documents generated by administrative staff and declarations in this policy statement, the standards in this policy statement shall be the controlling Institutional policy.

[2] Whether implementation of standards is "reasonable" is inherently a judgment based on prevailing circumstances, known facts, and rational conclusions. As used in this policy statement, the determination of whether a matter is "reasonable" is to be based on:

a. an evaluation of known facts,
b. use of applicable procedures and professional standards,
c. consideration of prudent public institutional interests, and
d. the exercise of sound judgment.

For example, an administrative action is "reasonable" if there is a rational or thought-out basis for the administrative action that is developed in a manner consistent with the above decisional criteria; the action should be the product of professional judgment, not contrived nor materially tainted through personal actions born of malice, illegal discrimination, or intentional falsehood. In a disputed situation under this policy statement, reasonableness is ultimately determined by the actions or policies of the Board of Regents for the Institution if it is not resolved at an earlier point within Institutional administrative channels.

It is acknowledged and recognized that the powers reserved to the Board of Regents in this Policy Statement, including, but not limited to, that referenced in Section 1.3.2 shall be controlling over any arguably contradictory language.

General Provisions

1.0 -- Professional Standards and Matters of Academic Appointment Administration

1.1 -- Professional Standards

1.1.1 -- Qualifications

Oklahoma State University-Oklahoma City (hereafter OSU-Oklahoma City) requires that detailed academic qualification standards for each rank, function, or specialty be specified by the appropriate unit administrator[3]. In those cases in which work assignments vary greatly within a given department/ school or are split between departments/ schools it will be necessary to specify qualifications for individual positions. In establishing these qualification standards, the department head/ dean shall obtain appropriate faculty counsel[4]. When approved by the relevant dean and the Provost and Vice President of Academic Affairs, a copy of the standards shall be given to each faculty member and such standards shall be applied by all administrative areas involved until duly amended.

1.1.2 -- Professional Development

Faculty, as professionals, are responsible for their own development consistent with department, school, and institutional goals. It is the policy of OSU-Oklahoma City in the reappointment of faculty members, and especially in the case of reappointments granting tenure, that demonstrated high quality performance in assigned responsibilities be documented. Basic competence in itself is not sufficient to justify reappointment, as that is a prerequisite for the initial appointment.

Deans are expected to encourage the professional development of each faculty member. Deans should familiarize each faculty member with the performance standards established for reappointment, promotion, and tenure. The deans should endeavor to provide an environment conducive to the achievement of expected performance.

1.1.3 -- Job Description and Terms and Conditions of Employment

The faculty is responsible for seeking and transmitting knowledge in an atmosphere of impartial scholarship. Members of the faculty have the responsibility to follow the Board of Regents existing approved policies on outside activities to avoid conflicts of interest prohibited by Oklahoma statutes and, particularly, to develop and maintain normal student/teacher relationships which are healthy, honorable, and beneficial to students in the pursuit of legitimate educational objectives. Members of the faculty must not exploit students for their private advantage.

It is the policy of OSU-Oklahoma City that each faculty member's job description and the applicable standards, criteria, and procedures used in making decisions relating to renewal, tenure, and promotion shall be available to the faculty member in written form. These items shall be provided to each faculty member in the form of the initial letter of offer; written policy and procedure statements of the department, school, and OSU-Oklahoma City; and formal appraisal and development statements.

---

[3] The term, "unit administrator," as used throughout this policy statement refers to those individuals holding the title of department head or dean.

[4] ~~Depending on the unit's organizational structure, "a~~A~~ppropriate faculty counsel" referred to throughout this policy statement shall involve obtaining a recommendation from~~: the OSU-Oklahoma City Faculty Senate E~~executive Committee~~team~~. If members of the executive committee~~team~~ have a conflict of interest, they must recuse themselves and the Faculty Senate executive members will appoint replacements from existing Faculty Senate members in consultation with the VPAA.

~~a. the entire department or school faculty; or~~

~~b. members of a special or permanent committee selected by procedures which have been~~

~~approved by a majority of the faculty of the department/ school involved, submitted to the dean for review, and transmitted to the VPAA for retention in a permanent file; or where necessary;~~

~~c.~~a. ~~the OSU-Oklahoma City Faculty Senate.~~

1.1.4 -- Professional Ethics

The faculty of OSU-Oklahoma City endorses the American Association of University Professors' 1966 statement on Professional Ethics. An edited version of this statement is found in the Statement on Professional Ethics, Appendix 1.

1.1.5 -- Retention and Advancement

It shall be the personal responsibility of the faculty member to satisfy applicable qualifications for reappointment, tenure, or promotion. An OSU-Oklahoma City Policy and Procedures Letter shall be developed and approved by the VPAA to state applicable documentation standards.

1.1.6 – Review of Faculty

1.1.6.1 – Annual Review of Faculty

Review of faculty activities and accomplishments shall be conducted by the unit administrator every year for every faculty member, regardless of rank or tenure status. A written report of activities and accomplishments shall be submitted by the faculty member. This report shall include a work and professional development plan. Unit administrators are expected to encourage the professional development of each faculty member.

Unit administrators shall familiarize each faculty member with the performance standards of the unit. The unit administrator shall endeavor to provide an environment conducive to the achievement of expected performance. The unit administrator shall submit a written evaluation that gives detailed descriptions of the faculty member's accomplishments or deficiencies. The faculty member's written report, together with the unit administrator's evaluation, shall serve as the supporting documentation for any merit pay raise or other salary adjustment. Faculty members will be responsible for maintaining copies of ~~T~~the completed annual review documentation to be included in future RPT/CPTR packets. ~~shall be placed into the permanent record of the faculty member and shall be added to an accumulation of performance documents that shall be used in any further review. A complete set of annual review documents shall be available for any peer committee evaluation, particularly evaluations at the times of reappointment, tenure, and promotion.~~ If a major element of performance is judged to be unsatisfactory by the unit administrator, the following steps shall be taken:

(a) A detailed written plan for corrective action shall be specified by the unit administrator.

(b) If requested by the faculty member, the unit administrator shall obtain appropriate faculty counsel to determine whether the appraisal is justified, and if so, what measures to improve performance are warranted. If the judgment of unsatisfactory performance is not supported by the faculty group, the matter shall be forwarded to the next level of supervision for resolution.

Personal misconduct may be the basis for disciplinary action that is separate from the professional performance appraisal system (see Section 1.12).

1.1.6.2 – Cumulative Review of Tenured Faculty

For each tenured faculty member, a cumulative review shall take place every five years. A review conducted to grant promotion qualifies as a cumulative review. The review shall be based on discussion and substantive documentation provided by the faculty member. The review processes shall include written feedback from the School and Institutional RPT/CPTR Committees to the faculty member as well as a provision for response. Written feedback shall be a detailed description of the faculty member's accomplishments or deficiencies. If deficiencies are present, ~~T~~the cumulative review will ~~requires~~ establish an individual development plan~~s~~ for ~~each~~ the faculty member. Faculty members are responsible for their own development consistent with unit, School, and University goals. Any formal development plan should respect academic freedom and professional self-direction, and it should be flexible enough to allow for subsequent alteration.

Formatted: Not Expanded by / Condensed by

Formatted: Not Expanded by / Condensed by

Formatted: Not Expanded by / Condensed by

The results of the Cumulative Post-Tenure Review (CPTR) may be used by appropriate administrators as a basis for providing support which will assist faculty members in carrying out their professional goals and responsibilities. Any disciplinary action that may follow the cumulative review must adhere to all prescribed procedures in force within this policy document. In the event that unsatisfactory performance has not improved within the timelines set in the individual development plan, any dismissal action shall be based up on those grounds for dismissal specified in the "Policy Statement to Govern Appointments, Tenure, Promotions and Related Matters of the Faculty of Oklahoma State University – Oklahoma City."

If a faculty member believes that the results from a cumulative review are based on unlawful discrimination, inadequate consideration, or legitimate exercise of academic freedom, they may request a review of the matter utilizing the Dispute Resolution Procedure in this policy document. Formal Cumulative (Post-Tenure) Review Policies and Procedures are outlined in Appendix E.

1.2-- Recommendations for Faculty Appointments, Reappointments, Non-Reappointments, and Promotions

1.2.1 -- RPT/CPTR Committee Composition

The RPT/CPTR Committee will consist of:

a. Faculty Senate President (non-voting member, except in the case of a tie) who will serve as the committee chairperson
b. Faculty Senate Vice President
c. Previous Faculty Senate President (non-voting member)
d. A Dean (selected by the VPAA or the VPAA's designee)
e. Two Department Heads (selected by the VPAA or the VPAA's designee)
f. A Representative from each of the schools
g. An at-large representative from the faculty (selected by Faculty Senate Executive Committee)

The Faculty Senate President, Vice-President, and previous President are considered automatic members representing the entire faculty. The term limitations rules do not apply for these automatic members.

All other members are considered normal members. Normal members are selected annually and have a three-year continuous term limit. Ideally, the committee will have at least one full professor, one non-tenured professor, and one tenured Associate Professor.

No one may serve on the RPT/CPTR committee in the same academic year in which they are applying for reappointment, promotion, or tenure, or going through cumulative post-tenure review due to conflict of interest. In the case that ~~the Faculty Senate President or Faculty Senate Vice President~~ any automatic member ~~is ineligible~~has a conflict of interest, ~~the Faculty Senate Past President and/or the Faculty Senate Secretary may serve as voting members instead. If neither is eligible,~~ the Faculty Senate Executive Committee will consult with the administration to identify ~~a~~ substitution(s). If the Faculty Senate President has a conflict of interest, they will still be responsible for all chairperson duties, but must recuse themselves from all discussion and voting, as per Robert's Rules.

Member Selection

Each Dean will determine the process used to identify their appointment and send the name to the Faculty Senate President. ~~The rules for that process will be created by said Schools.~~

The VPAA will choose their representatives, which will be one Dean and two Department Heads.

The Faculty Senate executive team will select one (1) at-large faculty member to serve on the RPT committee. They will select a full professor, if there is none represented in the other 7 faculty members yet.

- If a full professor is already present, they will select a non-tenured full-time faculty member.
- If both are already represented, they will select a tenured full-time faculty member.
- If a full professor, non-tenured professor, and tenured professor are represented, the Faculty Senate Executive Committee may select any full-time faculty member.

Timeline for Committee Formation

- School Representatives are due to FS President by Nov 14
- VPAA Representatives are due to FS President by Dec 1
- The full RPT committee will be constituted by the end of the Fall term.

Failures to Appoint and Emergency Appointments

If any of the Schools fails to notify the Faculty Senate President of their selected representative, the Faculty Senate President will reach out to the School's RPT Committee chair on the first business day after the nomination was due. If the Faculty Senate President cannot reach the chair or if the chair does not have a representative, the School's representative will be forfeited to the VPAA's office, and the VPAA will be responsible for identifying a faculty member to represent that school.

If the VPAA fails to select representatives by their deadline, the Faculty Senate Executive Committee will select a Dean and two Department Heads to represent the administration.

If for any reason a member of the RPT committee can no longer serve (either for personal or professional reasons), the Faculty Senate Executive Committee and the VPAA will work together to make an emergency appointment and notify the represented party (the faculty, the School, or the administration) of that appointment.

1.2.2 -- Roles and Responsibilities of the VPAA and the Board of Regents

The VPAA shall carefully review all recommendations and shall give great weight to the recommendations of the Reappointment, Promotion, and Tenure Screening Committee in making decisions. If deemed necessary, the VPAA may consult with department heads and/or deans and request recommendations from other academic administrators before taking action.

Final institutional review of personnel actions may be conducted by the VPAA[5]. Appointments, reappointments, promotions, and terminations must be approved by the Board of Regents except as authorized by Board of Regents policies (e.g., Board of Regents Policy Manual and Rules, §3.03 (revised June 22, 2018)).

---

[5] At all times in this Policy Statement, references to final decisions being made by the Provost and Vice President to the Board of Regents are not intended to imply or assume that the Senior VPAA or the President of OSU, as may be appropriate, do not have roles to play in such actions. Recommendations regarding the initial appointment, reappointment, promotion, tenure, and termination of faculty inherently involve a recommendation being made by the Provost and Vice President to the Senior VPAA and to the president of OSU, who have authority over what matters are recommended to the Board for action.

1.3-- Periods of Appointment and Tenure for Ranked Faculty[6]

1.3.1 -- Types of Appointments

All faculty positions are of two types, permanent or temporary. All permanent faculty positions shall be filled by appointments of qualified persons with the rank of Instructor, Assistant Professor, Associate Professor, or Professor. The initial appointment of any person to the rank of Instructor or above, including part-time appointments shall be based on a recruiting search which is consistent with applicable state and federal equal employment opportunity standards and Board of Regents-approved affirmative action guidelines. When deemed professionally appropriate and financially feasible by the VPAA, national searches will be used. All initial appointments to the rank of Instructor or above are of two kinds:

A. probationary (appointments potentially leading to tenure), or
B. appointments with tenure (applicable only to appointments with the initial ranks of Associate Professor or Professor if specifically approved by the Board of Regents).

1.3.2 -- Tenure

Tenure is a continuous appointment granted following evaluation by the faculty member's academic department and/or dean, the OSU–Oklahoma City Reappointment, Promotion, and Tenure Screening Committee, and the VPAA; and approval by the Board of Regents. Tenured appointments shall not be terminated except under extraordinary conditions as stated in section 1.13, Termination of Appointments.

Tenure is a means by which to assure academic freedom (see Section 1.8). Academic freedom is indispensable to the success of OSU-Oklahoma City in fulfilling its obligations to its students, to the State of Oklahoma, and to society in general. The decision to grant tenure is a judgment made with appropriate faculty counsel. Except for prestigious scholars initially appointed as Associate Professor or Professor with tenure, the decision to grant tenure is normally made toward the end of a probationary period. Tenure is a major undertaking and shall not be granted unless the faculty member has demonstrated by consistent performance that the academic department will benefit from making a career-long commitment to the faculty member.

Academic appointments normally coincide with the beginning of the academic year. For faculty appointed after September 1, the period of probation for tenure consideration or for renewal of appointment will commence at the beginning of the following academic year. The probation period for faculty appointed on or after January 1 will commence at the beginning of the following academic year. Except for extenuating circumstances (see Section 1.3.9), the period of probation for tenure consideration shall never exceed a total of six years of continuous appointment with OSU-Oklahoma City.

Review for the granting of tenure shall occur only at the following times:

A. when a prestigious teaching scholar is initially considered for appointment to the rank of Associate Professor or Professor;
B. when an untenured ranked faculty member is reviewed for promotion to the rank of Associate Professor or Professor;
C. when an untenured ranked faculty member is reviewed for a reappointment or promotion which, if awarded, will extend the number of years in ranked faculty positions at OSU-Oklahoma City beyond a total of seven years; or
D. when a person has completed at least one year of satisfactory service at OSU-Oklahoma City following an initial appointment as an untenured Associate Professor or Professor.

---

6 The term, "ranked faculty," as used in this document applies only to instructors, assistant professors, associate professors, and professors who have appointments potentially leading to tenure or who are tenured.

1.3.3 -- Appointment as Instructor

Appointment to the rank of Instructor shall be for such time as is specified, but such appointments shall not exceed one academic year at a time during a probationary period not to exceed six years. When individuals have been appointed as Instructor for their sixth year of probationary service, they shall be evaluated for tenure and by April 1 of the sixth year of either:

A. the award of informed in writing tenure effective with the beginning of the seventh year, or
B. the nonrenewal of the appointment and expiration effective at the end of the appointment.

If a non-tenured Instructor is promoted to a higher rank, the period of probation for tenure shall commence with the beginning of the initial appointment as an Instructor, unless the faculty member requests and is granted an extension of the probationary period (see Section 1.3.9).

When a non-tenured Instructor is promoted to Assistant Professor, evaluation for tenure shall occur the sixth year of service. The initial term of appointment as Assistant Professor will vary depending on the number of years served as Instructor, as follows:

A. with five years of service as Instructor, promotion would result in a one-year initial appointment as Assistant Professor;
B. with four years of service, a two-year appointment;
C. with three years of service, a three-year appointment; and
D. with one or two years of service, a four-year appointment.

In the case of promotion to assistant professor after only one year as an Instructor, a second probationary term of two years is permitted. In the other cases described above, a terminal one-year reappointment as assistant professor will be made when tenure is not to be granted.

1.3.4 -- Appointment as Assistant Professor

Initial appointment or promotion to the rank of Assistant Professor shall normally[7] be for a period of four years. The candidate shall be fully qualified as an instructor and hold a master's degree in the field or a related field (as defined by the Office of the Provost and Vice President of Academic Affairs) from an accredited institution of higher education. Reappointment for a two-year period may be made. Promotion to Associate Professor or reappointment as an Assistant Professor after six years of probationary service as an Assistant Professor shall confer tenure.

1.3.5 -- Appointment as Associate Professor

Initial appointment or promotion to the rank of Associate Professor shall normally[8] be for a period of five years. Any recommendation for promotion prior to this length of service in rank will be regarded as extraordinary and will require exceptional justification. The candidate must be fully qualified as an assistant professor and have extensive teaching experience. Reappointment as Associate Professor or promotion to Professor shall confer tenure. A special tenure review may be made after one year of service at OSU-Oklahoma City (see Section 1.3.2). In extraordinary circumstances, tenure may be expressly granted at the time of initial appointment.

---

[7] For faculty whose initial term of appointment begins at other than the beginning of the academic year, the period of appointment shall be adjusted to expire at the end of an academic year to be consistent with the provisions of Section 1.3.2, paragraph 3. Thus, the term of the first probationary appointment may vary from the stated period in Sections 1.3.4 and 1.3.5.

[8] Id.

1.3.6 -- Appointment as Professor
Initial appointment to the rank of Professor shall confer tenure unless a probationary period, not to exceed three years, is specified at the time of appointment. The candidate must be fully qualified as an Associate Professor, hold a doctorate degree in the field or a related field (as defined by the Office of the Provost and Vice President of Academic Affairs) from an accredited institution of higher learning, and be eligible for tenure. Any recommendation for initial appointment or promotion prior to this length of service in rank and/or prior to meeting educational requirements will require exceptional justification. Promotion to professor will place individuals on the CPTR timeline as no further promotions in rank are possible.

1.3.7 -- Change from Academic Status
Academic tenure is not affected by change to administrative or other active status. Please note that further progression through the academic ranks is frozen upon changing to an administrative status. Appointment to an administrative or other position shall not confer tenure in that position.

1.3.8 -- Nonpermanent and Special Appointments
When persons are appointed to non-permanent or special positions, special titles (see Section 1.7) shall be used. In such cases, the period of appointment shall be clearly stated and should be designated as temporary on the "Employment Action Form"; this administrative form is to be attached to an OSU-Oklahoma City Policy and Procedures Letter explaining its proper use. The letter confirming the appointment should state that appointment to temporary positions will not lead to tenure nor count as part of a probationary period potentially leading to tenure.

1.3.9 -- Extensions of Appointment and Probationary Periods
A period of appointment and the probationary period of a faculty member may be extended up to three years for extenuating circumstances, e.g., a leave of absence without pay, an extended sick leave, significant changes in published criteria for tenure, or significant changes in job description associated with transfer or promotion. Upon written request by the faculty member and recommendation by the department head and/or dean, such an extension may be granted upon approval by the VPAA and the Board of Regents.

1.4 -- Origination of Appointments and Assignments

1.4.1 -- Appointment to Faculty Positions
The department head and/or dean has the principal responsibility for initiating all authorized faculty appointments (see Section 1.2). The department head and/or dean with the advice of faculty shall carry out this responsibility by:

A. ~~filing a "Request to Hire Form" (an administrative form to be attached to an OSU-Oklahoma City Policy and Procedures Letter explaining its use) following definition of faculty needs;~~contacting Human Resources for recruitment policy and procedure;
B. searching for and obtaining information about prospective faculty members;
C. evaluating candidates; and
D. recommending suitable, qualified individuals for appointments, with supporting evidence concerning the candidate's qualifications.

Temporary appointments may be made without a national search and the position shall carry a title reflecting its temporary nature (see Section 1.7.6).

1.4.2 -- Letter of Offer
No offer is binding on OSU-Oklahoma City until a formal recommendation has been presented to and officially approved by the Board of Regents in accord with the policies of the board.

A statement of the proposed basic terms and conditions of every appointment shall be available in writing and be in the possession of both OSU-Oklahoma City and the prospective faculty member before the

appointment is made. Where applicable, this statement will make reference to the substantive and procedural standards generally used in the decisions affecting renewal and tenure and any special standards adopted by the appropriate department and/or school. Any other authorized agreements pertaining to conditions of appointment, reappointment, promotion, and tenure shall be part of this written statement.

1.4.3 -- Amendments

If basic changes in assignment or conditions of appointment (other than revisions to fringe benefits, retirement plans, and this policy statement) become necessary during the period of appointment, the changes must be discussed in advance and communicated to the affected faculty member in writing by the department head and/or dean. Unresolved disputes regarding basic changes in assignments or conditions of appointment are resolved using the Dispute Resolution Procedures, Appendix 5.

1.5-- Promotions in Rank

The process of review for promotion in rank shall be initiated by the Office of the Provost and Vice President of Academic Affairs. Prior to the initiation of the review, the consent of the faculty member shall be obtained. Faculty members should be provided sufficient notice to enable them to assemble and submit materials believed helpful to a full review. Individual faculty members have the right to be reviewed for promotion at their own request provided they have not undergone such a review within the previous two academic years.

Following consideration of appropriate faculty counsel, the department head and/or dean will decide whether or not a faculty member is to be recommended for promotion by the department head and/or dean. This decision should be in keeping with the established qualification guidelines of the department and/or school. The faculty member shall be informed by the department head and/or dean if a recommendation for promotion is not being sent forward and shall be provided counsel by the department head and/or dean regarding how to meet criteria for promotion in a subsequent consideration.

The VPAA shall review each promotion recommended by the department head and/or dean and by the OSU-Oklahoma City Reappointment, Promotion, and Tenure Screening Committee. The Committee's recommendation to the VPAA will be accompanied by the original recommendations and counsel of the department head and/or dean. In the process of review, the VPAA may seek additional counsel from suitable faculty committees. Copies of any written counsel provided by such faculty committees will become part of the recommendation package. If the VPAA's recommendation differs from that of the department head and/or dean or the Committee, the reasons shall be specified in writing and provided to the faculty member.

Persons holding temporary or special titles may apply for advertised ranked positions. Before the VPAA recommends any such promotions, they should seek appropriate faculty counsel.

Promotions must be recommended by the VPAA and approved by the Board of Regents before becoming effective. The affected faculty member shall be informed by the appropriate department head and/or dean that a recommendation for promotion will be presented by the VPAA to the Board of Regents. Normally, recommendations for promotions are submitted to the Board of Regents for consideration during its June meeting. When approved, the Board of Regents specifies the date on which the promotion shall become effective.

1.6-- Reappointment and Non-Reappointment

1.6.1 -- Recommendation to Reappoint/Not to Reappoint

Recommendations to reappoint or not to reappoint shall originate with the ~~department head and/or~~ dean after ~~obtaining appropriate faculty counsel (see Section 1.2)~~consultation with the department head. Normally, such recommendation shall be in response to a routine notice from the office of the VPAA. A faculty member being considered for reappointment shall be provided sufficient notice to assemble and submit materials believed helpful to a full consideration of the question.

Recommendations for both reappointment and non-reappointment of ranked, probationary faculty members are forwarded to the OSU-Oklahoma City Reappointment, Promotion, and Tenure Screening Committee and to the VPAA for review and action, except in the case of Instructor reappointments. Recommendations to reappoint non-tenured, tenure-track instructors will be reviewed only by the VPAA in the first year and third year; these recommendations will not be reviewed by the OSU-Oklahoma City Reappointment, Promotion, and Tenure Screening ~~Committee. In~~Committee. In the process of review, the Committee and the VPAA may seek counsel from suitable OSU-Oklahoma City faculty committees. Following review, all recommendations, accompanied by a statement of approval or disapproval, are forwarded to the Senior VPAA for recommendation. Copies of the written counsel provided by the department and/or school, faculty committees, and the OSU-Oklahoma City Reappointment, Promotion, and Tenure Screening Committee should accompany recommendations from the VPAA to the Senior VPAA.

The affected faculty member shall be informed by the appropriate department head/ dean that:

A. a recommendation for reappointment will be presented to the Board of Regents, or
B. OSU-Oklahoma City does not intend to continue the appointment beyond a specified date.

1.6.2 -- Non-Reappointment

Nonrenewal of a temporary or non-tenured appointment shall not be regarded as a termination. If a decision is made not to recommend reappointment of a faculty member on a probationary appointment, the following schedule for notification should be observed:

A. Adjunct appointments and all other forms of non-tenure track special appointments will end by their own terms at the conclusion of the appointment period without any expectation of future appointment or advance notification requirement.
B. For Instructors, notice shall be given no later than April 1 of the year in which the appointment is scheduled to expire.
C. For Assistant Professors or higher, notice shall be given at least twelve (12) months before the expiration of an appointment period.

Faculty in ranked tenure-track positions shall be provided the reasons for non-renewal in a confidential document from either their specific department/ school or the Office of the VPAA. If the affected faculty member believes that the reasons for non-renewal are based on unlawful discrimination or inadequate consideration, a request may be made for a limited review of the matter using the Dispute Resolution Procedures, Appendix 5.

1.6.3 -- Special-Title Positions

Faculty positions with special titles are not considered permanent. Appointment of persons to nonpermanent special positions is usually for a stated period of time and does not imply an obligation to reappoint. Normally, additional notice of the end of the term of this kind of appointment need not be provided.

1.7-- Special Appointments and Titles

1.7.1 -- Regents Professor

This title may be awarded to Professors who have made outstanding contributions in their discipline through resident teaching and/or research or other scholarly activities, and/or extension activities. Persons appointed with this title should be recognized on campus and at the national level for past and continuing scholarly accomplishments. Evidence of accomplishments may be their record of publication in nationally recognized journals, or as authors of monographs, scholarly books and/or textbooks, creative activities, or outstanding performance as classroom teachers. Teaching excellence must be documented by department heads and/or deans, peers, and students or indicated by previous teaching awards granted by student or faculty groups. Outstanding performance in extension activities will also be considered. The title of Regents Professor is an honorary title and does not involve additional financial support beyond any annual merit increase(s) in salary. The term of Regents Professorships shall be four years, and the honorary

appointment may be renewed. Such an appointment is effective July 1 following formal approval. Approved procedures for nomination and recommendation for appointment to this title are stated In Policy and Procedure Letter 2-0905.

1.7.2 -- Regents Service Professor

Appointment to this title may be made for administrators who have rendered distinguished service to OSU-Oklahoma City and desire to be relieved of administrative duties and return to resident instruction, extension, or research positions. Recommendations shall be made by the dean of the appropriate academic area to the VPAA. Appointment shall be for a period of four years and is subject to renewal.

1.7.3 -- Endowed or Supported Chairs

After receiving appropriate faculty counsel, the department head and/or dean may recommend that a person be appointed to an endowed or supported chair in recognition of past and continuing scholarly accomplishments in the appropriate discipline. Persons holding endowed chairs will be subject to the rules and procedures governing other faculty members of the same rank.

1.7.4 -- Emeritus Faculty

Upon retirement, faculty members shall carry as emeritus the rank they were holding when retired, shall retain all professional rights, and shall be accorded privileges specifically authorized by the Board of Regents.

1.7.5 – Part-time Faculty Appointments

Professional persons may be granted appointments as part-time instructors. Part-time faculty appointments are temporary appointments for specific periods of time and with no expectation of reappointment. Part-time faculty appointments do not count toward tenure. No notice of non-renewal of a part-time faculty appointment is required, as the appointment ends by its own terms at the end of the appointment period. Such appointments do not require a national search and are recommended by the department head and/or dean after obtaining appropriate faculty counsel. Such persons shall not be awarded tenure but may be granted professional rights and privileges afforded to the faculty. When part-time faculty appointments are made, any rights and privileges granted shall be specified on the employment action form and in the letter confirming the appointment. If institution-wide faculty voting privileges are to be granted, concurrence must be obtained from the Faculty Senate.

1.7.6 -- Temporary Faculty Appointments and Titles

In response to special short-term and/or emergency needs, OSU-Oklahoma City may make temporary appointments. When such appointments are made, the special titles of Visiting Instructor, Teaching Associate, Lecturer, Distinguished Scholar, Artist, or "Professional" in Residence, etc. shall be used. Appropriate search procedures should be used prior to making such appointments, but the process may vary depending upon the nature of the position. Department heads and/or deans, after receiving appropriate faculty counsel, shall be responsible for recommending appointments to temporary positions.

In those few instances when OSU-Oklahoma City is confronted with an emergency situation in the areas of extension or instruction, a person can be appointed on a temporary basis for a term not to exceed one year, even though all of the recruitment procedures normally followed in making such an appointment may not have been met. In such cases, the department head and/or dean shall implement normal recruitment procedures to fill the position at the end of the initial temporary appointment. When temporary appointments are made, the letter confirming the nature of the appointment should specify the term of appointment and state the conditions relating to reappointment. Persons holding temporary positions may not be awarded tenure and do not have institution-wide faculty voting privileges but may be awarded other professional rights and privileges afforded the faculty. OSU-Oklahoma City is not required to provide notice of non-reappointment to persons holding temporary positions, but their appointments cannot be terminated before the end of the term of appointment except for those causes stated in Section 1.13.

The titles described in this section are important to OSU-Oklahoma City in its management of the

fluctuating demands of externally funded programs. Tenured and tenure track faculty may be released from assigned duties as grants and contracts are obtained. To facilitate this process, the department head and/or dean may request authorization to establish and fill temporary positions with persons awarded one of the special titles listed below. They may also request variations from the specific conditions and terms of appointment for persons appointed to one of the titles in this section. When determined to be in the best interests of OSU-Oklahoma City, the VPAA may approve such variations in specific individual cases.

1.7.6.1 -- Distinguished Scholars, Artists, and "Professionals" in Residence
When members of the academic community who possess nationally recognized skills and talents are invited to visit the campus for periods of one semester or more, but not exceeding two academic years, they may be granted a courtesy title of Distinguished Scholar, artist, or "Professional" in Residence.

1.7.6.2 -- Lecturer and Visiting Instructor
These titles may be used for persons employed to meet short-term teaching or extension needs. They may also be used for scholars with a terminal degree who wish to affiliate with OSU-Oklahoma City for professional development. Limited search procedures are usually adequate when appointment to any of these positions is made. Should such an individual be awarded a ranked title following an appropriately approved search, the time spent in the temporary position shall not count as part of the probationary tenure consideration period, unless specified in a letter confirming the appointment for the permanent position.

1.7.6.3 -- Lecturer
Appointment to the post of Lecturer shall be for a term of one year or less. Reappointments for a total period of not more than three years may be made. Time spent as a Lecturer shall not count toward tenure should a person holding a lectureship be given a tenure-track appointment.

1.7.6.4 -- Teaching Associate
Individuals who hold an earned terminal degree and/or who possess particular teaching skills related to the area of the work assignment may be appointed as Teaching Associates. Persons holding this title may be assigned some responsibilities in a function (teaching or extension) outside the function of their major responsibility. Appointments are to be made for a term of not more than one year and reappointments for a total of five years may be made. Post-doctoral fellows may typically be appointed as research associates.

1.7.7 -- Non-Faculty Academic Positions and Titles
When appointments to non-faculty academic positions are made, any rights, privileges and benefits granted shall be specified on the Payroll Action Form and in the letter confirming the appointment. Items granted are to include employee medical insurance but not faculty voting privileges.

1.8-- Academic Freedom
The institution endorses the general statement on academic freedom, as it applies to state universities, which is embodied in "Academic Freedom and Tenure (1940 Statement of Principles)" as drafted by the Association of American Colleges and the American Association of University Professors. An edited version of the statement is found in Appendix 2, Statement on Academic Freedom.

Formatted: Space Before: 12 pt

1.9-- Appointment to Administrative Positions
An appropriate search and faculty consultation ordinarily shall precede recommendation of appointment to administrative positions which entail direct or indirect supervision of faculty members or which have direct bearing on the work of the faculty. Such administrative positions include the President, vice presidents, associate vice presidents, deans, associate and assistant deans, department heads, the Registrar, the Director of Admissions, the Librarian, and other directors of comparable rank[9]. The requirement for faculty consultation shall apply to all permanent appointments and to temporary appointments to fill a vacant position or to replace an administrator who will be absent for more than one semester.

Formatted: Space Before: 12 pt

9 In the appointment of administrators, faculty consultation is included and shall be provided by faculty members of the departments and/or schools involved.

1.10 -- Resignations

Resignations are terminations initiated by the faculty member. Faculty members may terminate their appointments effective at the end of an academic year provided that they give notice in writing at the earliest possible opportunity, but not later than May 15, or 30 days after receiving notification of the terms of their appointments for the coming year, whichever date occurs later. Faculty members may request a waiver of this requirement of notice in case of hardship or in a situation in which they would otherwise be denied substantial professional advancement or other opportunity.

1.11 -- Administrative Suspensions

An administrative suspension is a temporary removal for a specific time period of all or any portion of a faculty member's assigned duties for purposes of protecting the best interests of OSU-Oklahoma City and its components and/or for the safety and well-being of the persons affiliated with it. Suspensions are not to be imposed for purposes of discipline, nor are they to be interpreted as evidence of inadequate or inappropriate professional behavior by the faculty member.

When deemed appropriate, a suspension may include restrictions on use of OSU-Oklahoma City facilities or resources and may be imposed during the course of an authorized dismissal procedure or authorized sanction appeal. In no case shall suspensions exceed one calendar year. During a suspension, there shall be no reduction of salary or other benefits.

1.11.1 -- Procedures for Suspensions

Department heads or other related supervisory academic administrators[10] may summarily suspend a faculty member for up to 72 hours when it is judged that the safety and well-being of the faculty, the best interests of OSU-Oklahoma City or any of its components, or others is threatened by uninterrupted continuance.

A suspension may extend beyond 72 hours if approved by the VPAA or designated representative. Recommendations for suspensions of greater than 72 hours shall be forwarded to the VPAA by the appropriate dean with endorsements regarding the need for the proposed action. The VPAA, if concurring, will direct the extended suspension. The faculty member and department head shall be informed in writing of the length, terms, and conditions of any implemented suspension.

Formal Dispute Resolution Procedures outlined in Section 2.4 and Appendix 5, Dispute Resolution Procedures, do not apply to suspension actions unless because of unusual circumstances the VPAA finds it would be in the best interest of OSU-Oklahoma City to provide extraordinary administrative due process.

1.12 -- Disciplinary Actions

Academic freedom carries both rights and responsibilities. To foster and preserve freedom of inquiry and legitimate expression, orderly conduct of institutional functions and adherence to the ethical standards of the academic profession are essential (see the Statement on Professional Ethics, Appendix 1). Accordingly, the faculty is subject to laws, policies, rules, regulations and procedural requirements which safeguard its functions, and which concurrently protect its rights and freedoms. Violations may result in actions by OSU-Oklahoma City ranging from simple admonitions to permanent dismissal. Department heads and/or deans are normally responsible for initiating and implementing appropriate disciplinary action.

10 As used in this policy statement, "related supervisory academic administrators" shall include deans and the VPAA.

Administrators shall use common sense and mature judgment in considering possible disciplinary situations involving faculty. Information about possible misconduct from such sources as student and faculty complaints, direct observation, citizen complaints, signed letters, grand jury indictments, media stories, and police reports may indicate a need for administrative inquiry and evaluation to ascertain whether an OSU- Oklahoma City interest has probably been adversely affected or jeopardized. When it appears that corrective action is necessary, the severity of the action taken should bear a close relationship to the seriousness of the apparent misconduct.

1.12.1 -- General Procedures for Imposition of Disciplinary Actions

Any complaint to an OSU-Oklahoma City representative that is intended to lead to an inquiry regarding a faculty member's performance or behavior ordinarily should be submitted in writing bearing the complainant's signature to the faculty member's department head and/or dean. The department head and/or dean may also initiate a performance or conduct inquiry unilaterally without a written complaint. Other related supervisory academic administrators may also be authorized by the VPAA to make appropriate conduct investigations and initiate appropriate disciplinary action on oral or written complaints.

Disciplinary action should not be taken until:

A. The alleged deficiency or misconduct by the faculty member has been investigated and reasonable cause has been established to believe that the deficiency exists or that the misconduct has occurred;
B. The faculty member has been informed of the results of the investigation and the disciplinary action which is being considered and has been given appropriate time and opportunity to respond; and
C. If the disciplinary action is to be more severe than a simple admonition or is to be recorded in the faculty member's personnel file, appropriate faculty counsel, unless waived by the individual faculty member, has been obtained.

It is recognized that impressions of possible problem situations may be re-evaluated and revised as more is known, discussed, or understood about an apparent problem and related evidence. It is therefore permissible to change or amend a proposed disciplinary action, even after it is initiated, if new evidence develops or a related supervisory academic administrator determines it to be necessary and appropriate under prevailing circumstances. If a proposed action that has already been initiated is modified, the faculty member who is being considered for disciplinary action will be notified of the reasons that led to the modification and given an opportunity to respond.

As described below, authorized disciplinary actions include simple admonitions, formal sanctions, and dismissals. Recognizing that these three types of disciplinary actions have significantly different impacts on the career of a faculty member, the procedures for providing adequate administrative due process necessarily differ.

1.12.2 -- Simple Admonitions

Admonitions are intended to inform faculty members that others find their performance or professional behavior to be unsatisfactory and/or inappropriate. Admonitions include administrative counseling; warnings; and gentle and friendly reproof against alleged fault, oversight, or minor misconduct. Appropriate faculty counsel is not required prior to issuing admonitions. Normally they are issued orally; written records of them are not included in a faculty member's personnel file unless a pattern develops, in which case the individual involved will be notified in writing. Anecdotal notes of administrative actions may be maintained by administrators separate from individuals' personnel files. Administrative appeal of

admonitions is not provided.

1.12.3 -- Formal Sanctions

Sanctions are formal actions taken to prevent damage to the legitimate interests of OSU-Oklahoma City and its components and/or to prevent recurrence of unsatisfactory performance or unprofessional behavior. Authorized sanctions include such measures as written reprimands; required participation in counseling and/or corrective programs; and restrictions on use of institutional privileges, resources and services. Formal sanctions are to be imposed when, in the judgment of the department head and/or dean, simple admonitions will not adequately serve to prevent damage to OSU-Oklahoma City or to prevent recurrence of unsatisfactory or unprofessional performance or behavior.

1.12.3.1 -- Procedures for Imposing Sanctions

Sanctions are normally directed by department heads and/or deans. When deemed appropriate by the VPAA, other related senior supervisory academic administrators may be authorized to conduct investigations and direct sanctions. Prior to imposition of a sanction, the investigating administrator shall provide the faculty member with a complete, detailed written statement of the complaint(s), report(s), or deficiency(ies) alleged against him or her. ~~If practical, they should be given the opportunity to face and question those who have made the complaint(s).~~ Following receipt of the written statement of the complaint(s), report(s), or deficiency(ies), the faculty member shall have seven calendar days to respond in writing to the matters being investigated. ~~Unless waived by the faculty member, t~~The investigating administrator ~~shall~~ may seek ~~appropriate~~ faculty counsel as deemed necessary during the process of conducting the inquiry and in considering appropriate sanctions. The investigating administrator shall provide the faculty member with written notice of any sanction(s) to be imposed. The written notice of sanction(s) should describe corrective actions on the part of the faculty member which could lead to removal of the sanction(s) and a statement of procedures for appeal, review, modification, and removal of the sanction(s).

1.12.3.2 -- Appeal of Sanctions

Upon receipt of the notice from the investigating administrator informing the faculty member of the intended imposition of sanction(s), the faculty member shall have seven calendar days during which to file a written appeal of the decision with the VPAA. Appropriate bases for appeal are:

A. lack of reasonable cause for the sanction,
B. substantial failure to follow proper procedures for imposing sanctions, and
C. inappropriateness of the sanction(s) imposed.

The appeal should clearly state the basis for the appeal; the relief sought, and include all the information the faculty member believes is pertinent to the appeal. If the VPAA finds that there is an insufficient statement of the basis for the appeal, they shall inform the faculty member and department head and/or dean that the appeal has been denied and provide instructions for the implementation of the sanction. If the VPAA finds there is a sufficient statement of the basis for the appeal, they will designate themselves or another senior supervisory academic administrator to serve as an appeal review administrator whose responsibility it shall be to review the matter thoroughly and make a final recommendation regarding the sanction. The appeal review administrator shall use best judgment to determine whether the sanction should be sustained, modified, or completely removed. Pending completion of an authorized appeal, a sanction shall not be enforced, but the VPAA may relieve the faculty member of all or part of their duties if such is deemed essential to the protection of OSU-Oklahoma City or its components (see Section 1.11). Relieving a faculty member of duties during an authorized appeal shall be without any reduction in pay or other benefits. Prior to reaching a final decision on the appeal, the administrator reviewing it should attempt to confer with the investigating administrator, the faculty group that provided counsel, and the faculty member who filed the appeal. They may make additional investigation to determine and clarify facts related to the case and may seek additional counsel from the Executive Committee of the Faculty Senate. Normally, the appeal review administrator will complete the review and reach a decision within fourteen calendar days of their appointment as the review administrator. They shall communicate their recommendation to the VPAA who

shall inform the faculty member and dean of the final decision and provide instructions for its implementation. Formal Dispute Resolution Procedures outlined in Section 2.4 and Appendix 5, Dispute Resolution Procedures, do not apply to formal administrative sanction actions unless, because of unusual circumstances, the VPAA finds it would be in the best interests of OSU-Oklahoma City to provide extraordinary administrative due process. If the sanction was initiated by the VPAA, the Senior VPAA will select an individual to perform this function.

1.12.3.3 -- Application for Transfer of Sanction Records (Tenured Faculty Only)
Records of sanction actions shall be retained in the faculty member's active personnel files unless transfer of such records is authorized. Tenured faculty members may request that references to a sanction action be transferred from active personnel files to an inactive, privileged-access file to be sealed and retained by the Office of the VPAA and used only in event of dismissal proceedings. Action on such an application is discretionary with the department head and/or dean. The VPAA may be involved in the decision for transfer of files.

1.13 -- Termination of Appointments

Terminations are revocations of tenured appointments or nontenured appointments before the end of the appointment period. Nonrenewal of a temporary or nontenured appointment shall not be regarded as a termination. Terminations may be effected by OSU-Oklahoma City only for reasonable cause. In cases in which a faculty member is being terminated for cause, OSU-Oklahoma City recognizes those general fairness principles expressed by the American Association of University Professors, unless inconsistent with this policy statement.

There shall be substantial compliance with the procedural standards stated in this policy statement. The VPAA is authorized to decide procedural questions on uncertain points. The VPAA should refer to published statements of the American Association of University Professors[11] as well as consult with the Office of Legal Counsel of the Board of Regents.

1.13.1 -- Medical Disability
When a faculty member cannot continue to carry out essential assigned duties in a satisfactory manner because of medically related disabilities, they shall normally apply for long-term salary continuation under OSU-Oklahoma City's disability program (see separate Disability Policy). If a medically disabled faculty member is not eligible for long-term disability benefits or refuses to act or does not act after being requested in writing to apply for long-term salary continuation under OSU-Oklahoma City's disability program, termination for apparent medical reasons may be recommended.

Termination for apparent medical reasons must be based on convincing evidence that the faculty member cannot reasonably be trusted to complete essential assigned duties in a satisfactory manner. Formal recommendations of termination for medical reasons shall be initiated by the department head and/or dean or other senior supervisory academic administrators only after receiving appropriate faculty counsel. A termination for apparent medical reasons shall normally be recommended only after there has been appropriate consultation with available medical experts and after the faculty member concerned, or someone representing the faculty member if identified and properly authorized to act for the faculty member, has been informed of the basis for the proposed action and has been afforded an opportunity to present the faculty member's position and to respond to the assertions and the evidence. If the faculty member or authorized representative so requests, the evidence will be reviewed by a Termination Hearing Committee (see Section 1.14 and Appendix 3, General Termination Procedures) before a recommendation for termination is made by the Senior VPAA to the Board of Regents. Provided the Board finds such recommendation is based upon sufficient evidence, ordinarily to be disclosed in executive session, the recommendation may be approved by the Board in open session and authorization given to the administration to execute the termination.

[11] The relevant principles of the American Association of University Professors are stated in the following documents included in the AAUP Policy Documents and Reports, 11th Edition (2015).

A. "1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Statements," pg. 13-19.
B. "Statement of Procedural Standards in Faculty Dismissal Proceedings," pg. 91-94.

1.13.2 -- Dismissals

Dismissals are permanent terminations for disciplinary reasons by OSU-Oklahoma City. Such action is the most severe form of discipline and is to be recommended only when other disciplinary action is administratively judged unlikely to:

A. restore the fitness of faculty members to perform their professional responsibilities, or
B. adequately protect OSU-Oklahoma City or its components from serious harm.

Dismissal or threat of dismissal shall not be used to restrain faculty members in their legitimate exercise of academic freedom.

1.13.2.1 -- Grounds for Dismissal

Dismissals must be based upon reasonable cause related either to a serious lack of satisfactory performance or to a lack of fitness and suitability to continue in the professional capacity of a faculty member. Dismissals may be recommended when one or more responsible administrators judge such action to be appropriate and necessary and may be approved by the Board of Regents (provided the President forwards such recommendation to the Board of Regents). Dismissal proceedings may be initiated for reasons such as:

A. incompetence in performing or in meeting appropriately assigned responsibilities;
B. neglect of duty as indicated by failure or continued failure to perform sufficiently in accordance with applicable terms and conditions of employment, which includes the standards or requirements described or referenced in this policy statement and in other approved procedures or policies of OSU-Oklahoma City or the Board of Regents;
C. serious and apparently intentional misuse of OSU-Oklahoma City property and resources;
D. academic dishonesty;
E. acts of moral turpitude;
F. deliberate and grave violation of the rights or freedoms of fellow faculty members, administrators, or students;
G. willful obstruction or disruption of, or attempts to obstruct or disrupt, the normal operation or functions of OSU-Oklahoma City; or advising, or procuring, or actively encouraging others to do so;
H. serious and repeated failure to adhere to the policies of OSU-Oklahoma City; or
I. other improper conduct which is seriously injurious to the best interests of OSU-Oklahoma City or its components.

1.13.2.2 -- Dismissal Procedures

Procedures to be followed in cases of dismissal are presented in Appendix 3, General Termination Procedures.

1.13.3 -- Termination under Financial Exigency

Termination of appointment may be based on genuine financial exigency. Policies and procedures to be used during a state of financial exigency are set forth in Appendix 4.

C. “Statement on Procedural Standards in the Renewal or Nonrenewal of Faculty Appointments," pg. 94-99.
D. “On Institutional Problems Resulting from Financial Exigency: Some Operating Guidelines," pg. 309-311
E. “Recommended Institutional Regulations on Academic Freedom and Tenure," pg. 79-91.

1.13.4 -- Terminations Associated with Department or Program Discontinuance Not Mandated by Financial Exigency

At any time a program is discontinued, adequate safeguards for faculty members shall be provided. Early and meaningful faculty involvement in decisions regarding program discontinuance shall be provided. Rights under academic tenure shall be protected in a manner consistent with the provisions of this policy statement. Every equitable effort shall be made to assist each faculty member to relocate to a suitable professional position within OSU-Oklahoma City. In such relocation, other employees will not be displaced. Reassignments should occur over an equitable period of time, and adequate notice and retraining for another position should be provided when feasible. Nontenured faculty members on temporary or probationary appointments should be given at least the notice that is specified in Section 1.13.5. If at all feasible, the individuals involved should be given even more liberal notice. Faculty members on temporary or probationary appointments who have been given such notice of termination shall be permitted to resign with notice to OSU-Oklahoma City less than that specified in section 1.10, unless serious disruption of programs would result and no short-term substitution is feasible. The dean and/or VPAA shall offer to send letters of explanation and vitae on behalf of such persons to other institutions to assist in efforts to find them suitable positions elsewhere.

Following the procedures specified below, a good-faith offer of the most suitable, available assignment within OSU-Oklahoma City shall be made to the maximum extent possible to all qualified, tenured faculty members involved in program discontinuance. Faculty members affected by the program discontinuance shall be involved as fully as possible in the making of decisions that affect their units. Special consideration shall be given to provide ample notice of changes; in most cases, at least three (3) months' notice shall be provided before any faculty member is reassigned. Persons to be reassigned may be offered special leave for study to upgrade their expertise or change their specialties as they and the VPAA mutually may see fit after advice from interested deans. If such study will not be at OSU-Oklahoma City, the VPAA should recommend funds, if available, to meet approved travel and tuition expenses elsewhere.

Before any decision becomes final, those whose life's work stands to be adversely affected shall have the right to administrative due process under provisions of this policy statement. If faculty members do not wish to accept the provision of the reassignment, they may submit a petition for resolution of dispute as specified in Section 2.0.

Termination of appointments of tenured faculty members associated with the discontinuance of programs shall be recommended only after the procedures described above have failed to produce reassignment provisions which should be reasonably acceptable to the affected faculty members.

If the faculty member so requests, the proposed termination shall be reviewed by a Termination Hearing Committee (see Section 1.14.2) before a recommendation for termination is made by the President to the Board of Regents. When a recommendation to terminate is to be made to the Board of Regents, the recommendations of this committee shall be forwarded with the recommendation of the President. If terminated in association with program discontinuance, the faculty member should be given appropriate notice or paid severance salary (see Section 1.13.5).

1.13.5 -- Terminal Notice or Salary

If an appointment is terminated for departmental or program discontinuances or institutional financial exigency, the faculty member shall receive notice of separation or equivalent salary as soon as practicable, but not less than three (3) months for Instructors, and not less than twelve (12) months for Assistant Professors, Associate Professors, and Professors.

In terminations for other causes, salary shall not continue for more than one month after the termination becomes effective unless special recommendations to this effect are made by the Termination Hearing Committee or the VPAA and approved by the Board of Regents. On the recommendation of the Committee

or the VPAA, the Board of Regents, in determining what, if any, payments will be made beyond the effective date of termination, may take into account the length and quality of service of the faculty member in addition to the reasons and circumstances pertaining to the termination.

1.14 -- Termination Hearing Board

1.14.1 -- Membership

The Termination Hearing Board is a standing group consisting of not less than fifteen members, a third of whom shall be designated each year for a three-year term by the Faculty Senate from among full-time faculty members whose duties are primarily non-administrative. The Faculty Senate President shall not be eligible to serve on the Board. Terms of service shall begin August 1 and end July 31, except that if a hearing is in progress at the time, any retiring member of the Board who is on the Hearing Committee shall be continued on the Committee until the case in progress is closed. Board members will attend orientation and training programs provided by the Office of the VPAA before serving on a Hearing Committee.

1.14.2 -- Formation of a Termination Hearing Committee

Upon receipt of notice that a formally recommended termination for causes other than financial exigency will be contested, the Faculty Senate President will conduct the formation of a Termination Hearing Committee. The Committee will be composed of five voting persons: four selected by lot from the Termination Hearing Board and one appointed by the VPAA. The VPAA's appointee shall:

A. not be a dean,
B. have faculty rank and substantial experience performing administrative duties, and
C. have attended the orientation and training provided board members.

Members deeming themselves disqualified for bias shall remove themselves from the case and a replacement shall be selected. Normally, a Board member shall not serve on two hearing committees at the same time. Each Hearing Committee shall select its own chairperson from among the members selected from the Termination Hearing Board. In the formation of a Termination Hearing Committee, the prospective members will be subject to challenges for cause by either side, and a maximum of one peremptory challenge may be used by each side. The Faculty Senate President shall exercise reasonable judgment in ruling on the validity of challenges for cause.

1.14.3 -- Duties of Membership

Once appointed, each member shall respect the integrity of the process of the Hearing Committee and will endeavor in good faith to carry out the neutral inquiry and reporting roles created for the hearing committee. Members shall give sufficient attention to the presentation of information so that both sides to the termination recommendation are accorded a fair opportunity to develop and express their positions under the procedures established for OSU-Oklahoma City (see Appendix 3, General Termination Procedures, Sections 3.5 and 3.6).

1.14.4 -- Integrity of Process

Any decision to consider termination inquiries; the proceedings and the formulation of recommendations and reports, etc., by the Hearing Committee; and the consideration given by responsible administrators pertaining to any possible decision to recommend the termination of employment of a faculty member should operate solely on the basis of merit pertaining to the facts and circumstances of each individual case. Except as provided herein, members of the faculty who are not the subject of a specific termination consideration shall neither directly nor indirectly interfere with nor attempt to persuade or influence any person in a position to decide or participate in a decision as to:

A. whether termination proceedings should be initiated,
B. considerations of any organized Hearing Committee,
C. the recommendation(s) or report(s) which might be prepared by any Hearing Committee related to a termination proceeding, or
D. the decision(s) which responsible administrators might develop pertaining to termination considerations.

1.15 -- Financial Exigency
Appendix 4 sets forth OSU-Oklahoma City policy and general procedures for administrative use in the event of a formally declared state of financial exigency.

2.0 -- Dispute Resolution Policy[12]

2.1 -- Policy Statement
It is the policy of OSU-Oklahoma City that all full-time and part-time members of the faculty, including those holding temporary appointments, may in the genuine exercise of good faith petition for review of certain personal employment concerns defined in this document. OSU-Oklahoma City resources may be expended for examination of qualified concerns.

Persons holding a joint appointment (i.e., faculty and staff or administration combination) shall use the dispute resolution procedure germane to the nature of the dispute--for example, if the dispute is relevant to one's work assignment as a member of the faculty, the faculty dispute resolution procedure shall be used.

2.2 -- Definition
A qualified employment dispute under this policy statement is a faculty member's timely written objection to matters related to particular working conditions, but normally excluding suspensions, corrective sanctions, terminations, and actions taken as a result of financial exigency.

2.3 -- Grounds for Dispute
A "petition for resolution of dispute" may be filed after informal consultation with appropriate administrators has failed to resolve material issues concerning implementation of basic terms and conditions of employment or any of the following:

A. disregard on the part of the department head and/or dean or other member(s) of the administration of complaints relating to the basic terms and conditions of the appointment,
B. a pattern of unfair compensation discrimination over a prolonged period of time (two years or more),
C. illegal discrimination including sexual harassment, See Appendix Q
D. denial of promotion without adequate consideration,
E. denial of leave without adequate consideration,
F. denial of reappointment without adequate consideration[13],
G. unreasonable ~~work load~~workload or physical working conditions,
H. unreasonable denial of access to OSU-Oklahoma City resources necessary for the faculty member's compliance with the basic terms and conditions of the appointment,
I. unacceptable reassignment growing directly out of actions specified in Section 1.13.4,
J. basic changes in assignment or conditions of employment if unrelated to corrective sanctions or health leave,
K. unacceptable terms of a conflict of interest management plan, and
L. other matters which the VPAA, in consultation with Faculty Senate Executive Committee members, authorizes.

---

[12] As an historical reference, Dispute Resolution Policy was in the previous Oklahoma State University, Stillwater, "Appendix D" policies called "Grievance Procedures."

[13] Procedures recommended by the American Association of University Professors are recognized as general guidelines for conducting investigations in connection with renewal or nonrenewal of faculty appointments to the extent that they are in consonance with the procedures stated herein.

Insofar as the affected faculty member asserts in writing that the decision against renewal by the appropriate administrator was based on inadequate consideration, the functions of the dispute resolution committee which reviews the faculty member's assertion should be the following:

A. to determine whether the decision of the appropriate faculty body and the decisions of the appropriate administrators were the result of adequate consideration in terms of the relevant standards of the institution, with the understanding that the Committee should not substitute its judgment on the merits for that of the academic department; and
B. to request reconsideration by the faculty bodies and/or administrators when the Committee believes that adequate consideration was not given to the faculty member's qualifications (in such instances, the Committee should indicate the respects in which it believes the consideration may have been inadequate).

2.4 -- Formal Dispute Resolution Procedures

Faculty members who believe they have a qualified employment dispute that warrants filing a petition will be expected to have already thoroughly discussed their complaint with their department head and/or dean, the VPAA, and other appropriate administrators. Policies and Procedures for resolution of disputes are set forth in Appendix 5, Dispute Resolution Procedures.

3.0 -- Faculty Leave

3.1 -- Health Leave

The faculty and administration of OSU-Oklahoma City are committed to providing quality educational experiences to the students who attend the institution. It is recognized that faculty members will occasionally be unable to perform regular duties due to personal illness, disability, maternity, paternity, or illness in their immediate families. These situations are hereinafter referred to as qualified conditions. The faculty members or someone representing them is responsible for notifying the department head and/or dean of qualified conditions affecting their work commitment. In order to accommodate the faculty member's leave requirements while maintaining the University's commitment to its students, OSU-Oklahoma City has instituted a flexible health leave policy.

3.2 -- Sabbatical Leave

Sabbatical leave is recognized as one of the important methods by which an academic institution is able to maintain up-to-date, highly qualified faculty. The administration and faculty should endeavor to make effective use of sabbatical leaves to this end. Preferably, such study and/or involvement should take place in an off-campus setting. Upon recommendation of the VPAA and approval by the Board of Regents, OSU-Oklahoma City may periodically grant leave to faculty members for study, research, or other activities directed toward professional growth. The faculty member is entitled to apply for sabbatical leave of absence from regularly scheduled duties for the purpose of improving professional competence and effectiveness of service to OSU-Oklahoma City. Members of the faculty may apply for a maximum leave of one calendar year (12 months) at reduced salary or a maximum leave of one-half year (6 months) at full salary. Under exceptional circumstances clearly warranting such action, a sabbatical leave may be broken into segments separated by periods of regular duty. While on leave, medical and life insurance benefits and contributions to TIAA/CREF are not reduced; other employee retirement system contributions will vary according to salary or compensation actually paid.

Conditions of approval shall be consistent with appropriate budgetary and other faculty arrangements so as not to disrupt the teaching programs or other vital operations of the department, school, or OSU-Oklahoma City. Requests for sabbatical leave shall be submitted to the VPAA through the appropriate department head and/or dean.

To qualify for leave, the candidate must have served as a faculty member for six academic years since initial appointment. Sabbatical leave obligates the recipient to follow a program consistent with the purpose and conditions for which the leave was granted. Acceptance by the faculty member of sabbatical leave entails an obligation to serve OSU-Oklahoma City for one subsequent year, or to refund to OSU-Oklahoma

City the salary benefit earned while on leave. A faculty member on sabbatical leave may accept a fellowship, personal grant-in-aid, or government-sponsored exchange lectureship for the period covered by the leave, if such acceptance promotes the accomplishment of the purpose of the leave.

3.3 -- Leave of Absence without Pay

Upon recommendation of the VPAA and approval by the Board of Regents, a faculty member may be granted a leave of absence without pay for such period of time and conditions as stipulated. This is subject to applicable policies on participation in partisan political campaigns as well. A leave of absence without pay shall normally not exceed one year in duration. Any extension beyond that time would be considered rare and exceptional. A request for leave without pay should be made as early as possible, preferably at least six months in advance.

APPENDIX 1
Statement on Professional Ethics

(This is Appendix 1 within the Appendix B, Policy Statement to Govern Appoints, Tenure, Promotion and Related Matters of the Faculty of Oklahoma State University – Oklahoma City)

The Statement:

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.
3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.
4. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
5. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Retrieved from www.aaup.org, November 2020.

APPENDIX 2
Statement on Academic Freedom

(This is Appendix 2 of Appendix B, Policy Statement to Govern Appoints, Tenure, Promotions and Related Matters of the Faculty of Oklahoma State University-Oklahoma City, General Provisions.)

Academic Freedom:

1. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
3. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

Retrieved from www.aaup.org, November 2020.

APPENDIX 3
General Termination Procedures

(This is Appendix 3 within Appendix B, Policy Statement to Govern Appoints, Tenure, Promotions and Related Matters of the Faculty of Oklahoma State University-Oklahoma City, General Provisions.)

3.1 -- Initiation

3.1.1 Termination of a faculty member shall be officially recommended only after an investigation has been conducted by an appropriately designated responsible administrative officer and appropriate faculty counsel has been received. OSU-Oklahoma City recognizes the seriousness of such situations and, therefore, reserves for its administrative officers and faculty committees the prerogative to be assisted by the Board of Regents Office of Legal Counsel throughout the decisional process, including any formal hearing. Groundless threats to terminate or demands to resign as an alternative to termination should not be made by any administrator or other official of OSU-Oklahoma City.

3.1.2 Any person who has substantial concern that a faculty member could be subject to termination under Section 1.13.1 or termination under Section 1.13.4 or dismissal on the grounds stated in Section 1.13.2.1 may present those concerns, substantiating evidence, and related information to the VPAA[14] for evaluation and possible action. Although not mandatory, it is preferable that this communication be presented in writing and signed by the person submitting it. Following receipt of such communication, the VPAA may seek to obtain additional relevant information from other sources and shall make a preliminary judgment as to whether further inquiry is appropriate. This judgment is not intended to be a determination of the substantive merits of the concerns that have been raised about the faculty member. Rather, it solely is intended to be a determination as to whether further inquiry is justified in the case.

Should the VPAA be inclined not to initiate an inquiry, the Senior VPAA shall be so informed. The Senior VPAA, having received and reviewed all available relevant evidence, shall consider the complaint and make a judgment as to whether it is in the best interests of OSU-Oklahoma City to initiate an inquiry.

3.1.3 If an inquiry is to be conducted, the VPAA shall designate, with the approval of the Senior VPAA, an academic administrator (referred to as the investigating official) to serve as the individual responsible for conducting an initial investigation to develop facts for evaluation and possible action. This effort should include interviewing the affected faculty member, examining other witnesses and evidence, seeking appropriate faculty counsel, and preparing reasoned recommendations for action. Normally, the department head or dean of the affected faculty member shall be designated as the investigating official, but when that is not practical or appropriate, the VPAA or another academic administrator may be so designated.

3.1.4 The VPAA shall provide the investigating official with all of the written information and the notes of oral statements which had been submitted with or were made in relation to the initial communication of concerns. The investigating official may request legal assistance for conducting the investigation from the Board of Regents Office of Legal Counsel. The investigating official may meet with the person(s) who communicated the original concerns and others to seek clarification and documentation. The investigating official should, thereafter, determine individuals to interview and evidence to examine. The investigating official should use their best reasonable efforts to meet with the affected faculty member in personal conference to explore relevant issues. In this conference, the faculty member shall be told of the reasons

---

[14] If the VPAA is unavailable, Senior VPAA may designate a dean or department head to act for the VPAA.

that the investigation is being conducted and the actions that are being considered. The faculty member shall be provided a copy of this Appendix 3, the General Termination Procedures. If such a conference is conducted, the investigating official shall prepare a confidential written report of the conference, and it shall be provided to the affected faculty member within five (5) working days. If a personal conference cannot be arranged, the investigating official will deliver to the affected faculty member in person, or by mail to a current office or residential address, a written explanation of the purpose of the investigation, the factual issues for resolution, a request for response from the faculty member within five (5) working days, and a copy of this Appendix 3, the General Termination Procedures.

3.1.5 The faculty member shall have at least five (5) working days following receipt of the investigating official's report of the initial conference, or letter of notification (no conference conducted), to propose a suitable disposition to resolve concerns or to present reasons that termination or other action(s) is unnecessary or unwarranted. Following receipt of the faculty member's written response, or the passing of five (5) working days, the investigating official may make a confidential interim report to the VPAA with interim recommendations which, if approved by the Senior VPAA, may resolve the current concerns. However, if a fully approved disposition is not achieved with this stage, appropriate departmental faculty counsel shall be sought (see Section 3.2).

3.1.6 If no resolution of the concerns has been achieved, the appropriate department or school faculty body should meet jointly with the investigating official and affected faculty member to discuss the reasons that termination is being considered. Following this meeting, the faculty body may deliberate in the absence of both the investigating official and the affected faculty member. Within five (5) working days, the faculty body shall prepare and deliver to the investigating official both a written, non-binding evaluation of facts known to it and a reasoned recommendation. A copy of this advisory report shall be sent to the affected faculty member. If such a written advisory report is not received by the investigating official within such period, the investigating official may proceed further as set forth in this Appendix 3, the General Termination Procedures, below.

3.2 -- Administrative Review

3.2.1 After the initial investigation has been conducted and appropriate written faculty counsel has been received (or the time frame to receive such faculty counsel has passed), the investigating official shall provide the VPAA with all information that has been collected including that provided by those requesting the investigation, any provided by the faculty member or others, documentary evidence, and the advisory report of the appropriate faculty counsel. The VPAA shall review the information which has been collected. As may be deemed appropriate, the VPAA may consult with the affected faculty member's department head and/or dean or others, including the Board of Regents' Office of Legal Counsel.

3.2.2 Following the review, the VPAA and the Senior VPAA shall meet for the purpose of making a determination whether there is reasonable and sufficient cause for initiation of the formal termination procedure and whether it would be in the best interests of OSU-Oklahoma City to continue with the termination procedure.

3.2.2.1 If in the view of the Senior VPAA, reasonable and sufficient cause has not been established for further examination, or if it is judged not to be in the best interests of OSU-Oklahoma City to continue with the termination procedure, the affected faculty member will be notified in writing by the VPAA that it is not the current intention to initiate the formal termination procedure. If the decision is that termination is not appropriate but that other action may be warranted, the matter shall be referred to a related supervisory academic administrator for consideration and action.

3.2.2.2 If in the judgment of the Senior VPAA, reasonable and sufficient cause for initiation of the formal termination procedure is established and they believe that it is in the best interests of OSU-Oklahoma City to continue with the termination procedure, the Senior VPAA shall direct the VPAA to implement the formal

termination procedural steps as provided in this Appendix 3, General Termination Procedures, and to notify the Faculty Senate President, the affected faculty member, and the appropriate department head/ dean(s) of such action. This determination by the Senior VPAA shall not be viewed as a judgment as to the ultimate merits of the matters at issue but solely as a determination that the matter should go forward for further evaluation as set forth in the following paragraphs of this Appendix 3, General Termination Procedures.

3.3 -- Formal Termination Procedure

3.3.1 If the Senior VPAA directs commencement of formal termination action, the VPAA shall designate an academic administrator to conduct the procedural actions required. This administrator shall be referred to in these proceedings as the "standards officer."

The standards officer shall provide written notice to the faculty member, the department head, dean, VPAA, Senior VPAA, and Faculty Senate President that a recommendation for termination is to be formally presented. In the notice, the standards officer shall specify the grounds for termination and the recommended date of termination. The notice to the faculty member shall be sent by certified mail or by witnessed hand delivery. It shall inform the faculty member of the provisions for formal review of the recommendation and that they must provide to the standards officer, within ten (10) working days of the receipt of the notice, a written statement declaring whether the termination recommendation will be disputed. The notice to the affected faculty member will inform them that they are immediately relieved of all academic duties but will not experience a reduction in pay or other benefits pending a recommendation by the Termination Hearing Committee and the Senior VPAA and a final decision by the Board of Regents[15]. If the faculty member chooses to dispute the standards officer's recommendation, the faculty member shall notify the standards officer, department head, dean, VPAA, Senior VPAA, and Faculty Senate President.

3.4 -- Consideration by the Termination Hearing Committee[16]

Upon receipt of notice that a formally recommended termination will be disputed, the Faculty Senate President shall provide the principal parties (the faculty member and the standards officer) with a list of the individuals initially chosen to serve as members of the Termination Hearing Committee. The Faculty Senate President shall also provide the members of the Committee with a copy of the notice of the recommended termination which has been disputed.

OSU-Oklahoma City shall provide appropriate facilities, assistance, equipment, and support to the Committee; shall help it obtain the cooperation of witnesses; and shall make available documentary and other evidence. The personnel records of the affected faculty member shall be accessible to the parties, the Committee, and review authorities and their representatives.

OSU-Oklahoma City considers the timely completion of termination hearings to be of great importance to the institution. Therefore, persons whose attendance is necessary for the completion of a termination hearing shall whenever possible be granted leave from regularly assigned duties in order to attend scheduled hearing dates and to complete in a timely manner a written recommendation concerning the matter. The Termination Hearing Committee shall begin the hearing within thirty (30) calendar days, but no sooner than fifteen (15) calendar days, after the standards officer's notice of intent to recommend termination is delivered to the affected faculty member. The faculty member may waive a hearing or may respond to the charges in writing at any time before the hearing. The hearing shall be completed within thirty (30) days of its commencement, unless an extension of such time frame is approved in writing by the

---

15 See Section 1.11, Administrative Suspensions.

16 See Section 1.14, Termination Hearing Board.

Senior VPAA. If the faculty member waives a full hearing but denies the charges against them or asserts that the charges do not support a finding of reasonable cause, the Hearing Committee will evaluate all available evidence and rest its recommendation upon the evidence in the accumulated record of the matter and its reasonable inferences. The Hearing Committee shall hold a joint prehearing meeting (or meetings) with the parties in order to:

A. simplify the issues;
B. effect stipulations of undisputed material facts or witness statements;
C. provide for the exchange of documentary evidence or other information; and
D. achieve such other appropriate prehearing objectives as will make the formal hearing fair, effective, and expeditious.

3.5 -- Hearing Procedures

The following procedures and guidelines should be followed during the hearing:

A. The standards officer will establish the history of the appointment and that there is reasonable cause to terminate the appointment based on a quality of proof that is clear and convincing.
B. In all presentations of evidence, the standards officer presents their case first, with the faculty member following.
C. The parties shall be permitted to use licensed legal counsel who shall be allowed to participate in all appropriate portions of the hearings (including prehearings), including presentation of the faculty member's case to the Committee. The Committee shall consider such counsel's statements on procedural matters and may receive the opinion of its own counsel.
D. The hearing shall be attended only by those individuals having an official connection with the proceedings as determined by the Senior VPAA after consultation with the chair of the Committee. Other individuals will be excluded from the hearing room.
E. A confidential tape recording of the hearing shall be made by a recorder designated for the proceedings by the chairperson of the Committee and will be accessible to the principal parties involved, the Committee, the Senior VPAA, the President of OSU, the Board of Regents and its staff, and authorized representatives on a "need to know" basis. Either party may request that it be provided a copy of such tape recording, the cost of same to be borne by the party requesting the copy.
F. A reasonable time limit should be established for opening and closing statements and shall be announced prior to or at the outset of the hearing.
G. Length of hearing sessions may be established in advance; every reasonable effort should be made to conduct the hearing(s) as expeditiously as possible, with equal fairness to both parties.
H. Through its chairperson, the Termination Hearing Committee shall require that the parties involved submit the following information to the Committee and exchange the same with the other party within 72 hours of the conclusion of the prehearing meeting(s):
    1. a list of witnesses whom they wish to present;
    2. a written exposition of all known relevant facts and/or opinions, as well as circumstantial evidence; and
    3. documents which they deem pertinent to the case.
I. In cooperation with the chair of the Committee, the respective parties are responsible for arranging the presence of their own witnesses and will schedule them for appearance as close to the time of call as possible. Both parties may be permitted during the course of the hearing(s) to introduce additional documents and to present witnesses not on their original lists, subject to reasonable notice to the other party and the Committee's consent.
J. After primary witnesses for both parties have been heard, such witnesses may be recalled for additional questioning on the request of the Hearing Committee, or on the request of one of the parties, if approved by the chairperson of the Committee. The Committee may call new witnesses whose testimony it deems relevant or helpful as well as request documents not otherwise introduced by either of the parties.
K. All evidence and other information pertaining to the termination hearing shall be treated in a confidential manner, except for reporting authorized by this policy statement.

L. Only information relevant to the termination action should be admitted into evidence. For the purpose of the Hearing Committee, questions of relevance shall be decided by the chairperson (subject to later review as provided or referenced herein). Physical evidence and testimony that is excluded from evidence shall be appropriately described by the offering party and appended to the hearing report for review.
M. The Hearing Committee may grant adjournments to enable either party to investigate evidence against which a valid claim of surprise is made.
N. The faculty member and the standards officer shall normally have the right to confront and cross-examine all witnesses at the hearing. When the prospective witnesses cannot or will not appear, but the Committee determines that the interests of fairness require formal admission of their statements, the Committee shall identify the witnesses, disclose their statements, and if reasonably possible arrange for answers to proposed interrogatories from such witnesses or to interviews by audio conference call.
O. In the hearing of any allegations concerning incompetence, the evidence in support thereof may include that of qualified faculty members from OSU-Oklahoma City and/or other institutions of higher education.
P. The Hearing Committee shall not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in evaluating the issues involved. Every reasonable effort shall be made to obtain the most reliable evidence available.
Q. In its report, the Committee's findings of fact and recommendations shall be based solely on formally admitted evidence contained in the hearing record and reasonable inferences drawn there from. Members of the Committee shall not converse with nor listen to any person outside the formally convened Hearing Committee pertaining to the facts, circumstances, or the subject person(s) related to the purpose(s) for which such Hearing Committee has been appointed or organized.
R. Neither the participants nor their representatives should cause publicity or make public statements about the case, except for such simple announcements as may be required covering the time of the hearing and similar matters.

3.6 -- Committee Report

The report of the Committee shall specifically cite the information upon which its advisory conclusions were based. The written report shall contain:

A. a statement of the purpose of the hearing,
B. issues considered,
C. findings of fact, and
D. advisory recommendations.

The Hearing Committee shall conclude whether reasonable cause for termination has been sufficiently established by clear and convincing evidence in the record, and it shall so report to the president. If the Hearing Committee concludes that reasonable cause for termination has been so established, but that an action other than termination should be considered, it shall so recommend, with supporting reasons. The Hearing Committee shall make its confidential report to the Senior VPAA with complete copies to the principal parties, their representatives, and related administrators. Said report shall also reference all information barred from admission into evidence by the chairperson of the Hearing Committee. The chairperson of the Hearing Committee shall inform the Faculty Senate President that the report of the Hearing Committee has been submitted to the Senior VPAA.

From the date the report is submitted to the Senior VPAA, the affected faculty member and the standards officer shall each have five (5) working days to present in writing any specific objections for consideration regarding the content of the report or the adequacy of the processes used by the committee to arrive at its advisory conclusions. The Committee shall make available to the Provost and Vice President of Academic Affairs the taped record of the hearing for discretionary reference.

3.7 -- Review and Recommendation by the President

3.7.1 The Senior VPAA shall exercise reasonable care in reviewing the report of the Hearing Committee. If the Senior VPAA is unable to concur in the findings or recommendations of the committee, the report shall be returned to the Committee with specific concerns stated in writing. The Committee will then reconsider, taking into account the stated concerns and, if necessary, review any new evidence or other matters with the parties, if practical. The final report of the Committee shall be sent to the Senior VPAA and principal parties, with complete copies to their representatives and related administrators within five (5) working days of receipt by the chairperson of the Senior VPAA's specific written concerns.

3.7.2 The written decision of the Senior VPAA shall be sent to the President of the OSU-Oklahoma City Faculty Senate, the chairperson of the Termination Hearing Committee, and the principal parties, with copies to their representatives and related administrators. If the decision of the Senior VPAA is to recommend termination, the Senior VPAA shall submit a written recommendation for termination to the President of Oklahoma State University, and provide a written copy to the faculty member and standards officer, their representatives, the president of the OSU-Oklahoma City Faculty Senate, and appropriate academic administrators.

3.8 -- Review and Action by the President of OSU

The President of Oklahoma State University shall review the recommendation of the Senior VPAA, together with any additional information and documentation from the record of the matter deemed helpful to them in evaluating the recommendation for termination. The written decision of the President shall be sent to the Oklahoma City VPAA, the President of the OSU-Oklahoma City Faculty Senate, and the principle parties, with copies to their representatives and related administrators. If the decision of the President is to recommend termination to the Board of Regents, the President shall inform the affected faculty member of the Board of Regents' published appellate procedures. The President may submit a formal recommendation for termination to the Board of Regents no sooner than ten (10) working days after the affected faculty member has been sent notice by the President that a recommendation for termination is to be made. A recommendation for termination to the Board of Regents shall include the full final report of the Hearing Committee and any other related allied papers, reports, or recommendations, as the President may deem appropriate. At any point in the procedure, prior to the time that the recommendation is formally considered by the Board of Regents, the affected faculty member may withdraw the challenge to the dismissal recommendation.

3.9 -- Review and Action by the Board of Regents

If the faculty member appeals the President's decision, the review shall be conducted according to the published appellate procedures of the Board of Regents. A copy of the procedures is available on request from the Office of Legal Counsel at the Board's Office located in the Student Union, Oklahoma State University, Stillwater. The appeal must be initiated by the filing of a petition by registered mail with the Board's Chief Executive Officer at the Board's office located at 220 Student Union, Oklahoma State University, Stillwater, Oklahoma, within fourteen (14) calendar days of the OSU president 's decision.

3.10 -- Announcements

Except for such simple announcements as may be required, public statements about the proposed termination action by either the faculty member, standards officer, affected administrators, or other institutional personnel should be avoided until the proceedings have been completed. The results of the completed proceedings shall be provided to the Faculty Senate President who, after giving appropriate consideration to the privacy of the concerned individual, may share such information with the Faculty Senate and may publish the information in the minutes of the Faculty Senate.

APPENDIX 4
Financial Exigency Policies and Procedures

(This is Appendix 4 within Appendix B, Policy Statement to Govern Appoints, Tenure, Promotions and Related Matters of the Faculty of Oklahoma State University-Oklahoma City, General Provisions.)

4.1 -- *Rationale*

Financial exigency is defined as a state of financial crisis which affects OSU-Oklahoma City as a whole to the extent that it may become necessary to terminate tenured appointments or other appointments prior to their normal expiration, and a state in which the survival of programs deemed essential to the mission of OSU-Oklahoma City is in doubt. In the event of financial exigency, it will be necessary for OSU-Oklahoma City to examine its mission closely in order to determine those programs which are considered essential for maintaining a viable institution. Considerations for retaining programs shall include compliance with affirmative action requirements, maintenance of academic excellence, and adherence to administrative due process and compensation and benefit program policies.

In a state of financial exigency, programs may be discontinued or allocated reduced resources. Comprehensive study shall be used to determine how to accomplish required reductions in maintenance and operations funding as well as to terminate appointments of faculty members, administrative and professional personnel, classified staff, and others.

Because the faculty shares responsibility for educational programs and curriculum, appropriate faculty committees shall be established to provide timely advice on educational planning, budgeting, and allocation of resources.

Termination of tenured or other appointments before the end of their terms is a painful and difficult matter. It affects not only those whose appointments are to be terminated, but everyone at OSU-Oklahoma City. Any termination of faculty services must be done fairly and humanely and in accordance with the administrative due process defined in this policy statement. In a state of financial exigency, when reductions have to be made across the Institution, every equitable effort shall be made to reorient and reassign tenured faculty within OSU-Oklahoma City so that as few as possible are adversely affected. This does not imply any duty to create employment artificially for the displaced faculty. Special efforts shall also be made to assist nontenured faculty.

By granting tenure, OSU-Oklahoma City recognizes the current and potential contributions of a faculty member to the institution. In most cases, a tenured faculty member will have given numerous years of productive and faithful service to OSU-Oklahoma City. Giving preferred status to tenured faculty during a state of financial exigency, therefore, is not merely providing protection of an individual's rights under academic tenure; it is practicing humaneness and responsible action within OSU-Oklahoma City by those charged with its administration.

4.2 -- *Adjusting to the Condition of Financial Exigency*

In the event of imminent financial exigency as determined by OSU-Oklahoma City administration with the advice and counsel of the Faculty Senate and approved by the Board of Regents, the President will announce to all institution personnel that a state of financial exigency exists.

4.2.1 -- Faculty Participation

The faculty, through its representative body--the Faculty Senate, shall be involved in reviewing and recommending adjustments to financial exigency. Such involvement shall include participation in the decision-making process by both tenured and nontenured faculty as well as administrative and professional personnel and classified staff at the department, school, and institutional levels as provided for by the Institutional Task Force on Financial Exigency and committees described in the following sections.

4.2.1.1 -- Institutional Task Force on Financial Exigency

After announcing that a state of financial exigency exists at OSU-Oklahoma City, the President will activate an Institutional Task Force on Financial Exigency which will serve as an advisory body to the President. This Task Force shall consist of the officers of the Faculty Senate (President, Vice President, and Secretary), the chairperson of the Staff Council, the Vice President for Budget and Finance, two deans and two department heads selected by the President, the Student Government President, and the VPAA serving as chairperson. Within a time limit specified by the President, members of the task force shall give priority above all other assignments to making recommendations to the President for adjustments to overcome the crisis situation.

The Institutional Task Force on Financial Exigency shall be actively involved in determining the extent of the crisis and in the planning of response relative to reorientation, reorganization, and realignments necessary for returning OSU-Oklahoma City to a stable financial state.

4.2.1.2 -- Non-Academic Committees on Financial Exigency

As directed by the President, the non-academic divisions of OSU-Oklahoma City (physical plant, student services, and administrative services) shall also establish their own committees on financial exigency. The responsibility of these committees shall include assessing the financial situation within their respective areas for alternative solutions to problems associated with financial exigency. The President shall designate a chair for each committee who shall report to the Institutional Task Force within a time limit specified by the President.

4.2.2 -- Guidelines for Adjustments

The Institutional Task Force on Financial Exigency shall review studies of OSU-Oklahoma City's financial obligations and its existing and potential financial resources. This information will be for the use of the president to determine the extent of financial stress within OSU-Oklahoma City and will provide a basis for recommending actions required to overcome the crisis condition. An effort shall be made to elicit ideas and suggestions from the general faculty relative to the action to be taken.

4.2.2.1 -- Reductions of Administrative and Other Support Services

Curtailment and/or consolidation of administrative and other supportive services shall receive serious consideration and, generally, should precede dismissal of tenured faculty actively engaged in teaching or extension.

4.2.2.2 -- Reduction in Instruction and Extension

The Institutional Task Force will review pertinent studies of OSU-Oklahoma City's programs and activities in the areas of instruction, research, and extension. The Academic Program Review documents prepared in consonance with Policy and Procedure Letter No. 2-0215 may be used as a source of information. Each program's achievements and centrality to the OSU-Oklahoma City mission, affirmative action goals, and income- generating ability shall be considered. A recommendation shall be made regarding programs in which decreased effort and financial support for instruction or extension should be seriously considered. This may, in some cases, necessitate the retention of programs with low enrollments and services and activities which are not cost efficient, but which are central to the concept of an institute of higher education and to the mission of OSU-Oklahoma City.

4.2.2.3 -- Termination of Programs and Services

The task force shall make prompt recommendations to OSU-Oklahoma City administration relative to programs and/or services which should be curtailed or discontinued, or positions which should be terminated. The following procedure shall be followed:

A. Each academic school and the non-academic committees on financial exigency will review and provide prompt advice to the Task Force on which programs and/or services should be curtailed or discontinued within their respective areas or which positions should be terminated.
B. The apparent and/or expected effect on OSU-Oklahoma City of the recommended curtailment,

discontinuances, or terminations shall be examined and documented.

C. Hearings shall be held inviting statements from persons in programs and/or services directly affected by the recommendations made by the committees.

4.2.2.4 -- Report of the Task Force

On the basis of pertinent information, advice, and other considerations, the Task Force shall submit to the President a prompt report specifying recommendations for overcoming the crisis situation.

4.2.3 -- Administrative Due Process Concerning Faculty Affected by Financial Exigency

Recommendations to eliminate positions or programs or to curtail programs and services shall not include termination of the appointment of a tenured faculty member in favor of retaining one without tenure in the same department, except in extraordinary circumstances.

In some cases, an arrangement for early retirement of a tenured faculty member by adding appropriate institutional funds to the individual's retirement income may be worked out with the consent of the faculty member. In other cases, a change from full-time to part-time service may be a feature, though not a complete solution, of an acceptable settlement.

In those cases where there is no realistic choice other than terminating the services of a tenured faculty member, appropriate notice or severance compensation must be given. Provisions for terminal notice or salary are stated in Section 1.13.5.

In all cases of termination of appointment because of financial exigency, the position of the faculty member concerned shall not be filled by a permanent replacement within a period of three years, unless the released faculty member has been offered reinstatement and a reasonable time in which to accept or decline it.

To every individual whose appointment is proposed to be terminated on the grounds of financial exigency, the VPAA shall give notice thereof and an explanation of the criteria used to develop the proposed action. If the affected faculty member makes a written request to the VPAA, they shall be entitled to a hearing by the committee described below. At the request of the faculty member involved, hearings on similar cases may be combined, although every case shall be examined on its individual merits.

The committee shall consist of five members: three faculty members designated by the Faculty Senate President, with the advice and consent of the Faculty Senate Executive Committee, and two members from the administration designated by the President. The President will name the chair. The verified report from OSU-Oklahoma City administration substantiating that a state of financial exigency exists shall be introduced and deemed conclusive as to the existence of financial exigency.

The committee shall hear statements from the affected faculty member(s), shall study evidence, and shall call witnesses to determine:

A. the reasonableness of the educational and administrative judgments exercised in determining reduction/termination of programs and criteria used to identify which appointments are to be terminated, and
B. whether criteria are being reasonably applied in each individual case.

The committee shall make a written report with advisory recommendations to the president. The president shall review the report and, if termination is deemed appropriate, make final recommendations on personnel actions to the governing Board of Regents for its consideration and decision.

4.2.4 -- Emergence from Financial Exigency

The Institutional Task Force on Financial Exigency shall be active during the entire period in which a state of financial exigency exists and during OSU-Oklahoma City's emergence there from.

The Task Force shall continually review the financial state of OSU-Oklahoma City and be actively involved in

determining when a state of financial exigency no longer exists.

During OSU-Oklahoma City's state of financial exigency and its emergence there from, The Task Force shall be directly involved in decisions relative to the establishment of any new programs and positions, the reactivation or recognition of programs, and the reinstatement rights, if any, of individual faculty members whose appointments were terminated on the grounds of financial exigency.

When it has been determined that financial exigency no longer exists, OSU-Oklahoma City shall decide which programs to reactivate and reorganize and endeavor expeditiously to honor the applicable reinstatement rights of faculty members released under financial exigency by offering them a position with a reasonable time to accept or decline it. The Institutional Task Force on Financial Exigency will then be dismissed by the President.

APPENDIX 5
Dispute Resolution Procedures

(This is Appendix 5 within Appendix B, Policy Statement to Govern Appoints, Tenure, Promotions and Related Matters of the Faculty of Oklahoma State University-Oklahoma City, General Provisions.)

Faculty members who believe they have a qualified employment dispute that warrants filing a petition under Section 2.0 of this policy statement will be expected to have already discussed their objection with their department head and/or dean and other appropriate administrators.

5.1 -- Filing of Dispute Resolution Petition

Faculty members who believe that they have a qualified employment dispute may submit a petition to the Faculty Senate President for examination of their objection. The petition shall set forth in detail the nature of the objection and the specific remedial action or relief sought, and shall identify the specific administrator(s) who should respond to the petition (the respondent(s))[17]. It shall contain all pertinent facts and/or opinions, any circumstantial evidence which the petitioner deems pertinent to the case, and a brief summary of the results of previous discussions on the issues involved. Objections related to specific personnel action(s) must be presented to the Faculty Senate President within thirty (30) calendar days of the date when the faculty member was formally notified of the action(s).

5.2 -- Initial Review and Recommendations

Upon receipt of a faculty member's petition for resolution of a dispute, the Faculty Senate President shall refer the petition to a review committee. The Faculty Senate President shall choose three committee members by lot from among full-time tenured faculty. The review committee shall study the dispute resolution petition and confer with the parties to the dispute. If a resolution is achieved, the review committee shall so report to the Faculty Senate President. After such inquiry, the committee shall recommend to the Faculty Senate President whether or not a formal dispute resolution hearing is warranted. If so, it shall identify the appropriate administration respondent(s)[18]. Its recommendation shall be submitted to the Faculty Senate President, normally within fifteen working days after the filing of the petition by the faculty member.

---

[17] While a faculty member using these Dispute Resolution Procedures may name any individual as the person against whom the grievance is being filed, the intent of the policy is that the administrative official personally responsible for the initial action about which the petition for resolution has been lodged reply to the petition and serve as the responding party. In the absence of evidence from the faculty member that related supervisory academic administrators were actively involved in the initial decision or act presented for review, the administrative official to a petition for dispute resolution shall be the first administrative official recommending the decision under review. For example, if a faculty member is not recommended for reappointment by the dean, the fact that the VPAA, after reviewing that recommendation as required by policy, does not interfere with the recommendation of the dean, does not automatically make the VPAA a responding party to the dispute resolution filing. Rather, the appropriate responding party would be the dean.

Conversely, however, where the VPAA is the first administrative official deciding that reappointment will not be recommended, it would be appropriate for Senior VPAA to serve as the responding party. In such cases, the Senior VPAA may appear personally before the review committee or may appoint another administrative official to serve in such capacity.

[18] The faculty member must bear in mind that access to the Board's appellate procedure is not automatically granted and that the procedure may be revised by action of the Board of Regents. The "Board Appellate Procedures," Board Rule No. 30:1-1-10 states: "The hearing of appeals is mandatory only in cases involving termination of tenured professors. Appeals arising from other categories may be allowable, at the discretion of the Board." A copy of the procedures for appeal to the Board of Regents is available on request from the Board of Regents Chief Executive Officer or Legal Counsel at the Board's Office, located in the Student Union of Oklahoma State University in Stillwater.

5.3 -- Action by Faculty Senate President

Upon receipt of a recommendation from the review committee, the Faculty Senate President shall, within five (5) working days, inform the parties involved in the dispute that either:

A. the review committee determines that a full hearing by a dispute resolution committee is not reasonably warranted, or
B. a dispute resolution committee will be formed to conduct a formal hearing.

In cases judged not warranting a formal hearing by a Dispute Resolution Committee, the petitioner shall be provided written reasons for the ruling. The ruling may be appealed to the VPAA, normally within five (5) working days. If the petitioner is granted a formal hearing, the ruling of the informal committee shall be included as evidence to come before the Dispute Resolution Committee. For cases in which a Dispute Resolution Committee is to be formed, the Faculty Senate President shall arrange a reasonable time and place for selection of the committee members which will afford all parties the right and opportunity to be present during the selection. The Dispute Resolution Committee shall normally be selected within twenty-eight (28) calendar days of the original filing of the petition by the faculty member. The Faculty Senate president shall randomly select faculty committee members.

5.4 -- Membership of the Dispute Resolution Committee

The Dispute Resolution Committee shall consist of six members as follows:

A. A non-voting chairperson who is a member of the Termination Hearing Board (Section 1.14) and who is chosen randomly by the Faculty Senate president;
B. One voting member who is a department head or dean, who is unaffiliated with the other committee members, and who is appointed by the VPAA from a list of three neutral candidates provided by the Faculty Senate president; and
C. Chosen by random selection process, four voting faculty members as follows: one member from each of two of the groups listed below to which the petitioner belongs and two additional members who must be tenured faculty; if the petitioner belongs to three of the following groups, they shall be allowed to select the two groups from which one member from each group is chosen:
    (1) men,
    (2) women,
    (3) racial/ethnic minorities,
    (4) professors,
    (5) associate professors,
    (6) assistant professors,
    (7) instructors, and
    (8) special positions equivalent to that of the petitioner (if not included above).

The petitioner and the respondent(s) shall each be allowed to submit relevant questions to committee members and may challenge without showing cause one voting member selection for the committee and challenge for cause any other voting member selection. Challenges may be made after a full potential committee has been selected. The Faculty Senate President shall exercise reasonable judgment in ruling on the validity of challenges for cause. Members of the department or school involved in the dispute shall not be eligible to serve on the committee.

5.5 -- Dispute Resolution Committee Chairperson

The chairperson shall provide Committee members with a copy of the petition filed by the faculty member and schedule the first meeting of the Committee at the earliest convenient time when all affected parties can be present.

5.6 -- Dispute Resolution Consultant

At any step in the dispute resolution procedures, any of the parties to the dispute or the committee may request the Faculty Senate President -- and/or the Affirmative Action Compliance Officer, if discrimination is alleged-- to serve as a consultant in an advisory capacity without the power of decision in the disputed matter. Additional consultation and advice on special issues or rules of procedure may be provided to the committee by an available attorney from the Board of Regents Office of Legal Counsel and/or a faculty member chosen by

the Faculty Senate President from faculty with experience on past Dispute Resolution Committees or some other specialized issue. Written functional guidelines for dispute resolution committees issued by the VPAA shall be followed.

5.7 ***-- Responsibilities of Service on the Dispute Resolution Committee***
Members of the committee shall serve the best interests of OSU-Oklahoma City and act as neutral examiners of issues presented. Members shall avoid external discussions of the dispute with parties to the dispute resolution process and with others.

All members selected shall be expected to serve on the Committee except in cases of illness, necessary absence from the campus, service on a termination hearing committee or dispute resolution committee in the current academic year, or other extreme hardship. The Faculty Senate President shall decide whether a selected Committee member should be excused from service upon his request and may replace such a member by the same procedure used for the original selection.

5.8 ***-- Hearings Procedures***
The following procedures and guidelines should be followed during the hearings. At each step in this process, the administrator or Committee involved should normally complete responsibilities within ten working days (based on the academic calendar).

5.8.1 The Dispute Resolution Committee shall normally hold its first session within ten working days after it has been formed by the Faculty Senate President. The committee shall hold a joint prehearing meeting (or meetings) with the parties in order to:

A. simplify the issues;
B. effect stipulations of undisputed material facts or witness statements;
C. provide for the exchange of documentary evidence or other information; and
D. achieve such other appropriate prehearing objectives as will make the formal hearing fair, effective, and expeditious.

5.8.2 Through its chairperson, the Dispute Resolution Committee shall require that the parties involved submit the following information to the Committee and exchange the same with the other party(ies) within seventy-two hours following the conclusion of the first session:

A. a list of witnesses whom they wish to present;
B. a written exposition of all relevant facts and/or opinions, as well as circumstantial evidence; and
C. documents which they deem pertinent to the case.

5.8.3 A confidential tape recording of the dispute resolution hearing shall be made by a recorder designated for the proceedings by the chairperson of the Committee and will be accessible to the principal parties involved, the Committee, the VPAA, the Board of Regents, and authorized representatives on a "need to know" basis.

Either party to the dispute may request that the Committee provide a typed transcript of the testimony. The cost of preparation of such a transcript shall be paid by the party making the request. Other involved parties may obtain a duplicate copy by paying the current fees for copying.

5.8.4 Length of hearing sessions may be established in advance; every reasonable effort should be made to conduct the hearing(s) as expeditiously as possible, with equal fairness to both parties.

5.8.5 The faculty member, having initiated the dispute resolution action, must establish by a quality of proof that is clear and convincing that the requested remedial action is justified and called for under the prevailing circumstances. The faculty member shall present their case first, with the respondent(s) following.

5.8.6 Both parties shall be permitted during the course of the hearing(s) to introduce additional documents and present witnesses not on their original lists, subject to reasonable notice to the other party and the

consent of the Dispute Resolution Committee.

5.8.7 The Dispute Resolution Committee may call witnesses of its own to the hearing and request documents not otherwise introduced by either of the parties.

5.8.8 In cooperation with the chair of the Committee, the respective parties are responsible for arranging the presence of their own witnesses and will schedule them for appearance as close to the time of call as possible.

5.8.9 OSU-Oklahoma City shall provide appropriate facilities, assistance, equipment, and support to the Dispute Resolution Committee; shall help it obtain the cooperation of witnesses; and shall make available non-confidential documentary and other evidence. The personnel records of the petitioning faculty member shall be accessible to the parties, the Dispute Resolution Committee review authorities, and their representatives.

5.8.10 The parties shall be permitted to use licensed legal counsel who shall be allowed to participate indirectly in all appropriate portions of the hearings. The Committee shall consider such counsel's statements on procedural matters and may receive the opinion of its own counsel. Counsel will not question witnesses or make opening or closing statements.

5.8.11 The Dispute Resolution Committee shall not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in evaluating the issues involved. Every reasonable effort shall be made to obtain the most reliable evidence available.

5.8.12 The findings of fact and any recommendations in the Committee's report shall be based solely on relevant evidence contained in the hearing record and reasonable inferences drawn therefrom.

5.8.13 Except for such simple announcements as may be required covering the time of hearing and similar matters, public statements and publicity about the case by either the faculty member, affected administrators(s), or their representatives, shall be avoided so far as possible until the proceedings have been completed, including the submission of the advisory report of the Dispute Resolution Committee to the Faculty Senate President, the petitioning faculty member, and the respondent administrator(s).

5.8.14 The hearings and the report of the Dispute Resolution Committee shall normally be completed within forty-five (45) working days (based on the academic calendar) of the formation of the Committee. In any case in which the Committee deems this time schedule to be inadequate, the chairperson of the Committee shall notify the principal parties involved in writing of the amended time schedule.

5.9 -- *The Report of the Dispute Resolution Committee*

5.9.1 In preparing its report, the Dispute Resolution Committee shall specifically cite the information upon which its advisory conclusions were based. The written report shall contain:

A. a statement of the purpose of the hearing(s),
B. issues considered,
C. findings of fact, and
D. relevant advisory recommendations.

5.9.2 The Dispute Resolution Committee shall submit its report via the Faculty Senate President to the parties involved in the dispute, and:

A. If the dispute is directed against a department head and/or dean, the report of the Dispute Resolution Committee shall be submitted to the VPAA. If the VPAA concurs with the report of the Committee, the case will be resolved by the VPAA through the implementation of the committee's

recommendations.

If the VPAA disagrees with the report of the committee, the VPAA shall return the report to the committee with the specific concerns stated in writing.

The Committee will then reconsider the case, taking into account the VPAA's concerns and reviewing new evidence with the parties, if necessary and practical. If the positions of both the VPAA and the Dispute Resolution Committee cannot be reconciled, the report of the Committee and the VPAA's written objections to the Committee's report shall be forwarded to the Senior VPAA for a decision and action.

B. If the faculty member's petition is directed against the VPAA or against both the VPAA and another administrator, the Dispute Resolution Committee report shall be submitted to the Senior VPAA for decision and action.

If the Senior VPAA concurs with the report of the Committee, the case will be resolved by implementation of its recommendations. If the Senior VPAA disagrees with the report of the Committee, the Senior VPAA will return it to the Committee with specific written concerns.

The Committee will then reconsider the case, taking into account the Senior VPAA's concerns and reviewing new evidence with the parties, if necessary and practical. If the positions of the Senior VPAA and the Committee cannot be resolved, the Senior VPAA's decisions will stand, subject to any available appeals to the Board of Regents[19].

C. If the faculty member's petition is directed against the Senior VPAA, the Dispute Resolution Committee report shall be submitted to the President of Oklahoma State University, Stillwater, for decision and action.

If the President concurs with the report of the Committee, the case will be resolved by implementation of its recommendations. If the President disagrees with the report of the Committee, the President will return it to the Committee with specific written concerns.

The Committee will then reconsider the case, taking into account the President's concerns and reviewing new evidence with the parties, if necessary and practical. If the positions of the President and the Committee cannot be resolved, the President's decisions will stand, subject to any available appeals to the Board of Regents[20].

---

[19] The faculty member must bear in mind that access to the Board's appellate procedure is not automatically granted and that the procedure may be revised by action of the Board of Regents. The "Board Appellate Procedures," Board Rule No. 30:1-1-10 states: "The hearing of appeals is mandatory only in cases involving termination of tenured professors. Appeals arising from other categories may be allowable, at the discretion of the Board." A copy of the procedures for appeal to the Board of Regents is available on request from the Board of Regents Chief Executive Officer or Legal Counsel at the Board's Office, located in the Student Union of Oklahoma State University in Stillwater.

[20] Id.

Appendix C

Faculty Evaluation Procedures

PURPOSE

The purpose of the faculty evaluation process ~~procedure~~ is to provide the faculty member and the evaluator with an opportunity to work together in maintaining the high quality of instruction at Oklahoma State University - Oklahoma City.

DEFINITIONS

The following terms are defined as specified for the Oklahoma State University – Oklahoma City Faculty Evaluation process.

Appraisal Period – July 1-June 30

Institutional RPT/CPTR Screening Committee – The institutional RPT/CPTR committee consists of faculty representing various schools and ranks. The composition of the committee is detailed in the Statement of Policy Governing Appointments, Tenure, Promotions, and Related Matters of the Faculty of OSU-Oklahoma City.

School RPT/CPTR Screening Committee – Each school will form its own committee to review RPT and CPTR packets and write letters of recommendation prior to review by the Institutional RPT/CPTR committee. ~~Each dean will also select a representative from their school to serve on the institutional RPT/CPTR committee.~~ The procedures for formation of the committee, packet review, and representative selection shall be decided within each school.

Supervisory Evaluator - Those individuals with supervisory responsibility over faculty. Department Heads are the direct supervisors of the faculty within their department, and Deans are the direct supervisors of Department Heads.

Tenure-Track Faculty - Those individuals whose job description contains a tenure-track designation in their letter of offer.

VPAA - Vice President for Academic Affairs

OVERVIEW OF PROCESS

Annual Evaluation Procedures

The Office of Academic Affairs will provide guidance for completion of the evaluation process for all instructional faculty and evaluators. Faculty in their first year of employment at OSU-OKC should attend the training to ensure they understand the process.

All evaluation records become the property of Oklahoma State University-Oklahoma City and will be filed in the Offices of Academic Affairs and Human Resources. Copies of completed faculty evaluations may be kept on file by the dean and, when relevant, an Employee Action (EA) form will be placed in the official file in the Human Resources Office. The faculty member is entitled to retain a copy of the final appraisal comments.

All faculty will be evaluated annually. Depending on their rank, time in rank, and tenure status, full-time faculty may complete:

- A standard annual evaluation
- An RPT packet
- A CPTR packet

See the Statement of Policy Governing Appointments, Tenure, Promotions, and Related Matters of the Faculty of OSU-Oklahoma City for details about when tenure-track faculty are required to or may submit an RPT packet. Tenured faculty will complete a CPTR packet every five years after receiving tenure.

Standard annual performance evaluations are reviewed within the academic school, whereas RPT and CPTR packets are reviewed by the institutional RPT/CPTR Committee.

Forms and Documents

Required Forms:

- ~~Form A –~~ Classroom Observation (formerly Form A) (completed once per appraisal period)
- ~~Form B –~~ End-of-Instruction Course Evaluation (formerly Form B) (administered every semester for each course by the Office of Institutional Effectiveness and Accreditation)
- ~~Form C – Faculty Self-Evaluation Checklist (completed when faculty go through the RPT process)~~
- ~~Form D –~~ Annual ~~Performance Evaluation~~Appraisal Document (formerly Form D) (completed once per appraisal period *except* when faculty goes through RPT process)

Formatted: Font: (Default) Arial, 12 pt

Formatted: Font: (Default) Arial, 12 pt

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.75" + Indent at: 1"

Formatted: Font: (Default) Arial, 12 pt

Formatted: Font: (Default) Arial, 12 pt

These forms are described in more detail at the end of this document. All forms required for faculty evaluation are posted in Sharepoint. If the faculty member has difficulty accessing the required documents, the supervisory evaluator is responsible for furnishing each instructional faculty member with the necessary forms.

Forms will not be substantively changed without undergoing review by the Board of Regents; however, formatting, file types, and exact wording may be adjusted to improve a form's clarity or function. ~~If a form is updated, t~~The newer version for the current academic year will be posted in Sharepoint no later than September 1 of that academic year; faculty and supervisory evaluators shall be responsible for downloading current forms from Sharepoint each year.

Standard Annual Evaluation

Full-time faculty who are not scheduled to complete the RPT/CPTR packet will complete the standard annual performance evaluation packet, which includes ~~Form A, Form B, and Form D~~all required forms.

Classroom Observation (formerly Form A)	Completed by ~~March~~ May 1 of the appraisal period
End-of-Instruction Course Evaluation (formerly Form B)	Administered by the Office of Institutional Assessment after the term is 75% complete
Faculty contribution to ~~Form D~~Annual Appraisal Document (formerly Form D)	Deadline set by supervisor
Supervisor contribution to ~~Form D~~Annual Appraisal Document (formerly Form D)	Completed by May 1 of the appraisal period
Meet with supervisor to discuss, sign, and submit ~~Form D~~Annual Appraisal Document (formerly Form D)	Completed by May 1

Supervisors shall provide faculty members with a copy of ~~Form D~~ the Annual Appraisal Document that includes their comments and signature. Faculty are responsible for retaining a signed copy of this document, which shall be included when the faculty member next participates in the RPT or CPTR process. The supervisor shall also be responsible for uploading this document to Sharepoint.

RPT (Reappointment, Promotion, Tenure)

Tenure-track instructional faculty members complete the RPT packet to apply for reappointment to instructor, promotion in rank, and/or tenure, with one exception: those of ~~i~~Instructor rank will not complete the RPT packet for reappointment in their first and third years. See the Statement of Policy Governing Appointments, Tenure, Promotions, and Related Matters of the Faculty of OSU-Oklahoma City for details about when tenure-track faculty are required to or may submit an RPT packet instead of the standard annual evaluation.

Formatted: Font: Not Bold

Formatted: Font: Not Bold

To be eligible for the RPT process, one must hold a tenure-track faculty appointment. Staff, adjunct faculty, and staff who teach as adjunct faculty are not eligible to go through the RPT process. Faculty who assume an administrative position will maintain their faculty rank, but will not be eligible to participate in the RPT process until they resume a tenure-track faculty role.

The RPT process includes preparation of a comprehensive evaluation packet by the faculty member and review of that packet by the RPT committees. Once a packet is submitted for review, no additional documents shall be added.

The RPT Packet shall include:

Section 1: ~~Forms required by Academic Affairs~~Curriculum vita and cover sheet containing OSU-OKC appointment history, current job description, and ~~proposed~~requested action (reappointment, promotion, and/or tenure)

~~Section 2: Letters of recommendation from supervisors (department head and dean), the school RPT/CPTR committee, colleagues, etc.~~

~~Section 3: Initial and current job descriptions~~

Section 42: ~~——~~All ~~Form A and Form B documents from semesters since last participation in RPT, including the current academic year.~~ required forms (formerly A, B, and D) from all years since last promotion. (If any documents are missing, the faculty member must include written explanation from their Dean for each absent document.)

Note: RPT packets will ~~not~~ only include ~~Form B for the Spring semester of~~ the current academic year's Classroom Observation, not End-of-Instruction Course Evaluations or Annual Appraisal Document due to timing

~~All Form D documents from semesters since last participation in RPT, *not* including the current academic year~~

Section 53:~~Form C and its supporting evidence~~Packet consisting of arguments and supporting evidence to demonstrate high quality performance

Section 64: ~~——Curriculum Vitae~~Letters of recommendation from supervisors (both department head, if applicable, and dean)~~.~~, and the school RPT/CPTR committee, ~~colleagues, etc.~~and additional letters as required by School RPT/CPTR Committees.

If any required documents are missing from the packet without sufficient explanation for their absence, the packet will not be evaluated for RPT. The applicant is responsible for ensuring all materials are submitted for evaluation. No materials will be added after the second Friday in February. If the RPT committee does not review a packet because of missing materials, the committee may recommend a onetime single-year reappointment at the faculty member's current rank and tenure status and require the faculty member to resubmit the following year.

Supervisor Letter

Supervisors (~~D~~department ~~H~~heads and ~~D~~deans, as relevant) will provide letters recommending

whether reappointment, promotion, and/or tenure should be granted. ~~Inclusion of~~ Supervisors should include statements ~~related to~~ addressing elements ~~of~~ in the ~~self-assessment forms (Forms C or D), course evaluations (Form B), teaching performance (Form A)~~required forms for the period under consideration, but also must assess soft skills such as (teamwork, problem solving, critical thinking, leadership, peer relationships, and student service orientation)~~,~~. ~~and p~~Personnel matters ~~will~~ should also be considered. When there is a potential for disclosure of personnel matters to the RPT/CPTR Committee, the ~~D~~department ~~H~~head and/or ~~D~~dean may consult separately with the VPAA prior to submission of the required letter.

Calendar of RPT Deadlines

Classroom Observation (formerly Form A)	Completed by the last Friday in January
End-of-Instruction Course Evaluation (formerly Form B)	Administered by the Office of Institutional Effectiveness and Accreditation ~~Assessment~~ after the term is 75% complete
Sections ~~3, 4, and 5~~ 1-3 of RPT packet	Completed by the last Friday in January
Meet with supervisor to discuss performance	Completed by the 1st Friday in February
Department/School RPT/CPTR Screening Committee review ~~(if relevant)~~	Completed by the 2nd Friday in February
Sections ~~1 & 2~~ 4 of RPT packet	Completed by the 2nd Friday in February
Institutional RPT/CPTR Screening Committee review completed	Completed by last Friday in February
Faculty notified of Institutional Committee recommendation	Completed by first Friday in March
Faculty alerted of RPT decision	Completed by April 1

CPTR (Cumulative Post-Tenure Review)

Tenured faculty will complete the cumulative post tenure review (CPTR) process every fifth year beginning with the fifth year after tenure is earned. The CPTR packet compiles the required forms from the previous five years~~includes the same materials as a standard annual evaluation (Forms A, B, and D)~~, as well as several additional items, as described below. The deadlines for completing ~~Forms A and D~~ required forms for the year under consideration are also earlier for CPTR than they are for a standard annual evaluation.

The CPTR Packet shall include:

Section 1: ~~Forms required by Human Resources and Academic Affairs~~Curriculum vita and cover sheet containing OSU-OKC appointment history, current job description, and ~~proposed~~requested action. ~~(reappointment, promotion, and/or tenure)~~

~~Section 2: Letters of recommendation from supervisors (department head and/or dean), the school RPT/CPTR committee, colleagues, etc.~~

Formatted: Indent: Left: 0.5", Hanging: 1"

Section ~~3~~2: ~~Five consecutive years of annual performance evaluation packets (forms A, B, and D from the previous four and current academic years)~~ All required forms (formerly A, B, and D) from all years since last RPT/CPTR review. (If any documents are missing, the faculty member must include written explanation from their Dean for each absent document.)

Note: CPTR packets ~~will not include Form B from the Spring semester of the current academic year~~may not include all End-of-Instruction Course Evaluations for current year due to timing~~Pres~~

Section ~~4~~3: Any supplemental information ~~the faculty member wishes to provide~~required by School RPT/CPTR Committees or which the faculty member wishes to provide

Section 4: Letters of recommendation from supervisors (both department head, if applicable, and dean), and the school RPT/CPTR committee, and additional letters as required by School RPT/CPTR Committees.

Classroom Observation (formerly Form A)	Completed by the last Friday in January
End-of-Instruction Course Evaluation (formerly Form B)	Administered by the Office of Institutional Effectiveness and Accreditation ~~Assessment~~ after the term is 75% complete
Faculty contribution to Annual Appraisal Document (formerly Form D)	Deadline set by supervisor
Supervisor contribution to Annual Appraisal Document (formerly Form D)	Completed by last Friday in January
Sections ~~3 & 4~~ 1-3 of CPTR packet	Completed by the last Friday in January
Meet with supervisor to discuss, sign, and submit Annual Appraisal Document (formerly Form D)	Completed by the 1st Friday in February
Department/School RPT/CPTR Screening Committee review ~~(if relevant)~~	Completed by the 2nd Friday in February
Sections ~~1 & 2~~ 4 of CPTR packet	Completed by the 2nd Friday in February
Institutional RPT/CPTR Screening Committee review completed	Completed by last Friday in February
Faculty notified of Institutional Committee recommendation	Completed by first Friday in March
Faculty alerted of CPTR decision	Completed by April 1

If any required documents are missing from the packet without sufficient explanation for their absence, the packet will not be evaluated for CPTR. The applicant is responsible for ensuring all materials are submitted for evaluation. No materials will be added after the second Friday in February.

Supervisor Letter

Supervisors (~~D~~department ~~H~~heads and ~~D~~deans, as relevant) will provide letters evaluating the faculty member's performance for the period under consideration, and, if relevant, recommending the establishment of an individual development plan to address deficiencies. Supervisors should include statements addressing elements in the required forms for the period under consideration, but also must assess soft skills such as teamwork, problem solving, critical thinking, leadership, peer relationships, and student service orientation. Personnel matters should also be considered. When there is a potential for disclosure of personnel matters to the RPT/CPTR Committee, the ~~D~~department ~~H~~head and/or ~~D~~dean may consult separately with the VPAA

Formatted: Indent: Left: 0.5", Hanging: 1"

Formatted: Space After: 6 pt

Formatted: Justified

prior to submission of the required letter.

FORMS

CLASSROOM OBSERVATION (Formerly Form AFORM A)

Formatted: Left

The classroom observation is designed to give the faculty member the benefit of review of in-class teaching/learning practices. This review is to help the faculty member continue to provide high-quality instruction. An added benefit of review is that successful practices can be observed by and used by other faculty. Classroom observations shall be conducted by Department Heads, Deans, or other designated supervisors at least once per appraisal period.

Form A is available in versions for in-person and online classes; the evaluator shall use the appropriate form for the modality being observed.

The evaluator must agree to provide a fair, honest evaluation to the best of their ability. It is expected that the evaluator will provide constructive feedback to the faculty being evaluated.

Classroom Observation: In-Person

- The classroom observation can occur during any week of the course/semester prior to the relevant deadline (May 1 for standard annual evaluations; last Friday in January for RPT and CPTR).
- The faculty member will inform their respective Department Head, Dean, or other designated supervisor of their lecture schedule for the semester and provide a list of class periods they would like to have evaluated.
- The evaluator will be present at the beginning of the class and will stay for a minimum of 50 minutes. This can be negotiated by the faculty member being evaluated.
- The evaluator will become aware of the course objectives through review of the course syllabus and/or in consultation with the faculty member before the visit.

Classroom Observation: Online

- The classroom observation can occur during any week of the course/semester prior to the relevant deadline (May 1 for standard annual evaluations; last Friday in January for RPT and CPTR).
- If the course meets synchronously online, the faculty member will inform their respective Department Head, Dean, or other designated supervisor of their lecture schedule for the semester and provide a list of sessions they would like to have evaluated.
- The evaluator will review the faculty member's online course presentation or recording. Where necessary, faculty members are required to provide evidence of online classroom details when requested to help support the evaluator's review.
- The evaluator will become aware of the course objectives through review of the course syllabus and/or in consultation with the faculty member before the visit.

The evaluator will review the assessment with the faculty member within 7 working days of observation.

In the event of a less than satisfactory composite assessment, the faculty member may request to arrange for subsequent additional classroom visitation(s).

In the event of a less than satisfactory rating on any specific item, the evaluator will indicate the basis for the rating and specific recommendations for improvement, which will be discussed with the faculty member. A copy of the rating and recommendation will be provided within two weeks of the completion of the assessment.

STUDENT EVALUATION OF INSTRUCTOR (Formerly Form B~~FORM B~~)

Student evaluation of instruction will be administered by the Office of Institutional Effectiveness and Accreditation according to the following schedule:

- 16-week semester courses – Administered during weeks twelve (12) through sixteen (16).
- 8-week semester courses – Administered during weeks six (6) through eight (8).
- Short courses – Administered when 75% of the course is complete.

At the beginning of the evaluation period and at regular intervals throughout the evaluation period, all students enrolled in one or more courses at OSU-Oklahoma City will receive, via their school student email accounts, instructions on how to access the secure online evaluation system to begin their evaluations. Reminder emails will be sent to students who have not yet completed an evaluation for a given course. To ensure fairness within the evaluation process, results will not be released until after the end of the semester and all final grades have been submitted.

Typically, student evaluations of instruction are based on student responses to statement items specific to their learning experience in the course. Students are also provided an opportunity to include additional comments if they so choose. As research on best practices for student evaluations continues to evolve, OSU-OKC strives to follow current industry standards and may update the evaluation instrument as appropriate.

~~**FACULTY SELF ASSESSMENT (FORM C)**~~

~~This document is used in lieu of Form D when faculty go through RPT instead of a standard annual evaluation or CPTR. (See the Statement of Policy Governing Appointments, Tenure, Promotions, and Related Matters of the Faculty of OSU-Oklahoma City for details about when tenure-track faculty are required to or may submit an RPT packet.)~~

~~The document identifies required documentation that must be presented to support faculty applications for reappointment, promotion, or tenure. It also identifies optional documentation that may be included to further support the application.~~

~~1. As early as possible in the academic year in which the faculty member is going through the RPT process, the faculty member will obtain the current Form C from Sharepoint.~~
~~2. Following the instructions on Form C, the faculty member will gather and compile documentation demonstrating their achievements.~~
~~3. The faculty member will upload Form C with its associated documentation to Sharepoint.~~

ANNUAL ~~PERFORMANCE EVALUATION~~ APPRAISAL DOCUMENT (Formerly Form D~~FORM D~~)

This document is used by faculty undergoing standard annual evaluations and CPTR; it helps provide the faculty member the opportunity to report on their activities during the academic year.

1. The faculty member will obtain the current ~~Form D~~ form from Sharepoint.
2. The faculty member completes the "To Be Completed by Evaluatee" portions of ~~Form D~~ the form by the deadline set by the supervisor, and submits this document to the supervisor.
3. The supervisor completes the "To Be Completed by Supervisory Evaluator" portions of ~~Form D~~ the form by the relevant deadline (May 1 for standard annual evaluations; last Friday in January for CPTR).
4. The supervisor is responsible for scheduling a meeting with the faculty to member to discuss, sign, and upload the final ~~Form D~~ form to Sharepoint.

Appendix D

Notice of Intent to Engage in Professional Activity for Extra Compensation

OKLAHOMA STATE UNIVERSITY-OKLAHOMA CITY

Report Regarding Outside Professional Activities for Extra Compensation

During the _____ academic year, I plan to pursue the following outside professional activities (List date, client and nature of activities performed.):

Dates	**Employer/Client**	**Nature of Activities**

Deadlines for submission of the Notice are prior to August 15 for fall semester, prior to January 15 for spring semester, or within 14 days of accepting outside activities during the semester. Note: Faculty who intend on engaging in outside activities for the entire academic year may submit one Notice for the academic year prior to the August 15 deadline.

I understand that any outside professional activities should not unduly interfere with my classes or typical responsibilities at OSU-Oklahoma City.

Signature: _____ Date: _____

Department Head: _____ Date: _____

Dean: _____ Date: _____

VPAA: _____ Date: _____

□ Received Academic Affairs
□ Saved to W:
□ Copy Returned to Faculty Member

Appendix E

Cumulative (Post-Tenure) Review of Faculty

OSU-OKLAHOMA CITY CUMULATIVE (POST-TENURE) REVIEW POLICIES AND PROCEDURES

POLICY

1.01 For each tenured faculty member, a cumulative review shall take place every five years. A review conducted to grant promotion qualifies as a cumulative review. The review shall be based on discussion and substantive documentation provided by the faculty member. Individuals designated to conduct the review shall be members of the School and ~~i~~Institutional Reappointment, Promotion, and Tenure Committees. The review process shall include written feedback to the faculty member as well as a provision for response. Written feedback shall be a detailed description of the faculty member's accomplishments or deficiencies. If deficiencies are present, ~~The~~ the cumulative review ~~requires~~ will establish an individual development plan~~s~~ for ~~each~~ the faculty member. Faculty members are responsible for their own development consistent with department, school, and University goals. Any formal development plan should respect academic freedom and professional self- direction, and it should be flexible enough to allow for subsequent alteration.

1.02 The results of a Cumulative Review of Tenured Faculty may be used by appropriate administrators as a basis for providing support which will assist faculty members in carrying out their professional goals and responsibilities. Any disciplinary action that may follow the cumulative review must adhere to all prescribed procedures in force within this policy document. In the event that unsatisfactory performance has not improved within the timelines set in the individual development plan, any dismissal action shall be based upon those grounds for dismissal specified in the December 11, 2020 "Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University-Oklahoma City."

1.03 If a faculty member believes that the results from a cumulative review are based on unlawful discrimination, inadequate consideration, or legitimate exercise of academic freedom, he/she may request a review of the matter utilizing the dispute resolution procedure in Appendix 5 of this policy document.

Source: "Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University- Oklahoma City," Section 2.0 (December 11, 2020).

PROCEDURE

2.01 Faculty Subject to Cumulative Review
A Cumulative Review shall take place for each and every tenured faculty member every five (5) years. A promotion review may be substituted for a cumulative review. The cumulative review may be rescheduled due to a leave of absence, sabbatical, administrative assignment outside the academic unit, or other extenuating circumstances as determined by the Office of Academic Affairs.

The Office of Academic Affairs may waive the cumulative review for faculty who have given formal notice of their retirement or resignation.

2.02 Cumulative Review Schedule
The Office of Academic Affairs shall develop, maintain, and annually distribute to all tenured faculty members a schedule specifying the year during which each tenured faculty member is to undergo cumulative review.

2.03 Cumulative Review Committee
The OSU-Oklahoma City Reappointment, Promotion, and Tenure Committee shall be charged with conducting reviews for all tenured faculty.

Source: "Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the

Formatted: Space Before: 6 pt

Faculty of Oklahoma State University-Oklahoma City," Section 2.0 (December 11, 2020).

2.04 Review Criteria:
The review criteria for post-tenure review is the same criteria used for the annual appraisal ~~package~~document (formerly Form D) but should address the faculty member's performance since the last RPT or CPTR action.

2.05 Documents and Information Used in the Review
Faculty under review must provide the preceding five consecutive years of annual performance evaluation packets (required forms ~~A, B, and D~~), a letter of recommendation from the department head, if applicable, and dean ~~(Form E)~~, and any supplemental information the faculty member may include.

The faculty member or the committee may request an interview for the purpose of discussing and clarifying the documentation.

2.06 Development and Disposition of the Cumulative Review Report
The committee shall prepare a written report that assesses the faculty member's overall performance during the review period in terms of the academic school's performance standards and expectations.

The committee shall submit its report to the faculty member under review. The faculty member shall be given ten (10) working days to respond to the report in writing. Following receipt of the response by the faculty member, if any, the committee shall promptly submit the committee's final report, and the response, if any, to the Provost and Vice President of Academic Affairs.

The Provost and Vice President of Academic Affairs shall be given ten (10) working days to respond in writing to the committee report and any responses by the faculty member.

A final copy of the committee's report, the faculty member's response, if any, and the response of the Provost and Vice President of Academic Affairs, shall be provided to the faculty member and the dean. These documents, along with those listed in 2.05, shall be included in the faculty member's personnel file.

2.07 Rewarding Faculty for Outstanding Performance
The cumulative review process should identify and recognize outstanding performance by faculty members. The report may be used by appropriate administrators as a basis for supporting faculty members in carrying out their professional goals and responsibilities and compensating those with outstanding performance.

2.08 Corrective Development Plan
For faculty members whose overall performance reflects substantial deficiencies, the dean and the faculty member shall develop a corrective plan to improve performance and address deficiencies. The plan should be individualized and flexible; taking into account the faculty member's intellectual interests, abilities, and career stage, as well as needs of the school and institution. The plan should establish clear performance goals, specify steps designed to achieve these goals, define indicators of goal attainment, establish a clear and reasonable time frame for the completion of goals, identify resources available for implementation of the plan, and state the consequences of failure to attain the goals. A copy of the corrective development plan shall be forwarded to the Provost and Vice President of Academic Affairs and another copy placed in the faculty member's personnel file.

2.09 Dispute Resolution
If a faculty member believes that the committee report, the corrective plan, or administrative actions taken as a result of the cumulative review are unfair or that they fail to honor the legitimate exercise of academic freedom, they may request a review of the matter utilizing the policies and procedures outlined in the "Policy Statement to Govern Appointments, Tenure, Promotions, and Related

Formatted: Not Expanded by / Condensed by

Matters of the Faculty of Oklahoma State University-Oklahoma City," (December 11, 2020).

Grounds for dispute may include unlawful discrimination, inadequate consideration, and others listed in Section 2.3 of the Dispute Resolution Policy.

2.10 Disciplinary Action
The purpose of the cumulative review is to promote faculty development. Any disciplinary action that comes after cumulative review shall adhere to all prescribed procedures in the "Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University-Oklahoma City," Section 2.0 (December 11, 2020).

Original Policy: Recommended by the Academic Policy Committee of the Faculty Senate to the full Faculty Senate meeting on October 9, 2008. Final Revision: Spring, 2017.

2.04-2.05 modified to be consistent with approved changes to the Faculty Evaluation Document: Fall, 2019. Approved by OSU A&M Board of Regents: December 11, 2020

INSTITUTE OF TECHNOLOGY

May 16, 2025

Reduction in Force Proposal – Academic School Realignment

This proposal is requested by the Vice Provost.

The current structure of Academic Affairs includes multiple schools, among them the School of Arts, Sciences & Health and the School of Creative & Information Technologies.

In accordance with Oklahoma State Regents for Higher Education (OSRHE) policy guidelines, 3.8 Approval of Changes in Academic Structure and Nomenclature, Oklahoma State University Institute of Technology (OSUIT) is requesting approval from the Oklahoma State University A&M Board and the Oklahoma State Regents for Higher Education to consolidate these two schools into a single academic unit: the School of Technology, Arts, Sciences & Health, effective July 1, 2025.

This consolidation is intended to:

- Enhance interdisciplinary collaboration
- Streamline administrative functions
- Improve marketing, recruiting, and enrollment strategies
- Strengthen academic identity and student pathways

New School Structure

- The School of Technology, Arts, Sciences & Health will house programs from both former schools, including:
    - 3D Modeling & Animation
    - Allied Health Sciences
    - Applied Industry Leadership
    - Applied Technology
    - Business
    - Culinary Arts
    - Enterprise Development
    - Graphic Design Technology
    - Information Technologies
    - Pre-Education
    - Pre-Professional Studies

With this realignment, the leadership structure will be adjusted accordingly. The current Dean positions for the two existing schools will be impacted as they are consolidated under a single leadership role.

Proposed Reduction in Force

A reduction in force is proposed for the following reasons:

The consolidation of two schools into one eliminates the need for two separate Dean roles.

One of the Dean positions is currently vacant and has not been filled.

No existing personnel would have their employment impacted. We would request the current interim dean of both schools be named the permanent dean of the new consolidated school.

The effective date of the change will be July 1, 2025.

Sincerely,

Paula North

Paula North, Director
Human Resources
OSU Institute of Technology

PERSONNEL ACTIONS
in compliance with
Board Policies 3.01, 3.02, and 3.03
June 13, 2025
OKLAHOMA STATE UNIVERSITY

CONTENTS

ALPHABETICAL INDEX OF INDIVIDUALS

ALPHABETICAL INDEX OF INDIVIDUALS
WITHIN COLLEGE/DIVISION

PERSONNEL ACTIONS

- Appointment
- Change
- Sabbatical
- Correction
- Separation/Retirement - For Information Only

OSU/A&M Board of Regents' approval is sought for the following personnel actions except for separation, retirement and death which are included as information items only.

ALPHABETICAL INDEX OF INDIVIDUALS

Name	College/Division	Action
Aamodt, Jason	Business	190
Abdelaziz, Alyaa	Arts and Sciences	360
Adigun, Beulah	Education and Human Sciences	225
Aguilar, Robert	OSU - Oklahoma City	295
Al Dushaishi, Mohammed	Engineering, Architecture and Technology	247
Alexander, Aaron	Engineering, Architecture and Technology	260
Allen, Michael	OSU - Oklahoma City	309
Andrews, John	Arts and Sciences	107
Aoun, Meriem	Agriculture	60
Ashley, Lisa K.	Arts and Sciences	101
Avance, Rosemary	Arts and Sciences	130
Bach, Christian	Engineering, Architecture and Technology	273
Bachelot, Benedicte	Arts and Sciences	82
Bae, Jiyoung	Education and Human Sciences	236
Bagavathi, Arunkumar	Arts and Sciences	351
Baker, Carrie	Agriculture	1
Bao, Chenzhang	Business	205
Becker, Mary Claire	Arts and Sciences	347
Beijan, Lisa	Education and Human Sciences	363
Beijan, Lisa	Education and Human Sciences	219
Bennett, Joe	OSU - Oklahoma City	313
Bester, Christiaan	Arts and Sciences	136
Bickford, Wendy	Arts and Sciences	6
Bikkina, Prem	Engineering, Architecture and Technology	248
Bilitewski, Thomas	Arts and Sciences	147
Bir, Courtney	Agriculture	34
Biswell, Diana	OSU - Oklahoma City	310
Bolliger, Jeanne	Arts and Sciences	348
Bonjour, Edmond	Agriculture	61
Borunda, Mario	Arts and Sciences	148
Bovenschen, Wayne	Arts and Sciences	137
Bowler, Matt	Business	191
Broome, Bridget	Education and Human Sciences	238
Brown, Courtney	Agriculture	39
Brown, Tom	Business	362
Buitrago Suarez, Uriel A.	Arts and Sciences	83
Burnap, Robert	Arts and Sciences	340
Burt, Aaron	Business	181
Butcher, Joshua	Veterinary Medicine	284
Bylund, Per	Business	176
Caldwell-Carpenter, Jillian	Education and Human Sciences	13
Callicoat, Jeffrey	Engineering, Architecture and Technology	274
Cantrell, Katie	Veterinary Medicine	17
Capik, Sarah	Veterinary Medicine	28

ALPHABETICAL INDEX OF INDIVIDUALS

Name	College/Division	Action
Carlson, Thomas	Arts and Sciences	117
Carver, Brett	Agriculture	76
Castilla Alvarez, Antonio	Arts and Sciences	84
Chakraborty, Goutam	Business	212
Channapanavar, Rudra	Veterinary Medicine	282
Chen, Chen	Engineering, Architecture and Technology	261
Chen, Cheng	Arts and Sciences	122
Chen, Xuewei	Education and Human Sciences	220
Cheng, Yong	Agriculture	53
Cho, Hong Je	Engineering, Architecture and Technology	249
Choi, Min Soo	Arts and Sciences	5
Chung, Chanjin	Agriculture	35
Cline, Lauren	Agriculture	40
Cluck, Alana	Education and Human Sciences	221
Cochran, Mark	Business	185
Coe, Brooke N.	Arts and Sciences	153
Cole, Ki	Education and Human Sciences	226
Coleman, Bradley	Agriculture	41
Collins, Casey	OSU - Oklahoma City	298
Collins, Steven	OSU - Oklahoma City	307
Comer, Anthony	Engineering, Architecture and Technology	275
Constantin, Mary K.	Arts and Sciences	157
Cook, John Paul	Arts and Sciences	338
Cooley, Asya	Arts and Sciences	339
Coonce, Jennifer	Business	192
Cooper, Joseph A.	Arts and Sciences	138
Craven, Kelly	Agriculture	54
Currell, Leslie M.	Arts and Sciences	164
Das, Subhas	Health Sciences	322
Davis, Evan	Business	206
de Oliveira Silva, Amanda	Agriculture	77
Decker, William	Arts and Sciences	353
Deep, Akash	Engineering, Architecture and Technology	267
Delatte, Norb	Engineering, Architecture and Technology	251
Deng, Junpeng	Agriculture	55
Deng, Shiping	Agriculture	78
Depperschmidt, Chad	Education and Human Sciences	227
DeSantis, Ryan	Agriculture	70
Dewey, Glenn A.	Arts and Sciences	139
Dinkel, Christopher	Business	193
Dinyer-McNeely, Taylor	Education and Human Sciences	366
Doust, Andrew	Arts and Sciences	85
Doust, Andrew	Arts and Sciences	86
Du, Yongtao	Arts and Sciences	118

ALPHABETICAL INDEX OF INDIVIDUALS

Name	College/Division	Action
Dunn, Amy	Education and Human Sciences	239
Dunn, Kelly	Health Sciences	329
Durham, Jake	Education and Human Sciences	364
Durham, Jake	Education and Human Sciences	228
Eck, Christopher	Agriculture	42
Edwards, Bryan	Business	194
Elbing, Brian	Engineering, Architecture and Technology	276
Elwood, Terrisa D.	Arts and Sciences	154
Emberts, Zachary T.	Arts and Sciences	87
Emerson, Laura	Engineering, Architecture and Technology	262
Emory, Melissa, L	Arts and Sciences	126
Espindola Camacho, Andres	Agriculture	62
Estala, Jason	Arts and Sciences	165
Estrella, Jorge Gonzalez	Engineering, Architecture and Technology	252
Farris, Taylor	Veterinary Medicine	18
Fentiman, Katelyn	Veterinary Medicine	372
Ferguson, Teri	OSU - Oklahoma City	297
Fishbein, Mark	Arts and Sciences	88
Fishbein, Mark	Arts and Sciences	89
Fitzgerald, Michael	Education and Human Sciences	232
Fitzgerald, Tara	Business	195
Flaherty-Pappas, Karen	Business	213
Florence-Clark, Gayla	OSU - Oklahoma City	299
Floyd, Jarrett	OSU - Oklahoma City	319
Ford, Alexandra	Veterinary Medicine	373
Frei, Eric D.	Arts and Sciences	166
Frisbee, Jefferson	Veterinary Medicine	29
Frisbee, Stephanie	Veterinary Medicine	19
Frucci, John	Health Sciences	325
Fullerton, Jami	Academic Affairs	289
Gajan, Richard	Business	177
Gardner-Vandy, Kat	Education and Human Sciences	229
Gelfand, Scott	Arts and Sciences	358
George, K.M.	Arts and Sciences	352
Giggey, Mary L.	Arts and Sciences	167
Gilbert, Kacey	Education and Human Sciences	369
Gramling, Audrey	Business	168
Gray, David	Arts and Sciences	119
Greco, Lindsey	Business	196
Greer, Rebecca	Arts and Sciences	90
Grimes, Melissa	OSU - Oklahoma City	320
Grindstaff, Jennifer	Arts and Sciences	333
Griswold, Sarah K.	Arts and Sciences	120
Halder, Atanu	Engineering, Architecture and Technology	277

ALPHABETICAL INDEX OF INDIVIDUALS

Name	College/Division	Action
Hale, Kimberly J.	Arts and Sciences	123
Hammer, Shane	Education and Human Sciences	234
Hammer, Tonya	Education and Human Sciences	222
Hanson, Chad	Health Sciences	331
Hardy, Nathan	Education and Human Sciences	365
Harimkar, Sandip	Engineering, Architecture and Technology	278
Harp, Eric	Health Sciences	326
Harrison, Amy	Health Sciences	328
Hausmann-Farris, Katharine	Veterinary Medicine	20
Haygood, Christopher	Arts and Sciences	140
Hays-Grudo, Jennifer	Health Sciences	378
Hedges, Benjamin	Library	285
Henson, Mason	Agriculture	2
Hepworth, Allison	Education and Human Sciences	367
Heragu, Sunderesh	Engineering, Architecture and Technology	268
Herron, Jamie	OSU - Oklahoma City	300
Hoback, Wyatt	Agriculture	63
Hoffman, Shane	Arts and Sciences	356
Horton, Hoomana N.	Arts and Sciences	108
Hoskins, Bryan	Engineering, Architecture and Technology	263
Howard, Cody C.	Arts and Sciences	91
Howard, Cody C.	Arts and Sciences	152
Hwang, Dasol	Education and Human Sciences	11
Im, Jinyoung	Business	186
Jacobson, Bert	Education and Human Sciences	235
Jahan, Sharmin	Arts and Sciences	102
Jahanshahi, Pouya	Arts and Sciences	81
Jain, Sachin R.	Arts and Sciences	103
Johnson, Janeen	Agriculture	346
Johnson, Jared	Arts and Sciences	131
Johnson, Sarah	Education and Human Sciences	223
Johnson, Shelby L.	Arts and Sciences	109
Joshi, Omkar	Agriculture	71
Joshi, Shital	Arts and Sciences	104
Kaipa, Ramesh	Arts and Sciences	349
Kaipa, Roha	Arts and Sciences	350
Kara, Kursat	Engineering, Architecture and Technology	279
Karaca, Natasa K.	Arts and Sciences	141
Kard, Brad	Agriculture	64
Kenkel, Phil	Agriculture	36
Kerr, Tracy A.	Arts and Sciences	98
Kessler, Mira	Arts and Sciences	99
Kim, Jaebeom	Business	172
Kim, Minhae	Business	173

ALPHABETICAL INDEX OF INDIVIDUALS

Name	College/Division	Action
Kim, Rosa	Business	197
Kinder, John	Arts and Sciences	337
King, Audrey	Agriculture	43
Kirchberger, Paul	Arts and Sciences	134
Kjaer, Esben	Agriculture	3
Klufa, Jennifer	Education and Human Sciences	368
Kolla, Srinivas	Engineering, Architecture and Technology	280
Koonce, Stella	OSU - Oklahoma City	301
Kratz, Erin	Health Sciences	323
Krzmarzick, Mark	Engineering, Architecture and Technology	254
Krzmarzick, Mark	Engineering, Architecture and Technology	253
Kuzmeski, Maribeth	Business	214
Kuzmeski, Richard	Business	215
LaBar, Julie	Agriculture	79
Lahiri, Bidisha	Business	174
Lahiri, Mayukh	Arts and Sciences	149
Lake, Jamie	Education and Human Sciences	240
Lambert, Lisa	Business	361
Laux, Rick	Business	169
Laux, Rick	Business	170
Lavine, Barry	Arts and Sciences	335
Lee, Allissa	Business	182
Lee, Hyeryun	Education and Human Sciences	12
Leffingwell, Thad	Arts and Sciences	155
Lewis, Bobbi Kay	Arts and Sciences	132
Li, Xiangyu	Engineering, Architecture and Technology	264
Liang, Bin	Arts and Sciences	343
Light, Aaron	Business	198
Linsenmeyer, Megan M.	Arts and Sciences	156
Liu, Chenang	Engineering, Architecture and Technology	269
Liu, Haotian	Engineering, Architecture and Technology	16
Liu, Yingmei	Arts and Sciences	150
Lopez, Samdra	Arts and Sciences	8
Loss, Scott	Agriculture	72
Macken, Jared	Engineering, Architecture and Technology	242
Macken, Megan	Library	286
Mafi, Gretchen	Agriculture	49
Maggioli, Mayara	Veterinary Medicine	283
Magliacano, Marco	Veterinary Medicine	21
Malek, Amy	Academic Affairs	290
Mangalgiri, Kiranmayi	Agriculture	56
Martin-Young, Dawn	Education and Human Sciences	241
Mason, Marlys	Business	216
Mattison, Scott	Engineering, Architecture and Technology	258

ALPHABETICAL INDEX OF INDIVIDUALS

Name	College/Division	Action
McAfee, Aslisha	OSU - Oklahoma City	302
McAleavy, Tony	Engineering, Architecture and Technology	265
McCoy, Christina	Engineering, Architecture and Technology	243
McCoy, Randi	OSU - Oklahoma City	303
McCullagh, Elizabeth A.	Arts and Sciences	92
McNair, Kara	OSU - Oklahoma City	294
McNeal, Frances R.	Arts and Sciences	110
Mendoza, Nick	Arts and Sciences	332
Meyers, Derek J.	Arts and Sciences	151
Mielnicki, Kaitlin	Veterinary Medicine	22
Miller III, John	Health Sciences	324
Miller, David C.	Arts and Sciences	100
Minghetti, Matteo	Arts and Sciences	334
Mirchi, Ali	Agriculture	57
Mitchell, James	OSU - Oklahoma City	311
Mix, Tamara	Arts and Sciences	158
Moore, Kevin	Agriculture	58
Morgan, Preston	Education and Human Sciences	233
Muriana, Peter	Agriculture	50
Murray, Bryan	Agriculture	73
Murray, Don	Education and Human Sciences	230
Murray, Jennifer	Arts and Sciences	354
Neels, Richard J.	Arts and Sciences	145
Negrin, Arianna	Veterinary Medicine	23
Newberry, Cheryl	Agriculture	44
Norris, Cortney	Business	187
Norwood, Bailey	Agriculture	37
Ochoa Corona, Francisco	Agriculture	65
O'Laughlin, Leslie	Education and Human Sciences	15
Olcott, Melissa	Health Sciences	33
Olsen, Jentre	Education and Human Sciences	231
Olson, Jennifer	Agriculture	66
O'Neill, Matthew J.	Arts and Sciences	124
Ortiz, Heather	Institute of Technology - Okmulgee	292
Owen, Doug	Health Sciences	32
Paranjothi, Anirudh	Arts and Sciences	105
Parker, Nicole	Arts and Sciences	93
Patrick, Jessica	Institute of Technology - Okmulgee	30
Pearl, Sumathi	Business	199
Peele, Christopher	OSU - Oklahoma City	312
Pereira, Matthew J.	Arts and Sciences	121
Phung, Binh	Health Sciences	327
Pickle, Cristina	OSU - Oklahoma City	304
Pivateau, Griffin	Business	200

ALPHABETICAL INDEX OF INDIVIDUALS

Name	College/Division	Action
Pivateau, Griffin	Business	201
Poole, Tommy	Arts and Sciences	142
Pradhananga, Nila	Education and Human Sciences	14
Prud'homme, Patrice-Andre	Library	287
Pu, Cong	Arts and Sciences	106
Pugh, Brian	Agriculture	4
Purtell, Clint	Business	10
Qiang Li, Joshua	Engineering, Architecture and Technology	255
Ra, Sarah	Engineering, Architecture and Technology	244
Railey, Ashley F.	Arts and Sciences	159
Ramanan, Paritosh	Engineering, Architecture and Technology	270
Ramanathan, Ranjith	Agriculture	51
Ramesh, Srikanthan	Engineering, Architecture and Technology	271
Reiter, Holly	Library	374
Rhodes, Lucas	OSU - Oklahoma City	315
Rhone, Michael	Education and Human Sciences	237
Rice, Jerald	OSU - Oklahoma City	375
Rich, Karl	Agriculture	38
Rich, Sara	Health Sciences	330
Richardson, Nathan	Engineering, Architecture and Technology	246
Richardson, Nathan	Engineering, Architecture and Technology	245
Richmond, Edward	Arts and Sciences	127
Riggs, Angel	Agriculture	45
Roman, Whitney	Business	217
Ross, Ariel J.	Arts and Sciences	111
Roth, Adam R.	Arts and Sciences	160
Royce, Stephanie	Business	203
Royce, Stephanie	Business	202
Rozo, Juan Carlos	Arts and Sciences	125
Rutherford, Matthew	Business	178
Sachan, Ritesh	Engineering, Architecture and Technology	281
Sadler, Jeff	Agriculture	59
Samuels, Amanda	Veterinary Medicine	24
Sarver, Sarah E. King	Arts and Sciences	143
Scherer, Dean	OSU - Oklahoma City	316
Schoeneman, John	Academic Affairs	291
Schussler, Jaime	Engineering, Architecture and Technology	256
Schwarz, Corinne	Arts and Sciences	344
Schwarz, Corinne E.	Arts and Sciences	161
Sears, Richard A.	Arts and Sciences	112
Segerman, Henry	Arts and Sciences	128
Senat, Eugene	Arts and Sciences	357
Shah, Jindal	Engineering, Architecture and Technology	250
Sharda, Ramesh	Business	207

ALPHABETICAL INDEX OF INDIVIDUALS

Name	College/Division	Action
Sharma, Jyotsana	Education and Human Sciences	224
Shelton, Kevin	Agriculture	67
Shin, Sumin	Arts and Sciences	133
Shivers, Lathonya	OSU - Oklahoma City	308
Shrum, Kayse	Health Sciences	377
Simkins, Betty	Business	183
Sisneros, Craig	Business	171
Sisneros, Eric	Business	184
Sittner, Kelley	Arts and Sciences	162
Skara, Jacqueline K.	Arts and Sciences	144
Slesinger, Ryan K.	Arts and Sciences	113
Smay, James	Engineering, Architecture and Technology	272
Smith, Anthony	OSU - Oklahoma City	293
Smith, Nathan	Agriculture	46
Soga, Isabelle	Veterinary Medicine	25
Stephens, Patrick R.	Arts and Sciences	94
Stocke, Richard	OSU - Oklahoma City	376
Stolerman, Lucas Martins	Arts and Sciences	129
Strange, Frank	OSU - Oklahoma City	296
Strom, Kim	Business	209
Strom, Kim	Business	208
Stubbendieck, Reed M.	Arts and Sciences	135
Su, Qinghe	Business	175
Sukhdial, Ajay Sing	Business	345
Sweatt, Stephanie	Arts and Sciences	342
Swift, Armond	OSU - Oklahoma City	317
Tadege, Million	Agriculture	80
Tan, Jacqueline L.N.	Business	9
Tao, Lingfeng	Engineering, Architecture and Technology	370
Teel, Sandra	OSU - Oklahoma City	305
Terradas Crespo, Emilia	Veterinary Medicine	26
Terry, Rob	Agriculture	47
Thapa, Brij	Business	188
Toledo, Hugo Ferrer	Engineering, Architecture and Technology	257
Torres, Mauricio	OSU - Oklahoma City	31
Turcat, Jessica M.	Arts and Sciences	114
Urich, Andrew	Business	204
Valiente, Carlos	Arts and Sciences	359
Vikramsingh, Gujar	Health Sciences	321
Vilcaez, Javier	Arts and Sciences	116
Wardlaw, Kelly	Agriculture	48
Ware, Lawrence E.	Arts and Sciences	146
Watters, Craig	Business	179
Weaver, Jimmie	Arts and Sciences	336

ALPHABETICAL INDEX OF INDIVIDUALS

Name	College/Division	Action
Weber, Rebecca	Library	288
West, Steven	Business	189
Whitfield, Chase	Veterinary Medicine	27
Whitten, Dustin	OSU - Oklahoma City	314
Wilder, Shawn	Arts and Sciences	95
Wilson, Rick	Business	210
Wilson, Rick	Business	211
Wright, David	Arts and Sciences	355
Wu, Yuechen	Business	218
Xiang, Mingying	Agriculture	68
Yang, Chulho	Engineering, Architecture and Technology	371
Yang, Jia	Agriculture	74
Yang, Ming	Arts and Sciences	96
Yang, Ming	Arts and Sciences	341
Yates, Heather	Engineering, Architecture and Technology	266
Yates, Victoria	Business	180
Yi, Sangyoon	Arts and Sciences	163
Yu, Chi-Lin	Arts and Sciences	7
Zhang, Bo	Arts and Sciences	97
Zhang, Glenn	Agriculture	52
Zhang, Lu	Agriculture	69
Zhang, Weili	Engineering, Architecture and Technology	259
Zhou, Yuting	Arts and Sciences	115
Ziegler, Jadith	OSU - Oklahoma City	318
Zielke, Christine	OSU - Oklahoma City	306
Zou, Chris	Agriculture	75

ALPHABETIC INDEX OF INDIVIDUALS
WITHIN COLLEGE/DIVISION

Name	Action
AGRICULTURE	
Aoun, Meriem	60
Baker, Carrie	1
Bir, Courtney	34
Bonjour, Edmond	61
Brown, Courtney	39
Carver, Brett	76
Cheng, Yong	53
Chung, Chanjin	35
Cline, Lauren	40
Coleman, Bradley	41
Craven, Kelly	54
de Oliveira Silva, Amanda	77
Deng, Junpeng	55
Deng, Shiping	78
DeSantis, Ryan	70
Eck, Christopher	42
Espindola Camacho, Andres	62
Henson, Mason	2
Hoback, Wyatt	63
Johnson, Janeen	346
Joshi, Omkar	71
Kard, Brad	64
Kenkel, Phil	36
King, Audrey	43
Kjaer, Esben	3
LaBar, Julie	79
Loss, Scott	72
Mafi, Gretchen	49
Mangalgiri, Kiranmayi	56
Mirchi, Ali	57
Moore, Kevin	58
Muriana, Peter	50
Murray, Bryan	73
Newberry, Cheryl	44
Norwood, Bailey	37
Ochoa Corona, Francisco	65
Olson, Jennifer	66
Pugh, Brian	4
Ramanathan, Ranjith	51
Rich, Karl	38
Riggs, Angel	45
Sadler, Jeff	59
Shelton, Kevin	67
Smith, Nathan	46

ALPHABETIC INDEX OF INDIVIDUALS
WITHIN COLLEGE/DIVISION

Name	Action
Tadege, Million	80
Terry, Rob	47
Wardlaw, Kelly	48
Xiang, Mingying	68
Yang, Jia	74
Zhang, Glenn	52
Zhang, Lu	69
Zou, Chris	75
ARTS AND SCIENCES	
Abdelaziz, Alyaa	360
Andrews, John	107
Ashley, Lisa K.	101
Avance, Rosemary	130
Bachelot, Benedicte	82
Bagavathi, Arunkumar	351
Becker, Mary Claire	347
Bester, Christiaan	136
Bickford, Wendy	6
Bilitewski, Thomas	147
Bolliger, Jeanne	348
Borunda, Mario	148
Bovenschen, Wayne	137
Buitrago Suarez, Uriel A.	83
Burnap, Robert	340
Carlson, Thomas	117
Castilla Alvarez, Antonio	84
Chen, Cheng	122
Choi, Min Soo	5
Coe, Brooke N.	153
Constantin, Mary K.	157
Cook, John Paul	338
Cooley, Asya	339
Cooper, Joseph A.	138
Currell, Leslie M.	164
Decker, William	353
Dewey, Glenn A.	139
Doust, Andrew	86
Doust, Andrew	85
Du, Yongtao	118
Elwood, Terrisa D.	154
Emberts, Zachary T.	87
Emory, Melissa, L	126
Estala, Jason	165
Fishbein, Mark	88

ALPHABETIC INDEX OF INDIVIDUALS WITHIN COLLEGE/DIVISION

Name	Action
Fishbein, Mark	89
Frei, Eric D.	166
Gelfand, Scott	358
George, K.M.	352
Giggey, Mary L.	167
Gray, David	119
Greer, Rebecca	90
Grindstaff, Jennifer	333
Griswold, Sarah K.	120
Hale, Kimberly J.	123
Haygood, Christopher	140
Hoffman, Shane	356
Horton, Hoomana N.	108
Howard, Cody C.	91
Howard, Cody C.	152
Jahan, Sharmin	102
Jahanshahi, Pouya	81
Jain, Sachin R.	103
Johnson, Jared	131
Johnson, Shelby L.	109
Joshi, Shital	104
Kaipa, Ramesh	349
Kaipa, Roha	350
Karaca, Natasa K.	141
Kerr, Tracy A.	98
Kessler, Mira	99
Kinder, John	337
Kirchberger, Paul	134
Lahiri, Mayukh	149
Lavine, Barry	335
Leffingwell, Thad	155
Lewis, Bobbi Kay	132
Liang, Bin	343
Linsenmeyer, Megan M.	156
Liu, Yingmei	150
Lopez, Samdra	8
McCullagh, Elizabeth A.	92
McNeal, Frances R.	110
Mendoza, Nick	332
Meyers, Derek J.	151
Miller, David C.	100
Minghetti, Matteo	334
Mix, Tamara	158
Murray, Jennifer	354
Neels, Richard J.	145

ALPHABETIC INDEX OF INDIVIDUALS
WITHIN COLLEGE/DIVISION

Name	Action
O'Neill, Matthew J.	124
Paranjothi, Anirudh	105
Parker, Nicole	93
Pereira, Matthew J.	121
Poole, Tommy	142
Pu, Cong	106
Railey, Ashley F.	159
Richmond, Edward	127
Ross, Ariel J.	111
Roth, Adam R.	160
Rozo, Juan Carlos	125
Sarver, Sarah E. King	143
Schwarz, Corinne	344
Schwarz, Corinne E.	161
Sears, Richard A.	112
Segerman, Henry	128
Senat, Eugene	357
Shin, Sumin	133
Sittner, Kelley	162
Skara, Jacqueline K.	144
Slesinger, Ryan K.	113
Stephens, Patrick R.	94
Stolerman, Lucas Martins	129
Stubbendieck, Reed M.	135
Sweatt, Stephanie	342
Turcat, Jessica M.	114
Valiente, Carlos	359
Vilcaez, Javier	116
Ware, Lawrence E.	146
Weaver, Jimmie	336
Wilder, Shawn	95
Wright, David	355
Yang, Ming	341
Yang, Ming	96
Yi, Sangyoon	163
Yu, Chi-Lin	7
Zhang, Bo	97
Zhou, Yuting	115
BUSINESS	
Aamodt, Jason	190
Bao, Chenzhang	205
Bowler, Matt	191
Brown, Tom	362
Burt, Aaron	181

ALPHABETIC INDEX OF INDIVIDUALS
WITHIN COLLEGE/DIVISION

Name	Action
Bylund, Per	176
Chakraborty, Goutam	212
Cochran, Mark	185
Coonce, Jennifer	192
Davis, Evan	206
Dinkel, Christopher	193
Edwards, Bryan	194
Fitzgerald, Tara	195
Flaherty-Pappas, Karen	213
Gajan, Richard	177
Gramling, Audrey	168
Greco, Lindsey	196
Im, Jinyoung	186
Kim, Jaebeom	172
Kim, Minhae	173
Kim, Rosa	197
Kuzmeski, Maribeth	214
Kuzmeski, Richard	215
Lahiri, Bidisha	174
Lambert, Lisa	361
Laux, Rick	169
Laux, Rick	170
Lee, Allissa	182
Light, Aaron	198
Mason, Marlys	216
Norris, Cortney	187
Pearl, Sumathi	199
Pivateau, Griffin	200
Pivateau, Griffin	201
Purtell, Clint	10
Roman, Whitney	217
Royce, Stephanie	202
Royce, Stephanie	203
Rutherford, Matthew	178
Sharda, Ramesh	207
Simkins, Betty	183
Sisneros, Craig	171
Sisneros, Eric	184
Strom, Kim	208
Strom, Kim	209
Su, Qinghe	175
Sukhdial, Ajay Sing	345
Tan, Jacqueline L.N.	9
Thapa, Brij	188
Urich, Andrew	204

ALPHABETIC INDEX OF INDIVIDUALS
WITHIN COLLEGE/DIVISION

Name	Action
Watters, Craig	179
West, Steven	189
Wilson, Rick	210
Wilson, Rick	211
Wu, Yuechen	218
Yates, Victoria	180
EDUCATION AND HUMAN SCIENCES	
Adigun, Beulah	225
Bae, Jiyoung	236
Beijan, Lisa	363
Beijan, Lisa	219
Broome, Bridget	238
Caldwell-Carpenter, Jillian	13
Chen, Xuewei	220
Cluck, Alana	221
Cole, Ki	226
Depperschmidt, Chad	227
Dinyer-McNeely, Taylor	366
Dunn, Amy	239
Durham, Jake	364
Durham, Jake	228
Fitzgerald, Michael	232
Gardner-Vandy, Kat	229
Gilbert, Kacey	369
Hammer, Shane	234
Hammer, Tonya	222
Hardy, Nathan	365
Hepworth, Allison	367
Hwang, Dasol	11
Jacobson, Bert	235
Johnson, Sarah	223
Klufa, Jennifer	368
Lake, Jamie	240
Lee, Hyeryun	12
Martin-Young, Dawn	241
Morgan, Preston	233
Murray, Don	230
O'Laughlin, Leslie	15
Olsen, Jentre	231
Pradhananga, Nila	14
Rhone, Michael	237
Sharma, Jyotsana	224
ENGINEERING, ARCHITECTURE AND TECHNOLOGY	
Al Dushaishi, Mohammed	247

ALPHABETIC INDEX OF INDIVIDUALS
WITHIN COLLEGE/DIVISION

Name	Action
Alexander, Aaron	260
Bach, Christian	273
Bikkina, Prem	248
Callicoat, Jeffrey	274
Chen, Chen	261
Cho, Hong Je	249
Comer, Anthony	275
Deep, Akash	267
Delatte, Norb	251
Elbing, Brian	276
Emerson, Laura	262
Estrella, Jorge Gonzalez	252
Halder, Atanu	277
Harimkar, Sandip	278
Heragu, Sunderesh	268
Hoskins, Bryan	263
Kara, Kursat	279
Kolla, Srinivas	280
Krzmarzick, Mark	254
Krzmarzick, Mark	253
Li, Xiangyu	264
Liu, Chenang	269
Liu, Haotian	16
Macken, Jared	242
Mattison, Scott	258
McAleavy, Tony	265
McCoy, Christina	243
Qiang Li, Joshua	255
Ra, Sarah	244
Ramanan, Paritosh	270
Ramesh, Srikanthan	271
Richardson, Nathan	245
Richardson, Nathan	246
Sachan, Ritesh	281
Schussler, Jaime	256
Shah, Jindal	250
Smay, James	272
Tao, Lingfeng	370
Toledo, Hugo Ferrer	257
Yang, Chulho	371
Yates, Heather	266
Zhang, Weili	259
VETERINARY MEDICINE	
Butcher, Joshua	284

ALPHABETIC INDEX OF INDIVIDUALS WITHIN COLLEGE/DIVISION

Name	Action
Cantrell, Katie	17
Capik, Sarah	28
Channapanavar, Rudra	282
Farris, Taylor	18
Fentiman, Katelyn	372
Ford, Alexandra	373
Frisbee, Jefferson	29
Frisbee, Stephanie	19
Hausmann-Farris, Katharine	20
Maggioli, Mayara	283
Magliacano, Marco	21
Mielnicki, Kaitlin	22
Negrin, Arianna	23
Samuels, Amanda	24
Soga, Isabelle	25
Terradas Crespo, Emilia	26
Whitfield, Chase	27
LIBRARY	
Hedges, Benjamin	285
Macken, Megan	286
Prud'homme, Patrice-Andre	287
Reiter, Holly	374
Weber, Rebecca	288
ACADEMIC AFFAIRS	
Fullerton, Jami	289
Malek, Amy	290
Schoeneman, John	291
INSTITUTE OF TECHNOLOGY - OKMULGEE	
Ortiz, Heather	292
Patrick, Jessica	30
OSU - OKLAHOMA CITY	
Aguilar, Robert	295
Allen, Michael	309
Bennett, Joe	313
Biswell, Diana	310
Collins, Casey	298
Collins, Steven	307
Ferguson, Teri	297
Florence-Clark, Gayla	299
Floyd, Jarrett	319
Grimes, Melissa	320
Herron, Jamie	300
Koonce, Stella	301

ALPHABETIC INDEX OF INDIVIDUALS
WITHIN COLLEGE/DIVISION

Name	Action
McAfee, Aslisha	302
McCoy, Randi	303
McNair, Kara	294
Mitchell, James	311
Peele, Christopher	312
Pickle, Cristina	304
Rhodes, Lucas	315
Rice, Jerald	375
Scherer, Dean	316
Shivers, Lathonya	308
Smith, Anthony	293
Stocke, Richard	376
Strange, Frank	296
Swift, Armond	317
Teel, Sandra	305
Torres, Mauricio	31
Whitten, Dustin	314
Ziegler, Jadith	318
Zielke, Christine	306
HEALTH SCIENCES	
Das, Subhas	322
Dunn, Kelly	329
Frucci, John	325
Hanson, Chad	331
Harp, Eric	326
Harrison, Amy	328
Hays-Grudo, Jennifer	378
Kratz, Erin	323
Miller III, John	324
Olcott, Melissa	33
Owen, Doug	32
Phung, Binh	327
Rich, Sara	330
Shrum, Kayse	377
Vikramsingh, Gujar	321

New Appointment

	Effective Dates From	To		Action
AGRICULTURE AGRICULTURAL ED, COMM & LEADERSHIP				
Baker, Carrie Assistant Professor	6/30/2025	5/31/2029	11 mths	1
AGRICULTURE ANIMAL & FOOD SCIENCES				
Henson, Mason Assistant Professor	6/30/2025	5/31/2029	11 mths	2
AGRICULTURE NATURAL RESOURCE ECOLOGY & MGMT				
Kjaer, Esben Assistant Professor	7/31/2025	5/31/2029	11 mths	3
AGRICULTURE PLANT & SOIL SCIENCES				
Pugh, Brian Assistant Extension Specialist	6/16/2025	5/31/2029	11 mths	4
ARTS AND SCIENCES COMPUTER SCIENCES				
Choi, Min Soo Assistant Professor	8/7/2025	5/31/2029	9 mths	5
ARTS AND SCIENCES MUSIC				
Bickford, Wendy Assistant Professor	8/7/2025	5/31/2029	9 mths	6
ARTS AND SCIENCES PSYCHOLOGY				
Yu, Chi-Lin Assistant Professor	8/15/2025	5/31/2029	9 mths	7
ARTS AND SCIENCES THEATRE				
Lopez, Samdra Assistant Professor	8/7/2025	5/31/2029	9 mths	8
BUSINESS ACCOUNTING				
Tan, Jacqueline L.N. Assistant Professor	8/1/2025	5/31/2029	9 mths	9
BUSINESS MARKETING & INTERNATIONAL BUSINESS				
Purtell, Clint Assistant Professor of Professional Practice	7/31/2025	5/31/2028	9 mths	10

New Appointment

		Effective Dates From	To		Action
EDUCATION AND HUMAN SCIENCES	**COM HLTH SCI, COUN & COUNSELING PSYC**				
Hwang, Dasol Assistant Professor		8/4/2025	5/31/2029	9 mths	11
EDUCATION AND HUMAN SCIENCES	**EDU FOUND, LEADERSHIP & AVIATION**				
Lee, Hyeryun Assistant Professor		8/4/2025	5/31/2029	9 mths	12
EDUCATION AND HUMAN SCIENCES	**HUMAN DEVELOPMENT & FAMILY SCIENCE**				
Caldwell-Carpenter, Jillian Teaching Assistant Professor		8/4/2025	5/31/2030	9 mths	13
EDUCATION AND HUMAN SCIENCES	**NUTRITIONAL SCIENCES**				
Pradhananga, Nila Assistant Professor		8/25/2025	5/31/2029	11 mths	14
EDUCATION AND HUMAN SCIENCES	**TEACHING, LEARNING & EDU SCIENCES**				
O'Laughlin, Leslie Teaching Assistant Professor		8/4/2025	5/31/2030	11 mths	15
ENGINEERING, ARCHITECTURE AND TECHNOLOGY	**MECHANICAL & AEROSPACE ENGR**				
Liu, Haotian Assistant Professor		7/1/2025	4/30/2029	9 mths	16
VETERINARY MEDICINE	**CLINICAL SCIENCES**				
Cantrell, Katie Clinical Assistant Professor		6/30/2025	5/31/2028	11 mths	17
Farris, Taylor Clinical Assistant Professor		6/30/2025	5/31/2028	11 mths	18
Frisbee, Stephanie Clinical Assoicate Professor, Director		6/30/2025	5/31/2028	11 mths	19
Hausmann-Farris, Katharine Clinical Assistant Professor		11/30/2025	5/31/2028	11 mths	20
Magliacano, Marco Clinical Assistant Professor		11/30/2025	5/31/2028	11 mths	21
Mielnicki, Kaitlin Teaching Assistant Professor		6/15/2025	5/31/2028	11 mths	22

New Appointment

	Effective Dates From	To	Pay Rate		Action
Negrin, Arianna Assistant Professor	7/31/2025	5/31/2029		11 mths	23
Samuels, Amanda Clinical Assistant Professor	9/15/2025	5/31/2028		11 mths	24
Soga, Isabelle Clinical Assistant Professor	6/30/2025	5/31/2028		11 mths	25
Terradas Crespo, Emilia Clinical Assistant Professor	8/31/2025	5/31/2028		11 mths	26
Whitfield, Chase Clinical Associate Professor	9/30/2025	5/31/2028		11 mths	27
VETERINARY MEDICINE PATHOBIOLOGY					
Capik, Sarah Assistant Professor	7/31/2025	5/31/2029		11 mths	28
VETERINARY MEDICINE PHYSIOLOGICAL SCIENCES					
Frisbee, Jefferson Professor, Department Head	6/30/2025			9 mths	29
INSTITUTE OF TECHNOLOGY - OKMULGEE SCHOOL ENG & CONSTRUCTION TECHNOLOGY					
Patrick, Jessica Dean	7/1/2025		$105,000	12 mths	30
Appointment to Dean of School of Engineering and Construction Technologies.					
OSU - OKLAHOMA CITY DIV OF ENGINEERING TECHNOLOGIES					
Torres, Mauricio Dean	7/1/2025		$130,000		31
Appointment to Dean of Science, Technology, Engineering, and STEM, Professor conferring tenure.					
HEALTH SCIENCES INTERNAL MEDICINE					
Owen, Doug Clinical Assistant Professor	7/31/2025			12 mths	32
HEALTH SCIENCES OB/GYN					
Olcott, Melissa Clinical Assistant Professor	4/22/2025			12 mths	33

Change in Appointment

	Effective Date		Action
AGRICULTURE AGRICULTURAL ECONOMICS			
Bir, Courtney	7/1/2025		34
Assistant Professor			
Appointment to Associate Professor conferring tenure.			
Chung, Chanjin	7/1/2025	6/30/2028	35
Professor, Endowed Professorship			
Reappointment to the Charles Breedlove Professorship in Agribusiness I.			
Kenkel, Phil	7/1/2025	6/30/2028	36
Regents Professor, Endowed Chair			
Reappointment to Bill Fitzwater Endowed Chair.			
Norwood, Bailey	7/1/2025	6/30/2028	37
Professor, Endowed Professorship			
Reappointment to Barry Pollard, MD/P&K Equipment Inc. Endowed Professorship.			
Rich, Karl	7/1/2025	6/30/2028	38
Professor, Director, Humphreys Chair			
Reappointment to the Donald and Cathey Humphreys Division of Agricultural Sciences and Natural Resources Chair in the School of Global Studies.			
AGRICULTURE AGRICULTURAL ED, COMM & LEADERSHIP			
Brown, Courtney	7/1/2026	5/31/2029	39
Assistant Professor			
Reappointment to Assistant Professor.			
Cline, Lauren	7/1/2026	5/31/2029	40
Assistant Professor			
Reappointment to Assistant Professor.			
Coleman, Bradley	7/1/2026	5/31/2029	41
Assistant Professor			
Reappointment to Assistant Professor.			
Eck, Christopher	7/1/2025		42
Assistant Professor			
Appointment to Associate Professor conferring tenure.			
King, Audrey	7/1/2026	5/31/2029	43
Assistant Professor			
Reappointment to Assistant Professor.			

Change in Appointment

	Effective Date		Action
Newberry, Cheryl	7/1/2025		44
Assistant Extension Specialist			
Appointment to Associate Extension Specialist.			
Riggs, Angel	7/1/2025		45
Associate Professor			
Appointment to Professor.			
Smith, Nathan	7/1/2025	5/31/2030	46
Teaching Instructor			
Appointment to Teaching Assistant Professor.			
Terry, Rob	7/1/2025	6/30/2028	47
Professor, Endowed Professorship			
Reappointment to the Rodger Howell Memorial Professorship in Agricultural Business.			
Wardlaw, Kelly	7/1/2025	6/30/2028	48
Professorship Fellow			
Reappointment to the Oklahoma Farm Bureau 4-H Professorship Fellow.			
AGRICULTURE ANIMAL & FOOD SCIENCES			
Mafi, Gretchen	7/1/2025	6/30/2028	49
Professor, Endowed Chair			
Reappointment to the Ralph and Leila Boulware Endowed Chair II in Animal Science.			
Muriana, Peter	7/1/2025	6/30/2028	50
Professor, Endowed Professorship			
Reappointment to Advance Food Company/S.E. Gilliland Endowed Professorship in Microbial Food Safety.			
Ramanathan, Ranjith	7/1/2025	6/30/2028	51
Professor, Endowed Research Professorship			
Reappointment to the Leo and Kathy Noltensmeyer Endowed Research Professorship.			
Zhang, Glenn	7/1/2025	6/30/2028	52
Regents Professor, Endowed Chair			
Reappointment to the Ralph and Leila Boulware Endowed Chair I in Animal Science.			

Change in Appointment

	Effective Date		Action
AGRICULTURE BIOCHEMISTRY & MOLECULAR BIOLOGY			
Cheng, Yong	7/1/2025	6/30/2028	53
Assistant Professor, Fellow			
Reappointment to the Robert J. Sirny Memorial Professorship in Agricultural Biochemistry Fellow.			
Craven, Kelly	9/1/2026	5/31/2029	54
Assistant Professor			
Reappointment to Assistant Professor.			
Deng, Junpeng	7/1/2025	6/30/2028	55
Professor, Endowed Professorship II			
Reappointment to the Sarkey's Distinguished Professorship II.			
AGRICULTURE BIOSYSTEMS/AGRICULTURAL ENGINEERING			
Mangalgiri, Kiranmayi	7/1/2026	5/31/2029	56
Assistant Professor			
Reappointment to Assistant Professor.			
Mirchi, Ali	7/1/2025	6/30/2028	57
Associate Professor, IPGS Chair			
Reappointment to the Iranian and Persian Gulf Studies Professorship C.			
Moore, Kevin	7/1/2026	5/31/2029	58
Assistant Professor			
Reappointment to Assistant Professor.			
Sadler, Jeff	7/1/2026	5/31/2029	59
Assistant Professor			
Reappointment to Assistant Professor.			
AGRICULTURE ENTOMOLOGY & PLANT PATHOLOGY			
Aoun, Meriem	7/1/2026	5/31/2029	60
Assistant Professor			
Reappointment to Assistant Professor.			
Bonjour, Edmond	7/1/2025		61
Associate Extension Specialist			
Appointment to Senior Extension Specialist.			
Espindola Camacho, Andres	7/1/2026	5/31/2029	62
Assistant Professor			
Reappointment to Assistant Professor.			

Change in Appointment

	Effective Date		Action
Hoback, Wyatt	7/1/2025	6/30/2028	63
Professor, Distinguished Endowed Professorship			
Reappointment to the Neustadt Sarkeys Distinguished Endowed Professorship.			
Kard, Brad	7/1/2025	6/30/2028	64
Professor, Endowed Chair			
Reappointment to Endowed Chair in Structural and Household Pest Control.			
Ochoa Corona, Francisco	7/1/2025	6/30/2028	65
Professor, Endowed Professorship			
Reappointment to the Sarkey's Distinguished Professorship III.			
Olson, Jennifer	7/1/2025		66
Associate Extension Specialist			
Appointment to Senior Extension Specialist.			
Shelton, Kevin	7/1/2025		67
Associate Extension Specialist			
Appointment to Senior Extension Specialist.			
AGRICULTURE HORTICUL & LANDSCP ARCHITECTURE			
Xiang, Mingying	7/1/2026	5/31/2029	68
Assistant Professor			
Reappointment to Assistant Professor.			
Zhang, Lu	7/1/2025		69
Assistant Professor			
Appointment to Associate Professor conferring tenure.			
AGRICULTURE NATURAL RESOURCE ECOLOGY & MGMT			
DeSantis, Ryan	7/1/2026	5/31/2029	70
Assistant Professor			
Reappointment to Assistant Professor.			
Joshi, Omkar	7/1/2025		71
Associate Professor			
Appointment to Professor.			
Loss, Scott	7/1/2025	6/30/2028	72
Professor, Endowed Chair			
Appointment to the Bollenbach II Endowed Chair.			

Change in Appointment

	Effective Date		Action
Murray, Bryan	7/1/2025		73
Assistant Professor			
Appointment to Associate Professor conferring tenure.			
Yang, Jia	7/1/2026	5/31/2029	74
Assistant Professor			
Reappointment to Assistant Professor.			
Zou, Chris	7/1/2025	6/30/2028	75
Professor, Fellow			
Appointment to the Etter Faculty Fellow in Tallgrass Prairie Research.			
AGRICULTURE PLANT & SOIL SCIENCES			
Carver, Brett	7/1/2025	6/30/2028	76
Professor, Endowed Chair			
Reappointment to the Wheat Genetics Endowed Chair in Agriculture.			
de Oliveira Silva, Amanda	7/1/2025		77
Assistant Professor			
Appointment to Associate Professor conferring tenure.			
Deng, Shiping	7/1/2025	6/30/2028	78
Professor, Endowed Professorship			
Reappointment to the Santelmann/Warth Distinguished Professorship in Agronomy.			
LaBar, Julie	9/1/2026	5/31/2029	79
Assistant Professor			
Reappointment to Assistant Professor.			
Tadege, Million	7/1/2025	6/30/2028	80
Professor, Endowed Professorship			
Reappointment to the Mel and Mary Jones Endowed Professorship in Agronomic Sciences.			
ARTS AND SCIENCES ART, GRAPHIC DESIGN & ART HISTORY			
Jahanshahi, Pouya	7/1/2025	6/30/2028	81
Associate Professor, IPGS Professorship			
Reappointment to the Iranian and Persian Gulf Studies Professorship B.			
ARTS AND SCIENCES BIOLOGY			
Bachelot, Benedicte	7/1/2025		82
Assistant Professor			
Move tenure track department from Plant Biology, Ecology and Evolution to Biology.			

Change in Appointment

	Effective Date			Action
Buitrago Suarez, Uriel A. Teaching Assistant Professor Reappointment to Teaching Assistant Professor.	9/1/2025	5/31/2028		83
Castilla Alvarez, Antonio Assistant Professor Move tenure track department from Plant Biology, Ecology and Evolution to Biology.	7/1/2025			84
Doust, Andrew Professor, Faculty Fellow Title change to reflect transition from administrative position to Professor and Faculty Fellow in Biology.	7/1/2025		9 mths	85
Doust, Andrew Professor, Faculty Fellow Move tenure department from Plant Biology, Ecology and Evolution to Biology.	7/1/2025			86
Emberts, Zachary T. Assistant Professor Reappointment to Assistant Professor.	9/1/2026	5/31/2029		87
Fishbein, Mark Regents Professor Move tenure department from Plant Biology, Ecology and Evolution to Biology.	7/1/2025			88
Fishbein, Mark Regents Professor Title change to reflect transition from adminstrative role and tenure department from Regents Professor, Head of Plant Biology, Ecology and Evolution to Regents Professor in Biology.	7/1/2025			89
Greer, Rebecca Teaching Assistant Professor Move department from Plant Biology, Ecology and Evolution to Biology.	7/1/2025			90
Howard, Cody C. Assistant Professor Move tenure track department from Plant Biology, Ecology and Evolution to Biology.	7/1/2025			91
McCullagh, Elizabeth A. Assistant Professor Appointment to Associate Professor conferring tenure.	7/1/2025			92

Change in Appointment

	Effective Date			Action
Parker, Nicole	7/1/2025			93
Teaching Assistant Professor				
Move department from Plant Biology, Ecology and Evolution to Biology.				
Stephens, Patrick R.	7/1/2025			94
Assistant Professor				
Appointment to Associate Professor conferring tenure.				
Wilder, Shawn	7/1/2025			95
Associate Professor				
Appoint to Professor.				
Yang, Ming	7/1/2025			96
Professor				
Move tenure department from Plant Biology, Ecology and Evolution to Biology.				
Zhang, Bo	9/1/2026	5/31/2029		97
Assistant Professor				
Reappointment to Assistant Professor.				
ARTS AND SCIENCES CHEMISTRY				
Kerr, Tracy A.	7/1/2025	5/31/2030		98
Teaching Assistant Professor				
Appointment to Teaching Associate Professor.				
Kessler, Mira	6/14/2025	5/31/2029	9 mths	99
Assistant Professor				
Appointment to Assistant Professor with updated appointment date from 08/21/2024-05/31/2028 to 06/14/2025-05/31/29 due to visa complications before original appoitnment date began.				
Miller, David C.	9/1/2026	5/31/2029		100
Assistant Professor				
Reappointment to Assisitant Professor.				
ARTS AND SCIENCES COMMUNICATION SCIENCES & DISORDERS				
Ashley, Lisa K.	9/1/2025	5/31/2028		101
Clinical Assistant Professor				
Reappointment to Clinical Assistant Professor.				

Change in Appointment

	Effective Date		Action
ARTS AND SCIENCES COMPUTER SCIENCES			
Jahan, Sharmin Assistant Professor Reappointment to Assistant Professor.	9/1/2026	5/31/2029	102
Jain, Sachin R. Teaching Assistant Professor Appointment to Teaching Associate Professor.	7/1/2025	5/31/2030	103
Joshi, Shital Teaching Assistant Professor Appointment to Teaching Associate Professor.	7/1/2025	5/31/2030	104
Paranjothi, Anirudh Assistant Professor Reappointment to Assistant Professor.	9/1/2026	5/31/2029	105
Pu, Cong Assistant Professor Reappointment to Assistant Professor.	9/1/2026	5/31/2029	106
ARTS AND SCIENCES ENGLISH			
Andrews, John Teaching Assistant Professor Reappointment to Teaching Assistant Professor.	9/1/2025	5/31/2028	107
Horton, Hoomana N. Teaching Assistant Professor Reappointment to Teaching Assistant Professor.	9/1/2025	5/31/2028	108
Johnson, Shelby L. Assistant Professor Reappointment to Assistant Professor.	9/1/2026	5/31/2029	109
McNeal, Frances R. Assistant Professor Reappointment to Assistant Professor.	9/1/2026	5/31/2029	110
Ross, Ariel J. Teaching Assistant Professor Reappointment to Teaching Assistant Professor.	9/1/2025	5/31/2028	111

Change in Appointment

	Effective Date		Action
Sears, Richard A. Teaching Assistant Professor Reappointment to Teaching Assistant Professor.	9/1/2025	5/31/2028	112
Slesinger, Ryan K. Teaching Assistant Professor Reappointment to Teaching Assistant Professor.	9/1/2025	5/31/2028	113
Turcat, Jessica M. Teaching Assistant Professor Reappointment to Teaching Assistant Professor.	9/1/2025	5/31/2028	114
ARTS AND SCIENCES GEOGRAPHY			
Zhou, Yuting Assistant Professor Appointment to Associate Professor conferring tenure.	7/1/2025		115
ARTS AND SCIENCES GEOLOGY			
Vilcaez, Javier Associate Professor Appoint to Professor.	7/1/2025		116
ARTS AND SCIENCES HISTORY			
Carlson, Thomas Associate Professor Appoint to Professor.	7/1/2025		117
Du, Yongtao Associate Professor Appoint to Professor.	7/1/2025		118
Gray, David Teaching Associate Professor Appointment to Teaching Professor.	7/1/2025	5/31/2030	119
Griswold, Sarah K. Assistant Professor Appointment to Associate Professor conferring tenure.	7/1/2025		120
Pereira, Matthew J. Teaching Assistant Professor Appointment to Teaching Associate Professor.	7/1/2025	5/31/2030	121

Change in Appointment

	Effective Date		Action
ARTS AND SCIENCES LANGUAGES & LITERATURES			
Chen, Cheng	7/1/2025	5/31/2030	122
Teaching Instructor			
Appointment to Teaching Assistant Professor.			
Hale, Kimberly J.	9/1/2026	5/31/2029	123
Assistant Professor			
Reappointment to Assistant Professor.			
O'Neill, Matthew J.	7/1/2025	5/31/2030	124
Teaching Assistant Professor			
Appointment to Teaching Associate Professor.			
Rozo, Juan Carlos	9/1/2026	5/31/2029	125
Assistant Professor			
Reappointment to Assistant Professor.			
ARTS AND SCIENCES MATHEMATICS			
Emory, Melissa, L	9/1/2026	5/31/2029	126
Assistant Professor			
Reappointment to Assistant Professor.			
Richmond, Edward	7/1/2025		127
Associate Professor			
Appoint to Professor.			
Segerman, Henry	7/1/2025		128
Associate Professor			
Appoint to Professor.			
Stolerman, Lucas Martins	9/1/2026	5/31/2029	129
Assistant Professor			
Reappointment to Assistant Professor.			
ARTS AND SCIENCES MEDIA & STRATEGIC COMMUNICATIONS			
Avance, Rosemary	9/1/2026	5/31/2029	130
Assistant Professor			
Reappointment to Assistant Professor.			
Johnson, Jared	7/1/2025		131
Associate Professor			
Appoint to Professor.			

Change in Appointment

	Effective Date		Action
Lewis, Bobbi Kay	7/1/2025		132
Professor			
Title change to reflect transistion from administrative position to Professor in Media and Strategic Communications.			
Shin, Sumin	9/1/2026	5/31/2029	133
Assistant Professor			
Reappointment to Assistant Professor.			
ARTS AND SCIENCES MICROBIOLOGY & MOLECULAR GENETICS			
Kirchberger, Paul	9/1/2026	5/31/2029	134
Assistant Professor			
Reappointment to Assistant Professor.			
Stubbendieck, Reed M.	9/1/2026	5/31/2029	135
Assistant Professor			
Reappointment to Assistant Professor.			
ARTS AND SCIENCES MUSIC			
Bester, Christiaan	9/1/2026	5/31/2029	136
Assistant Professor			
Reappointment to Assistant Professor.			
Bovenschen, Wayne	7/1/2025		137
Associate Professor			
Appoint to Professor.			
Cooper, Joseph A.	7/1/2025		138
Assistant Professor			
Appointment to Associate Professor conferring cenure.			
Dewey, Glenn A.	9/1/2026	5/31/2029	139
Assistant Professor			
Reappointment to Assistant Professor.			
Haygood, Christopher	7/1/2025		140
Associate Professor			
Appoint to Professor.			
Karaca, Natasa K.	7/1/2025	5/31/2030	141
Clinical Associate Professor			
Appointment to Clinical Professor.			

Change in Appointment

	Effective Date		Action
Poole, Tommy Associate Professor Appoint to Professor.	7/1/2025		142
Sarver, Sarah E. King Assistant Professor Reappointment to Assistant Professor.	9/1/2026	5/31/2029	143
Skara, Jacqueline K. Assistant Professor Appointment to Associate Professor conferring tenure.	7/1/2025		144
ARTS AND SCIENCES PHILOSOPHY			
Neels, Richard J. Assistant Professor Reappointment to Assistant Professor.	9/1/2026	5/31/2029	145
Ware, Lawrence E. Teaching Assistant Professor Reappointment to Teaching Assistant Professor.	9/1/2025	5/31/2026	146
ARTS AND SCIENCES PHYSICS			
Bilitewski, Thomas Assistant Professor Reappointment to Assistant Professor.	9/1/2026	5/31/2029	147
Borunda, Mario Professor Title change to reflect transition from administrative position to Professor.	7/1/2025		148
Lahiri, Mayukh Assistant Professor Appointment to Associate Professor conferring tenure.	7/1/2025		149
Liu, Yingmei Professor, Noble Chair Reappointment to Noble Endowed Chair of Laser Research.	7/1/2025	6/30/2028	150
Meyers, Derek J. Assistant Professor Appointment to Associate Professor conferring tenure.	7/1/2025		151

Change in Appointment

	Effective Date		Action
ARTS AND SCIENCES PLANT BIOLOGY, ECOLOGY & EVOLUTION			
Howard, Cody C.	9/1/2026	5/31/2029	152
Assistant Professor			
Reappointment to Assistant Professor.			
ARTS AND SCIENCES POLITICAL SCIENCE			
Coe, Brooke N.	7/1/2025		153
Assistant Professor			
Appointment to Associate Professor conferring tenure.			
ARTS AND SCIENCES PSYCHOLOGY			
Elwood, Terrisa D.	9/1/2025	5/31/2028	154
Teaching Instructor			
Reappointment to Teaching Instructor.			
Leffingwell, Thad	7/1/2025	6/30/2026	155
Professor, Interim Head			
Title change to reflect transition from one adminstrative position to Interim Head of Psychology.			
Linsenmeyer, Megan M.	9/1/2025	5/31/2028	156
Teaching Instructor			
Reappointment as Teaching Instructor.			
ARTS AND SCIENCES SOCIOLOGY			
Constantin, Mary K.	9/1/2026	5/31/2029	157
Assistant Professor			
Reappointment to Assistant Professor.			
Mix, Tamara	7/1/2025		158
Professor, Dresser Professor			
Title change to reflect transition from administrative position to the Laurence L. and Georgia Ina Dresser Professor in Rural Sociology, and appointment period to 9 months.			
Railey, Ashley F.	9/1/2026	5/31/2029	159
Assistant Professor			
Reappointment to Assistant Professor.			
Roth, Adam R.	9/1/2026	5/31/2029	160
Assistant Professor			
Reappointment to Assistant Professor.			

Change in Appointment

	Effective Date		Action
Schwarz, Corinne E.	7/1/2025		161
Associate Professor			
Appointment to Associate Professor conferring tenure.			
Sittner, Kelley	7/1/2025	6/30/2029	162
Professor, Department Head			
Title change to reflect administrative position to Department Head and appointment period to 11 months.			
ARTS AND SCIENCES STATISTICS			
Yi, Sangyoon	9/1/2026	5/31/2029	163
Assistant Professor			
Reappointment to Assistant Professor.			
ARTS AND SCIENCES THEATRE			
Currell, Leslie M.	9/1/2025	5/31/2028	164
Assistant Professor of Professional Practice			
Reappointment to Assistant Professor of Professional Practice.			
Estala, Jason	9/1/2026	5/31/2029	165
Assistant Professor			
Reappointment to Assistant Professor.			
Frei, Eric D.	9/1/2025	5/31/2028	166
Assistant Professor of Professional Practice			
Reappointment to Assistant Professor of Professional Practice.			
Giggey, Mary L.	9/1/2025	5/31/2028	167
Assistant Professor of Professional Practice			
Reappointment to Assistant Professor of Professional Practice.			
BUSINESS ACCOUNTING			
Gramling, Audrey	7/1/2025	6/30/2028	168
Professor, Chair			
Reappointment to the Anadark Petroleum Corporation Chair.			
Laux, Rick	7/1/2025		169
Assistant Professor			
Appointment to Associate Professor conferring tenure.			
Laux, Rick	7/1/2025	6/30/2028	170
Associate Professor, Judy Johnson Professor			
Appoinment to Judy Johnson Professor.			

Change in Appointment

	Effective Date		Action
Sisneros, Craig	7/1/2025		171
Assistant Professor			
Appointment to Associate Professor conferring tenure.			
BUSINESS ECONOMICS			
Kim, Jaebeom	7/1/2025	6/30/2027	172
Professor, Dept Head, Carson Chair in Business			
Reappointment to Department Head.			
Kim, Minhae	9/1/2026	5/31/2029	173
Assistant Professor			
Reappointment to Assistant Professor.			
Lahiri, Bidisha	7/1/2025	6/30/2028	174
Associate Professor, Humphreys Chair			
Appointment to the Donald and Cathey Humphreys Spears School of business Chair in the School of Global Studies.			
Su, Qinghe	9/1/2026	5/31/2029	175
Assistant Professor of Professional Practice			
Reappointment to Assistant Professor of Professional Practice.			
BUSINESS ENTREPRENEURSHIP			
Bylund, Per	7/1/2025	6/30/2028	176
Associate Professor, Johnny Pope Chair			
Reappointment to the Johnny Pope Chair.			
Gajan, Richard	7/1/2025	6/30/2028	177
Professor of Professional Practice, Brattain Professor			
Reappointment to the Don R. Brattain Professor. Title change to reflect transition from administrative position.			
Rutherford, Matthew	7/1/2025	6/30/2028	178
Professor, Johnny Pope Chair			
Reappointment to the Johnny Pope Chair.			
Watters, Craig	9/1/2026	5/31/2028	179
Assistant Professor of Professional Practice			
Reappointment to Assistant Professor of Professional Practice.			
Yates, Victoria	9/1/2026	5/31/2029	180
Assistant Professor			
Reappointment to Assistant Professor.			

Change in Appointment

	Effective Date		Action
BUSINESS FINANCE			
Burt, Aaron	7/1/2025	6/30/2028	181
Assistant Professor, Greg Massey Fellow			
Appointment to Greg Massey Fellow.			
Lee, Allissa	9/1/2026	5/31/2029	182
Associate Professor of Professional Practice			
Reappointment to Associate Professor of Professional Practice.			
Simkins, Betty	7/01/2025		183
Regents Professor, Williams Chair, Ed Keller Professor			
Title change to reflect transition from administrative positions.			
Sisneros, Eric	7/1/2025	6/30/2028	184
Assistant Professor of Professional Practice, Assistant Department Head			
Reappointment to Assistant Department Head.			
BUSINESS HOSPITALITY & TOURISM MANAGEMENT			
Cochran, Mark	9/1/2026	5/31/2029	185
Assistant Professor of Professional Practice			
Reappointment to Assistant Professor of Professional Practice.			
Im, Jinyoung	7/1/2025	6/30/2028	186
Assistant Professor, Spears Fellow			
Reappointment to Spears Fellow.			
Norris, Cortney	9/1/2026	5/31/2029	187
Assistant Professor			
Reappointment to Assistant Professor.			
Thapa, Brij	7/1/2025	6/30/2028	188
Vice Dean, Professor, Watson Chair, Davis Distinct Chair			
Title change to reflect transition in administrative position, Watson Chair, Lanphere Chair and Thoma Chair.			
West, Steven	9/1/2026	5/31/2029	189
Assistant Professor of Professional Practice			
Reappointment to Assistant Professor of Professional Practice.			
BUSINESS MANAGEMENT & LEGAL STUDIES			
Aamodt, Jason	9/1/2026	5/31/2029	190
Assistant Professor of Professional Practice			
Reappointment to Assistant Professor of Professional Practice.			

Change in Appointment

	Effective Date		Action
Bowler, Matt	7/1/2025	6/30/2028	191
Associate Professor, MBA Director, Brenneman Professor			
Reappointment to MBA Director in the Watson Graduate School of Management and Ralph A. and Peggy A Brenneman Professor.			
Coonce, Jennifer	7/1/2025	5/31/2030	192
Assistant Professor of Professional Practice			
Appointment to Associate Professor of Professional Practice.			
Dinkel, Christopher	9/1/2026	5/31/2029	193
Assistant Professor			
Reappointment to Assistant Professor.			
Edwards, Bryan	7/1/2025	6/30/2028	194
Professor, Department Head, Synar Chair			
Reappointment to the Joe Synar Chair.			
Fitzgerald, Tara	9/1/2026	5/31/2029	195
Assistant Professor of Professional Practice			
Reappointment to Assistant Professor of Professional Practice.			
Greco, Lindsey	7/1/2025	6/30/2028	196
Associate Professor, Spears Professor			
Reappointment to Spears Professor.			
Kim, Rosa	7/1/2025	6/30/2028	197
Assistant Professor, MBA Faculty Fellow			
Reappointment to Heidebrecht MBA Faculty Fellow.			
Light, Aaron	9/1/2026	5/31/2029	198
Assistant Professor of Professional Practice			
Reappointment to Assistant Professor of Professional Practice.			
Pearl, Sumathi	9/1/2026	5/31/2029	199
Assistant Professor of Professional Practice			
Reappointment to Assistant Professor of Professional Practice.			
Pivateau, Griffin	7/1/2025	6/30/2028	200
Professor, Director, Chair, Puterbaugh Professor			
Reappointment to Puterbaugh Professor in Legal Studies and Ethics in Business.			
Pivateau, Griffin	7/1/2025		201
Associate Professor			
Appointment to Professor.			

Change in Appointment

	Effective Date		Action
Royce, Stephanie	7/1/2025	5/31/2031	203
Associate Professor of Professional Practice			
Appointment to Associate Professor of Professional Practice.			
Royce, Stephanie	7/1/2025	6/30/2028	202
Associate Professor of Professional Practice, Director			
Reappointment to Director of Executive Doctoral Programs.			
Urich, Andrew	7/1/2025	6/30/2028	204
Associate Professor, Director, Eastin Center Chair			
Reappointment to the Eastin Center Chair for Talent Development.			
BUSINESS MANAGEMENT SCIENCE & INFO SYSTEMS			
Bao, Chenzhang	7/1/2025	6/30/2028	205
Assistant Professor, Spears Fellow			
Reappointment to Spears Fellow.			
Davis, Evan	7/1/2025	6/30/2028	206
Associate Professor of Professional Practice, Data Analytics Fellow			
Reappointment to Data Analytics Fellow.			
Sharda, Ramesh	7/1/2025		207
Regents Professor, Chair			
Title change to reflect transition from adminstrative position and Kim and Chuck Watson Chair in Business.			
Strom, Kim	7/1/2025	5/31/2029	208
Assistant Professor of Professional Practice			
Appointment to Assistant Professor of Professional Practice.			
Strom, Kim	7/1/2025	6/30/2028	209
Assistant Professor of Professional Practice, Assistant Department Head, Fellow			
Reappointment to Data Analytics Fellow.			
Wilson, Rick	7/1/2025	6/30/2030	210
Professor, Miller Professor, Department Head			
Reapointment to Department Head.			
Wilson, Rick	7/1/2025	6/30/2028	211
Professor, Miller Professor, Department Head			
Reappointment to W. Paul Miller Professor.			

Change in Appointment

	Effective Date		Action
BUSINESS MARKETING & INTERNATIONAL BUSINESS			
Chakraborty, Goutam	7/1/2025	6/30/2028	212
Professor, SAS Professor, Director			
Reappointment to Director of the Business Analytics and Data Sciences Program.			
Flaherty-Pappas, Karen	7/1/2025	6/30/2028	213
Professor, Spears Chair			
Reappointment to Spears Chair.			
Kuzmeski, Maribeth	9/1/2026	5/31/2031	214
Associate Professor of Professional Practice			
Reappointment to Associate Professor of Professional Practice.			
Kuzmeski, Richard	9/1/2026	5/31/2029	215
Assistant Professor of Professional Practice			
Reappointment to Assistant Professor of Professional Practice.			
Mason, Marlys	7/1/2025	6/30/2028	216
Associate Dean, Professor, Chair, Rhea Professor			
Appointment to Jeanine Rhea/Oklahoma International Women's Forum Professor and Reappointment to Associate Dean for Undergraduate Programs and William S Spears Chair.			
Roman, Whitney	9/1/2026	5/31/2029	217
Assistant Professor of Professional Practice			
Reappointment to Assistant Professor of Professional Practice.			
Wu, Yuechen	9/1/2026	5/31/2029	218
Assistant Professor			
Reappointment to Assistant Professor.			
EDUCATION AND HUMAN SCIENCES COM HLTH SCI, COUN & COUNSELING PSYC			
Beijan, Lisa	9/1/2026	5/31/2029	219
Teaching Assistant Professor			
Reappointment to Teaching Assistant Professor.			
Chen, Xuewei	7/1/2025		220
Assistant Professor			
Appointment to Associate Professor conferring tenure.			
Cluck, Alana	9/1/2026	5/31/2029	221
Assistant Professor			
Reappointment to Assistant Professor.			

Change in Appointment

	Effective Date		Action
Hammer, Tonya Professor Title change to reflect transition from administrative position.	7/1/2025		222
Johnson, Sarah Clinical Assistant Professor Appointment to Clinical Associate Professor.	7/1/2025		223
Sharma, Jyotsana Assistant Professor Appointment to Associate Professor conferring tenure.	7/1/2025		224
EDUCATION AND HUMAN SCIENCES EDU FOUND, LEADERSHIP & AVIATION			
Adigun, Beulah Assistant Professor Reappointment to Assistant Professor.	9/1/2026	5/31/2029	225
Cole, Ki Associate Professor Appointment to Professor.	7/1/2025		226
Depperschmidt, Chad Associate Professor Appointment to Professor.	7/1/2025		227
Durham, Jake Teaching Assistant Professor Appointment to Teaching Associate Professor.	7/1/2025		228
Gardner-Vandy, Kat Assistant Professor Appointment to Associate Professor conferring tenure.	7/1/2025		229
Murray, Don Assistant Professor Reappointment to Assistant Professor.	9/1/2026	5/31/2029	230
Olsen, Jentre Assistant Professor Appointment to Associate Professor conferring tenure.	7/1/2025		231

Change in Appointment

	Effective Date		Action
EDUCATION AND HUMAN SCIENCES HUMAN DEVELOPMENT & FAMILY SCIENCE			
Fitzgerald, Michael Assistant Professor Reappointment to Assistant Professor.	9/1/2026	5/31/2029	232
Morgan, Preston Assistant Professor Reappointment to Assistant Professor.	9/1/2026	5/31/2029	233
EDUCATION AND HUMAN SCIENCES KINESIOLOGY, APPLIED HEALTH & REC			
Hammer, Shane Assistant Professor Reappointment to Assistant Professor.	9/1/2026	5/31/2029	234
Jacobson, Bert Professor Title change to reflect transition from administrative position.	9/1/2025		235
EDUCATION AND HUMAN SCIENCES NUTRITIONAL SCIENCES			
Bae, Jiyoung Assistant Professor Reappointment to Assistant Professor.	9/1/2026	5/31/2029	236
Rhone, Michael Teaching Instructor Appointment to Teaching Assistant Professor.	7/1/2025		237
EDUCATION AND HUMAN SCIENCES TEACHING, LEARNING & EDU SCIENCES			
Broome, Bridget Teaching Assistant Professor Appointmen to Teaching Assistant Professor.	7/1/2025	5/31/2030	238
Dunn, Amy Teaching Instructor Reappointment to Teaching Instructor.	9/1/2026	5/31/2029	239
Lake, Jamie Teaching Assistant Professor Reappointment to Teaching Assistant Professor.	9/1/2026	5/31/2029	240
Martin-Young, Dawn Teaching Assistant Professor Reappointment to Teaching Assistant Professor.	9/1/2026	5/31/2029	241

Change in Appointment

	Effective Date			Action
ENGINEERING, ARCHITECTURE AND TECHNOLOGY ARCHITECTURE				
Macken, Jared Assistant Professor Appointment to Associate Professor conferring tenure.	7/1/2025			242
McCoy, Christina Assistant Professor Appointment to Associate Professor conferring tenure.	7/1/2025			243
Ra, Sarah Assistant Professor Appointment to Associate Professor conferring tenure.	7/1/2025			244
Richardson, Nathan Professor, School Head Appointment to School Head.	7/1/2025			245
Richardson, Nathan Professor, Head, Professorship Appointment to the Centennial Professorship in Architecture.	7/1/2025	6/30/2028	12 mths	246
ENGINEERING, ARCHITECTURE AND TECHNOLOGY CHEMICAL ENGINEERING				
Al Dushaishi, Mohammed Assistant Professor Appointment to Associate Professor conferring tenure.	7/1/2025			247
Bikkina, Prem Associate Professor Appointment to Professor.	7/1/2025			248
Cho, Hong Je Assistant Professor Reappointment to Assistant Professor.	8/1/2026	5/31/2029		249
Shah, Jindal Associate Professor Appointment to Professor.	7/1/2025			250
ENGINEERING, ARCHITECTURE AND TECHNOLOGY CIVIL & ENVIRONMENTAL ENGINEERING				
Delatte, Norb Professor Title change to reflect transition from an andministrative position to Professor.	7/1/2025			251

Change in Appointment

	Effective Date		Action
Estrella, Jorge Gonzalez Assistant Professor Appointment to Associate Professor conferring tenure.	7/1/2025		252
Krzmarzick, Mark Interim School Head Title change to reflect appointment to administrative position.	7/1/2025	6/30/2026	253
Krzmarzick, Mark Associate Professor Appointment to Professor.	7/1/2025		254
Qiang Li, Joshua Associate Professor Appointment to Professor.	7/1/2025		255
Schussler, Jaime Assistant Professor Reappointment to Assistant Professor.	8/1/2026	5/31/2029	256
Toledo, Hugo Ferrer Professor of Professional Practice Reappointment to Professor of Professional Practice.	9/1/2026	5/31/2029	257
ENGINEERING, ARCHITECTURE AND TECHNOLOGY	**ELECTRICAL & COMPUTER ENGR**		
Mattison, Scott Assistant Professor Reappointment to Assistant Professor.	8/1/2026	5/31/2029	258
Zhang, Weili Professor Appointment to Regents Professor.	7/1/2025		259
ENGINEERING, ARCHITECTURE AND TECHNOLOGY	**ENGINEERING TECHNOLOGY**		
Alexander, Aaron Associate Professor Appointment to Professor.	7/1/2025		260
Chen, Chen Assistant Professor Reappointment to Assistant Professor.	8/1/2026	5/31/2029	261

Change in Appointment

	Effective Date		Action
Emerson, Laura Teaching Assistant Professor Appointment to Teaching Associate Professor.	7/1/2025		262
Hoskins, Bryan Associate Professor Appointment to Professor.	7/1/2025		263
Li, Xiangyu Assistant Professor Appointment to Associate Professor conferring tenure.	7/1/2025		264
McAleavy, Tony Assistant Professor Appointment to Associate Professor conferring tenure.	7/1/2025		265
Yates, Heather Professor, School Head Title change to reflect appointment to administrative position.	7/1/2025		266
ENGINEERING, ARCHITECTURE AND TECHNOLOGY	**INDUSTRIAL ENGR & MANAGEMENT**		
Deep, Akash Assistant Professor Reappointment to Assistant Professor.	8/1/2026	5/31/2029	267
Heragu, Sunderesh Professor Title change to reflect transition from an administrative position to Professor.	7/1/2025		268
Liu, Chenang Assistant Professor Appointment to Associate Professor conferring tenure.	7/1/2025		269
Ramanan, Paritosh Assistant Professor Reappointment to Assistant Professor.	8/1/2026	5/31/2029	270
Ramesh, Srikanthan Assistant Professor Reappointment to Assistant Professor.	8/1/2026	5/31/2029	271

Change in Appointment

	Effective Date		Action
ENGINEERING, ARCHITECTURE AND TECHNOLOGY	**MATERIALS, MECHATRONICS & MANUF EN**		
Smay, James	7/1/2025	6/30/2027	272
Professor, School Head			
Title change to reflect tenure department and administrative position in the School of Materials, Mechatronics and Manufacturing Engineering.			
ENGINEERING, ARCHITECTURE AND TECHNOLOGY	**MECHANICAL & AEROSPACE ENGR**		
Bach, Christian	7/1/2025		273
Professor			
Appointment to Professor.			
Callicoat, Jeffrey	7/1/2025		274
Teaching Assistant Professor			
Appointment to Teaching Associate Professor.			
Comer, Anthony	5/31/2025	4/30/2029	275
Assistant Professor			
Start date change from previously Board approved date on April listing.			
Elbing, Brian	6/16/2025	6/30/2027	276
Professor and Tom Cunningham Chair			
Appointment to Tom Cunningham Chair.			
Halder, Atanu	8/1/2026	5/31/2029	277
Assistant Professor			
Reappointment to Assistant Professor.			
Harimkar, Sandip	7/1/2025		278
Professor			
Title change to reflect transition from an administrative postion to Professor.			
Kara, Kursat	7/1/2025		279
Assistant Professor			
Appointment to Associate Professor conferring tenure.			
Kolla, Srinivas	8/1/2026	5/31/2029	280
Teaching Assistant Professor			
Reappointment to Teaching Assistant Professor.			
Sachan, Ritesh	7/1/2025		281
Assistant Professor			
Appointment to Associate Professor conferring tenure.			

Change in Appointment

	Effective Date		Action
VETERINARY MEDICINE PATHOBIOLOGY			
Channapanavar, Rudra Assistant Professor Appointment to Associate Professor conferring tenure.	7/1/2025		282
Maggioli, Mayara Assistant Professor Reappointment to Assistant Professor.	7/1/2026	6/30/2029	283
VETERINARY MEDICINE PHYSIOLOGICAL SCIENCES			
Butcher, Joshua Assistant Professor Appointment to Associate Professor conferring tenure.	7/1/2025		284
LIBRARY LIBRARY			
Hedges, Benjamin Assistant Professor Reappointment to Assistant Professor.	7/1/2026	6/30/2029	285
Macken, Megan Associate Professor, DRDS Head, Professorship Appointment to the Wood Professorship.	6/16/2025	6/30/2028	286
Prud'homme, Patrice-Andre Associate Professor Appointment to Professor.	7/1/2025		287
Weber, Rebecca Associate Professor Appointment to Professor.	7/1/2025		288
ACADEMIC AFFAIRS GLOBAL STUDIES & PARTNERSHIPS			
Fullerton, Jami Professor, Director, Boger Chair Reappointment to the Lawrence L. Boger Chair in International Studies.	7/1/2025	6/30/2028	289
Malek, Amy Associate Professor, IPGS Professorship Reappointment to the Iranian and Persian Gulf Studies Professorship A.	7/1/2025	6/30/2028	290
Schoeneman, John Assistant Professor Reappointment to Assistant Professor.	9/1/2026	5/31/2029	291

Change in Appointment

	Effective Date		Action
INSTITUTE OF TECHNOLOGY - OKMULGEE SCHOOL TECH, ARTS, SCI & HEALTH			
Ortiz, Heather	7/1/2025		292
Dean			
Title change to refect appointment to Dean of the School of Technology, Arts, Sciences and Health.			
OSU - OKLAHOMA CITY BUSINESS ADMINISTRATION			
Smith, Anthony	7/1/2025		293
Professor			
Promotion to Professor.			
OSU - OKLAHOMA CITY DIAGNOSTIC IMAGING			
McNair, Kara	8/1/2025	6/30/2025	294
Instructor			
Reappointment to Instructor.			
OSU - OKLAHOMA CITY EMERGENCY MEDICAL SERVICES			
Aguilar, Robert	8/16/2025	6/30/2025	295
Instructor			
Reappointment to Instructor.			
Strange, Frank	7/1/2025		296
Associate Professor			
Promotion to Associate Professor with tenure.			
OSU - OKLAHOMA CITY ENGLISH			
Ferguson, Teri	9/1/2025	5/31/2030	297
Professor			
Reappointment with cummulative post tenure.			
OSU - OKLAHOMA CITY HEALTH SCIENCES			
Collins, Casey	8/1/2025	6/30/2025	298
Instructor			
Reappointment to Instructor.			
Florence-Clark, Gayla	8/1/2025	5/31/2030	299
Associate Professor			
Reappointment with cummulative post tenure.			
Herron, Jamie	7/1/2025	6/30/2029	300
Assistant Professor			
Promotion to Assistant Professor.			

Change in Appointment

	Effective Date		Action
Koonce, Stella Instructor Reappointment to Instructor.	8/16/2025	6/30/2025	301
McAfee, Aslisha Assistant Professor Promotion to Assistant Professor.	7/1/2025	6/30/2025	302
McCoy, Randi Assistant Professor Promotion to Assistant Professor.	7/1/2025	6/30/2029	303
Pickle, Cristina Assistant Professor Promotion to Assistant Professor.	7/1/2025	6/30/2029	304
Teel, Sandra Associate Professor Reappointment with cumulative post tenure.	8/1/2025	5/31/2030	305
Zielke, Christine Assistant Professor Promotion to Assistant Professor.	7/1/2025	6/30/2029	306
OSU - OKLAHOMA CITY HUMANITIES			
Collins, Steven Professor Reappointment with cummulative post tenure.	8/16/2025	5/31/2030	307
Shivers, Lathonya Associate Professor Promotion to Associate Professor conferring tenure.	7/1/2025		308
OSU - OKLAHOMA CITY INFORMATION SYSTEMS TECHNOLOGY			
Allen, Michael Assistant Professor Promotion to Assistant Professor.	7/1/2025	6/30/2029	309
Biswell, Diana Associate Professor Promotion to Associate Professor conferring tenure.	7/1/2025		310

Change in Appointment

	Effective Date		Action
OSU - OKLAHOMA CITY INTERPRETER TRAINING			
Mitchell, James Assistant Professor Promotion to Assistant Professor.	7/1/2025	6/30/2029	311
OSU - OKLAHOMA CITY MATHEMATICS			
Peele, Christopher Assistant Professor Promotion to Assistant Professor.	7/1/2025	6/30/2029	312
OSU - OKLAHOMA CITY POLICE SCIENCE			
Bennett, Joe Associate Professor Promotion to Associate Professor conferring tenure.	7/1/2025		313
Whitten, Dustin Associate Professor Promotion to Associate Professor with tenure.	7/1/2025		314
OSU - OKLAHOMA CITY SCIENCE			
Rhodes, Lucas Associate Professor Promotion to Associate Professor conferring tenure.	7/1/2025		315
Scherer, Dean Professor Reappointment with cummulative post tenure.	8/1/2025	5/31/2030	316
Swift, Armond Instructor Reapppointment to Instructor.	8/1/2025	6/30/2025	317
Ziegler, Jadith Assistant Professor Promotion to Assistant Professor.	7/1/2025	6/30/2029	318
OSU - OKLAHOMA CITY VETERINARY TECHNOLOGY			
Floyd, Jarrett Department Head, Instructor Reappointment to Instructor.	7/1/2025	6/30/2026	319

Change in Appointment

	Effective Date		Action
Grimes, Melissa	8/1/2025	6/30/2025	320
Instructor			
Reappointment to Instructor.			
HEALTH SCIENCES ANATOMY AND CELL BIOLOGY			
Vikramsingh, Gujar	7/1/2025		321
Assistant Professor			
Reapppointment to Assistant Professor.			
HEALTH SCIENCES BIOCHEMISTRY & MICROBIOLOGY			
Das, Subhas	7/1/2025		322
Associate Professor			
Appointment to Associate Professor conferring tenure.			
HEALTH SCIENCES FAMILY MEDICINE			
Kratz, Erin	7/1/2025		323
Clinical Professor			
Appointment to Clinical Professor.			
Miller III, John	7/1/2025		324
Clinical Associate Professor			
Appointment to Clinical Associate Professor.			
HEALTH SCIENCES FORENSIC SCIENCES			
Frucci, John	7/1/2025		325
Associate Professor			
Appointment to Associate Professor conferring tenure.			
HEALTH SCIENCES MEDICAL EDUCATION			
Harp, Eric	7/1/2025		326
Clinical Professor			
Appointment to Clinical Professor.			
HEALTH SCIENCES PEDIATRICS			
Phung, Binh	7/1/2025		327
Clincal Professor			
Appointment to Clinical Professor.			

Change in Appointment

	Effective Date	Action
HEALTH SCIENCES PHYSICIAN'S ASSISTANT PROGRAM		
Harrison, Amy	7/1/2025	328
Clinical Associate Professor		
Appointment to Clinical Associate Professor.		
HEALTH SCIENCES PSYCHIATRY AND BEHAVIORAL SCIENCE		
Dunn, Kelly	7/1/2025	329
Clinical Associate Professor		
Appointment to Clinical Associate Professor.		
Rich, Sara	7/1/2025	330
Clinical Associate Professor		
Appointment to Clinical Associate Professor.		
HEALTH SCIENCES SURGERY		
Hanson, Chad	4/30/2025	331
Clinical Assistant Professor		
Appointment to full-time Clinical Assistant Professor.		

Sabbatical

		Effective Dates From	To	Action
ARTS AND SCIENCES	**ART, GRAPHIC DESIGN & ART HISTORY**			
Mendoza, Nick Associate Professor		1/16/2026	5/31/2026	332
ARTS AND SCIENCES	**BIOLOGY**			
Grindstaff, Jennifer Professor		1/16/2026	5/31/2026	333
Minghetti, Matteo Associate Professor		1/16/2026	5/31/2026	334
ARTS AND SCIENCES	**CHEMISTRY**			
Lavine, Barry Regents Professor		1/16/2026	5/31/2026	335
Weaver, Jimmie Professor		9/1/2025	1/15/2026	336
ARTS AND SCIENCES	**HISTORY**			
Kinder, John Professor		1/16/2026	5/31/2026	337
ARTS AND SCIENCES	**MATHEMATICS**			
Cook, John Paul Associate Professor		1/16/2026	5/31/2026	338
ARTS AND SCIENCES	**MEDIA & STRATEGIC COMMUNICATIONS**			
Cooley, Asya Associate Professor and Graduate Coordinator		1/16/2026	5/31/2026	339
ARTS AND SCIENCES	**MICROBIOLOGY & MOLECULAR GENETICS**			
Burnap, Robert Regents Professor		1/16/2026	5/31/2026	340
ARTS AND SCIENCES	**PLANT BIOLOGY, ECOLOGY & EVOLUTION**			
Yang, Ming Professor		1/16/2026	5/31/2026	341
ARTS AND SCIENCES	**PSYCHOLOGY**			
Sweatt, Stephanie Professor and Director of Clinical Training		1/16/2026	5/31/2026	342

Sabbatical

	Effective Dates From	To	Action
ARTS AND SCIENCES SOCIOLOGY			
Liang, Bin Professor	1/16/2026	5/31/2026	343
Schwarz, Corinne Assistant Professor	1/16/2026	5/31/2026	344
BUSINESS MARKETING & INTERNATIONAL BUSINESS			
Sukhdial, Ajay Sing Associate Professor	1/16/2026	5/31/2026	345

Retirement or Separation - For Information Only

	Effective Date	Action
AGRICULTURE ANIMAL & FOOD SCIENCES		
Johnson, Janeen Professor Separation with no annual leave due.	6/9/2025	346
ARTS AND SCIENCES ART, GRAPHIC DESIGN & ART HISTORY		
Becker, Mary Claire Assistant Professor Separation with no annual leave due.	8/1/2025	347
ARTS AND SCIENCES CHEMISTRY		
Bolliger, Jeanne Assistant Professor Separation with no annual leave due.	5/31/2025	348
ARTS AND SCIENCES COMMUNICATION SCIENCES & DISORDERS		
Kaipa, Ramesh Associate Professor, Head Separation with no annual leave due.	5/31/2025	349
Kaipa, Roha Associate Professor Separation with no annual leave due.	5/31/2025	350
ARTS AND SCIENCES COMPUTER SCIENCES		
Bagavathi, Arunkumar Assistant Professor Separation with no annual leave due.	6/16/2025	351
George, K.M. Professor Retirement with no annual leave due.	1/5/2026	352
ARTS AND SCIENCES ENGLISH		
Decker, William Regents Professor Retirement with no annual leave due.	8/31/2025	353
ARTS AND SCIENCES HISTORY		
Murray, Jennifer Teaching Associate Professor Separation with no annual leave due.	7/1/2025	354

Retirement or Separation - For Information Only

	Effective Date	Action
ARTS AND SCIENCES MATHEMATICS		
Wright, David	8/10/2025	355
Professor		
Retirement with no annual leave due.		
ARTS AND SCIENCES MEDIA & STRATEGIC COMMUNICATIONS		
Hoffman, Shane	5/1/2025	356
Assistant Professor of Professional Practice		
Separation with no annual leave due.		
Senat, Eugene	1/1/2026	357
Associate Professor		
Retirement with no annual leave due.		
ARTS AND SCIENCES PHILOSOPHY		
Gelfand, Scott	8/10/2025	358
Associate Professor		
Retirement with no annual leave due.		
ARTS AND SCIENCES PSYCHOLOGY		
Valiente, Carlos	6/30/2025	359
Professor		
Separation with no annual leave due.		
ARTS AND SCIENCES STATISTICS		
Abdelaziz, Alyaa	5/31/2025	360
Teaching Assistant Professor		
Separation with no annual leave due.		
BUSINESS MANAGEMENT & LEGAL STUDIES		
Lambert, Lisa	7/1/2025	361
Professor, Spears Chair in Business Administration		
Separation with no annual leave due.		
BUSINESS MARKETING & INTERNATIONAL BUSINESS		
Brown, Tom	8/1/2025	362
Professor, Department Head, Noble Foundation Chair		
Retirement with no annual leave due.		

Retirement or Separation - For Information Only

	Effective Date	Action
EDUCATION AND HUMAN SCIENCES	**COM HLTH SCI, COUN & COUNSELING PSYC**	
Beijan, Lisa Teaching Assistant Professor Separation with no annual leave due.	7/31/2025	363
EDUCATION AND HUMAN SCIENCES	**EDU FOUND, LEADERSHIP & AVIATION**	
Durham, Jake Teaching Assistant Professor Separation with no annual leave due.	5/31/2025	364
EDUCATION AND HUMAN SCIENCES	**HUMAN DEVELOPMENT & FAMILY SCIENCE**	
Hardy, Nathan Associate Professor Separation with no annual leave due.	7/31/2025	365
EDUCATION AND HUMAN SCIENCES	**KINESIOLOGY, APPLIED HEALTH & REC**	
Dinyer-McNeely, Taylor Assistant Professor Separation with no annual leave due.	8/6/2025	366
EDUCATION AND HUMAN SCIENCES	**NUTRITIONAL SCIENCES**	
Hepworth, Allison Assistant Professor Separation with no annual leave due.	5/31/2025	367
Klufa, Jennifer Associate Extension Specialist Separation with no annual leave due.	2/14/2025	368
EDUCATION AND HUMAN SCIENCES	**TEACHING, LEARNING & EDU SCIENCES**	
Gilbert, Kacey Assistant Professor Separation with no annual leave due.	7/1/2025	369
ENGINEERING, ARCHITECTURE AND TECHNOLOGY	**ENGINEERING TECHNOLOGY**	
Tao, Lingfeng Assistant Professor Separation with no annual leave due.	8/1/2025	370
Yang, Chulho Professor, Head Separation with no annual leave due.	5/31/2025	371

Retirement or Separation - For Information Only

	Effective Date	Action
VETERINARY MEDICINE CLINICAL SCIENCES		
Fentiman, Katelyn	6/30/2025	372
Clinical Assistant Professor		
Separation with no annual leave due.		
VETERINARY MEDICINE PATHOBIOLOGY		
Ford, Alexandra	6/30/2025	373
Clinical Assistant Professor		
Separation with no annual leave due.		
LIBRARY LIBRARY		
Reiter, Holly	7/31/2025	374
Associate Professor		
Separation with no annual leave due.		
OSU - OKLAHOMA CITY HUMANITIES		
Rice, Jerald	8/1/2025	375
Professor		
Retirement with no annual leave due.		
OSU - OKLAHOMA CITY INFORMATION SYSTEMS TECHNOLOGY		
Stocke, Richard	5/31/2025	376
Assistant Professor		
Separation with no annual leave due.		
HEALTH SCIENCES PEDIATRICS		
Shrum, Kayse	6/30/2025	377
Professor		
Separation with no annual leave due.		
HEALTH SCIENCES PSYCHIATRY AND BEHAVIORAL SCIENCE		
Hays-Grudo, Jennifer	10/1/2025	378
Professor, Director CIRCA		
Retirement with no annual leave due.		

DEAN, COLLEGE OF EDUCATION AND HUMAN SCIENCES

Oklahoma State University
Stillwater, Oklahoma

The Board of Regents for Oklahoma State University invites nominations and applications for the Dean of the College of Education and Human Sciences. The Dean reports to the Provost and Senior Vice President for Academic Affairs. Oklahoma State University is a R1 Doctoral university with an enrollment of approximately 26,800 on the Stillwater and Tulsa campuses.

The College of Education and Human Sciences is a dynamic academic organization that includes seven academic schools/departments, 18 research centers/initiatives and service-learning clinics/labs, and a Family and Consumer Sciences/Cooperative Extension unit. The College is composed of seven academic units offering over 100 undergraduate, graduate, certificate and online degree programs. Fall 2024 enrollment included 3,844 undergraduates and 1,081 graduate students. In 2023-2024, the College granted a combined 730 undergraduate and 422 graduate degrees, including certificates. The College has a total budget of approximately $33.6 million and over 315 FTE faculty and staff, including 118 tenure-track faculty and 47 career-track faculty. The College includes programs housed on the Stillwater campus and the OSU-Tulsa campus. Further information about the programs and uniqueness of the College of Education and Human Sciences can be found at https://education.okstate.edu/.

QUALIFICATIONS: Candidates should understand the breadth of disciplines found in the College of Education and Human Sciences. Candidates also should have demonstrated intellectual leadership that inspires others and an innovative vision for how to achieve the mission of the College by leveraging the strengths and resources of its diversity and breadth. In addition, candidates will have a broad knowledge of higher education; strategic management skills; an understanding of scholarship and the value of interdisciplinary collaboration; a demonstrated support for and involvement in public policy related to education, health, and other human services and academic accreditation processes; and a strong commitment to the role of the College at a modern land-grant university, including collaboration with the Cooperative Extension Service administered through the Division of Agricultural Sciences and Natural Resources. Qualifications include an earned doctorate or an appropriate terminal degree in one of the disciplines in the College, with an outstanding record of scholarly achievement in teaching, research and service that qualifies the candidate for membership in the Graduate Faculty and tenure at the rank of professor, as well as at least three years of administrative experience in higher education. The College has a strong commitment to people's well-being and development across the lifespan.

Additional qualifications include relevant administrative experience at a comprehensive research university, or the equivalent, with proven ability to work and communicate effectively with the public and those served by the College. Candidates should provide evidence of their ability to lead major fundraising campaigns and attract external funding. In addition to proven administrative skills, candidates should possess a demonstrated record of promoting ethical behavior and social responsibility, and a demonstrated capacity to work effectively with diverse faculty, staff, students, and leaders in business, industry, and other educational agencies and institutions, as well as a demonstrated commitment to shared governance, transparency and academic freedom.

SALARY: Commensurate with qualifications.

BEGINNING DATE: As soon as possible following acceptance of position.

APPLICATION: While applications and nominations will be accepted until a successful candidate has been appointed, interested parties are encouraged to submit their materials by Monday, August 11, 2025, to receive optimal consideration. Nominations and application materials, which should include a letter indicating the applicant's interest, experience and qualifications for the position, and curriculum vitae, must be submitted electronically to:

Martin M. Baker, Managing Partner
Buffkin/Baker
martin@buffkinbaker.com | 336-721-9100

Oklahoma State University, as an equal opportunity employer, complies with all applicable federal and state laws regarding non-discrimination and affirmative action. Oklahoma State University is committed to a policy of equal opportunity for all individuals and does not discriminate based on race, religion, age, sex, color, national origin, marital status, sexual orientation, gender identity/expression, disability, or veteran status with regard to employment, educational programs and activities, and/or admissions. For more information, visit https://eeo.okstate.edu.

POSITION DESCRIPTION

I. TITLE

Dean, College of Education and Human Sciences, Oklahoma State University

II. AUTHORITY

The Dean has the ultimate responsibility for all activities related to the land-grant mission of the College, instruction, research and outreach, and has commensurate authority for performing the duties of the office. While appropriate duties and proportionate authority may be delegated to others, the Dean may neither delegate nor relinquish responsibility for results.

Under the direction of the President and the Provost and Senior Vice President of the University, the Dean is the chief academic, business, and fiscal officer of the College and works regularly both with vice presidents to whom the President and Provost may delegate certain responsibilities and with the deans of the other colleges. Major functions relative to the College include working in conjunction with faculty to formulate and implement administrative, instruction, research and outreach policies; establish and oversee the organizational structures; develop and allocate resources; and represent the College in relevant on- and off-campus matters.

III. MAJOR RESPONSIBILITIES

Provide thoughtful, visionary, ethical, and collaborative leadership in relationships with people-individuals and groups, both internally and externally. Maintain regular, effective, and open two-way communication among and between individuals, administrators and faculty within and affiliated with the College, including those with appointments in the Oklahoma Cooperative Extension Service and those assigned to programs at OSU-Tulsa. Collaborate with other administrative units of the University, external agencies, the legislature, special interest groups, and the general public. Promote and advocate for the interests and needs of the College of Education and Human Sciences to internal and external constituencies. Foster and promote College-wide collegiality, bringing together diverse programs and people to meet the agreed-upon goals of the College.

A. Duties Related to General Administration

1. Develops, in collaboration with faculty, long- and short-range plans and objectives for the College, along with necessary policies and programs for achieving those objectives. Facilitates and supports efforts toward achieving these goals and objectives.

2. Devotes significant personal efforts promoting external relations and allocates time and effort necessary to obtain substantial external funding to enhance the College, and works closely with the OSU Foundation to develop, cultivate, and solicit private gifts for the improvement of programs within the College.

3. Establishes, with faculty counsel, faculty and staff requirements for the instructional, research, and outreach/service programs, and oversees faculty and staff development programs for the College.

4. Selects, in collaboration with faculty, School/Department heads and directors for the College. Working closely with the School/Department Heads, recommends

faculty and staff employment, promotion, salary adjustment, and termination actions, subject to final approval by the Provost, President and OSU/A&M Board of Regents.

5. Leads and facilitates excellence across the College and the university. Consistently fosters a meaningful sense of belonging for every student, faculty, and staff member. Supports initiatives promoting the College's commitment to improving well-being and development across the lifespan.

6. Proposes, with faculty counsel, salary and non-salary budgets for instruction, research, and outreach activities within the College, allocating funds to each function and monitoring the use of such funds, which reflect agreed-upon priorities. Openly communicates budgetary information to faculty and staff on a regular basis.

7. Assures that accurate fiscal records are maintained relative to all grants and contracts and to the apportionment and expenditure of such funds. Ensures that these funds are administered according to university policy.

8. In collaboration with faculty, seeks grants, contracts, and donations from extramural sources to develop, improve, and sustain programmatic, instructional, research, and scholarship efforts of the programs within the College.

B. Duties Related to Research, Instruction, and Outreach

1. Works actively and collaboratively to stimulate, promote, facilitate and support a dynamic culture of research and scholarship by seeking and providing appropriate resources and opportunities for faculty and students both within the College.

2. Encourages and supports an on-going program of professional development and mentorship activities for faculty and teaching assistants to enhance the quality of instruction throughout the College. Advocates for the equitable distribution of resources needed to reach and sustain instructional load appropriate to the growth of a dynamic culture of research in the College.

3. Reviews and approves policies and programs to support and improve the quality and effectiveness of outreach activities, including those in collaboration with the Oklahoma Cooperative Extension Service, that are congruent with the land-grant mission of the College and university.

C. Duties Related to Public Service

1. Based on College priorities, supports, facilitates, and promotes College-wide engagement in outreach efforts to the citizens of Oklahoma as well as in the international arena.

2. Represents the interests of all programs in the College and the University by working with legislative liaisons in addressing education and health policy issues and related professions, and by participating in the activities of appropriate professional, technical, civic, legislative, governmental, and community-based

organizations.

3. Represents the interests of all programs in the College, and the University in discussion of public issues that are related to expertise found within the College.

IV. QUALIFICATIONS

A. Earned doctoral degree with an outstanding record of scholarly and professional competence in teaching, research, and service commensurate with the rank of full professor at Oklahoma State University and related to a discipline represented in the College.

B. Demonstrated history of promoting ethical behavior and social responsibility, and the capacity to lead, work, and communicate effectively with faculty, students, alumni and leaders in business, government, and other educational agencies and institutions.

C. Demonstrated ability to lead a fundraising campaign and attract and manage external funds.

D. Demonstrated leadership abilities including strong and effective interpersonal skills, facilitation and mentorship skills, advocacy and collaboration, strong ethical principles, resource generation, fiscal management, and delegating responsibilities and proportionate authority.

E. Demonstrated support and involvement in policy and reform in education, health, and other human services and experience, knowledge, and understanding of the accreditation processes and bodies related to the varied programs and units within the College.

F. Demonstrated commitment to shared governance.

G. Minimum of three years of line administrative experience in one of the several divisions or departments usually found in Colleges of Education and/or Human Sciences. Evidence of management and organizational skills to facilitate the growth of faculty, staff, and diverse College programs.

H. Demonstrated commitment to the recruitment, retention, and support of the faculty, staff, and student body.

I. Demonstrated ability and desire to communicate effectively and openly with others.

J. Should possess a thorough understanding of education, health, and human service policy and institutions in a variety of settings.

K. An understanding of scholarship and the value of interdisciplinary collaboration, and a strong commitment to the role of the College at a modern land-grant university, including collaboration with the Cooperative Extension Service administered through the Division of Agricultural Sciences and Natural Resources.

L. A willingness and an ability to take responsible risks and to make decisions, sometimes prior to the acquisition of complete information.

V. PROFESSIONAL IMPROVEMENT

The Dean of the College is expected to pursue a course of action designed to engage in on-going professional development. Such activity should include participation in state, regional, and national professional groups; preparation of papers for journals and for delivery at professional

meetings; and engagement in independent study, travel, and/or consultation with colleagues in other educational and professional enterprises related to the established missions of the College of Education and Human Sciences.

Pending Approval by the OSU/A&M Board of Regents.

NEW PROGRAM REQUESTS AND CURRICULAR MODIFICATIONS

Oklahoma State University – Stillwater

Ferguson College of Agriculture

Bachelor of Science in Agricultural Sciences and Natural Resources in Agricultural Communications (013)
Course requirement change

- Add AECL 1011
- Total credit hours will not change
- Reason for requested action: To add a departmental orientation course.

Option deletion

- Delete option in Agribusiness Double Major beginning in 2025-2026
- Delete option in Animal Science Double Major beginning in 2025-2026
- Expected graduation for last student: 2028
- Students will be able to complete the option
- Reason for requested action: Students are completing dual degrees, and enrollment in the double major option is decreasing.

Bachelor of Science in Agricultural Sciences and Natural Resources in Agricultural Education (007)
Course requirement change

- Add PLNT 1213 as an alternate to HORT 1013
- Remove BIOL 1113 and BIOL 1111 or BIOL 1114
- Increase electives from 1 to 2 credit hours
- Total credit hours will not change
- Reason for requested action: To provide additional flexibility for students.

Bachelor of Science in Agricultural Sciences and Natural Resources in Agricultural Leadership (458)
Course requirement change

- Remove CHEM 1014, CHEM 1314, or CHEM 1215 and SOIL 1113 or SOIL 2124
- Add AECL 1101
- Add ANSI 1023 and ANSI 1021 as an alternate to ANSI 1124
- Increase related courses from 15 to 18 credit hours
- Reduce electives from 6 to 5 credit hours
- Total credit hours will not change
- Reason for requested action: To add a departmental orientation course and update the ANSI course sequence.

Bachelor of Science in Agricultural Sciences and Natural Resources in Entomology (088)

Option deletion

- Delete option in Bio-Forensics beginning in fall 2025
- Students will be allowed to complete the option. The last student is expected to graduate in 2028.
- Reason for requested action: Combining options within the degree program to create a pre-professional option.

Option name change

- Change option name from Pre-Veterinary and Pre-Medical to Pre-Professional
- Reason for requested action: To simplify degree requirements for students choosing a pre-professional track.

Course requirement change

- Option in Pre-Veterinary and Pre-Medical
  - Require CHEM 3112 and CHEM 3153
  - Add PHYS 1214
  - Remove ENTO 3003 and ENTO 4854 as required courses
- Total credit hours will not change
- Reason for requested action: To streamline degree requirements and course sequencing for students interested in pursuing a pre-professional degree.

College of Arts and Sciences

Bachelor of Arts in Arts Administration (536)

Program suspension

- Program suspension effective 2025-2026 and will be reinstated or deleted within two years
- Reason for requested action: There is no longer a dedicated faculty member administering the program, and the curriculum needs to be redesigned.

Undergraduate Certificate in Audiology Assistants (New)

New program request

- Delivery method: Electronic and Traditional
- Total credit hours: 16
- Reason for requested action: This certificate is designed to prepare students for immediate employment as audiology assistants (AudA) who work directly with patients and assist audiologists in their clinics.

Undergraduate Certificate in Biblical Studies (New)

New program request

- Delivery method: Traditional
- Total credit hours: 15
- Reason for requested action: To introduce and educate students in the fundamentals of the academic study of the Bible and to help prepare them for a wide variety of career or graduate education opportunities.

Bachelor of Science in Biochemistry (026)
Course requirement change

- Remove BIOC 4883/CHEM 4123/CHEM 4313/MICR 4233 as required courses
- Require BIOL 3204 and MICR 3033
- Remove PLNT 3554 as an alternate for BIOL 3203/ANSI 3423
- Remove 6 hours from BIOL/CHEM/MICR
- Add 9 hours of guided coursework
- Increase electives from 11 to 12 credit hours
- Total credit hours will not change
- Reason for requested action: To provide students with a more focused scoped of coursework.

Bachelor of Science in Chemistry (044)
Course requirement change

- Chemistry option
  - Remove MATH 2233 as a required course and add it as an alternate to MATH 2163
  - Increase electives from 19 to 23 credit hours
- Chemistry (Approved by the American Chemical Society) option
  - Remove MATH 2233 and MATH 3013
  - Increase electives from 12 to 19 credit hours
- Pre-Health option
  - Increase upper-division related courses from 12 to 15 credit hours
  - Decrease electives from 16 to 14 credit hours
- Secondary Teacher Certification option
  - Remove MATH 2153 and CIED 4133
  - Increase electives from 8 to 11 hours
- Total credit hours will not change
- Reason for requested action: To align degree requirements with the American Chemical Society guidelines and provide additional flexibility for students.

Bachelor of Science in Computer Science (052)
Course requirement change

- Remove CS 3513 and MATH 2163
- Add CS 4273, CS 4283, CS 4433 or MSIS 3333, and CS 4523
- Decrease CS elective from 12 to 9 credit hours
- Total credit hours will not change
- Reason for requested action: To meet ABET accreditation requirements.

Graduate Certificate in Dyslexia (New)
New program request

- Delivery method: Electronic
- Total credit hours: 17
- Reason for requested action: To prepare students to work with children with dyslexia on reading skills.

Bachelor of Science in Environmental Geoscience (329)
Course requirement change

- Remove GEOL 4300
- Add STAT 2013 or STAT 4013
- Add GEOL 3034, GEOL 3546 or GEOL 4981, and NREM 4043
- Remove POLS 4363
- Decrease guided coursework from 18 to 15 hours
- Decrease electives from 14 to 8 credit hours
- Total credit hours will not change
- Reason for requested action: To provide students with a better foundation needed for industry.

Bachelor of Arts in Geography (252)
Bachelor of Science in Geography (109)
Master of Science in Geography (110)
Doctor of Philosophy in Geography (438)
Change to existing minor

- Update CIP code from 45.0701 (Geography) to 30.4401 (Geography and Environmental Studies)
- Reason for requested action: The requested CIP code better reflects the teaching and research mission of the department.

Bachelor of Science in Geology (111)
Course requirement change

- Secondary Teacher Certification option
    - Remove 3 hours STAT (Q)
    - Add STAT 2013 or STAT 4013
    - Remove CIED 4133
    - Total credit hours will not change
    - Reason for requested action: CIED 4133 is no longer a requirement for teacher certification.

Bachelor of Science in Mathematics (141)
Course requirement change

- General option
    - Increase additional Natural and Mathematical Sciences hours from 2 to 3 credit hours
    - Remove MATH 4023
    - Increase hours for emphasis area from 21 to 24 hours
- Applied Mathematics option
    - Add ECON 2103 or ECON 2003
    - Remove Capstone (3 credit hours)
- Actuarial Science and Financial Mathematics option
    - Increase professional requirements from 18 to 21 hours
- Data Science option

    - Remove 3 credit hours from a list of options
- Pre-Law option
    - Increase major requirements from 48 to 51 credit hours
    - Decrease electives from 18 to 16 credit hours
- Pre-Medical Sciences option
    - Decrease electives from 10 to 8 hours
- Secondary Teacher Certification option
    - Remove CIED 4133
    - Increase electives from 6 to 9 credit hours
- Total credit hours will not change
- Reason for requested action: To provide consistency among options and to provide additional transparency for students.

Bachelor of Science in Microbiology/Cell and Molecular Biology (149)
Option addition
- Add option in Pre-Veterinary
- Reason for requested action: To equip students interested in applying to veterinary school with advanced microbiology and molecular genetics knowledge and skills.

Option name change
- Change option name from Pre-Medical Professional to Pre-Medical/Pre-Dental
- Reason for requested action: To make the option name more transparent, so prospective students understand that they can explore multiple avenues for professional school.

Course requirement change
- General option
    - Remove MATH 1513
    - Add MATH 1813
    - Add MATH 2144, STAT 2013, or STAT 4013
    - Remove MICR 3253
    - Increase upper-division MICR or other specified prefixes from 10 to 12 credit hours
    - Decrease electives from 17 to 14 credit hours
- Medical Laboratory Science option
    - Remove MATH 1513
    - Add MATH 1813
    - Add MICR 3033
    - Decrease electives from 9 to 6 credit hours
- Pre-Medical Professional option
    - Remove MATH 1513
    - Add MATH 1813
    - Add MATH 2144, STAT 2013, or STAT 4013
    - Increase guided courses from 6 to 9 credit hours
    - Decrease electives from 13 to 9 credit hours
- Total credit hours will not change

- Reason for requested action: To update requirements to address the need for quantitative aspects of the program and address the diverse career paths students may seek.

Bachelor of Music in Music (153)
Course requirement change
- Performance option
  - Remove MUSI 4700
  - Total credit hours will not change
  - Reason for requested action: To update degree requirements because MUSI 4700 is no longer offered.

Bachelor of Fine Arts in Musical Theatre (294)
Course requirement change
- Remove MUSI 1532, TH 1301, TH 1311, TH 2343, TH 2863, TH 4903, and AADM 4123
- Add TH 1403, TH 1413, TH 2633, TH 2971, TH 3203, TH 3233, TH 3343, TH 3373, DANC 2002, DANC 3002, TH 3853, TH 4423, and TH 4593
- Require TH 1500 and reduce TH 4990 to 1 credit hour
- Total credit hours will not change
- Reason for requested action: To better prepare students to enter the job market and reflect career competencies in the performance industry.

Doctor of Philosophy in Plant Biology (033)
Course requirement change
- Clarify that a research proposal defense is required
- Total credit hours will not change
- Reason for requested action: To clarify expectations for students.

Bachelor of Science in Political Science (407)
Option name change
- Change option name from Practical Politics – Campaigning, Lobbying, and Policymaking to Campaigns and Lobbying
- Reason for requested change: To communicate the content more clearly.

Course requirement change
- Practical Politics – Campaigning, Lobbying, and Policymaking option
  - No longer require POLS 2113 and add it as an alternate to POLS 2013
  - Increase guided courses from 9 to 12 credit hours
- Total credit hours will not change
- Reason for requested action: To align the requirements with this option with the general and Global Politics options.

Bachelor of Arts in Strategic Communications (476)
Course requirement change

- Advertising and Public Relations option
  - Add SC 3603
  - Remove 3 hours of upper-division MC, MMJ, SC, or SPM
  - Remove 6 hours of upper-division MKTG
  - Add 6 hours of guided coursework
- Social Media option
  - Add SC 3693
  - Remove SC 4653
  - Reduce hours of upper-division MKTG from 9 to 3
  - Add 6 hours of guided coursework
- Sport Communication option
  - Add SC 3783
  - Remove MKTG 3213
  - Reduce the number of courses required for the option concentration and add 6 hours of guided coursework
- Total credit hours will not change
- Reason for requested action: To allow students to choose from strategic communications and media-concentrated coursework.

Bachelor of Science in Strategic Communication (475)
Course requirement change

- Advertising and Public Relations option
  - Add SC 3603
  - Add “Select 6 hours” from a list of options
  - Remove “Select 3 upper-division hours of MC, MMJ, SC, or SPM”
  - Remove “Select 6 hours of upper-division MKTG”
- Social Media option
  - Add SC 3693
  - Add “Select 6 hours” from a list of options
  - Reduce “Select 9 hours upper-division MKTG” to “Select 3 hours of upper-division MKTG”
- Option in Sport Communication
  - Remove ECON 1113/ECON 2103
  - Add any 3 hours (S)
  - Remove MKTG 3213
  - Add “Select 6 hours” from a list of options
- Total credit hours will not change
- Reason for requested action: To provide more relevant coursework for students pursuing specific options.

Bachelor of Science in Sociology (184)
Course requirement change
- Environment and Society option
  - Remove SOC 4493 as a required course
  - Increase guided course options from 15 to 18 credit hours
- Total credit hours will not change
- Reason for requested action: To provide students with additional flexibility.

Bachelor of Science in Sports Media (480)
Course requirement change
- Remove MMJ 3263 as required course
- Remove emphasis area
- Add “Select 9 hours” from a list of options
- Total credit hours will not change
- Reason for requested action: To provide students with additional flexibility.

Bachelor of Science in Zoology (210)
Course requirement change
- Secondary Teacher Certification option
  - Remove CIED 4133
  - Increase electives from 3 to 4 hours
- Total credit hours will not change
- Reason for requested action: CIED 4133 is no longer a requirement for teacher certification.

College of Education and Human Sciences
Bachelor of Science in Aerospace Administration and Operations (247)
Bachelor of Science in Applied Exercise Science (514)
Bachelor of Science in Apparel Design and Technology (339)
Bachelor of Science in Early Child Care and Development (537)
Bachelor of Science in Elementary Education (074)
Bachelor of Science in Human Development and Family Science (094)
Bachelor of Science in Interior Design (342)
Bachelor of Science in Nutritional Sciences (097)
Bachelor of Science in Public Health (116)
Bachelor of Science in Recreation and Athletic Management (180)
Course requirement change
- Remove EDHS 1111
- Add EDHS 3111
- Total credit hours will not change
- Reason for requested action: College determined that 3111 was a more appropriate course number for the content covered in the course.

Master of Science in Design and Merchandising (051)
Option name change

- Change option name from Apparel Design and Production to Apparel Design and Textile Science
- Reason for requested action: To provide a better description of the option.

Course requirement change

- Option in Apparel Design and Textile Science
    - Thesis option
        - Remove DM 5001 and DHM 5112 as an alternate to DM 5093
        - Remove STAT 5013
        - Require DM 5533
        - Add REMS 5953
        - Add tracks for Apparel Design and Textile Science
    - Replace Design Thesis with the Creative Component option
        - Remove DM 5001 and DHM 5112 as an alternate to DM 5093
        - Remove STAT 5013, DM 5000, and DHM 5233
        - Add DM 5240
        - Increase electives from 9 to 12 credit hours
- Merchandising option
    - Remove DM 5001, DHM 5112, and STAT 5013
    - Add REMS 5953, DM 5043, and DM 5243
    - Require DM 5093
    - Reduce electives from 12 to 6 credit hours
- Interior Design option
    - Remove DM 5001, DHM 5112, and STAT 5013
    - Add REMS 5953
    - Require DM 5093
    - Increase electives from 3 to 9 credit hours
    - For the Creative Component track
        - Remove DM 5000 and DHM 5223
        - Increase electives from 6 to 12 credit hours
- Digital Design option
    - Remove DM 5001 and DHM 5112
    - Decrease electives from 6 to 3 credit hours
    - Add tracks for Thesis and Creative Component
- Total credit hours will not change
- Reason for requested action: To update requirements to reflect the focus areas in Apparel Design and Textile Science.

Master of Science in Educational Leadership Studies (437)
Option name change

- Change the option name from College Student Development to Student Affairs
- Reason for requested action: To better align the option name with the terminology used in the field.

Course requirement change

- Remove HESA 6583

- Remove HESA 5463, HESA 6253, and HESA 5653 as required courses
- Increase guided electives from 3 to 9 hours
- Total credit hours will decrease from 36 to 30
- Reason for requested action: To align degree requirements with the proposed option name and with the student affairs profession.

Graduate Certificate in Effective Teaching in Elementary Schools (267)
Course requirement change

- Require CIED 5373
- Remove CIED 5323 and SMED 5083 as required courses
- Add 3 credit hours of guided coursework
- Total credit hours will decrease from 14 to 12
- Reason for requested action: To align the coursework with the State Department's requirements for alternative teacher certification.

Graduate Certificate in Effective Teaching in Secondary Schools (551)
Course requirement change

- Remove CIED 5363
- Add CIED 5343 and SPED 5623 or SPED 5683
- Decrease guided coursework from 6 to 3 credit hours
- Total credit hours will not change
- Reason for requested action: To align the coursework with the State Department's requirements for alternative teacher certification.

Bachelor of Science in Middle Level Education (New)
New program request

- Options in Mathematics Education and Science Education
- Delivery method: Traditional
- Total credit hours: 120
- Reason for requested action: To provide an additional certification pathway for students interested in teaching grades six through eight.

Bachelor of Science in Nursing (332)
Course requirement change

- Remove EDHS 1111
- Add EDHS 3111, NURS 2011, and 1 hour of elective coursework to college/departmental requirements
- Remove HLTH 3723, HLTH 4783, NURS 3013, NURS 3103, NURS 4023, NURS 4043, and NURS 4216
- Add NURS 3183, NURS 3213, NURS 3102, NURS 4122, NURS 4143, NURS 3115, NURS 4113, and NURS 4333
- Total credit hours will not change
- Reason for requested action: To satisfy curriculum requirements for AACN.

Bachelor of Science in Secondary Education (182)
Option addition

- Add option in English – Alternative Education
- Delivery Method: Degree program is approved for online delivery
- Total credit hours: 120
- Reason for requested action: To provide an alternative pathway for state certification that offers support and preparation to students interested in a future teaching position.

Course requirement change

- English option
  - Remove EDHS 1111
  - Add EDHS 3111
  - Increase Departmental/College Electives from 4 to 7 credit hours
- Mathematics, Social Studies, and Social Studies – Alternative Certification options
  - Remove EDHS 1111
  - Add EDHS 3111
- Science option
  - Remove MATH 1613 as an option
  - Adjust Departmental/College Electives from 2-8 to 0-11 credit hours
  - Remove CIED 4133
  - Decrease Chemistry emphasis area from 35 to 32 credit hours
  - Decrease Physics emphasis area from 41 to 29 credit hours
- Total credit hours will not change
- Reason for requested action: EDHS 3111 is a more appropriate course number for the course content. Adjusting requirements as needed for the program.

Graduate Certificate in Special Education (268)
Online delivery of an existing program
Reason for requested action: To address the shortage of special education teachers in Oklahoma and nationwide.

College of Engineering, Architecture and Technology
Bachelor of Science in Chemical Engineering (041)
Course requirement change

- For Biomedical/Biochemical option
  - Remove PHIL 3833
- For the Pre-Medical option
  - Require CHEM 3112 and CHEM 3153
- Total credit hours will not change
- Reason for requested action: To update the curriculum to address required course changes.

Bachelor of Science in Computer Engineering (467)
Course requirement change

- Remove ECEN 3903 or PHYS 3313

- Add ECEN 4293
- Total credit hours will not change
- Reason for requested action: To equip students with industry-standard programming skills.

Undergraduate Certificate in Construction (New)
New program request
- Delivery method: Electronic and traditional
- Total credit hours: 17
- Reason for requested action: To provide students with basic knowledge of the construction industry.

Bachelor of Science in Electrical Engineering (071)
- Remove ECEN 3903 or PHYS 3313
- Add ECEN 4293
- Total credit hours will not change
- Reason for requested action: To equip students with industry-standard programming skills.

Bachelor of Science in Engineering Technology in Mechatronics and Robotics (324)
Degree designation change
- Change from Bachelor of Science in Engineering Technology to Bachelor of Science
- Reason for requested action: To strengthen the program's theoretical foundation while maintaining a strong focus on hands-on robotics research.

Program requirement change
- Remove EET 2303, MATH 3263 or EEE 2423, EET 3253, ENSC 3311, MET 4003, and MET 3343
- Add MATH 2163, MATH 2233, MATH 3013, MATH 3583, and EET 3303
- Total credit hours will not change
- Reason for requested action: To adjust program requirements to address the requested change in degree designation and meet ABET accreditation requirements.

Master of Science in Mechanical and Aerospace Engineering (145)
Degree requirement change
- Remove GRE requirement for admissions
- Reason for requested action: To remove an admissions barrier and attract additional applicants.

Doctor of Philosophy in Mechanical and Aerospace Engineering (146)
Degree requirement change
- Remove GRE requirement for admissions
- Reason for requested action: To remove an admissions barrier and attract additional applicants.

Course requirement change
- General option
- Reduce total credit hours from 90 to 75 for students with a Bachelor's degree
- Total credit hours will decrease from 90 to 75 for students entering the program with a Bachelor's degree
- Reason for requested action: To align the program requirements with peer institutions and enhance the program's competitiveness.

Bachelor of Science in Engineering Technology in Mechanical Engineering Technology (081)
Degree requirement change
- Remove technical GPA of 2.0 or higher

Reason for requested action: Stating that a technical GPA of 2.0 or higher is required is redundant.

Undergraduate Certificate in Supply Chain and Logistics (New)
New program request
- Total credit hours: 16
- Reason for requested action: To prepare undergraduate students to work in an engineering-based Supply Chain and Logistics career.

Spears School of Business

Bachelor of Science in Business Administration in Data Analytics (334)
Course requirement change
- Remove MSIS 3233, MSIS 3243, MSIS 4263, and MSIS 4673 as required courses
- Add 12 credit hours of guided options
- Decrease guided course options from 6 to 3 credit hours
- Total credit hours will not change
- Reason for requested action: To provide students with more flexibility.

Bachelor of Science in Business Administration in Economics (445)
Course requirement change
- Add ECON 3613
- Decrease upper-division ECON courses from 12 to 9 credit hours for the general option. Decrease upper-division ECON courses from 9 to 6 credit hours for the Business Economics and Quantitative Studies option.
- Total credit hours will not change

- Reason for requested action: To enhance the educational content for the degree, as voted on by the faculty committee.

Bachelor of Science in Business Administration in Finance (446)
- Option addition
    - Add an option in Financial Planning
    - Reason for requested option: To prepare students to sit for the CFP exam upon graduation.

College of Professional Studies

Organizational Leadership, BPS (315)
Course requirement change
- Add ORGL 3113, ORGL 3613, ORGL 4513, and PHIL 3803
- Remove MGMT 3013, MGMT 4073, BADM 3113, and MGMT 4713
- Move ENGL 3323 and SPCH 3723 from major concentration to a list of options students select 6 hours from
- Reduce electives from 17 to 16 hours
- Total credit hours will not change
- Reason for requested action: Update major requirements to incorporate new CPS prefix courses.

Graduate College

Master of Science in Interdisciplinary Studies (155)
Course requirement change
- Require students to complete a research methodology course and a capstone course.
- Require coursework to come from at least two disciplines/prefixes.
- Total credit hours will not change
- Reason for requested action: To ensure that all IDST students have basic research design skills and to formalize the capstone requirement.

Doctor of Philosophy in Photonics (423)
Program deletion
- Four students are enrolled in the program. The expected graduation date of the last student is 2031.
- Students will be allowed to complete the program.
- The program will be deleted beginning in 2025-2026.
- Reason for request: There has been low interest and low enrollment in the program.

College of Veterinary Medicine

Doctor of Veterinary Medicine in Veterinary Medicine (400)
Course requirement change

- Remove VCS 7042
- Add VCS 7662
- Total credit hours will not change
- Reason for requested action: To align rotations with hospital services and maximize the instructor-to-student ratio.

Degree requirement change

- Remove GRE and CASPER requirements from admission requirements
- Add a minimum 3.0 cumulative GPA to admission requirements
- Reason for requested action: To align admission requirements with other veterinary schools.

Center for Health Sciences

Master of Science in Forensic Sciences (004)

Option deletion

- Delete option in Forensic Document Examination
  - Delete option beginning in 2025-2026
  - Reason for requested action: No students are currently enrolled in the option.

Oklahoma State University – Oklahoma City

School of Science, Technology, Engineering, and Mathematics

Associate of Applied Science in Architectural Engineering Technology (001)

Program Deletion

- Nine students currently enrolled in the program will be allowed two years to complete the program
- Deletion will be effective beginning fall 2025
- Reason for requested action: While the number of majors enrolled exceeded minimum productivity requirements, the number of graduates did not.

Oklahoma State University – Institute of Technology

School of Arts, Sciences, and Health

Bachelor of Technology in Applied Industry Leadership (132)

Program Option Additions

- Add options in Data Analytics for Industry Professionals, Health Management, and Strategic Business Leadership
- Reason for requested action: Each option is designed to equip students with industry-relevant expertise that directly supports workforce demands and career progression.

Course requirement change

- Remove ATLE 3613, ATLE 3633, ATLE 4513, ATLE 4533, ATLE 4613, and ATLE 4633
- Add AIL 3103, AIL 3113, AIL 3243, AIL 3253, AIL 3303, AIL 3313, AIL 4143, AIL 4153, AIL 4203, AIL 4213, AIL 4303, and AIL 4313
- Increase program electives from 6 to 12 hours.
- Total credit hours will not change
- Reason for requested action: The proposed changes will enhance student preparation for strategic management and leadership by streamlining coursework and introducing specialized focus areas. These changes align with evolving industry needs and employer expectations and equip students with industry-relevant expertise that directly supports workforce demands and career progression.

Degree requirement change

- Remove the program admission requirement of holding an AAS prior to program entry
- Reason for requested action: The current requirement of an earned AAS is too restrictive because it requires students to complete that degree prior to entry into the BT program. The proposed changes would allow students to pursue both an AAS and the BT programs at the same time, should they so choose. Additionally, the proposed change will greatly ease transfer into and increase enrollment in the BT program.

Associate of Applied Science in Pre-Education (090)

Embedded certificate addition

- Add embedded certificate in Core Concepts in Education: Teaching and Learning
- Total credit hours: 18
- Reason for requested action: Addition of this certificate will provide focused, foundational coursework in education, offering a streamlined path for individuals interested in entering the teaching profession or advancing their roles within educational settings, and addressing workforce gaps by creating a clearer, more accessible pipeline into the teaching profession.

School of Engineering and Construction Technologies

Associate of Applied Science in Construction Technology (011)

Embedded certificate addition

- Add embedded certificate in Construction Management
- Total credit hours: 18
- Reason for requested action: Addition of this certificate will provide students with the technical knowledge and hands-on skills necessary for entry-level roles in construction management, serve as a pathway for further education and career advancement in the industry, and strengthen workforce readiness.

Associate of Applied Science Industrial Maintenance Technologies (112)

Embedded certificate deletion

- Delete embedded certificates in Industrial Maintenance Technologies-Level I and Industrial Maintenance Technologies-Level II
- No students are currently enrolled
- Reason for requested action: These certificates were suspended in AY 2022-2023, with a deadline of reinstatement or deletion by May 31, 2025.

Option Deletion

- Delete option in Plant Maintenance Technologies
- No students are currently enrolled
- Reason for requested action: This option has not been offered in some time, no students remain in the option, and there are no plans to offer the option in the future.

Bachelor of Technology in Instrumentation and Automation Engineering Technology (095)

Degree requirement change

- Remove the program admission requirement of holding an AAS prior to program entry.
- Reason for requested action: The current requirement of an earned AAS is too restrictive because it requires students to complete that degree prior to entry into the BT program. The proposed changes would allow students to pursue both an AAS and the BT programs at the same time, should they so choose. Additionally, the proposed change will greatly ease transfer into and increase enrollment in the BT program.

Associate of Applied Science in Manufacturing Technologies (126)

Program deletion

- No students are currently enrolled
- Delete the program immediately
- Reason for requested action: This program was suspended in AY 2018-2019 due to reductions in state support and should have been reinstated or deleted by January 31, 2022. The deletion will also reconcile the catalog program listing with the current OSRHE program inventory.

School of Creative and Information Technologies

Associate of Applied Science in Information Technologies (012)

Course requirement change

- Add ITD 1393 and ITD 2273
- Reason for requested action: Two new courses will be added for use in a newly approved micro-credential.

School of Transportation and Heavy Equipment

Associate of Applied Science in Pro-Tech (004)

Embedded certificate addition

- Add embedded certificates in Automotive Entry Level Technician, Automotive Maintenance Technician, and Automotive Powertrain Technician
- Total credit hours
    - Automotive Entry Level Technician: 24 hours
    - Automotive Maintenance Technician: 15 hours
    - Automotive Powertrain Technician: 21 hours
- Reason for requested action: The proposed certificates will enhance the current program by establishing an embedded, stackable credential pathway that supports student progression toward an AAS. By integrating foundational automotive competencies, this certificate will serve as a gateway for students who may not initially pursue a full degree but later choose to advance their careers in the automotive industry.

Associate of Applied Science in Truck Technician (110)
Embedded certificate addition

- Add embedded certificate in Diesel Entry Level Technician
- Total credit hours: 15 hours
- Reason for requested action: The proposed certificate will enhance the current program by establishing an embedded, stackable credential pathway that supports student progression towards an AAS. By integrating foundational competencies, this certificate will serve as a gateway for students who may not initially pursue a full degree but later choose to advance their careers in the industry.

2025-2026 BUDGET MATERIALS

The 2025 Legislature appropriated and authorized funds totaling $1,118,405,926 to higher education for fiscal year 2026 educational operations. The Oklahoma State University System's Educational and General Budget allocation of state appropriated funds remained flat with a fiscal year 2026 base of $224,581,306.

The budget allocation presented deals only with the allocation of state appropriated funds. The institutional budgets containing appropriations, tuition and fees, and other revolving fund income will be presented to the Oklahoma State Regents for Higher Education for approval at the meeting on June 26, 2025.

Allocations to the respective Oklahoma State University (OSU) budget agencies are listed below:

Agency	FY 2025	FY 2026	$ Increase
General University	$120,749,943	$120,749,943	$0
Oklahoma Agricultural Experiment Station	22,162,361	22,162,361	-
Oklahoma Cooperative Extension Service	23,525,406	23,525,406	-
OSU Institute of Technology	12,987,728	12,987,728	-
College of Veterinary Medicine	9,289,695	9,289,695	-
Oklahoma City	13,035,609	13,035,609	-
Center for Health Sciences	13,427,106	13,427,106	-
Tulsa	9,403,458	9,403,458	-
Totals	**$224,581,306**	**$224,581,306**	**$0**

Kelly Murphy, University Budget, is coordinating this item.

Oklahoma State Regents for Higher Education

Tuition and Mandatory Fee Request

Research University
Undergraduate

Institution: OSU General University & OSU Tulsa **Date Approved by Local Governing Board: pending (6.13.25)**

	Tuition and Mandatory Fees	Credit Hours or Semesters	FY25 Tuition & Fees: FY25 Rates	FY25 Tuition & Fees: Cost for 30 Credit Hours	FY26 Tuition & Mandatory Fees: Proposed FY26 Rates	FY26 Tuition & Mandatory Fees: Cost for 30 Credit Hours	FY26 Tuition & Mandatory Fees: $ Chg from FY25	FY26 Tuition & Mandatory Fees: % Chg from FY25	Guaranteed Tuition & Mandatory Fees: FY25 Gtd Rate	Guaranteed Tuition & Mandatory Fees: Cost for 30 Credit Hours		
I.	**Tuition:**								207.60	6,228.00		
	Total Resident Tuition	***30***	***180.55***	***5,416.50***	***180.55***	***5,416.50***	***0.00***	***0.0%***	**Proposed FY26 Gtd Rate**	**Cost for 30 Credit Hours**	**$ Chg from FY25**	**% Chg from FY25**
		30		-		-						
	Total Nonresident Tuition	***30***	***697.90***	***20,937.00***	***697.90***	***20,937.00***	***0.00***	***0.0%***	**207.60**	6,228.00	-	0.0%
II.	**Mandatory Fees**											
	A. E&G Part I (290 Fund)								***Same as Mandatory Fees for FY26 Non-Guaranteed Tuition Rate***			
	University Technology & Infrastructure Maintenance Fee	30	13.20	396.00	13.20	396.00	0.00	0.0%	13.20	396.00	0.00	0.0%
	Library Automation and Materials Fee	30	17.70	531.00	17.70	531.00	0.00	0.0%	17.70	531.00	0.00	0.0%
	Library Resources Fee	30		-		-						
	Educational Network Connectivity Fee	30		-		-						
	Academic Records Fee	30	4.35	130.50	4.35	130.50	0.00	0.0%	4.35	130.50	0.00	0.0%
	Advising/Assessment Fee	30	10.85	325.50	10.85	325.50	0.00	0.0%	10.85	325.50	0.00	0.0%
	Student ID Fee	30		-		-						
	Publications Fee	30		-		-						
	Life Safety & Security Fee	30	6.45	193.50	6.45	193.50	0.00	0.0%	6.45	193.50	0.00	0.0%
	Security Services Fee	30		-		-						
	Academic Excellence Fee	30	15.50	465.00	15.50	465.00	0.00	0.0%	15.50	465.00	0.00	0.0%
	Other Mandatory Fees (List Below)											
	Academic Facilities Fee	30	25.70	771.00	25.70	771.00	0.00	0.0%	25.70	771.00	0.00	0.0%
	Subtotal E&G Part I(290 Fund) Mandatory Fees	*30*	*93.75*	*2,812.50*	*93.75*	*2,812.50*	*-*	*0.0%*	*93.75*	*2,812.50*	*0.00*	*0.0%*
	B. Auxiliary (700 Fund)											
	Student Activity Fee	30	2.50	75.00	2.50	75.00	0.00	0.0%	2.50	75.00	0.00	0.0%
	Student Activity Fee - Athletics	30	5.50	165.00	5.50	165.00	0.00	0.0%	5.50	165.00	0.00	0.0%
	Student Facility Fee #1	30	5.95	178.50	5.95	178.50	0.00	0.0%	5.95	178.50	0.00	0.0%
	Student Facility Fee #2	30	3.00	90.00	3.00	90.00	0.00	0.0%	3.00	90.00	0.00	0.0%
	Student Health Fee	30	6.00	180.00	6.00	180.00	0.00	0.0%	6.00	180.00	0.00	0.0%
	Cultural and Recreational Services Fee											
	Speaker Series Fee											
	Parking and/or Transit Fee	30	2.50	75.00	2.50	75.00	0.00	0.0%	2.50	75.00	0.00	0.0%
	School Newspaper Fee	30	0.30	9.00	0.30	9.00	0.00	0.0%	0.30	9.00	0.00	0.0%
	Student Government Fee											
	Other Mandatory Fees (List Below)											
	Student Development Fee	30	2.90	87.00	2.90	87.00	0.00	0.0%	2.90	87.00	0.00	0.0%
	Student Union Renovation Fee	30	5.15	154.50	5.15	154.50	0.00	0.0%	5.15	154.50	0.00	0.0%
	Subtotal Auxiliary(700 Fund) Mandatory Fees	*30*	*33.80*	*1,014.00*	*33.80*	*1,014.00*	*-*	*0.0%*	*33.80*	*1,014.00*	*0.00*	*0.0%*
	C. Total Mandatory Fees	***30***	***127.55***	***3,826.50***	***127.55***	***3,826.50***	***-***	***0.0%***	**127.55**	**3,826.50**	**0.00**	**0.0%**
III.	***Total Resident Tuition & Mandatory Fees***	***30***	***308.10***	***9,243.00***	***308.10***	***9,243.00***	***-***	***0.0%***	***335.15***	***10,054.50***		
IV.	***Total Nonresident Tuition & Mandatory Fees***	***30***	***825.45***	***24,763.50***	***825.45***	***24,763.50***	***-***	***0.0%***	***Diff from FY26 NG Rate***		***811.50***	***8.78%***

V.	***Legislative Peer Comparison***	***Resident***	***Nonresident***	
	FY26 Peer Limit -- Research Universities	**$13,455.00**	**$37,320.00**	***Guaranteed Tuition Rate shall not exceed 115% of the nonguaranteed tuition rate.***
	Institutional Request for FY26	**$9,243.00**	**$24,763.50**	
	Difference from Peer Limit	**$4,212.00**	**$12,556.50**	
	Percentage of Peer Limit	**68.7%**	**66.4%**	
	Percentage Change from FY25**	**0.0%**	**0.0%**	

****Provide detailed justification on narrative form for all tuition and mandatory fee increases.****

**** ***Use of Revenue from Dedicated Fees*** : Requests for new fees or increases to existing fees will be thoroughly reviewed to ensure that the fees are required to meet specific costs and not requested to obscure, in essence, a tuition increase.****

Oklahoma State Regents for Higher Education
FY26 Tuition and Mandatory Fee Request
Flat-Rate Tuition

Institution: OSU General University & OSU Tulsa **Date Approved by Local Governing Board: pending (6.13.25)**

	Tuition and Mandatory Fees	Credit Hours	FY25 Tuition & Fees		FY26 Tuition & Mandatory Fees			
			FY25 Rates	Cost for 30 Credit Hours	Proposed FY26 Rates	Cost for 30 Credit Hours	$ Chg from FY25	% Chg from FY25
I.	**Undergraduate Resident**							
	Credit Hour Rate	***0-11***	***308.10***	***9,243.00***	***308.10***	***9,243.00***	***0.00***	***0.0%***
	Flat-Rate Per Semester	***12-18***	***308.10***	***4,621.50***	***308.10***	***4,621.50***	***0.00***	***0.0%***
	Flat-Rate Per Year	***30***	***308.10***	***9,243.00***	***308.10***	***9,243.00***	***0.00***	***0.0%***

	Tuition and Mandatory Fees	Credit Hours	FY25 Tuition & Fees		FY26 Tuition & Mandatory Fees			
			Per Credit Hour Rate	Cost for Total Credit Hours	Per Credit Hour Rate	Cost for Total Credit Hours	$ Chg from FY25	% Chg from FY25
II.	**FY25 Flat-Rate Tuition**							
	Per Credit Hour Rate	1	308.10	308.10	308.10	308.10	0.00	0.0%
		2	308.10	616.20	308.10	616.20	0.00	0.0%
		3	308.10	924.30	308.10	924.30	0.00	0.0%
		4	308.10	1,232.40	308.10	1,232.40	0.00	0.0%
		5	308.10	1,540.50	308.10	1,540.50	0.00	0.0%
		6	308.10	1,848.60	308.10	1,848.60	0.00	0.0%
		7	308.10	2,156.70	308.10	2,156.70	0.00	0.0%
		8	308.10	2,464.80	308.10	2,464.80	0.00	0.0%
		9	308.10	2,772.90	308.10	2,772.90	0.00	0.0%
		10	308.10	3,081.00	308.10	3,081.00	0.00	0.0%
		11	308.10	3,389.10	308.10	3,389.10	0.00	0.0%
		12	385.13	4,621.50	385.13	4,621.50	0.00	0.0%
		13	355.50	4,621.50	355.50	4,621.50	0.00	0.0%
		14	330.11	4,621.50	330.11	4,621.50	0.00	0.0%
		15	308.10	4,621.50	308.10	4,621.50	0.00	0.0%
		16	288.84	4,621.50	288.84	4,621.50	0.00	0.0%
		17	271.85	4,621.50	271.85	4,621.50	0.00	0.0%
		18	256.75	4,621.50	256.75	4,621.50	0.00	0.0%
		19	259.45	4,929.60	259.45	4,929.60	0.00	0.0%
		20	261.89	5,237.70	261.89	5,237.70	0.00	0.0%
		21	264.09	5,545.80	264.09	5,545.80	0.00	0.0%
		22	266.09	5,853.90	266.09	5,853.90	0.00	0.0%
		23	267.91	6,162.00	267.91	6,162.00	0.00	0.0%
		24	269.59	6,470.10	269.59	6,470.10	0.00	0.0%

Oklahoma State Regents for Higher Education
FY26 Tuition and Mandatory Fee Request
Flat-Rate Tuition

Institution: OSU General University & OSU Tulsa **Date Approved by Local Governing Board: pending (6.13.25)**

	Tuition and Mandatory Fees	Credit Hours	FY25 Tuition & Fees		FY26 Tuition & Mandatory Fees			
			FY25 Rates	Cost for 30 Credit Hours	Proposed FY26 Rates	Cost for 30 Credit Hours	$ Chg from FY25	% Chg from FY25
I.	**Undergraduate Nonresident**							
	Credit Hour Rate	***0-11***	***825.45***	***24,763.50***	***825.45***	***24,763.50***	***0.00***	***0.0%***
	Flat-Rate Per Semester	***12-18***	***825.45***	***12,381.75***	***825.45***	***12,381.75***	***0.00***	***0.0%***
	Flat-Rate Per Year	***30***	***825.45***	***24,763.50***	***825.45***	***24,763.50***	***0.00***	***0.0%***

	Tuition and Mandatory Fees	Credit Hours	FY25 Tuition & Fees		FY26 Tuition & Mandatory Fees			
			Per Credit Hour Rate	Cost for Total Credit Hours	Per Credit Hour Rate	Cost for Total Credit Hours	$ Chg from FY25	% Chg from FY25
II.	**FY25 Flat-Rate Tuition**							
	Per Credit Hour Rate	1	825.45	825.45	825.45	825.45	0.00	0.0%
		2	825.45	1,650.90	825.45	1,650.90	0.00	0.0%
		3	825.45	2,476.35	825.45	2,476.35	0.00	0.0%
		4	825.45	3,301.80	825.45	3,301.80	0.00	0.0%
		5	825.45	4,127.25	825.45	4,127.25	0.00	0.0%
		6	825.45	4,952.70	825.45	4,952.70	0.00	0.0%
		7	825.45	5,778.15	825.45	5,778.15	0.00	0.0%
		8	825.45	6,603.60	825.45	6,603.60	0.00	0.0%
		9	825.45	7,429.05	825.45	7,429.05	0.00	0.0%
		10	825.45	8,254.50	825.45	8,254.50	0.00	0.0%
		11	825.45	9,079.95	825.45	9,079.95	0.00	0.0%
		12	1,031.81	12,381.75	1,031.81	12,381.75	0.00	0.0%
		13	952.44	12,381.75	952.44	12,381.75	0.00	0.0%
		14	884.41	12,381.75	884.41	12,381.75	0.00	0.0%
		15	825.45	12,381.75	825.45	12,381.75	0.00	0.0%
		16	773.86	12,381.75	773.86	12,381.75	0.00	0.0%
		17	728.34	12,381.75	728.34	12,381.75	0.00	0.0%
		18	687.88	12,381.75	687.88	12,381.75	0.00	0.0%
		19	695.12	13,207.20	695.12	13,207.20	0.00	0.0%
		20	701.63	14,032.65	701.63	14,032.65	0.00	0.0%
		21	707.53	14,858.10	707.53	14,858.10	0.00	0.0%
		22	712.89	15,683.55	712.89	15,683.55	0.00	0.0%
		23	717.78	16,509.00	717.78	16,509.00	0.00	0.0%
		24	722.27	17,334.45	722.27	17,334.45	0.00	0.0%

Oklahoma State Regents for Higher Education
Tuition and Mandatory Fee Request

Research University
Graduate

Institution: OSU General University & OSU Tulsa **Date Approved by Local Governing Board: pending (6.13.25)**

I.	Tuition and Mandatory Fees	Credit Hours or Semesters	FY25 Tuition & Fees		FY26 Tuition & Mandatory Fees			
			FY25 Rates	Cost for 24 Credit Hours	Proposed FY26 Rates	Cost for 24 Credit Hours	$ Chg from FY25	% Chg from FY25
	Tuition:							
	Total Resident Tuition	***24***	***233.80***	***5,611.20***	***233.80***	***5,611.20***	***0.00***	***0.0%***
	Total Nonresident Tuition	***24***	***879.75***	***21,114.00***	***879.75***	***21,114.00***	***0.00***	***0.0%***
II	**Mandatory Fees**							
	A. E&G Part I (290 Fund)							
	University Technology & Infrastructure Maintenance Fee	24	13.20	316.80	13.20	316.80	0.00	0.0%
	Library Automation and Materials Fee	24	17.70	424.80	17.70	424.80	0.00	0.0%
	Library Resources Fee	24		-		-		
	Educational Network Connectivity Fee	24		-		-		
	Academic Records Fee	24	4.35	104.40	4.35	104.40	0.00	0.0%
	Advising/Assessment Fee	24	10.85	260.40	10.85	260.40	0.00	0.0%
	Student ID Fee	24		-		-		
	Publications Fee	24		-		-		
	Life Safety & Security Fee	24	6.45	154.80	6.45	154.80	0.00	0.0%
	Security Services Fee	24		-		-		
	Academic Excellence Fee	24	15.50	372.00	15.50	372.00	0.00	0.0%
	Other Mandatory Fees (List Below)							
	Academic Facilities Fee	24	25.70	616.80	25.70	616.80	0.00	0.0%
	State Regents' Consideration and Approval of FY26 Tuition and Fee Requests	*24*	*93.75*	*2,250.00*	*93.75*	*2,250.00*	*0.00*	*0.0%*
	B. Auxiliary (700 Fund)							
	Student Activity Fee	24	2.50	60.00	2.50	60.00	0.00	0.0%
	Student Activity Fee - Athletics	24	5.50	132.00	5.50	132.00	0.00	0.0%
	Student Facility Fee #1	24	5.95	142.80	5.95	142.80	0.00	0.0%
	Student Facility Fee #2	24	3.00	72.00	3.00	72.00	0.00	0.0%
	Student Health Fee	24	6.00	144.00	6.00	144.00	0.00	0.0%
	Cultural and Recreational Services Fee							
	Speaker Series Fee							
	Parking and/or Transit Fee	24	2.50	60.00	2.50	60.00	0.00	0.0%
	School Newspaper Fee	24	0.30	7.20	0.30	7.20	0.00	0.0%
	Student Government Fee							
	Other Mandatory Fees (List Below)							
	Student Development Fee	24	2.90	69.60	2.90	69.60	0.00	0.0%
	Student Union Renovation Fee	24	5.15	123.60	5.15	123.60	0.00	0.0%
	Subtotal Auxiliary (700 Fund) Mandatory Fees	*24*	*33.80*	*811.20*	*33.80*	*811.20*	*0.00*	*0.0%*
	C. Total Mandatory Fees	***24***	***127.55***	***3,061.20***	***127.55***	***3,061.20***	***0.00***	***0.0%***
III.	***Total Resident Tuition and Mandatory Fees***	***24***	***361.35***	***8,672.40***	***361.35***	***8,672.40***	***0.00***	***0.0%***
IV.	***Total Nonresident Tuition and Mandatory Fees***	***24***	***1,007.30***	***24,175.20***	***1,007.30***	***24,175.20***	***0.00***	***0.0%***

V.	***Legislative Peer Comparison***	***Resident***	***Nonresident***	
	FY26 Peer Limit -- Research Universities	**$12,676.00**	**$29,815.00**	
	Institutional Request for FY26	**$8,672.40**	**$24,175.20**	
	Difference from Peer Limit	**$4,003.60**	**$5,639.80**	
	Percentage of Peer Limit	**68.4%**	**81.1%**	
	Percentage Change from FY25**	**0.0%**	**0.0%**	

****Provide detailed justification on narrative form for all tuition and mandatory fee increases.****

**** **Use of Revenue from Dedicated Fees** : Requests for new fees or increases to existing fees will be thoroughly reviewed to ensure that the fees are required to meet specific costs and not requested to obscure, in essence, a tuition increase.****

Oklahoma State Regents for Higher Education
Tuition and Mandatory Fee Request

Research University
Graduate

Institution: OSU General University & OSU Tulsa (100% ONLINE DEGREES ONLY **Date Approved by Local Governing Board: pending (6.13.25)**

I.	Tuition and Mandatory Fees	Credit Hours or Semesters	FY25 Tuition & Fees		FY26 Tuition & Mandatory Fees			
			FY25 Rates	Cost for 24 Credit Hours	Proposed FY26 Rates	Cost for 24 Credit Hours	$ Chg from FY25	% Chg from FY25
	Tuition:							
	Total Resident Tuition	***24***	***489.00***	***11,736.00***	***489.00***	***11,736.00***	***0.00***	***0.0%***
		24						
	Total Nonresident Tuition	***24***	***530.00***	***12,720.00***	***530.00***	***12,720.00***	***0.00***	***0.0%***
II	**Mandatory Fees**							
	A. E&G Part I (290 Fund)							
	University Technology & Infrastructure Maintenance Fee	24		-		-	0.00	
	Library Automation and Materials Fee	24		-		-	0.00	
	Library Resources Fee	24		-		-		
	Educational Network Connectivity Fee	24		-		-		
	Academic Records Fee	24		-		-	0.00	
	Advising/Assessment Fee	24		-		-	0.00	
	Student ID Fee	24		-		-		
	Publications Fee	24		-		-		
	Life Safety & Security Fee	24		-		-	0.00	
	Security Services Fee	24		-		-		
	Academic Excellence Fee	24		-		-	0.00	
	Other Mandatory Fees (List Below)							
	Academic Facilities Fee	24		-		-	0.00	
	State Regents' Consideration and Approval of FY26 Tuition and Fee Requests	*24*	-	-	-	-	*0.00*	
	B. Auxiliary (700 Fund)							
	Student Activity Fee	24		-		-	0.00	
	Student Activity Fee - Athletics	24		-		-	0.00	
	Student Facility Fee #1	24		-		-	0.00	
	Student Facility Fee #2	24		-		-	0.00	
	Student Health Fee	24		-		-	0.00	
	Cultural and Recreational Services Fee							
	Speaker Series Fee							
	Parking and/or Transit Fee	24		-		-	0.00	
	School Newspaper Fee	24		-		-	0.00	
	Student Government Fee							
	Other Mandatory Fees (List Below)							
	Student Development Fee	24		-		-	0.00	
	Student Union Renovation Fee	24		-		-	0.00	
	Subtotal Auxiliary (700 Fund) Mandatory Fees	*24*	-	-	-	-	*0.00*	
	C. Total Mandatory Fees	***24***	-	-	-	-	***0.00***	
III.	***Total Resident Tuition and Mandatory Fees***	***24***	***489.00***	***11,736.00***	***489.00***	***11,736.00***	***0.00***	***0.0%***
IV.	***Total Nonresident Tuition and Mandatory Fees***	***24***	***530.00***	***12,720.00***	***530.00***	***12,720.00***	***0.00***	***0.0%***

V.	***Legislative Peer Comparison***	***Resident***	***Nonresident***	
	FY26 Peer Limit -- Research Universities	**$12,676.00**	**$29,815.00**	
	Institutional Request for FY26	**$11,736.00**	**$12,720.00**	
	Difference from Peer Limit	**$940.00**	**$17,095.00**	
	Percentage of Peer Limit	**92.6%**	**42.7%**	
	Percentage Change from FY25**	**0.0%**	**0.0%**	

****Provide detailed justification on narrative form for all tuition and mandatory fee increases.****

**** ***Use of Revenue from Dedicated Fees*** : Requests for new fees or increases to existing fees will be thoroughly reviewed to ensure that the fees are required to meet specific costs and not requested to obscure, in essence, a tuition increase.****

Oklahoma State Regents for Higher Education *Professional Program*

Tuition and Mandatory Fee Request

Institution: OSU College of Veterinary Medicine **Date Approved by Local Governing Board: pending (6.13.25)**

	Tuition and Mandatory Fees	Credit Hours or Semesters	FY25 Tuition & Fees		FY26 Tuition & Mandatory Fees			
			FY25 Rates	Cost for Full-Time Student	Proposed FY26 Rates	Cost for Full-Time Student	$ Chg from FY25	% Chg from FY25
I.	**Tuition:**							
	DVM							
	Resident Tuition			***20,430.00***		***20,430.00***	***0.00***	***0.0%***
	Nonresident Tuition			**26,365.00**		**26,365.00**	**0.00**	**0.0%**
	Total Nonresident Tuition			***46,795.00***		***46,795.00***	***0.00***	***0.0%***
II.	**Mandatory Fees**							
	A. E&G Part I (290 Fund)							
	Student Technology Services Fee	38	5.00	190.00	5.00	190.00	0.00	0.0%
	Library Automation and Materials Fee	38	7.80	296.40	7.80	296.40	0.00	0.0%
	Student Technology Fee-CVM	38	15.00	570.00	15.00	570.00	0.00	0.0%
				-				
	Academic Records Fee	38	4.35	165.30	4.35	165.30	0.00	0.0%
	Advising & Assessment Fee-CVM	38	11.85	450.30	11.85	450.30	0.00	0.0%
				-		-		
	Other Mandatory Fees (List Below)							
	Academic Facilities Fee-CVM	38	13.00	494.00	13.00	494.00	0.00	0.0%
				-		-		
	Subtotal E&G Part I (290 Fund) Mandatory Fees	*38*	*57.00*	*2,166.00*	*57.00*	*2,166.00*	*0.00*	*0.0%*
	B. Auxiliary (700 Fund)							
	Student Activity Fee	38	2.50	95.00	2.50	95.00	0.00	0.0%
	Student Activity fee-Athletics	38	5.50	209.00	5.50	209.00	0.00	0.0%
	Student Facility Fee #1	38	5.95	226.10	5.95	226.10	0.00	0.0%
	Student Facility Fee #2	38	3.00	114.00	3.00	114.00	0.00	0.0%
	Student Health Fee	38	6.00	228.00	6.00	228.00	0.00	0.0%
	Parking and/or Transit Fee	38	2.50	95.00	2.50	95.00	0.00	0.0%
	School Newspaper Fee	38	0.30	11.40	0.30	11.40	0.00	0.0%
	Student Development Fee	38	2.75	104.50	2.75	104.50	0.00	0.0%
	Other Mandatory Fees (List Below)							
				-				
	Subtotal Auxiliary (700 Fund) Mandatory Fees	*38*	*28.50*	*1,083.00*	*28.50*	*1,083.00*	*0.00*	*0.0%*
	C. Total Mandatory Fees	**38**	**85.50**	**3,249.00**	**85.50**	**3,249.00**	**0.00**	**0.0%**
III.	***Total Resident Tuition and Mandatory Fees***	***38***	***623.13***	***23,679.00***	***623.13***	***23,679.00***	**0.00**	**0.0%**
IV.	***Total Nonresident Tuition and Mandatory Fees***	***38***	***1,316.95***	***50,044.00***	***1,316.95***	***50,044.00***	**0.00**	**0.0%**

V.	***Legislative Peer Comparison***	***Resident***	***Nonresident***	
	FY26 Peer Limit -- Professional Program*	**$31,534.00**	**$62,016.00**	
	Institutional Request for FY26	**$23,679.00**	**$50,044.00**	
	Difference from Peer Limit	**$7,855.00**	**$11,972.00**	
	Percentage of Peer Limit	**75.1%**	**80.7%**	
	Percentage Change from FY25**	**0.0%**	**0.0%**	

Enter corresponding peer limit for each professional program--see Professional Program Peer Limit list

****Provide detailed justification on narrative form for all tuition and mandatory fee increases.****

**** ***Use of Revenue from Dedicated Fees*** : Requests for new fees or increases to existing fees will be thoroughly reviewed to ensure that the fees are required to meet specific costs and not requested to obscure, in essence, a tuition increase.****

Oklahoma State Regents for Higher Education

Tuition and Mandatory Fee Request

Research University Undergraduate

Institution: Oklahoma State University Institute of Technology **Date Approved by Local Governing Board: pending (6.13.25)**

	Tuition and Mandatory Fees	Credit Hours or Semesters	FY25 Tuition & Fees		FY26 Tuition & Mandatory Fees				Guaranteed Tuition & Mandatory Fees			
			FY25 Rates	Cost for 30 Credit Hours	Proposed FY26 Rates	Cost for 30 Credit Hours	$ Chg from FY25	% Chg from FY25	FY25 Gtd Rate	Cost for 30 Credit Hours		
I.	**Tuition:**								155.00	4,650.00		
	Total Resident Tuition	***30***	***152.45***	***4,573.50***	***152.45***	***4,573.50***	***0.00***	***0.0%***	**Proposed FY26 Gtd Rate**	**Cost for 30 Credit Hours**	**$ Chg from FY25**	**% Chg from FY25**
	Nonresident Tuition	**30**	**187.00**	**5,610.00**	**187.00**	**5,610.00**	**0.00**	**0.0%**				
	Total Nonresident Tuition	***30***	***339.45***	***10,183.50***	***339.45***	***10,183.50***	***0.00***	***0.0%***	**158.00**	4,740.00	90.00	1.9%
II.	**Mandatory Fees**								***Same as Mandatory Fees for FY26 Non-Guaranteed Tuition Rate***			
	A. E&G Part I (290 Fund)											
	Student Technology Services Fee	30	10.00	300.00	10.00	300.00	0.00	0.0%	10.00	300.00	0.00	0.0%
	Library Automation and Materials Fee	30	2.00	60.00	2.00	60.00	0.00	0.0%	2.00	60.00	0.00	0.0%
	Library Resources Fee	30	2.00	60.00	2.00	60.00	0.00	0.0%	2.00	60.00	0.00	0.0%
	Educational Network Connectivity Fee	30		-		-	0.00		-			
	Academic Records Fee	30	0.50	15.00	0.50	15.00	0.00	0.0%	0.50	15.00	0.00	0.0%
	Assessment Fee	30	1.00	30.00	1.00	30.00	0.00	0.0%	1.00	30.00	0.00	0.0%
	Student ID Fee	2		-		-			-			
	Publications Fee	30		-		-			-			
	Safety Fee	30		-		-			-			
	Security Services Fee	2		-		-			-			
	Academic Excellence Fee	30	2.50	75.00	2.50	75.00	0.00	0.0%	2.50	75.00	0.00	0.0%
	Other Mandatory Fees (List Below)											
	IT Infrastructure Fee	30	2.00	60.00	2.00	60.00	0.00	0.0%	2.00	60.00	0.00	0.0%
	Campus Infrastructure Fee	30	3.00	90.00	3.00	90.00	0.00	0.0%	3.00	90.00	0.00	0.0%
	Campus Health Services Fee	30	1.00	30.00	1.00	30.00	0.00	0.0%	1.00	30.00	0.00	0.0%
	Subtotal E&G Part I(290 Fund) Mandatory Fees	*30*	*24.00*	*720.00*	*24.00*	*720.00*	*-*	*0.0%*	*24.00*	*720.00*	*0.00*	*0.0%*
	B. Auxiliary (700 Fund)											
	Student Activity Fee	30	5.65	169.50	5.65	169.50	0.00	0.0%	5.65	169.50	0.00	0.0%
	Student Facility Fee #1	30	2.00	60.00	2.00	60.00	0.00	0.0%	2.00	60.00	0.00	0.0%
	Student Facility Fee #2	30	5.00	150.00	5.00	150.00	0.00	0.0%	5.00	150.00	0.00	0.0%
	Student Health Fee								-			
	Cultural and Recreational Services Fee	30	3.00	90.00	3.00	90.00	0.00	0.0%	3.00	90.00	0.00	0.0%
	Speaker Series Fee								-			
	Parking and/or Transit Fee	30	0.35	10.50	0.35	10.50	0.00	0.0%	0.35	10.50	0.00	0.0%
	School Newspaper Fee								-			
	Student Government Fee								-			
	Other Mandatory Fees (List Below)											
	Subtotal Auxiliary(700 Fund) Mandatory Fees	*30*	*16.00*	*480.00*	*16.00*	*480.00*	*-*	*0.0%*	*16.00*	*480.00*	*0.00*	*0.0%*
	C. Total Mandatory Fees	***30***	***40.00***	***1,200.00***	***40.00***	***1,200.00***	***-***	***0.0%***	**40.00**	**1,200.00**	**0.00**	**0.0%**
III.	***Total Resident Tuition & Mandatory Fees***	***30***	***192.45***	***5,773.50***	***192.45***	***5,773.50***	***-***	***0.0%***	***198.00***	***5,940.00***		
IV.	***Total Nonresident Tuition & Mandatory Fees***	***30***	***379.45***	***11,383.50***	***379.45***	***11,383.50***	***-***	***0.0%***	***Diff from FY26 NG Rate***		***166.50***	***2.88%***

V.	***Legislative Peer Comparison***	***Resident***	***Nonresident***	
	FY26 Peer Limit -- Research Universities	**$13,455.00**	**$37,320.00**	***Guaranteed Tuition Rate shall not exceed 115% of the nonguaranteed tuition rate.***
	Institutional Request for FY26	**$5,773.50**	**$11,383.50**	
	Difference from Peer Limit	**$7,681.50**	**$25,936.50**	
	Percentage of Peer Limit	**42.9%**	**30.5%**	
	Percentage Change from FY25**	**0.0%**	**0.0%**	

****Provide detailed justification on narrative form for all tuition and mandatory fee increases.****

**** ***Use of Revenue from Dedicated Fees*** : Requests for new fees or increases to existing fees will be thoroughly reviewed to ensure that the fees are required to meet specific costs and not requested to obscure, in essence, a tuition increase.****

Oklahoma State Regents for Higher Education

Tuition and Mandatory Fee Request

Research University Undergraduate

Institution: OSUOKC **Date Approved by Local Governing Board: Pending 6013.25**

	Tuition and Mandatory Fees	Credit Hours or Semesters	FY25 Tuition & Fees: FY25 Rates	FY25 Tuition & Fees: Cost for 30 Credit Hours	FY26 Tuition & Mandatory Fees: Proposed FY26 Rates	FY26 Tuition & Mandatory Fees: Cost for 30 Credit Hours	FY26 Tuition & Mandatory Fees: $ Chg from FY25	FY26 Tuition & Mandatory Fees: % Chg from FY25	Guaranteed Tuition & Mandatory Fees: FY25 Gtd Rate	Guaranteed Tuition & Mandatory Fees: Cost for 30 Credit Hours		
I.	**Tuition:**								149.00	4,470.00		
	Total Resident Tuition	***30***	***129.95***	***3,898.50***	***129.95***	***3,898.50***	***0.00***	***0.0%***	**Proposed FY26 Gtd Rate**	**Cost for 30 Credit Hours**	**$ Chg from FY25**	**% Chg from FY25**
	Nonresident Tuition	**30**	**241.05**	**7,231.50**	**241.05**	**7,231.50**	**0.00**	**0.0%**				
	Total Nonresident Tuition	***30***	***371.00***	***11,130.00***	***371.00***	***11,130.00***	***0.00***	***0.0%***	**149.00**	4,470.00	-	0.0%
II.	**Mandatory Fees**								***Same as Mandatory Fees for FY26 Non-Guaranteed Tuition Rate***			
	A. E&G Part I (290 Fund)											
	Student Technology Services Fee	30	11.00	330.00	11.00	330.00	0.00	0.0%	11.00	330.00	0.00	0
	Library Automation and Materials Fee	30	2.50	75.00	2.50	75.00	0.00	0.0%	2.50	75.00	0.00	0
	Library Resources Fee	30	-	-	-	-			-			
	Educational Network Connectivity Fee	30	-	-	-	-			-			
	Academic Records Fee	12	0.50	6.00	0.50	6.00	0.00	0.0%	0.50	6.00	0.00	0
	Assessment Fee	30	1.00	30.00	1.00	30.00	0.00	0.0%	1.00	30.00	0.00	0
	Student ID Fee	2	-	-	-	-			-			
	Publications Fee	30	-	-	-	-			-			
	Safety Fee	30	-	-		-			-			
	Security Services Fee	2	-	-	-	-			-			
	Academic Excellence Fee	30	-	-	-	-			-			
	Other Mandatory Fees (List Below)				-				-			
	IT Infrastructure Fee	30	2.00	60.00	2.00	60.00	0.00	0.0%	2.00	60.00	0.00	0
	Subtotal E&G Part I(290 Fund) Mandatory Fees	*30*	*16.70*	*501.00*	*16.70*	*501.00*	*-*	*0.0%*	*16.70*	*501.00*	*0.00*	*0.0%*
	B. Auxiliary (700 Fund)											
	Student Activity Fee	30	3.50	105.00	3.50	105.00	0.00	0.0%	3.50	105.00	0.00	0
	Student Facility Fee #1	30	7.50	225.00	7.50	225.00	0.00	0.0%	7.50	225.00	0.00	0
	Student Facility Fee #2	30	-	-	-	-			-			
	Student Health Fee	2	-	-	-	-			-			
	Cultural and Recreational Services Fee	2	10.00	20.00	10.00	20.00	0.00	0.0%	10.00	20.00	0.00	0
	Speaker Series Fee	30	-	-	-	-			-			
	Parking and/or Transit Fee	2	25.00	50.00	25.00	50.00	0.00	0.0%	25.00	50.00	0.00	0
	School Newspaper Fee	30	-	-	-	-			-			
	Student Government Fee	30	-	-	-	-			-			
	Other Mandatory Fees (List Below)			-		-						
	Subtotal Auxiliary(700 Fund) Mandatory Fees	*30*	*13.33*	*400.00*	*13.33*	*400.00*	*-*	*0.0%*	*13.33*	*400.00*	*0.00*	*0.0%*
	C. Total Mandatory Fees	***30***	***30.03***	***901.00***	***30.03***	***901.00***	***-***	***0.0%***	**30.03**	**901.00**	**0.00**	**0.0%**
III.	***Total Resident Tuition & Mandatory Fees***	***30***	***159.98***	***4,799.50***	***159.98***	***4,799.50***	***-***	***0.0%***	***179.03***	***5,371.00***		
IV.	***Total Nonresident Tuition & Mandatory Fe***	***30***	***401.03***	***12,031.00***	***401.03***	***12,031.00***	***-***	***0.0%***	***Diff from FY26 NG Rate***		***571.50***	***11.91%***

V.	***Legislative Peer Comparison***	***Resident***	***Nonresident***	
	FY26 Peer Limit -- Research Universities	**$13,455.00**	**$37,320.00**	***Guaranteed Tuition Rate shall not exceed 115% of the nonguaranteed tuition rate.***
	Institutional Request for FY26	**$4,799.50**	**$12,031.00**	
	Difference from Peer Limit	**$8,655.50**	**$25,289.00**	
	Percentage of Peer Limit	**35.7%**	**32.2%**	
	Percentage Change from FY25**	**0.0%**	**0.0%**	

****Provide detailed justification on narrative form for all tuition and mandatory fee increases.****

**** ***Use of Revenue from Dedicated Fees*** : Requests for new fees or increases to existing fees will be thoroughly reviewed to ensure that the fees are required to meet specific costs and not requested to obscure, in essence, a tuition increase.****

Oklahoma State Regents for Higher Education
Tuition and Mandatory Fee Request

Research University
Graduate

Institution: OSU Center for Health Sciences (Graduate On Campus Degree Programs) **Date Approved by Local Governing Board: pending (6.13.25)**

I.	Tuition and Mandatory Fees	Credit Hours or Semesters	FY25 Tuition & Fees		FY26 Tuition & Mandatory Fees			
			FY25 Rates	Cost for 24 Credit Hours	Proposed FY26 Rates	Cost for 24 Credit Hours	$ Chg from FY25	% Chg from FY25
	Tuition:							
	Total Resident Tuition	***24***	***233.80***	***5,611.20***	***233.80***	***5,611.20***	***0.00***	***0.0%***
	FY25 TUITION AND FEE TIMELINE	**24**	**645.95**	**15,502.80**	**645.95**	**15,502.80**	**0.00**	**0.0%**
	Total Nonresident Tuition	***24***	***879.75***	***21,114.00***	***879.75***	***21,114.00***	***0.00***	***0.0%***
II	**Mandatory Fees**							
	A. E&G Part I (290 Fund)							
	Student Technology Services Fee	24	10.41	249.84	10.41	249.84	0.00	0.0%
	Library Automation and Materials Fee	24	7.50	180.00	7.50	180.00	0.00	0.0%
	Library Resources Fee							
	Educational Network Connectivity Fee							
	Academic Records Fee	24	3.35	80.40	3.35	80.40	0.00	0.0%
	Assessment Fee							
	Student ID Fee							
	Publications Fee							
	Safety Fee							
	Security Services Fee	24	4.00	96.00	4.00	96.00	0.00	0.0%
	Processing Fee							
	Academic Excellence Fee							
	Other Mandatory Fees (List Below)							
	State Regents' Consideration and Approval of FY25 Tuition ar	*24*	*25.26*	*606.24*	*25.26*	*606.24*	*0.00*	*0.0%*
	B. Auxiliary (700 Fund)							
	Student Activity Fee	24	7.72	185.28	7.72	185.28	0.00	0.0%
	Student Facility Fee #1							
	Student Facility Fee #2							
	Student Health Fee	2	64.00	128.00	64.00	128.00	0.00	0.0%
	Cultural and Recreational Services Fee							
	Speaker Series Fee							
	Parking and/or Transit Fee							
	School Newspaper Fee							
	Student Government Fee							
	Other Mandatory Fees (List Below)							
	Subtotal Auxiliary (700 Fund) Mandatory Fees	*24*	*13.05*	*313.28*	*13.05*	*313.28*	*0.00*	*0.0%*
	C. Total Mandatory Fees	***24***	***38.31***	***919.52***	***38.31***	***919.52***	***0.00***	***0.0%***
III.	***Total Resident Tuition and Mandatory Fees***	***24***	***272.11***	***6,530.72***	***272.11***	***6,530.72***	***0.00***	***0.0%***
IV.	***Total Nonresident Tuition and Mandatory Fees***	***24***	***918.06***	***22,033.52***	***918.06***	***22,033.52***	***0.00***	***0.0%***

V.	***Legislative Peer Comparison***	***Resident***	***Nonresident***	
	FY26 Peer Limit -- Research Universities	**$12,676.00**	**$29,815.00**	
	Institutional Request for FY26	**$6,530.72**	**$22,033.52**	
	Difference from Peer Limit	**$6,145.28**	**$7,781.48**	
	Percentage of Peer Limit	**51.5%**	**73.9%**	
	Percentage Change from FY25**	**0.0%**	**0.0%**	

****Provide detailed justification on narrative form for all tuition and mandatory fee increases.****

**** ***Use of Revenue from Dedicated Fees*** : Requests for new fees or increases to existing fees will be thoroughly reviewed to ensure that the fees are required to meet specific costs and not requested to obscure, in essence, a tuition increase.****

Oklahoma State Regents for Higher Education
Tuition and Mandatory Fee Request

Research University
Graduate

Institution: OSU Center for Health Sciences (Graduate Online Degree Programs) **Date Approved by Local Governing Board: pending (6.13.25)**

I.	Tuition and Mandatory Fees	Credit Hours or Semesters	FY25 Tuition & Fees		FY26 Tuition & Mandatory Fees			
			FY25 Rates	Cost for 24 Credit Hours	Proposed FY26 Rates	Cost for 24 Credit Hours	$ Chg from FY25	% Chg from FY25
	Tuition:							
	Total Resident Tuition	***24***	***233.80***	***5,611.20***	***233.80***	***5,611.20***	***0.00***	***0.0%***
	FY25 TUITION AND FEE TIMELINE	**24**	**130.20**	**3,124.80**	**130.20**	**3,124.80**	**0.00**	**0.0%**
	Total Nonresident Tuition	***24***	***364.00***	***8,736.00***	***364.00***	***8,736.00***	***0.00***	***0.0%***
II	**Mandatory Fees**							
	A. E&G Part I (290 Fund)							
	Student Technology Services Fee	24	10.41	249.84	10.41	249.84	0.00	0.0%
	Library Automation and Materials Fee	24	7.50	180.00	7.50	180.00	0.00	0.0%
	Library Resources Fee							
	Educational Network Connectivity Fee							
	Academic Records Fee	24	3.35	80.40	3.35	80.40	0.00	0.0%
	Assessment Fee							
	Student ID Fee							
	Publications Fee							
	Safety Fee							
	Security Services Fee	24	4.00	96.00	4.00	96.00	0.00	0.0%
	Processing Fee							
	Academic Excellence Fee							
	Other Mandatory Fees (List Below)							
	State Regents' Consideration and Approval of FY25 Tuition ar	*24*	*25.26*	*606.24*	*25.26*	*606.24*	*0.00*	*0.0%*
	B. Auxiliary (700 Fund)							
	Student Activity Fee	24	7.72	185.28	7.72	185.28	0.00	0.0%
	Student Facility Fee #1							
	Student Facility Fee #2							
	Student Health Fee	2	64.00	128.00	64.00	128.00	0.00	0.0%
	Cultural and Recreational Services Fee							
	Speaker Series Fee							
	Parking and/or Transit Fee							
	School Newspaper Fee							
	Student Government Fee							
	Other Mandatory Fees (List Below)							
	Subtotal Auxiliary (700 Fund) Mandatory Fees	*24*	*13.05*	*313.28*	*13.05*	*313.28*	*0.00*	*0.0%*
	C. Total Mandatory Fees	***24***	***38.31***	***919.52***	***38.31***	***919.52***	***0.00***	***0.0%***
III.	***Total Resident Tuition and Mandatory Fees***	***24***	***272.11***	***6,530.72***	***272.11***	***6,530.72***	***0.00***	***0.0%***
IV.	***Total Nonresident Tuition and Mandatory Fees***	***24***	***402.31***	***9,655.52***	***402.31***	***9,655.52***	***0.00***	***0.0%***

V.	***Legislative Peer Comparison***	***Resident***	***Nonresident***	
	FY26 Peer Limit -- Research Universities	**$12,676.00**	**$29,815.00**	
	Institutional Request for FY26	**$6,530.72**	**$9,655.52**	
	Difference from Peer Limit	**$6,145.28**	**$20,159.48**	
	Percentage of Peer Limit	**51.5%**	**32.4%**	
	Percentage Change from FY25**	**0.0%**	**0.0%**	

****Provide detailed justification on narrative form for all tuition and mandatory fee increases.****

**** ***Use of Revenue from Dedicated Fees*** : Requests for new fees or increases to existing fees will be thoroughly reviewed to ensure that the fees are required to meet specific costs and not requested to obscure, in essence, a tuition increase.****

Oklahoma State Regents for Higher Education
Tuition and Mandatory Fee Request

Professional Program

Institution:OSU Center for Health Sciences **Date Approved by Local Governing Board: pending (6.13.25)**

	Tuition and Mandatory Fees	Credit Hours or Semesters	FY25 Tuition & Fees		FY26 Tuition & Mandatory Fees			
			FY25 Rates	Cost for Full-Time Student	Proposed FY26 Rates	Cost for Full-Time Student	$ Chg from FY25	% Chg from FY25
I.	**Tuition:** *Osteopathic Medicine*							
	FY26 TUITION AND FEE TIMELINE	***2***	***12,898.30***	***25,796.60***	***12,898.30***	***25,796.60***	***0.00***	***0.0%***
	Nonresident Tuition	**2**	**13,750.98**	***27,501.96***	**13,750.98**	***27,501.96***	**0.00**	**0.0%**
	Total Nonresident Tuition	***2***	***26,649.28***	***53,298.56***	***26,649.28***	***53,298.56***	***0.00***	***0.0%***
II.	**Mandatory Fees**							
	A. E&G Part I (290 Fund)							
	Student Technology Services Fee	2	125.00	250.00	125.00	250.00	0.00	0.0%
	Library Automation and Materials Fee	2	180.00	360.00	180.00	360.00	0.00	0.0%
	Library Resources Fee	2	-	-	-	-		
	Educational Network Connectivity Fee	2	-	-	-	-		
	Academic Records Fee	2	40.00	80.00	40.00	80.00	0.00	0.0%
	Assessment Fee		-	-	-	-		
	Student ID Fee		-	-	-	-		
	Publications Fee		-	-	-	-		
	Safety Fee		-	-	-	-		
	Security Services Fee	2	72.00	144.00	72.00	144.00	0.00	0.0%
	Processing Fee		-	-	-	-		
	Academic Excellence Fee		-	-	-	-		
	Other Mandatory Fees (List Below)							
	Clinica Skills Equipment Fee	2	135.00	270.00	135.00	270.00	0.00	0.0%
				-		-		
	Subtotal E&G Part I (290 Fund) Mandatory Fees	*2*	*552.00*	*1,104.00*	*552.00*	*1,104.00*	*0.00*	*0.0%*
	B. Auxiliary (700 Fund)							
	Student Activity Fee	2	92.61	185.22	92.61	185.22	0.00	0.0%
	Student Facility Fee #1	2	182.50	365.00	182.50	365.00	0.00	0.0%
	Student Facility Fee #2			-	-	-		
	Student Health Fee	2	64.00	128.00	64.00	128.00	0.00	0.0%
	Cultural and Recreational Services Fee			-		-		
	Speaker Series Fee		-	-		-		
	Parking and/or Transit Fee		-	-		-		
	School Newspaper Fee		-	-		-		
	Student Government Fee		-	-		-		
	Other Mandatory Fees (List Below)							
	Student Malpractice Insurance Fee	2	62.50	125.00	62.50	125.00	0.00	0.0%
	Board Exam Prep Fee	2	250.00	500.00	250.00	500.00	0.00	0.0%
	Wellness Fee	2	87.50	175.00	87.50	175.00	0.00	0.0%
	Subtotal Auxiliary (700 Fund) Mandatory Fees	*2*	*739.11*	*1,478.22*	*739.11*	*1,478.22*	*0.00*	*0.0%*
	C. Total Mandatory Fees	**2**	**1,291.11**	**2,582.22**	**1,291.11**	**2,582.22**	**0.00**	**0.0%**
III.	***Total Resident Tuition and Mandatory Fees***	***2***	***14,189.41***	***28,378.82***	***14,189.41***	***28,378.82***	***0.00***	***0.0%***
IV.	***Total Nonresident Tuition and Mandatory Fees***	***2***	***27,940.39***	***55,880.78***	***27,940.39***	***55,880.78***	***0.00***	***0.0%***

V.	***Legislative Peer Comparison***	***Resident***	***Nonresident***	
	FY26 Peer Limit -- Professional Program*	**$42,114.00**	**$72,640.00**	
	Institutional Request for FY26	**$28,378.82**	**$55,880.78**	
	Difference from Peer Limit	**$13,735.18**	**$16,759.22**	
	Percentage of Peer Limit	**67.4%**	**76.9%**	
	Percentage Change from FY25**	**0.0%**	**0.0%**	

Enter corresponding peer limit for each professional program--see Professional Program Peer Limit list

****Provide detailed justification on narrative form for all tuition and mandatory fee increases.****

**** **Use of Revenue from Dedicated Fees** : Requests for new fees or increases to existing fees will be thoroughly reviewed to ensure that the fees are required to meet specific costs and not requested to obscure, in essence, a tuition increase.****

Oklahoma State Regents for Higher Education *Professional Program*

Tuition and Mandatory Fee Request

Institution:OSU CHS - Master of Physician Assistant Studies - FALL/SPRING SEMESTERS **Date Approved by Local Governing Board: pending (6.13.25)**

	Tuition and Mandatory Fees	Credit Hours or Semesters	FY25 Tuition & Fees		FY26 Tuition & Mandatory Fees			
			FY25 Rates	Cost for Full-Time Student	Proposed FY26 Rates	Cost for Full-Time Student	$ Chg from FY25	% Chg from FY25
I.	**Tuition:**							
	Physician Assistant							
	FY25 TUITION AND FEE TIMELINE	***2***	***6,075.00***	***12,150.00***	***6,075.00***	***12,150.00***	***0.00***	***0.0%***
	Nonresident Tuition	**2**	**7,200.00**	***14,400.00***	**7,200.00**	***14,400.00***	**0.00**	**0.0%**
	Total Nonresident Tuition	***2***	***13,275.00***	***26,550.00***	***13,275.00***	***26,550.00***	***0.00***	***0.0%***
II.	**Mandatory Fees**							
	A. E&G Part I (290 Fund)							
	Student Technology Services Fee	2	112.50	225.00	112.50	225.00	0.00	0.0%
	Library Automation and Materials Fee	2	162.00	324.00	162.00	324.00	0.00	0.0%
	Library Resources Fee		-	-	-	-		
	Educational Network Connectivity Fee		-	-	-	-		
	Academic Records Fee	2	36.00	72.00	36.00	72.00	0.00	0.0%
	Assessment Fee		-	-	-	-		
	Student ID Fee		-	-	-	-		
	Publications Fee		-	-	-	-		
	Safety Fee		-	-	-	-		
	Security Services Fee	2	64.80	129.60	64.80	129.60	0.00	0.0%
	Processing Fee		-	-	-	-		
	Academic Excellence Fee		-	-	-	-		
	Other Mandatory Fees (List Below)							
	PA Clinical Skills Equipment Fee	2	194.40	388.80	194.40	388.80	0.00	0.0%
			-	-	-	-		
	Subtotal E&G Part I (290 Fund) Mandatory Fees	*2*	*569.70*	*1,139.40*	*569.70*	*1,139.40*	*0.00*	*0.0%*
	B. Auxiliary (700 Fund)							
	Student Activity Fee	2	83.35	166.70	83.35	166.70	0.00	0.0%
	Student Facility Fee #1	2	164.25	328.50	164.25	328.50	0.00	0.0%
	Student Facility Fee #2		-	-	-	-		
	Student Health Fee	2	57.60	115.20	57.60	115.20	0.00	0.0%
	Cultural and Recreational Services Fee		-	-				
	Speaker Series Fee		-	-				
	Parking and/or Transit Fee		-	-				
	School Newspaper Fee		-	-				
	Student Government Fee		-	-				
	Other Mandatory Fees (List Below)							
	Student Malpractice Insurance Fee	2	56.25	112.50	56.25	112.50	0.00	0.0%
	Board Exam Prep Fee	2	225.00	450.00	225.00	450.00	0.00	0.0%
	Wellness Fee	2	78.75	157.50	78.75	157.50	0.00	0.0%
	Subtotal Auxiliary (700 Fund) Mandatory Fees	2	*665.20*	*1,330.40*	*665.20*	*1,330.40*	*0.00*	*0.0%*
	C. Total Mandatory Fees	**2**	**1,234.90**	**2,469.80**	**1,234.90**	**2,469.80**	**0.00**	**0.0%**
III.	***Total Resident Tuition and Mandatory Fees***	***2***	***7,309.90***	***14,619.80***	***7,309.90***	***14,619.80***	**0.00**	**0.0%**
IV.	***Total Nonresident Tuition and Mandatory Fees***	***2***	***14,509.90***	***29,019.80***	***14,509.90***	***29,019.80***	**0.00**	**0.0%**

V.	***Legislative Peer Comparison***	***Resident***	***Nonresident***	
	FY26 Peer Limit -- Professional Program*	**$20,855.00**	**$41,025.00**	
	Institutional Request for FY26	**$14,619.80**	**$29,019.80**	
	Difference from Peer Limit	**$6,235.20**	**$12,005.20**	
	Percentage of Peer Limit	**70.1%**	**70.7%**	
	Percentage Change from FY25**	**0.0%**	**0.0%**	

Enter corresponding peer limit for each professional program--see Professional Program Peer Limit list

****Provide detailed justification on narrative form for all tuition and mandatory fee increases.****

*** ***Use of Revenue from Dedicated Fees*** : *Requests for new fees or increases to existing fees will be thoroughly reviewed to ensure that the fees are required to meet specific costs and not requested to obscure, in essence, a tuition increase.****

Oklahoma State Regents for Higher Education *Professional Program*

Tuition and Mandatory Fee Request

Institution:OSU CHS - Master of Physician Assistant Studies - SUMMER SEMESTERS O! Date Approved by Local Governing Board: pending (6.13.25)

	Tuition and Mandatory Fees	Credit Hours or Semesters	FY25 Tuition & Fees		FY26 Tuition & Mandatory Fees			
			FY25 Rates	Cost for Full-Time Student	Proposed FY26 Rates	Cost for Full-Time Student	$ Chg from FY25	% Chg from FY25
I.	**Tuition:** ***Physician Assistant***							
	FY25 TUITION AND FEE TIMELINE	***1***	***1,350.00***	***1,350.00***	***1,350.00***	***1,350.00***	***0.00***	***0.0%***
	Nonresident Tuition	**1**	**1,600.00**	***1,600.00***	**1,600.00**	***1,600.00***	**0.00**	**0.0%**
	Total Nonresident Tuition	***1***	***2,950.00***	***2,950.00***	***2,950.00***	***2,950.00***	***0.00***	***0.0%***
II.	**Mandatory Fees**							
	A. E&G Part I (290 Fund)							
	Student Technology Services Fee	1	25.00	25.00	25.00	25.00	0.00	0.0%
	Library Automation and Materials Fee	1	36.00	36.00	36.00	36.00	0.00	0.0%
	Library Resources Fee	1	-	-	-	-		
	Educational Network Connectivity Fee	1	-	-	-	-		
	Academic Records Fee	1	8.00	8.00	8.00	8.00	0.00	0.0%
	Assessment Fee		-	-	-	-		
	Student ID Fee		-	-	-	-		
	Publications Fee		-	-	-	-		
	Safety Fee		-	-	-	-		
	Security Services Fee	1	14.40	14.40	14.40	14.40	0.00	0.0%
	Processing Fee		-	-	-	-		
	Academic Excellence Fee		-	-	-	-		
	Other Mandatory Fees (List Below)							
	PA Clinical Skills Equipment Fee	1	43.20	43.20	43.20	43.20	0.00	0.0%
			-	-	-	-		
	Subtotal E&G Part I (290 Fund) Mandatory Fees	*1*	*126.60*	*126.60*	*126.60*	*126.60*	*0.00*	*0.0%*
	B. Auxiliary (700 Fund)							
	Student Activity Fee	1	18.52	18.52	18.52	18.52	0.00	0.0%
	Student Facility Fee #1	1	36.50	36.50	36.50	36.50	0.00	0.0%
	Student Facility Fee #2		-					
	Student Health Fee	1	12.80	12.80	12.80	12.80	0.00	0.0%
	Cultural and Recreational Services Fee	1	-	-				
	Speaker Series Fee	1	-	-				
	Parking and/or Transit Fee	1	-	-				
	School Newspaper Fee	1	-	-				
	Student Government Fee	1	-	-				
	Other Mandatory Fees (List Below)	1						
	Student Malpractice Insurance Fee	1	12.50	12.50	12.50	12.50	0.00	0.0%
	Board Exam Prep Fee	1	50.00	50.00	50.00	50.00	0.00	0.0%
	Wellness Fee	1	17.50	17.50	17.50	17.50	0.00	0.0%
	Subtotal Auxiliary (700 Fund) Mandatory Fees	1	*147.82*	*147.82*	*147.82*	*147.82*	*0.00*	*0.0%*
	C. Total Mandatory Fees	**1**	**274.42**	**274.42**	**274.42**	**274.42**	**0.00**	**0.0%**
III.	***Total Resident Tuition and Mandatory Fees***	***1***	***1,624.42***	***1,624.42***	***1,624.42***	***1,624.42***	**0.00**	**0.0%**
IV.	***Total Nonresident Tuition and Mandatory Fees***	***1***	***3,224.42***	***3,224.42***	***3,224.42***	***3,224.42***	**0.00**	**0.0%**

V.	***Legislative Peer Comparison***	***Resident***	***Nonresident***	
	FY26 Peer Limit -- Professional Program*	**$20,855.00**	**$41,025.00**	
	Institutional Request for FY26	**$1,624.42**	**$3,224.42**	
	Difference from Peer Limit	**$19,230.58**	**$37,800.58**	
	Percentage of Peer Limit	**7.8%**	**7.9%**	
	Percentage Change from FY25**	**0.0%**	**0.0%**	

Enter corresponding peer limit for each professional program--see Professional Program Peer Limit list

****Provide detailed justification on narrative form for all tuition and mandatory fee increases.****

*** ***Use of Revenue from Dedicated Fees*** : *Requests for new fees or increases to existing fees will be thoroughly reviewed to ensure that the fees are required to meet specific costs and not requested to obscure, in essence, a tuition increase.****

Approval of Peace Officer Action (OSUIT)

Board approval is requested for the Peace Officer action listed below:

Commission:
Chad Chance - OSU Institute for Technology (OSUIT)

These actions are requested under the provisions of Title 74, Section 360.15 O.S. and the Board's regular commissioning procedures.

Approval of Actions Required to Refund Master Lease Program Bonds for Savings (OSU-STW)

Board approval is requested to submit the appropriate documents to OSRHE and take all necessary action to refund, through the Master Lease Program, the Master Real Property Lease 2015A Series bonds. These bonds originally financed the refunding of the Series 2004 Athletic Bonds, which were issued to finance the North Side renovations of Boone Pickens Stadium.

The university attempted to refund this debt with the May 2025 General Revenue Bond issuance, however, at the time we could not achieve enough savings to move forward. This approval is requested to provide flexibility should market conditions allow.

The potential refunding amount is currently estimated at $12,000,000, and the Bonds will be issued with principal sufficient to refinance all of these Master Lease Program Bonds, plus the cost of issuance. For any refunding to proceed, the Net Present Value savings as a percentage of the refunded principal must be greater than 3%, which is the minimum threshold of savings the Government Finance Officers Association identifies for assessing the appropriateness of a refunding.

Mitchell Emig, Administration & Finance Business Operations, is coordinating this item.

Approval for the College of Engineering, Architecture, and Technology to Dispose of Equipment Through Transfer to the University of South Florida (OSU-STW)

Board approval is requested to allow the College of Engineering, Architecture, and Technology (CEAT) to dispose of equipment through transfer to the University of South Florida (USF).

Dr. Mari Andiappan has accepted a position at USF and requests eleven pieces of equipment transfer with him. Five items, with a total original cost of $20,280, are titled to OSU, were purchased with departmental funds and had a remaining book value of $4,974 at the time of request. USF will pay OSU the book value of these items. Six items, with a total original cost of $11,869, were purchased with grant funds. The transfer of the equipment complies with the grantor's policies. USF will reimburse OSU for any costs to remove and transfer the equipment. The transfer will allow continuance of Dr. Andiappan's research in the area of plasmonic nanomaterials and high-dielectric metal oxide nanomaterials-based photocatalytic processes, solar energy conversion and storage, sustainable production of fuels, chemicals, and pharmaceuticals, and carbon dioxide conversion.

Faculty in CEAT have been surveyed concerning existing needs for this equipment in the foreseeable future, and it was determined no need exists to retain it for their use. All necessary approvals have been received according to University Policy and Procedure and the Department Head, Dean of the College, and Vice President of Research recommend this request be honored.

No funding is required.

Tammy Eck, Office of the Associate Vice President for Finance, and Kenneth Sewell, Division of the Vice President for Research, are coordinating this item.

Approval to Transfer Funds for the Acquisition of the Stillwater Young Men's Christian Association in Stillwater, Oklahoma (OSU-STW)

Board approval is requested to transfer $4,000,000 from State Fund 290, Educational and General Operations Revolving Fund, to State Fund 295, Capital Improvements Revolving Fund, for the acquisition of the Stillwater Young Men's Christian Association, in Stillwater, Oklahoma.

The Oklahoma State Regents for Higher Education requires approval of the institutional governing board for said institution to utilize Educational and General Funds (290) for capital expenditures. Those funds must be transferred to the Capital Revolving fund (295).

This acquisition was approved at the March 2025 Board meeting (G-3).

Tammy Eck, Office of the Associate Vice President for Finance, is coordinating this item.

Approval to Transfer Funds for the Scott Parker Wentz Cafeteria Remodel for the Nursing Program in Stillwater, Oklahoma (OSU-STW)

Board approval is requested to transfer $5,979,709 from State Fund 290, Educational and General Operations Revolving Fund, to State Fund 295, Capital Improvements Revolving Fund, for the Scott Parker Wentz cafeteria remodel project for the nursing program in Stillwater, Oklahoma.

The Oklahoma State Regents for Higher Education requires approval of the institutional governing board for said institution to utilize Educational and General Funds (290) for capital expenditures. Those funds must be transferred to the Capital Revolving fund (295).

This project was approved at the March 2024 Board meeting (J-2.a).

Tammy Eck, Office of the Associate Vice President for Finance, is coordinating this item.

Approval to Enter Into Ingress/Egress Agreements with Board of Commissioners for Payne County for Property Located in Stillwater, Oklahoma (OSU-STW)

Board approval is requested to enter into ingress/egress agreements with the Board of Commissioners for Payne County for property located in Stillwater, Oklahoma.

Board approval is also requested to allow the President, or their designee, to execute the documents.

These agreements will grant the Board of Commissioners for Payne County access to Board-owned lands to clear trees, run ditches, and slope banks in the designated areas. This will also allow County Commissioners to complete road improvements on the east and west sides of Sangre Road in areas generally described as:

> Tracts of land located in Section 8, T19N, R2E, of the Indian Meridian, Payne County, Oklahoma.

The requested work will be completed at no cost to the university, and the agreement will be effective until the date of completion and acceptance of project work by the Board of County Commissioners

The ingress/egress agreement documents will be reviewed by Board Legal Counsel prior to execution and will contain detailed legal descriptions and maps showing areas covered. Division of Agricultural Sciences and Natural Resources (DASNR) officials will be made aware of these proposed improvements.

No funding is required.

Suzanne Frits and Mitchell Emig, Administration and Finance Business Operations, Brandee Hancock, Deputy General Counsel, Chris Richards, DASNR, and Rhonda Markum, Board of Commissioners, Payne County District #3, are coordinating this item.

PAYNE COUNTY
BOARD OF COUNTY COMMISSIONERS
INGRESS AND EGRESS AGREEMENT

OSU Reference Document G-6 2 of 7 June 13, 2025

THE STATE OF OKLAHOMA §
§ KNOW ALL PERSONS BY THESE PRESENTS:
COUNTY OF PAYNE §

This Agreement is entered to be effective _____, 2025 by and between Board of Regents for the Oklahoma A & M College 220 Oklahoma State University Stillwater, OK 74078 ("GRANTOR" herein) and the PAYNE COUNTY BOARD OF COMMISSIONERS ("GRANTEE" herein).

WITNESSETH:

WHEREAS, GRANTOR is the owner of property described as:
19N, 02E, 08B252 4224 W. McElroy McElroy N West Side of Sangre #600006864
Clearing trees, running ditches and sloping banks for road improvement on Sangre Rd

WHEREAS, GRANTOR and GRANTEE are desirous of creating and maintaining an area for easement purposes, under certain terms of **Terms of Agreement:**

1. Landowner grants the use of land described above for the purpose of temporary construction and access for construction.

2. This agreement will be effective until date of completion and acceptance of said project by the Board of County Commissioners, Payne County, Oklahoma.

IN WITNESS HEREOF, the parties have agreed on said terms of agreement.

STATE OF OKLAHOMA §
§
COUNTY OF §

This instrument was signed and attested before me _____ day of _____ 2025,

by _____.
Landowner- Signature

_____
Notary Public SIGNATURE

My Commission Expires: _____ #_____

ATTEST:

BOARD OF COUNTY COMMISSIONERS
FOR THE COUNTY OF PAYNE, STATE OF OKLAHOMA

_____
GLENNA CRAIG
PAYNE COUNTY CLERK

_____
CHAIRMAN

_____
VICE-CHAIRMAN

_____
MEMBER

West side of N. Sangre Road

PAYNE COUNTY
BOARD OF COUNTY COMMISSIONERS
INGRESS AND EGRESS AGREEMENT

OSU Reference Document G-6 4 of 7 June 13, 2025

THE STATE OF OKLAHOMA §
§ KNOW ALL PERSONS BY THESE PRESENTS:
COUNTY OF PAYNE §

This Agreement is entered to be effective _____, 2025 by and between Oklahoma State University 107 Whitehurst Hall Stillwater, OK 74078 ("GRANTOR" herein) and the PAYNE COUNTY BOARD OF COMMISSIONERS ("GRANTEE" herein).

WITNESSETH:

WHEREAS, GRANTOR is the owner of property described as:
19N, 02E, 08B253 1201 N. Sangre Rd. Corner Sangre/McElroy N E Side #600006865
Clearing trees, running ditches and sloping banks for road improvement.
East side of Sangre

WHEREAS, GRANTOR and GRANTEE are desirous of creating and maintaining an area for easement purposes, under certain terms of **Terms of Agreement**:

1. Landowner grants the use of land described above for the purpose of temporary construction and access for construction.

2. This agreement will be effective until date of completion and acceptance of said project by the Board of County Commissioners, Payne County, Oklahoma.

IN WITNESS HEREOF, the parties have agreed on said terms of agreement.

STATE OF OKLAHOMA §
§
COUNTY OF §

This instrument was signed and attested before me _____ day of _____ 2025,

by _____.
Landowner- Signature

_____
Notary Public SIGNATURE

My Commission Expires: _____ #_____

ATTEST:

BOARD OF COUNTY COMMISSIONERS
FOR THE COUNTY OF PAYNE, STATE OF OKLAHOMA

_____
GLENNA CRAIG
PAYNE COUNTY CLERK

_____
CHAIRMAN

_____
VICE-CHAIRMAN

_____
MEMBER

East side of N. Sangre Road

PAYNE COUNTY
BOARD OF COUNTY COMMISSIONERS
INGRESS AND EGRESS AGREEMENT

OSU Reference Document G-6 6 of 7 June 13, 2025

THE STATE OF OKLAHOMA §
§ KNOW ALL PERSONS BY THESE PRESENTS:
COUNTY OF PAYNE §

This Agreement is entered to be effective _____, 2025 by and between Oklahoma State University 137 Agricultural Hall Stillwater, OK 74078 ("GRANTOR" herein) and the PAYNE COUNTY BOARD OF COMMISSIONERS ("GRANTEE" herein).

WITNESSETH:

WHEREAS, GRANTOR is the owner of property described as:
19N, 02E, 16A001 2306 W. 6th Ave. #600010100
Clearing trees, running ditches and sloping banks for road improvement.
East side of Sangre approx. 3/4 mile from McElroy going South

WHEREAS, GRANTOR and GRANTEE are desirous of creating and maintaining an area for easement purposes, under certain terms of **Terms of Agreement**:

1. Landowner grants the use of land described above for the purpose of temporary construction and access for construction.

2. This agreement will be effective until date of completion and acceptance of said project by the Board of County Commissioners, Payne County, Oklahoma.

IN WITNESS HEREOF, the parties have agreed on said terms of agreement.

STATE OF OKLAHOMA §
§
COUNTY OF §

This instrument was signed and attested before me _____ day of _____ 2025,

by _____.
Landowner- Signature

_____
Notary Public SIGNATURE

My Commission Expires: _____ #_____

ATTEST:

GLENNA CRAIG
PAYNE COUNTY CLERK

BOARD OF COUNTY COMMISSIONERS
FOR THE COUNTY OF PAYNE, STATE OF OKLAHOMA

_____
CHAIRMAN

_____
VICE-CHAIRMAN

_____
MEMBER

East side of N. Sangre Road

Approval to Execute a Deed, Certificate of Acceptance, and Seller/Owner Affidavit for Property Located in Tulsa, Oklahoma, to Effectuate the Donation of Real Property to The United States Department of Veterans Affairs (OSU-CHS)

Board approval is requested to authorize the Board Chair to execute a deed, Certificate of Acceptance, and Seller/Owner Affidavit for property located in Tulsa, Oklahoma, to effectuate the donation of land to the United States Department of Veterans Affairs. The real property to be donated is 5.8927 acres, more or less.

Closing costs and required title insurance are not expected to exceed $200,000.

In 2021, the Board executed a Gift in Place Agreement and a Design and Development Agreement (DDA) to partner with Veterans Hospital in Tulsa, LLC, and the United States Department of Veterans Affairs to construct a new VA hospital in downtown Tulsa adjacent to the OSU Medical Center. The agreements contemplate transferring the property in stages, upon agreement of the parties, to allow the VA to begin contracting and activation activities prior to substantial completion of the facility. Also in 2021, the Board adopted a Resolution in which it resolved to transfer the property and structures to the VA.

This first action transfers the land only, with subsequent transfers of the completed structures and finalization of obligations in the Gift in Place and DDA to occur in the fall of 2025. The VA is prohibited from entering into certain agreements prior to ownership or possession of real property. Transferring the land at this time allows the VA to enter into multiple agreements for utility services, equipment purchases, and installation of VA-procured items. This also removes any potential liability from the university for costs associated with the provision of steam and chilled water to the VA hospital provided by Vicinity Energy.

Funding will be from donor funds on deposit with the OSU Foundation.

Eric Polak, OSU-CHS, and Amy Newton, Board Legal Counsel, are coordinating this item.

NO DOCUMENTARY STAMPS REQUIRED PURSUANT TO 68 O.S.§3202 (12)

GENERAL WARRANTY DEED

THIS INDENTURE, made this _____ day of _____, 2025, between **BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES,** a public body corporate, "Grantor" and **UNITED STATES OF AMERICA**, "Grantee" at 810 Vermont Avenue, NW, Washington, DC 20420.

WITNESSETH, that in consideration of the sum of One Dollar ($1.00) and other good and valuable consideration receipt whereof is hereby acknowledged, the Grantor does by these presents grant, bargain, sell and convey unto the Grantee, its successors and assigns, all of the following described real estate, situated in the County of Tulsa, State of Oklahoma, to-wit:

See Exhibit "A" attached hereto.

TO HAVE AND TO HOLD THE SAME, together with all and singular the tenements, hereditaments and appurtenances thereto belonging or in any wise appertaining forever. And the Grantor, for its successors and assigns does hereby covenant, promise and agree to and with said Grantee, at the delivery of these presents that it be lawfully seized in its own right of an absolute and indefeasible estate of inheritance in fee simple, of and in all and singular the above granted and described premises, with the appurtenances; that the same are free, clear, and discharged and unencumbered of and from all former and other grants, titles, charges, estates, judgments, taxes, assessments and encumbrances, of whatsoever nature and kind, EXCEPT: easements and building restrictions of record, taxes and special assessments not yet due and minerals previously reserved or conveyed; and that Grantor will WARRANT AND FOREVER DEFEND the same unto the Grantee, its successors and assigns, against said Grantor, its successors or assigns and all and every person or persons whomsoever lawfully claiming or to claim the same.

IN WITNESS WHEREOF, The Grantor has hereunto set its hand the day and year above written.

BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES

[SEAL]
ATTEST:

By:_____
Mr. Jimmy Harrel, Chair

By:_____
Mr. Jason Ramsey, Chief Executive Officer

STATE OF OKLAHOMA)
) ss.
COUNTY OF PAYNE)

This instrument was acknowledged before me on _____, 2025, by Mr. Jimmy Harrel, Chair of **BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES,** a public body corporate.

_____
Notary Public

My Commission Expires:

_____

Commission No.:

_____

EXHIBIT "A"

A TRACT OF LAND IN THE SOUTHEAST QUARTER (SE1/4) OF SECTION TWO (2), TOWNSHIP NINETEEN (19) NORTH, RANGE TWELVE (12) EAST OF THE INDIAN BASE AND MERIDIAN, TULSA COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE U. S. GOVERNMENT SURVEY THEREOF, CONSISTING OF PARTS OF VACATED BLOCKS ONE HUNDRED TWENTY-EIGHT (128) AND VACATED ONE HUNDRED FIFTY-SIX (156) OF THE ORIGINAL TOWNSITE, NOW CITY OF TULSA, TULSA COUNTY, STATE OF OKLAHOMA ACCORDING TO THE RECORDED PLAT NO. 510; AND PART OF VACATED BLOCK FORTY-FOUR (44) OF OWEN ADDITION TO TULSA, TULSA COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE RECORDED AMENDED PLAT NO. 95, SAID BLOCKS BEING PARTIALLY VACATED IN DOCUMENT NUMBER 2024101325, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS, TO-WIT:

PROCEEDING FROM THE INTERSECTION OF THE CENTERLINES OF 3RD STREET AND HOUSTON AVENUE, THENCE S24°29'50"E A DISTANCE OF 110.00 FEET; THENCE S65°30'10"W A DISTANCE OF 60.00 FEET; THENCE S24°29'50"E AND PARALLEL TO THE CENTERLINE OF SOUTH HOUSTON AVENUE FOR A DISTANCE OF 287.25 FEET TO THE POINT OF BEGINNING; THENCE S24°29'50"E FOR A DISTANCE OF 488.90 FEET TO THE BEGINNING OF A CURVE, SAID CURVE TURNING TO THE RIGHT THROUGH AN ANGLE OF 113°48 03", HAVING A RADIUS OF 50.00 FEET, A CURVE LENGTH OF 99.31 FEET, AND WHOSE LONG CHORD BEARS S32°24'11"W FOR A DISTANCE OF 83.77 FEET; THENCE S89°18'10"W FOR A DISTANCE OF 120.02 FEET; THENCE S86°31'31"W FOR A DISTANCE OF 186.16 FEET; THENCE S89°18'10"W FOR A DISTANCE OF 345.34 FEET TO THE SOUTHWEST CORNER OF BLOCK 44, OWEN ADDITION; THENCE N01°14'50"W AND ALONG THE WESTERLY LINE OF VACATED BLOCK 44, OWEN ADDITION FOR A DISTANCE OF 157.25 FEET; THENCE N88°45'10"E FOR A DISTANCE OF 82.92 FEET; THENCE N01°14'50"W FOR A DISTANCE OF 143.02 FEET; THENCE N24°30'11"W FOR A DISTANCE OF 47.88 FEET; THENCE N65°29'49"E FOR A DISTANCE OF 388.26 FEET; THENCE N83°09'18"E FOR A DISTANCE OF 36.26 FEET; THENCE N65°29'49"E A DISTANCE OF 52.22 FEET TO THE POINT OF BEGINNING. SAID TRACT CONTAINS 5.8927 ACRES OR 256,686.29 SQUARE FEET, MORE OR LESS.

DRAFT 5/16/2025

CERTIFICATE OF ACCEPTANCE UNDER THE DESIGN AND DEVELOPMENT AGREEMENT BETWEEN U.S. DEPARTMENT OF VETERANS AFFAIRS, VHiT, LLC, AND THE BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICL COLLEGES

This Certificate Acceptance ("Certificate") under that certain Design and Development Agreement between U.S. Department of Veterans Affairs ("VA"), VHiT, LLC (“VHiT”) and the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges ("Board") dated as of August 27, 2021 (the "Agreement") as amended, is entered into effective as of (the "Effective Date"). Capitalized terms not otherwise defined in this Certificate shall have the definitions ascribed to them in the Agreement.

WHEREAS, pursuant to the Agreement, the VA agrees to accept the construction and donation of the Inpatient Facility ("the Project"), on the Oklahoma State University Academic Medical Campus in downtown Tulsa, Oklahoma, in accordance with the "CHIP IN Act," Public Law 114-294 consistent with VA's mission to serve the Nation's Veterans; and

WHEREAS, VHiT is working towards completion of the Project in accordance with the Agreement and the Agreed upon Procedures as applicable; and

WHEREAS, in order to facilitate more efficient completion of the Project, the Board wishes to donate the real property associated with the Project to the VA; and

WHEREAS, the Agreement provides that VA will accept the Board’s donation of the Project through written correspondence and the Board shall provide VA with documentation appropriate to transfer ownership of the Project; and

WHEREAS, the Parties agree that this Certificate satisfies the requirements under the Agreement to effectively transfer the real property portion of the Project from the Board to VA and serves as the required documentation of VA's acceptance of the Project; and

WHEREAS, the Parties anticipate final completion will occur in phases following the transfer of real property, with each transfer evidenced with warranties and assurances as outlined in the Design Development Agreement; and

WHEREAS, the Parties shall continue to fulfill and satisfy all other obligations and requirements under the Agreement until final completion of the Project as contemplated therein.

NOW THEREFORE, the Parties agree as follows:

1. Donation and Acceptance of Real Property. As of the Effective Date the Board hereby donates, and VA hereby accepts donation of real property that are included in the Project. A General Warranty deed in substantially the form as attached **Exhibit C** will be executed and delivered by the Board to and for the benefit of VA.

2. Title and Closing. The Board agrees to convey good, marketable, and insurable fee simple title to the United States of America, free from all liens, claims, or encumbrances, except for rights of record acceptable to the U.S. Government. Title shall be conveyed by General Warranty deed, and the legal description shall conform to the government-commissioned survey. The VA specifically makes the acceptance of real property and validity of this Certificate contingent on the Board clearing noted exceptions to the title commitment offered by Chicago Title Insurance Company, specifically exceptions 19, 20, 21, 28, 29, 30, 32, 34, 46, and 50. The title company shall provide an updated title commitme65nt reflecting the removal of these exceptions. The Board anticipates these items to be cleared on or about June 2, 2025.

Closing shall include the recordation of the General Warranty Deed in the Tulsa County Public Registry. Final donation and acceptance of the inpatient facility will be contingent upon VA's receipt of all documentation appropriate to transfer full ownership of the property improvements as outlined in Article 3 Section D of the Design Development Agreement and listed in Exhibit A of this certification.

3. Evidence of Title and Costs. VHiT shall provide a title chain and a title commitment for the benefit of the United States of America no less than forty-five (45) days prior to the effective date of this transfer. VHiT shall be responsible for all costs associated with title insurance, preparation and recordation of the deed, and any other applicable transfer taxes or fees due at or before closing.

The United States reserves the right to communicate directly with the title company to ensure compliance with VA requirements and to address and resolve any curative title matters as needed.

4. Phase 1 Documentation and Transfer Timeline. VHiT shall provide the VA with a written list of items completed in connection with the first phase of the acceptance of the Project. This list shall be submitted concurrently with, or prior to, VA's acceptance of the real property. VHiT shall also provide a list of all remaining items necessary to complete the Project. Including any outstanding work or deliverables under the Agreement. This list shall include the anticipated date on which the final transfer of all Project improvements and related rights will occur.

5. Parking Garage Lease. On or about January 24, 2022, Oklahoma State University Center for Health Sciences ("OSU-CHS") and the VA entered into a Parking Lease Agreement, attached hereto as **Exhibit E**, whereby OSU-CHS leased to the VA 300 parking spaces in a parking garage to use cost-free for a period of twenty (20) years. Such Parking Lease Agreement shall commence as of the Effective Date as provided therein.

6. Unqualified Acceptance. VA's acceptance of the Project under this Certificate is without exception and represents VA's unqualified determination that VHiT and the Board have fully performed all of their respective obligations under the Agreement thus far and reaffirms the

commitment of the VA, VHiT, and the Board to fulfill the further obligations under the Agreement.

IN WITNESS WHEREOF, the Parties have caused their duly authorized representative to execute and deliver this Certificate Acceptance.

UNITED STATES DEPARTMENT OF VETERANS AFFAIRS
By (print name): Dr. Michael Brennan
Sign Name:
Title: Executive Director, Office of Construction and Facilities Management
Date:

VHiT, LLC
By (print name):
Sign Name:
Title:
Date:

BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES
By (print name):
Sign Name:
Title: Chair
Date:

Documentation Requirements for Final Building Transfer

As outlined in Article 3 Section D of the Design Development Agreement

1. Certificate of Substantial Completion
2. Code Agent Report
3. Certificate of Occupancy
4. Commissioning Report
5. Final As-built drawings
6. Systems and Materials Manuals
7. General Construction Warranties

BLUESTEM
ESCROW & TITLE

SELLER/OWNER AFFIDAVIT

State of Oklahoma

County of _____

On this ____ day of _____, 2025, the undersigned Affiant, in consideration of the issuance by Bluestem Escrow & Title, LLC, and its title insurance underwriter, of a policy or policies of title insurance insuring the real estate more particularly described herein, and being first duly sworn on oath, deposes and states as follows:

1. Affiant is the duly authorized representative of the owner ("Owner") of the real property ("Property") described in Commitment No. 2025.0501 issued by Bluestem Escrow & Title, LLC, as agent for the title insurer named therein (the "Commitment").

2. To the best of Affiant's knowledge, there is no action pending in relation to the Property in any state or federal court in the United States nor is there any state or federal court judgment or state or federal lien which would constitute a lien or charge upon the Property.

3. To the best of Affiant's knowledge, except as specifically set out in the Commitment, there are no unrecorded contracts, leases, easements or other agreements that would affect title to the Property, except as follows:

   ___ None

   _X__ The following leases to tenants in possession under unrecorded written or unwritten leases, which leases do <u>not</u> provide for a right of first refusal or option to purchase:

   <u>_Pursuant to contractual agreements with the VA and the Board of Regents on behalf of OSU-CHS, VHiT, LLC has been granted rights to the property in question for the purposes of constructing and developing a Veteran's Hospital which will be turned over to the VA at the completion of construction.</u>

If any lease contains an option to purchase, right of first refusal, right of first offer or similar rights of purchase, Owner must so specify or indicate "None" below:

__X__ None

____ The following rights are hereby disclosed:

_____

_____

4. To the best of Affiant's knowledge, except as set out in the preceding paragraph, Owner is in exclusive possession of the Property, and no other party has possession, or has right of possession under any tenancy, lease or other agreement, written or oral, other than pursuant to a recorded document.

5. To the best of Affiant's knowledge, no labor, services or materials have been furnished to or for the Property during the last 12 months, except as to labor, services and materials for routine maintenance which have been paid in full or will be paid in full in the ordinary course of business.

6. To the best of Affiant's knowledge, in regard to the Property, all prior years' ad valorem taxes, special assessments and personal property taxes have been paid and no claims are outstanding against Owner for any such taxes or assessments.

7. To the best of Affiant's knowledge, there are no outstanding sales contracts for the Property or the improvements located thereon, except as contemplated by the Commitment.

8. To the best of Affiant's knowledge, there are no known encroachments or boundary line disputes affecting the Property, except as specifically set out in the Commitment or as shown on the survey, if any, submitted for the transaction which is described in the Commitment.

9. To the best of Affiant's knowledge, there are no defects, liens, encumbrances, adverse claims or other matters first appearing in the public records or attaching subsequent to the effective date of the Commitment but prior to the date of this Affidavit.

This Affidavit is made by Affiant, individually and as duly authorized representative of Owner, for the purpose of inducing Bluestem Escrow & Title, LLC, and its title insurance underwriter, to issue a policy or policies of title insurance, knowing that said parties will rely on the truth of the statements made herein, and Owner expressly agrees to be the solely responsible party for any and all loss, including but not limited to attorney's fees and legal costs, arising from any inaccuracies contained herein.

_____

Name of Affiant: _____

Subscribed and sworn to before me this ___ day of _____, 2025, by _____.

_____
Notary Public

My commission expires:

_____

(Seal)

APPROVED:

Board of Regents for the Oklahoma Agricultural and Mechanical Colleges

By: _____

Name: Mr. Jimmy Harrel

Title: Chair

Attest:

By: _____

Mr. Jason Ramsey, Chief Executive Officer

(Seal)

TO: Steve Stephens, General Counsel

FROM: Amy Newton, Assistant General Counsel

DATE: May 12, 2025

RE: Agreement Structure and Status Update for Construction of VA hospital, Psychiatric Hospital and Parking Garage in Academic Medical Campus Property in Tulsa

---

INTRODUCTION

I am updating the working document initially drafted in December of 2020 and updated in December 2022, April 2023, August 2024, and February 2025 describing the relationships of the parties involved in the development of a Department of Veteran's Affairs ("VA") hospital, a Psychiatric hospital, and an accompanying parking garage in downtown Tulsa, OK, and the status of the various projects. I have included how the parties anticipate to contract (subject to Board approval as applicable), or have contracted, to accomplish the construction of the facilities and any necessary legal authority for doing so. I have incorporated information from the memorandum titled "Status Update Regarding Academic Medical Campus Property in Tulsa" drafted in April 2023 in order to consolidate the two memorandums. As the projects progress, the information contained in this memorandum is subject to change. I have attached a helpful flow chart to this memorandum that provides a visual aid to the transaction structure, as Exhibit "A".

VA HOSPITAL

The VA hospital is being developed pursuant to the Property Improvements Needed for Veterans Act of 2016, commonly referred to as the "CHIP-IN Act". The CHIP-IN Act requires collaboration between the VA and a non-federal partner by authorizing the VA to accept donations from non-federal entities to help fund and expedite the construction of health-care related capital projects. The non-federal entity provides either (1) real property that includes a constructed facility or that is to be used as the site of a facility constructed by the donor, or (2) a facility to be constructed by the donor on VA-controlled property.[1] The CHIP-IN application filed by Oklahoma State University Center for Health Sciences ("OSU-CHS") for the development of a VA hospital in downtown Tulsa was accepted by the VA.

The property being used to construct the VA Hospital is a 10.34 acre plot of land in downtown Tulsa, Oklahoma which contains the formerly-named Kerr-Edmonson Building. The

[1] [1] Megan Moloney, *VA seeks partnerships to build and improve health-care facilities*, VAntage Point (Oct. 19, 2017), https://www.blogs.va.gov/VAntage/42350/va-seeks-partnerships-build-improve-health-care-facilities/.

Kerr Edmonson building was transferred from the Office of Management and Enterprise Services ("OMES") to the Oklahoma A&M Board of Regents ("Board") on January 1, 2021. The Oklahoma legislature enacted legislation to effectuate the transfer for this purpose, codified at 61 O.S. § 327.3 (2020). The Board formally approved the property transfer and an agreement with OMES detailing the transfer on December 11, 2020. The Kerr Edmonson building, with an estimated value of $35 million, is in the process of being completely renovated into a 58 bed VA hospital.

Private donors are also contributing an initial $10 million dollars in community support towards the construction of the VA hospital. OSU-CHS is collaborating with Veteran's Hospital in Tulsa, LLC ("VHiT") to manage these private dollars and the relationship with the VA. Congress initially appropriated $120 million dollars for the construction of the VA hospital, to be combined with the initial $10 million dollars in community support. VHiT negotiated with the VA on the renovations necessary to the Kerr Edmonson building and will be responsible for any cost overruns of construction. Since VHiT holds the appropriated and donated construction funds for the facility, The Board entered into a gift in place agreement pursuant to OSU-CHS policy to allow VHiT to complete the necessary renovations to the Kerr Edmonson building. This gift in place agreement was approved by the Board on January 29, 2021, and supplemented on November 1, 2022, to account for utility payments on the building while construction is ongoing. To memorialize the Board's contribution to the CHIP-IN transaction, on April 23, 2021, the Board passed a Resolution declaring its intent to transfer the Kerr Edmondson Building to the VA upon completion of construction.

VHiT, the Board, and the VA entered into a Design and Development Agreement ("DDA") effective August 6, 2021, to memorialize the initial $120 million appropriated dollars and perform the renovations to the facility. The Board signed this DDA in its capacity as property owner. The above-referenced gift in place agreement and Board Resolution were included as exhibits to the DDA. Due to increased costs of materials in 2022, it became necessary for the VA to appropriate an additional $31.2 million dollars to the project. The National Defense Authorization Act and associated appropriation bill allowing this appropriation was passed in December 2022. VHiT also pledged an additional $10 million dollars in philanthropic support. Additionally, the parties have negotiated what they would like the lot split at the end of the construction of the project to be. These changes necessitated an amendment to the DDA, which the Board approved at the December 2, 2022, meeting and all parties executed on April 5, 2023. A second amendment to the DDA was needed in order to incorporate updated terms of the Davis Bacon Act, and to give VHiT authority to acquire and install equipment in the VA Hospital on the VA's behalf. The second amendment was executed by all parties in July 2024.

Since OMES used a quitclaim deed to transfer the property to the Board and did not provide title insurance, OSU-CHS obtained an abstract of the property to determine if there were underlying title issues that should be corrected. OSU-CHS received a voluminous abstract and retained Bluestem Title company to evaluate it and provide recommendations and title insurance on the property. Bluestem Title found the property had been originally platted as a neighborhood before being transferred to the State of Oklahoma decades ago and the property still contained easements for streets, alleyways, and utilities. This means that unless those

easements are vacated by the City of Tulsa, the City and likely other utility providers have the right to construct streets and run utilities through the property. This is an issue since there are three planned construction projects on this property that cross many of these unvacated easements. OSU-CHS has also been working with a surveyor to make sure that we have an up-to-date survey based on the abstract. OSU-CHS and the Office of Legal Counsel retained PrayWalker to accomplish the necessary judicial vacations of easements, streets and alleyways. The Board approved PrayWalker's plan to cure the title defects at its March 8, 2024, meeting. PrayWalker finalized a quiet title action in the District Court of Tulsa County, applied for and obtained seven (7) ordinances with the City of Tulsa to close various rights of way, has completed the quiet title action to accomplish partial vacation of plats with the District Court of Tulsa County, and has filed the final action to vacate and foreclose the right of the City of Tulsa to reopen the rights of way. The hearing on this action is scheduled for June 2, 2025. In addition to the title curative work cleaning up old easements, new easements are needed with various utility providers and the City of Tulsa to provide services to the new facilities. Board approval is being sought for each of these new easements, as they arise.

Vicinity Energy ("Vicinity") was selected to provide steam and chilled water service to the VA Hospital. To provide the service, Vicinity would have to construct roughly $10 million in infrastructure upgrades. Before they were willing to proceed with the infrastructure upgrades, Vicinity required a signed utility services agreement. Since the VA, the entity who will be using the services, does not currently own title to the property, they refused to sign an agreement with Vicinity prior to taking ownership. In order to have the improvements completed by the time the VA Hospital is slated to open, OSU-CHS agreed to enter into a utility services agreement with Vicinity. Charges under the agreement will not begin until Vicinity is ready to deliver services to the VA Hospital, anticipated to be late 2025 or early 2026, after OSU-CHS plans to transfer ownership to the VA, as discussed below. Upon assumption of ownership, the VA will enter into a utility services agreement with Vicinity, and the OSU-CHS agreement will terminate. In the unlikely event the Vicinity services are operational prior to transfer to the VA, VHiT has agreed to pay up to $800,000.00 of the utility costs, thereby shielding OSU-CHS from monetary liability. OSU-CHS received interim Board approval to execute the utility services agreement in July 2024, and it was formally approved at the September 2024 Board meeting.

OSU-CHS would like to construct and maintain an easement for a monument sign in front of the VA hospital to indicate the VA hospital's place in the OSU Academic Medical District. An easement for this was approved at the March 2025 Board meeting. The easement includes specific non-merger of title language and is granted from the Board to the Board, therefore, we will not have to seek agreement from the VA for the construction or maintenance of this sign. Additionally, a mutual access easement was also approved at the March 2025 Board meeting allowing access to common or open areas between the three anticipated lots, discussed herein. Similarly to the sign easement, this easement contains non-merger of title language and is granted to the Board, from the Board. Also prior to transferring the property, a lot split will be performed since the VA hospital is only on a portion of the overall property. Board approval was obtained for the lot split in September 2024. The legal descriptions for the three plats, and the application for the lot split, have been prepared by the above-mentioned surveyor and

reviewed by PrayWalker and the Board's Office of Legal Counsel. The application has been approved by the City of Tulsa as well and is anticipated to be filed next week.

Once the title work is complete, OSU-CHS would like the Board to consider transferring the plat of real property containing the VA Hospital to the VA. A donation of property prior to final completion of construction will benefit the parties in several ways. Having an ownership interest in the property will allow the VA to enter into a utility services contract with Vicinity, therefore shielding VHiT and OSU-CHS from incurring any costs for those services to the facility; it will allow the VA to make necessary purchases of fixtures and equipment that must be placed in the facility before it can be completed; and it will allow the VA to more easily have its own contractors on site for installation of equipment. The Gift in Place Agreement states that donation of the Site to VA prior to completion of the project may be agreed to in writing by each and all of VHiT, the Board and VA. Along with the Deed, we are including a certificate of acceptance in the Board request item to effectuate this written agreement between the parties. The VA and VHiT are in support of the earlier donation. VHiT, the VA, and the Board will still be bound by the terms of the DDA until the full completion of the project. The request to donate the real property to the VA will be on the June 2025 Board Agenda. The plat to be donated contains 5.8927 acres, and as a part of the donation, OSU-CHS will pay closing costs of the transaction. The Board will retain ownership of the two remaining plats of the property to develop the projects discussed below.

Once the renovations are complete, OSU-CHS and VHiT will execute a Certificate of Final Acceptance evidencing the successful completion of the Gift in Place Agreement executed by those parties. This Certificate will include the value of the project by including either the construction cost of the project, or the fair market value of the project, in accordance with OSU-CHS policy. Substantial completion of the project is anticipated to be in November 2025.

It is anticipated Congress will appropriate an additional $120 million to cover furniture, fixtures and equipment, as well as other start-up costs of the new facility. Pursuant to an Office of Legal Counsel memorandum prepared in November 2018 titled *Legal Analysis for CHIP-IN Property Transfer from State to Federal Government*, containing an in-depth legal analysis (attached hereto as Exhibit "B"), the transfer of the facility to the VA is not constitutionally prohibited by the Oklahoma Constitution.

PSYCHIATRIC HOSPITAL

On a portion of land not conveyed to the VA ("Psychiatric Hospital Site"), the Oklahoma State University Medical Authority ("OSUMA") plans to construct a 106-bed psychiatric hospital. In June 2023, the Board approved a long-term ground lease with OSUMA for the Psychiatric Hospital Site to allow OSUMA to construct the facility. The Oklahoma Department of Mental Health and Substance Abuse Services ("ODMHSAS") will fund the majority of the construction through $15 million of state appropriated dollars and 56 million of American Rescue Plan Act ("ARPA") funds. In addition, the Oklahoma State University Foundation will contribute $16 million from private donors to fund the construction. OSUMA has entered into an agreement with OSU Long Range Facilities Planning for its assistance with

this project. OSUMA has broad authority to enter into such agreements pursuant to the Oklahoma State University Medical Authority Act, provided such actions support the educational aims of OSU-CHS.

At the conclusion of construction, OSUMA plans to sublease the psychiatric hospital to ODMHSAS to operate. OSU-CHS and ODMHSAS will also enter into an academic affiliation agreement which will allow OSU-CHS medical students and residents to gain clinical experience at the facility, fulfilling the educational support mandate of OSUMA.

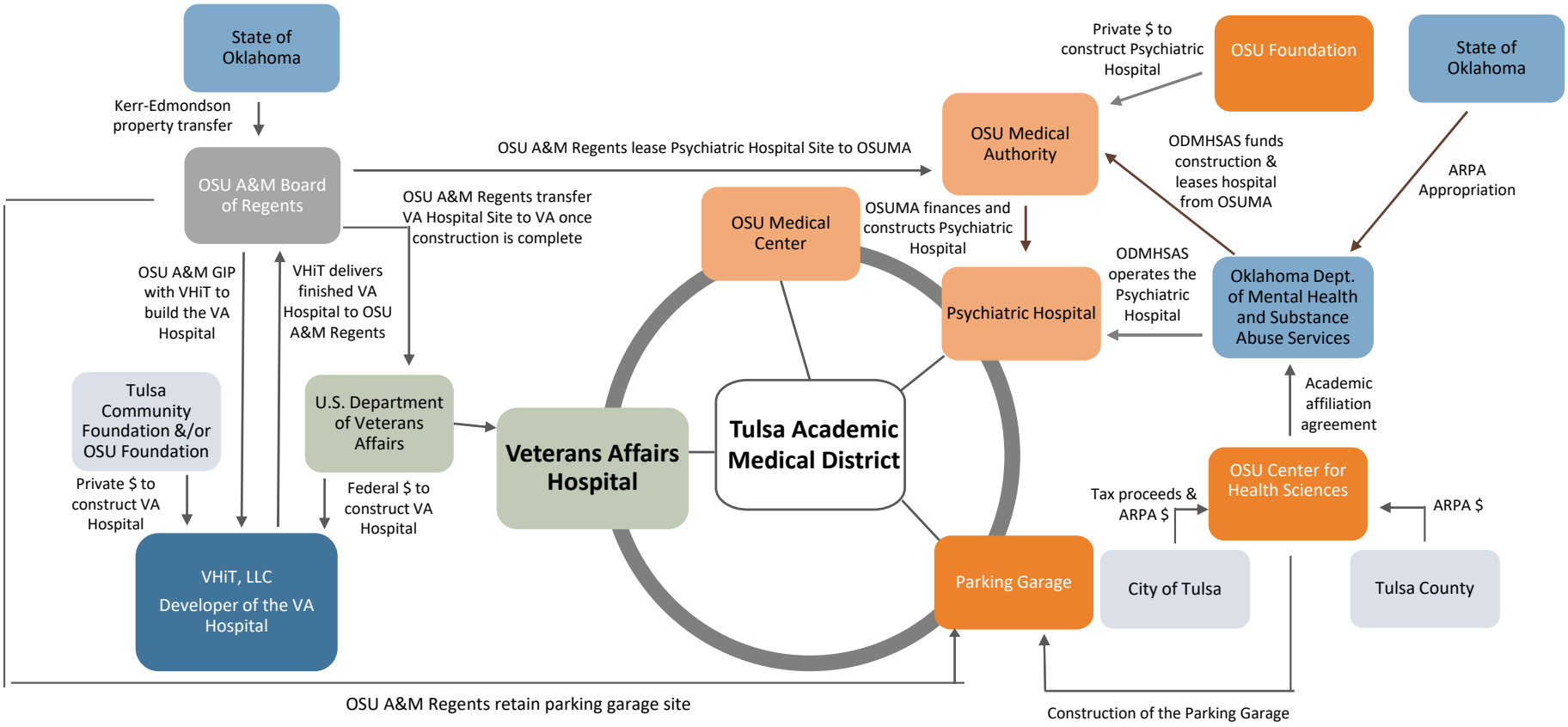
PARKING GARAGE

Lastly, also on a portion of the property which will be retained by the Board, an approximately 500-car parking garage is planned to service the new facilities. The parking garage will be funded by sales tax dollars collected by the City of Tulsa through the Improve Our Tulsa Capital Improvements Program, Ordinance No. 24180, Title 43L, ARPA funding, and OSUMA funding. The City of Tulsa has allocated $8 million in sales taxes and $4 million in ARPA funds to fund the construction. OSU-CHS and the City of Tulsa entered into a Capital Projects Agreement on March 31, 2021, pursuant to which OSU-CHS will construct the parking garage. OSU-CHS has received two $4m dollar disbursements from the City of Tulsa thus far. Tulsa County is contributing $4 million in ARPA funds, and OSUMA is contributing $500,000. If there are any cost overruns, OSU-CHS will be responsible for the additional costs. Langston University entered into a similar agreement in 2018 to construct the Allied Health facility in Tulsa. At the end of construction, OSU-CHS will retain ownership of and maintain the parking garage. The DDA contemplates a no cost lease of 300 parking spaces to the VA pursuant to the terms of the CHIP-IN Act. On January 21, 2022, the Board approved such a lease which shall become effective upon the transfer of the VA facility to the VA from the Board.

CONCLUSION

The complexity of each project requires careful coordination between all parties involved to ensure each project is completed successfully. The necessary steps are being taken to ensure the protection of the Board-owned property and that all Board rules are followed in the process. At the end of construction, downtown Tulsa will contain an OSU academic healthcare center that is well-equipped to serve the needs of many Oklahomans and provide clinical experience opportunities to OSU-CHS students.

Academic Medical District Diagram



M E M O R ANDU M

TO: Steve Stephens

FROM: Gaylan Towle II

DATE: November 5, 2018

RE: Legal Analysis for CHIP-IN Property Transfer from State to Federal Government

---

LEGAL QUESTION

Does Article 10, § 15 of the Oklahoma Constitution prohibit the proposed transfer of state property by either the Oklahoma State University Medical Authority or Board of Regents for the Oklahoma A&M Colleges to the U.S. Department of Veterans Affairs for use as a new Veterans Affairs hospital?

LEGAL CONCLUSIONS

1. A donation or gift to the Federal Government does not come within the purview of Article 10, § 15 of the Oklahoma Constitution, and thus, it is not constitutionally prohibited.

2. Regardless of the fact that a donation or gift to the Federal Government is not prohibited by Article 10, § 15 of the Oklahoma Constitution, the proposed transfer of property likely does not constitute an unconstitutional donation or gift because the transfer is meant to provide many public benefits and promote economic development, which is a legitimate state function, and the benefits that are to be derived from that economic development constitute adequate consideration.

BACKGROUND

Oklahoma State University ("OSU") is presently considering a project related to the Communities Helping Invest through Property Improvements Needed for Veterans Act of 2016, commonly referred to as the "CHIP-IN Act" (the "Act"). The purpose of the Act is to develop strategic partnerships between the U.S. Department of Veterans Affairs (the "VA") and the communities it serves. Under the Act, the VA is seeking donations in either the form of "(1) real property that includes a constructed facility or that is to be used as the site of a facility constructed by the donor, or (2) a facility to be constructed by the donor on VA-controlled property." Megan Moloney, *VA seeks partnerships to build and improve health-care facilities*, VAntage Point (Oct. 19, 2017), https://www.blogs.va.gov/VAntage/42350/va-seeks-partnerships-build-improve-health-care-facilities/. OSU is planning to issue a notice of intent to file a CHIP-IN application under the Act by the end of 2018 for a project related to a new VA hospital at the current site of the Kerr-Edmondson state office buildings at 440 S. Houston in Tulsa, Oklahoma.

The plan is for Oklahoma's Office of Management and Enterprise Services ("OMES"),

which currently owns the property, to transfer that property to either the Oklahoma State University Medical Authority ("OSUMA") or the Board of Regents for the Oklahoma A&M Colleges (the "Board"). At that point, a development entity (created by the Zarrow Foundation and the Tulsa Community Foundation) will receive private and public funds (both state and federal) to (1) renovate the existing building on the property for purposes of creating a new VA hospital, and (2) construct a new mental health hospital on the property. The portion of the property that will be renovated for the new VA hospital will be transferred to the VA pursuant to the CHIP-IN Act. However, the mental health hospital will not be transferred to the Federal Government and will instead be leased to the Oklahoma Department of Mental Health and Substance Abuse for its use.

The Board has broad statutory authority to convey property, as long as the conveyance is done in the best interest of its institutions and does not constitute a constitutionally impermissible gift.[1] Pursuant to 70 O.S. § 3412(8), the Board has the power to "convey, exchange or dispose of, or otherwise manage or control, such property in the interest of such institutions." The Oklahoma Attorney General previously considered identical statutory[2] language with respect to the power of the Board of Regents of the Oklahoma College of Liberal Arts to convey real property and stated that this statutory authorization "grants broad discretion in the Board of Regents of O.C.L.A. with respect to the disposition of property of the college." Okla. A.G. Opin. No. 74-139 (Aug. 29, 1974). The Attorney General thus held that "[w]here the Board of Regents determines that property of the college should be disposed of in the interest of the institution, it thus has the express authority to do so." *Id.* The only caveat the Attorney General placed on any such disposition of property was that it could not be "made in such manner as to constitute a gift within the meaning of Article X, Section 15, Oklahoma Constitution, by reason of a lack of adequate consideration for the transfer." *Id.*

Therefore, if OMES transfers the proposed real property to the Board, it should have broad discretion to transfer that property to the VA, as long as there are no concerns under Article 10, § 15 of the Oklahoma Constitution. As explained below, the proposed transfer of property to the VA likely avoids any constitutional prohibitions.

LEGAL ANALYSIS

1. Article 10, § 15 of the Oklahoma Constitution Does Not Prohibit Donations or Gifts to the Federal Government.

Pursuant to Article 10, § 15(A) of the Oklahoma Constitution, the State is prohibited from making a "donation by gift, subscription to stock, by tax, or otherwise, to any company, association, or corporation." Therefore, as a preliminary matter, in order for this proposed transfer

[1] Although there does not appear to be similar language in the Oklahoma State University Medical Authority Act explicitly granting the same broad authority to OSUMA to convey property, there does not appear to be anything prohibiting such a conveyance either. *See* 63 O.S. § 3271 et seq. Therefore, both OSUMA and the Board should have the same viability for transferring the property to the VA.

[2] *See* 70 O.S. § 3606(h).

of property to be legally sufficient, it must not constitute an improper "gift," such that it would violate Article 10, § 15.

Regardless of the analysis necessary to determine whether the proposed transfer of property is a "gift" or not, the fact that the Federal Government will be the recipient of the proposed property transfer more than likely renders this transaction a non-issue in the eyes of the Oklahoma Constitution. In a previous official opinion of the Attorney General, it was held that since "[t]he Federal Government is not a company, association or corporation," then "Art. 10, § 15 does not prohibit a donation or gift to the Federal Government by the State of Oklahoma." Okla. A.G. Opin. No. 81-108 (Apr. 30, 1981). Thus, given that the proposed transfer contemplates either OSUMA or the Board donating a portion of the Kerr-Edmondson office building (once it has been acquired from OMES) to the VA, Article 10, § 15 should not be implicated.

2. The Proposed Transfer of Property Is Likely Not a Constitutionally Prohibited Donation or Gift Due to the Project's Public Benefits and Promotion of Economic Development.

For purposes of Article 10, § 15, an unconstitutional "gift" is defined as a "gratuitous transfer[] of property of the state voluntarily and without consideration." *In re Okla. Dev. Fin. Auth.*, 2004 OK 26, ¶ 22, 89 P.3d 1075, 1082 (quoting *Children's Home & Welfare Ass'n v. Childers*, 197 Okla. 243, 244, 171 P.2d 613, 614 (1946)). However, considering both the public benefits and promotion of economic development that are intertwined with the proposed transfer of property to the VA to be used as a hospital for veterans, it is likely that, under Oklahoma case law, the proposed transfer of property contains adequate consideration in order to defeat any classification as a gift in violation of Article 10, § 15.

In *Burkhardt v. City of Enid*, 1989 OK 45, 771 P.2d 608, the Supreme Court considered whether Enid's plan to purchase a university campus in town and lease the property back to the university at a rate below the market rate for commercial property was an unconstitutional "gift." The Court ultimately held that a series of "public benefits . . . constitute consideration to the city and refute any argument that the plan is a gift . . . to a private institution in violation of Article 10, section 17, of the Oklahoma Constitution."[3] *Burkhardt*, 1989 OK 45, ¶¶ 11-12, 771 P.2d at 611.

According to the Court, the following were public benefits that the citizens of Enid would receive both directly and indirectly from the planned expenditure of public funds: (1) "preservation of hundreds of jobs at the university and by the continued presence of students who spend in Enid," (2) "[t]he scholarship fund will enable more area students, including many who cannot afford to live away from home, to attend a local university," (3) "free use" by local residents "of most of the campus while the facilities are leased," (4) "[t]he presence of a university will undoubtedly have a significant effect upon the city's ability to attract new industry and new jobs," and (5) the city would "continue to enjoy the social, educational and cultural benefits that flow from near access to higher educational opportunities." *Id.* at ¶ 11, 771 P.2d at 611.

[3] This provision of the Oklahoma Constitution "is the version of art. 10 § 15 that applies to municipalities." *In re Okla. Dev. Fin. Auth.*, 2004 OK 26, ¶ 21, 89 P.3d at 1082 n.12. Moreover, *Burkhardt*'s reasoning "was applied to an analysis of art. 10 § 15 in *Matter of Petition of Univ. Hospitals Auth.*, 1997 OK 162, 953 P.2d 314, 320." *Id.*

In addition to the transaction's vast public benefits, the Court in *Burkhardt* was further persuaded by the obligations that the university assumed as part of the transfer. In particular, the university (1) had to make lease payments (albeit at a rate below the market rate), (2) "sold its assets to the city at less than market value and agreed to limitations on the use and control of the sale proceeds," and (3) agreed that in order to repurchase the campus, it would have to do so "at fair market value if the property appreciates and at the sales price plus cost of bonds and other financing if the property depreciates."[4] *Id.* at ¶ 13, 771 P.2d at 611–612.

Ultimately, the Court held that this proposed transaction was not an unconstitutional gift, but rather it was "a legitimate plan to further economic development by attracting industry to a city that provides higher education opportunities." *Id.* at ¶ 13, 771 P.2d at 611–12; *see also In re Okla. Dev. Fin. Auth.*, 2004 OK 26, ¶ 22, 89 P.3d at 1082-83 (citing *Burkhardt*) (holding that "the promotion of economic development is a legitimate state function and the benefits to be derived from economic development constitute adequate consideration to defeat assertions that economic incentives are in the nature of a 'gift'").

Taking into consideration the facts surrounding the present matter, the proposed transfer of property from either OSUMA or the Board to the VA offers inherent public benefits and promotion of economic development analogous to the facts of the *Burkhardt* case. First, the new VA hospital will offer a valuable opportunity to provide for the medical needs of one of the state's most underserved populations – veterans. Therefore, Oklahoma veterans, particularly those in the Tulsa area, will benefit immensely from a new healthcare facility that is aimed directly at providing them effective medical care. Second, across the street from the site of the new VA hospital is the Oklahoma State University Medical Center, which, in partnership with the Oklahoma State University Center for Health Sciences ("OSU-CHS"), is the nation's largest osteopathic teaching facility. OSU-CHS will be able to establish more spots in its residency programs via the new VA hospital, offering students greater opportunities for practical experience. Moreover, the transfer to the VA will provide OSU-CHS additional spots to staff faculty in the hospital, which provides a greater opportunity for OSU to recruit new specialists that it could not otherwise afford to bring in without the partnership with the VA.

Thus, the immense value of additional spots for OSU's students and faculty in the new VA facility, in conjunction with the benefits of the hospital to the state's underserved community of veterans, is arguably sufficient to provide "adequate consideration" since this transfer will promote "economic development by attracting industries to a city that provides higher education opportunities." *In re Okla. Dev. Fin. Auth.*, 2004 OK 26, ¶ 21, 89 P.3d at 1082 (citing *Burkhardt*, 771 P.2d at 611–12).

CONCLUSION

[4] These kinds of monetary obligations are not present in the proposed transfer from either OSUMA or the Board to the VA. Therefore, the argument here that the proposed transfer includes the requisite consideration to prevent any Article 10, § 15 issues will need to focus more on the immense public benefits that can be derived from the transfer, such as benefits to veterans and strategic higher education opportunities at OSU, as discussed *infra*.

Therefore, given that the proposed transfer will be from either OSUMA or the Board to the VA (an agency of the Federal Government), pursuant to Okla. A.G. Opin. No. 81-108, this proposed transfer should not implicate any otherwise prohibited "gift" in violation of Article 10, § 15 of the Oklahoma Constitution. Notwithstanding that premise, in light of the relevant case law outlined above, the proposed transfer is likely not an impermissible "gift" under Article 10, § 15 anyway due to adequate consideration for the property transfer in the form of public benefits and promotion of economic development.

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

Document: Resolution Declaring an Intent to Transfer Kerr Edmondson Buildings to the Department of Veterans Affairs

Date of Board Approval: April 23, 2021

Institution: OSU-CHS

I have carefully reviewed the above referenced document which is submitted for your execution and find it is in proper and legal form. In my opinion, the execution and performance of the document will not violate any federal or state law under my interpretation or present judicial interpretation thereof. The execution and performance of said document and the purposes of said document and all actions to be taken, or refrained from being taken, by virtue thereof, are in strict conformity to the policy of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges and do not violate the terms of any contract of which I have personal knowledge.

Amy Newton

May 4, 2021
Date

Amy Newton
Senior Staff Attorney

I have carefully reviewed the above referenced document and, to the best of my knowledge, all statements of fact recited in the document are true and the execution and performance of said document and the purposes of said document and all actions to be taken, or refrained from being taken, by virtue thereof, have been authorized by and are in strict conformity to the rules and policies of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges.

Kayse M. Shrum, President and Dean

Jason Ramsey 05/05/2021 11:30 CDT
Jason Ramsey, Chief Executive Officer

RESOLUTION DECLARING AN INTENT TO TRANSFER KERR EDMONDSON BUILDINGS TO THE DEPARTMENT OF VETERANS AFFAIRS

WHEREAS, the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges (the "Board of Regents"), the governing board of and acting for Oklahoma State University Center for Health Sciences (the "Institution"), desires to transfer ownership of the Robert S. Kerr and J. Howard Edmondson buildings ("Buildings") to the United States Department of Veteran's Affairs ("VA") pursuant to the Property Improvements Needed for Veteran's Act of 2016, 38 U.S.C. § 1803, (the "CHIP-IN Act") for the operation of a veterans hospital; and

WHEREAS, the Board of Regents is a constitutionally created entity of the State of Oklahoma vested with the executive authority to oversee, manage, and govern the operations of the agricultural and mechanical colleges of the State of Oklahoma; and

WHEREAS, VHiT, LLC ("VHiT"), as a charitable endeavor to the Tulsa community, desires to undertake in upgrading the Buildings and facilitating the development of certain other site improvements for a new Veteran's hospital through dedicated donor funds and federally appropriated funds made available through VA pursuant to the CHIP-IN Act; and

WHEREAS, VHiT proposes to make such upgrades and improvements prior to donation of the Buildings and associated real property to VA by the Board of Regents; and

WHEREAS, the Institution intends to enter into a Gift in Place Agreement with VHiT to complete the renovations necessary to transform the Buildings into a Veteran's hospital pursuant to a Design and Development Agreement between VHiT and the VA as authorized by the CHIP-IN Act; and

WHEREAS, the donation of the Buildings and associated real property is in the best interest of the Institution because the new Veteran's hospital will offer the Institution the ability to provide training for enhanced healthcare to veterans, thereby fulfilling the Institution's mission of providing medical care to underserved populations in Oklahoma, and will benefit the Institution and its clinical staff, medical students and medical residents by providing clinical and teaching opportunities, teaching rotations and medical residency opportunities. The proximity to the Institution's campus and to other associated academic healthcare facilities will enhance the number of clinical opportunities, collaborations, joint physician appointments, medical residencies and shared services than would otherwise be available to the Institution.

NOW, THEREFORE, THE BOARD OF REGENTS FOR THE INSTITUTION DOES HEREBY RESOLVE, ORDER AND DETERMINE AS FOLLOWS:

SECTION 1. In accordance with Oklahoma enrolled House Bill 4139 (2020), codified at 61 O.S. § 327.3, ownership and possession of the Buildings and associated real property was transferred to the Board of Regents for the purpose of donation to VA pursuant to the CHIP-IN Act.

SECTION 2. Pursuant to Institution Policy and Procedures Letter No. 7-70601 (Accepting Gifts of Physical Resources), Institution and VHiT shall enter into a Gift in Place Agreement

pursuant to which VHiT shall renovate the Buildings consistent with the Design and Development Agreement so they may function as a Veteran's hospital upon donation to VA.

SECTION 3. Upon completion of the required renovations, pursuant to the Gift in Place Agreement and Design and Development Agreement, the Board of Regents will donate the Buildings and associated real property to VA.

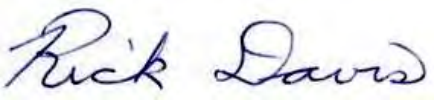
SECTION 4. The Board of Regents, pursuant to 70 O.S. § 3412(8), has the authority to acquire title to real property on behalf of the institutions under its jurisdiction, and convey or otherwise manage such property in the interest of such institutions.

SECTION 5. It is resolved by the Board of Regents that donation of the Buildings and associated real property, upon completion of renovations, to VA is in the best interest of the Institution and will benefit the Institution through the opportunity to provide training for enhanced healthcare to veterans, and will increase medical education opportunities for the Institution's students and residents and present a number of opportunities for collaboration, joint physician appointments, medical residencies and shared services that would otherwise be unavailable to the Institution.

SECTION 6. This Resolution is effective immediately upon its passage.

ADOPTED AND APPROVED this 23rd day of April, 2021.

BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES



By: ~~Rick Davis 05/05/2021 11:19 CDT~~
Rick Davis
Chair

Attest:

~~Jason Ramsey 05/05/2021 11:30 CDT~~
Jason Ramsey
Chief Executive Officer

Approval to Execute a Utility Easement with Vicinity Energy for the Oklahoma Psychiatric Care Center in Tulsa, Oklahoma (OSU-CHS)

Board approval is requested for the Board Chair to execute a utility easement with Vicinity Energy for the Oklahoma Psychiatric Care Center currently under construction in Tulsa, Oklahoma.

The OSU Medical Authority has entered into a ground lease with the Board for land to construct the Oklahoma Psychiatric Care Center. This easement will allow Vicinity Energy to provide steam and chilled water service to the facility.

A previously approved item (I-4) on the April 2025 Board agenda dealt with a service extension agreement allowing Vicinity to construct the utility service on our property.

No funding is required.

Eric Polak, OSU-CHS, and Amy Newton, Board Legal Counsel, are coordinating this item.

UTILITY EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned, **BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES, a constitutionally created state entity under the laws of the State of Oklahoma, on behalf of Oklahoma State University Center for Health Sciences**, (Grantor), the owner of the legal and equitable title to the following described real estate, for and in consideration of the sum of TEN AND NO/100 ($10.00) DOLLARS, cash in hand paid by the **VICINITY ENERGY TULSA, LLC**, a Delaware limited liability company, ("Vicinity") and other good and valuable considerations, receipt of which is hereby acknowledged, does hereby grant and convey unto the said Vicinity, a perpetual easement, through, over, under and across the following described property:

SEE ATTACHED EXHIBIT "A"

for the purpose of permitting Vicinity to construct all piping and utilities thereon, through, over, under, and across said property, together with all necessary and convenient appurtenances thereto (collectively, the "Infrastructure"); and to use and maintain the same and of affording Vicinity, its officers, agents, employees, and/or all persons under contract with it, the right to enter upon said premises and strip of land for the purpose of surveying, excavating for, constructing, operating, repairing, and maintaining of such Infrastructure.

Vicinity is hereby given and granted the exclusive possession of said above described premises for the purposes aforesaid and Grantor, for itself, its successors and assigns, covenants and agrees that no building, structure, fence, wall or other above ground obstruction will be placed, erected, installed or permitted upon the above described land; and further covenants and agrees that in the event the terms of this paragraph are violated by the Grantor or any person in privity with it, such violation will be promptly corrected and eliminated immediately upon receipt of notice from Vicinity, or Vicinity shall have right to remove or otherwise eliminate such violation, and Grantor, its successors and assigns, shall promptly pay the actual cost thereof

TO HAVE AND TO HOLD such easement and right-of-way unto Vicinity, its successors or assigns, forever.

Dated this _____ day of _____, 2025.

BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES

By: _____

Its:_____

ATTEST: _____

Name: _____
Title: _____
(Seal of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges)

STATE OF OKLAHOMA)
) SS.
COUNTY OF _____)

Before me, the undersigned, a Notary Public, in and for said County and State on this____day of _____, 2025, personally appeared_____, known to be the identical person who subscribed the name of **BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES,** to the foregoing as its_____ (Title) and acknowledged to me that she/he executed the same as her/his free and voluntary act and deed and as the free and voluntary act and deed of **BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES,** for the uses and purposes therein set forth.

Given under my hand and seal of office the day and year last above written.

_____
Notary Public

My commission expires: _____

By: _____

Name: _____

Title: _____

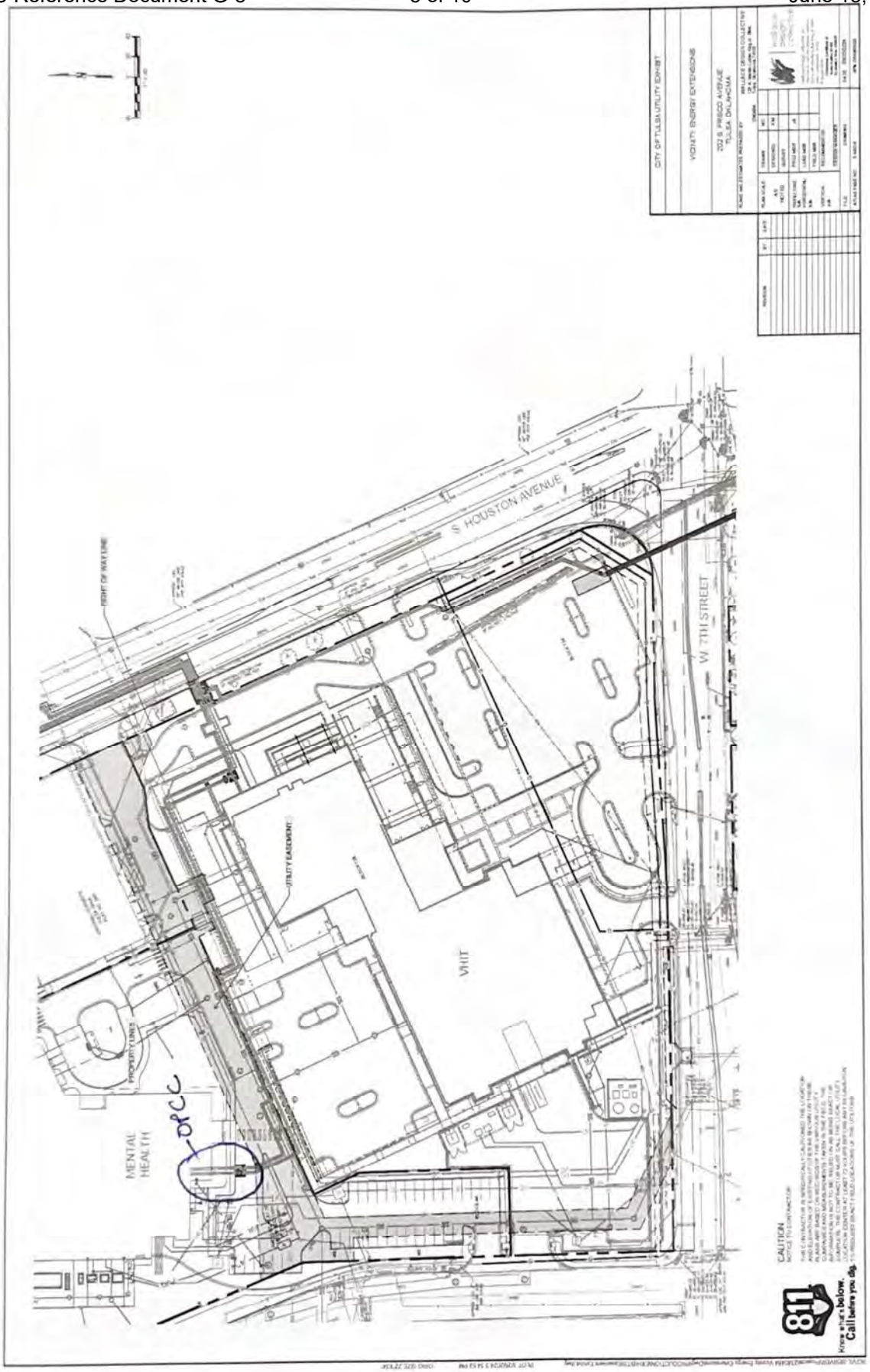
STATE OF _____)
) SS.
COUNTY OF _____)

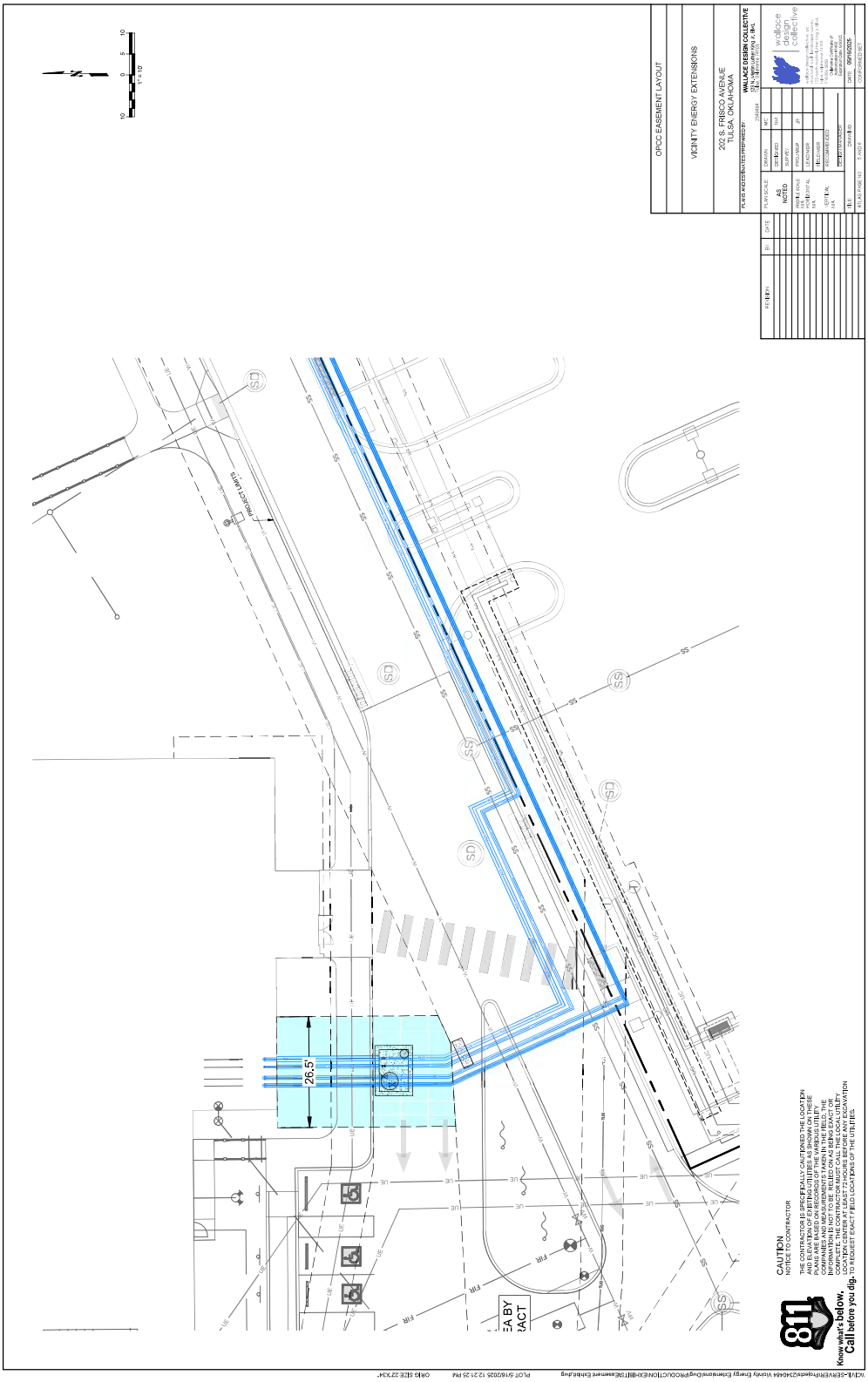
Before me, a Notary Public in and for said County and State, on the _____ day of _____, 2025, personally appeared _____to me known to be the identical person who accepted within and foregoing instrument as _____ (Title) of **VICINITY ENERGY TULSA, LLC**, a Delaware limited liability company, and acknowledged to me that she/he accepted the within and foregoing instrument as her/his free and voluntary act and deed and as the free and voluntary act and deed of Vicinity Energy Tulsa, LLC, for the uses and purposes therein set forth.

_____
Notary Public

My commission expires:

_____


CITY OF TULSA UTILITY EXHIBIT
YONTH ENERGY EXTENSIONS
202 S. FRISCO AVENUE
TULSA, OKLAHOMA
S. HOUSTON AVENUE
W. 7TH STREET
RIGHT OF WAY LINE
UTILITY EASEMENT
VHIT
MENTAL HEALTH
PROPERTY LINE
DPCC
CAUTION
Know what's below.
Call before you dig.
811


OPCC EASEMENT LAYOUT
VICINITY ENERGY EXTENSIONS
202 S. FRISCO AVENUE
TULSA, OKLAHOMA
WALLACE DESIGN COLLECTIVE
PLANS ACCEPTED/PERMITTED BY
PLANS NOT ACCEPTED/PERMITTED BY
PLAN SCALE
AS NOTED
DRAWN
CHECKED
SUPERV.
APPROVED
RECEIVED
DATE
BY
REVISIONS
FILE
DRAWING
CONFORMED SET
wallace design collective
CAUTION
NOTICE TO CONTRACTOR
811
Know what's below.
Call before you dig.
PROJECT LIMITS
26.5'
SS
UE
FIR
CS
W:\M-SERVER\Projects\24044 Vicinity Energy Extensions\Drawings\PRODUCTION\EXHIBIT\Easement Exhibit.dwg
PLOT: 5/16/2025 12:21:25 PM
ORIG SIZE: 22"X34"

VICINITY EASEMENT EXHIBIT

Exhibit "A"

SHEET 1 OF 2

LEGAL DESCRIPTION

A TRACT OF LAND BEING A PART OF BLOCK FOURTY-FOUR (44), AMENDED PLAT OF OWEN ADDITION, PLAT NO. 95, ADDITION TO THE CITY OF TULSA, TULSA COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE U.S. GOVERNMENT SURVEY THEREOF, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS, TO-WIT:

COMMENCING (P.O.C.) AT THE SOUTHEAST CORNER OF SAID BLOCK FOURTY-FOUR (44); THENCE S65°29'49"W FOR A DISTANCE OF 270.07 FEET; THENCE N00°27'59"W FOR A DISTANCE OF 51.25 FEET TO THE POINT OF BEGINNING (P.O.B.); THENCE CONTINUING N00°27'59"W FOR A DISTANCE OF 42.61 FEET; THENCE N89°30'23"E FOR A DISTANCE OF 26.50 FEET; THENCE S00°27'59"E FOR A DISTANCE OF 38.62 FEET; THENCE S65°29'49"W FOR A DISTANCE OF 7.32 FEET; THENCE S86°36'11"W FOR A DISTANCE OF 19.84 FEET TO THE POINT OF BEGINNING (P.O.B.)

BASIS OF BEARINGS

BASIS OF BEARINGS FOR THIS EXHIBIT IS THE OKLAHOMA STATE PLANE COORDINATE SYSTEM (NAD83 OKLAHOMA NORTH ZONE 3501). BASED LOCALLY ON THE SOUTH LINE OF BLOCK 44, AMENDED PLAT OF OWEN ADDITION PLAT NO.95, TULSA COUNTY AS S65°29'49"W

SURVEYOR'S CERTIFICATE

I, CLIFF BENNETT, OF WALLACE DESIGN COLLECTIVE, PC, CERTIFY THAT THE ATTACHED LEGAL DESCRIPTION CLOSES IN ACCORDANCE WITH THE EXISTING REQUIREMENTS AND IS A TRUE REPRESENTATION OF THE LEGAL DESCRIPTION AS DESCRIBED. THIS LEGAL DESCRIPTION MEETS THE MINIMUM STANDARDS FOR LEGAL DESCRIPTIONS AS ADOPTED BY THE OKLAHOMA STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS FOR THE STATE OF OKLAHOMA.

WITNESS MY HAND AND SEAL THIS 27TH DAY OF MAY 2025.

CLIFF BENNETT, P.L.S.
OKLAHOMA NO. 1815
CERT. OF AUTH. NO. 1460
EXP. DATE JUNE 30, 2025

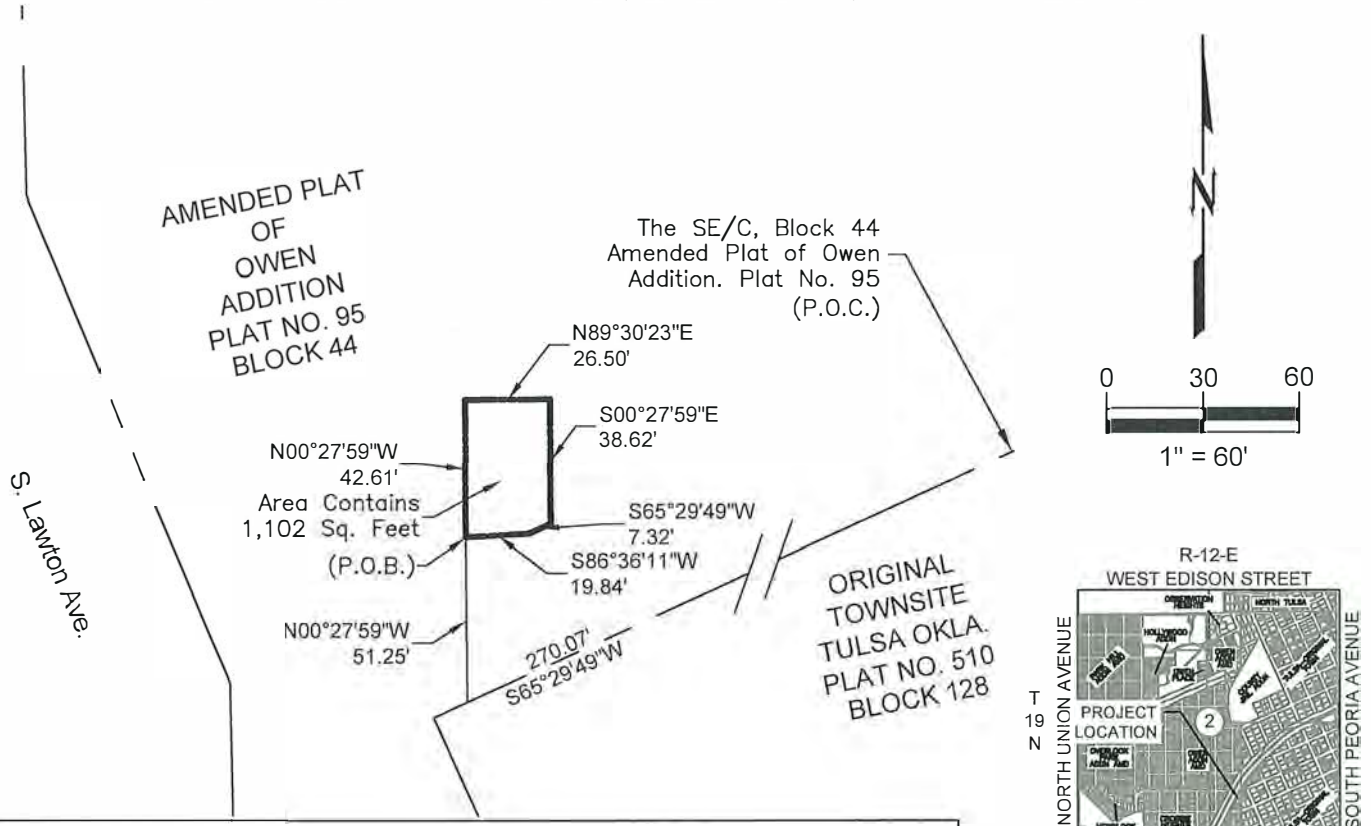
SURVEYOR'S LAST SITE VISIT: MAY 22, 2025

wallace design collective
wallace design collective, pc
structural · civil · landscape · survey
123 north martin luther king jr. boulevard
tulsa, oklahoma 74103
918.584.5858 · 800.364.5858
wallace.design

Vicinity Easement Exhibit "A"

SHEET 2 OF 2

A PART OF BLOCK 44, AMENDED PLAT OF OWEN ADDITION, PLAT NO.95
ADDITION TO THE CITY OF TULSA, TULSA COUNTY, STATE OF OKLAHOMA



LOCATION MAP
SCALE: NTS

LEGEND
P.O.B. = POINT OF BEGINNING
P.O.C. = POINT OF COMMENCEMENT

BASIS OF BEARINGS

THE BASIS OF BEARING FOR THIS SURVEY IS THE OKLAHOMA STATE PLANE COORDINATE SYSTEM (NAD83 OKLAHOMA NORTH ZONE 3501). SAID BEARINGS ARE BASED LOCALLY ON THE NORTH LINE OF BLOCK 44, AMENDED PLAT OF OWEN ADDITION PLAT NO.95, TULSA COUNTY AS S65°29'49"W.

SURVEYOR'S LAST SITE VISIT:

MAY 22, 2025

CERTIFICATION

I, CLIFF BENNETT, HEREBY CERTIFY THAT THE ABOVE REPRESENTS A SURVEY PERFORMED UNDER MY DIRECT SUPERVISION AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AS OF THIS DATE. THIS PLAT OF SURVEY MEETS THE MINIMUM TECHNICAL STANDARDS, AS ADOPTED BY THE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS FOR THE STATE OF OKLAHOMA.

WITNESS MY HAND AND SEAL THIS 27TH DAY OF MAY 2025.

CLIFF BENNETT P.L.S.
OKLAHOMA NO. 1815
CERT. OF AUTH. NO. 1460
EXP. DATE JUNE 30, 2025

wallace design collective
wallace design collective, pc
structural · civil · landscape · survey
123 north martin luther king jr. blvd.
tulsa, oklahoma 74103
918.584.5858 · 800.364.5858
wallace.design

\\Chouteau-Server\Root\Jobs\Q-Misc\2340484.25 Vicinity Energy Extensions\2340484.25 Easement Exhibit.dwg PLOT:5/27/2025 4:44:21 PM ORIG SIZE:8.5"X11"

Exhibit "A"
CLOSURE REPORT

North: 424377.4088' East: 2558797.4258'

Segment #1 : Line

Course: N00° 27' 59"W Length: 42.61'

North: 424420.0174' East: 2558797.0790'

Segment #2 : Line

Course: N89° 30' 23"E Length: 26.50'

North: 424420.2457' East: 2558823.5780'

Segment #3 : Line

Course: S00° 27' 59"E Length: 38.62'

North: 424381.6270' East: 2558823.8924'

Segment #4 : Line

Course: S65° 29' 49"W Length: 7.32'

North: 424378.5911' East: 2558817.2316'

wallace design collective

wallace design collective, pc
structural · civil · landscape · survey
123 north martin luther king jr. boulevard
tulsa, oklahoma 74103
918.584.5858 · 800.364.5858
wallace.design

Exhibit "A"
CLOSURE REPORT

Segment #5 : Line

Course: S86° 36' 11"W Length: 19.84'

North: 424377.4155' East: 2558797.4265'

Perimeter: 134.89' Area: 1102.44 Sq. Ft.

Error Closure: 0.0067 Course: N05° 30' 03"E

Error North: 0.00667 East: 0.00064

Precision 1: 20132.84

wallace design collective

wallace design collective, pc
structural · civil · landscape · survey
123 north martin luther king jr. boulevard
tulsa, oklahoma 74103
918.584.5858 · 800.364.5858
wallace.design

Approval of Transfer Funds for the Emergency Repairs on Four Residence Halls on the OSU Institute for Technology Campus in Okmulgee, Oklahoma (OSUIT)

Board approval is requested to transfer $2,400,000 from State Fund 290, Educational and General Operations Revolving Fund, to State Fund 295, Capital Improvements Revolving Fund, for the emergency repairs on four residence halls on the OSU Institute for Technology campus in Okmulgee, Oklahoma.

The Oklahoma State Regents for Higher Education requires approval of the institutional governing board for said institution to utilize Educational and General Funds (290) for capital expenditures. Those funds must be transferred to the Capital Revolving fund (295).

At the April 2025 Board meeting, OSUIT received approval to borrow E&G funds to enable Residential Life to make emergency repairs to four residence halls and to enter into a Memorandum Of Understanding specifying the terms of repayment.

Tammy Eck, Office of the Associate Vice President for Finance, is coordinating this item.

Approval to Enter Into a Memorandum Of Understanding with Tulsa County to Allow OSU Tulsa and Tulsa County to Develop a Long-Term Ground Lease for the Site of a New Tulsa County OSU Cooperative Extension Office in Tulsa, Oklahoma (OSU-TUL)

Board approval is requested to enter into a Memorandum Of Understanding with Tulsa County to allow OSU Tulsa and Tulsa County to develop a long-term ground lease.

Tulsa County is seeking a long-term land lease for the site of a new Tulsa County OSU Cooperative Extension Office, currently housed at the Tulsa County Fairgrounds. The land to be leased is directly east of the Helmerich Payne Research Center as shown in Exhibit I to the Memorandum of Understanding.

A fifty-year ground lease is proposed. The ground lease will be presented to the Board for approval at a future meeting. OSU Tulsa will not incur any costs related to the construction, operation, and maintenance of the proposed facility.

This request replaces Item G-6 from the Board of Regents' meeting on April 26, 2019.

No funding is required.

Jayson Lusk, Division of Agricultural Sciences and Natural Resources, is coordinating this item.

Memorandum of Understanding Between

Tulsa County
and
Oklahoma State University - Tulsa

THIS MEMORANDUM OF UNDERSTANDING (this "MOU") is entered into effective the ____ day of _____, 2025, by the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges, acting for and behalf of Oklahoma State University - Tulsa ("OSU-Tulsa") and Tulsa County ("Tulsa County").

WHEREAS, the Federal Smith Lever Act of 1914, as amended, authorized the establishment of Cooperative Extension work between the Land-Grant Colleges and the United States Department of Agriculture, and

WHEREAS, Boards of County Commissioners of the respective counties in Oklahoma are authorized by law to contract and agree with the United States Department of Agriculture and with Oklahoma State University ("OSU") for the conduct of said extension work, and

WHEREAS, OSU, by and through its duly appointed Board of Regents, has been authorized to oversee the provision of Cooperative Extension work throughout the State of Oklahoma, and has been statutorily mandated by the Oklahoma Legislature to expend state-appropriated funding to support Cooperative Extension services to each of the counties in Oklahoma,

WHEREAS, the County Commissioners of Tulsa County desire to construct a new facility on the campus of OSU-Tulsa to conduct said extension work (the "Extension Building"), and

WHEREAS, OSU-Tulsa desires to enter into a long-term ground lease agreement with Tulsa County to allow construction of the Extension Building.

In consideration of the mutual covenants and obligations contained in this MOU, the receipt and sufficiency of which the parties hereby acknowledge, OSU-Tulsa and Tulsa County agree as follows:

SECTION 1: Purpose

Tulsa County has secured $10,000,000 in funding for construction of the Extension Building. Tulsa County has consulted and continues to consult with OSU and OSU-Tulsa to identify the specific needs for the Extension Building. The purpose of this MOU is to identify the site for construction of the Extension Building and establish the length of the term of the proposed ground lease agreement.

SECTION 2: Ground Lease for Construction of a Extension Building

Tulsa County will enter into a ground lease to lease land from OSU-Tulsa as identified on the attached "Exhibit A" for the purposes of constructing the Extension Buliding on OSU-Tulsa's campus. The ground lease shall be for a term of fifty (50) years. The Extension

Building will be built by Tulsa County at its sole cost and expense with approval of design plans by OSU-Tulsa. OSU-Tulsa and Tulsa County will work cooperatively to facilitate Tulsa County's construction.

SECTION 3: Use and Occupancy

Tulsa County shall use and occupy the Extension Building exclusively for the operation of extension services and activities customarily incident thereto. Tulsa County will not permit any act contrary to law or OSU policy and campus rules.

SECTION 4: Execution of Documents

OSU-Tulsa and Tulsa County shall work cooperatively to develop and execute the documents necessary to effectuate this transaction. The parties acknowledge and agree that additional approval by the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges is required for ground lease agreement contemplated by this MOU, and OSU-Tulsa will take appropriate steps to secure such approval.

SECTION 5: Limitation of Liability

OSU-Tulsa and Tulsa County mutually recognize that each party is a governmental entity subject to the provisions of the Governmental Tort Claims Act (51 OS § 151 et seq.). OSU-Tulsa and Tulsa County hereby mutually agree that each is and may be held severally liable for any and all claims, demands, and suits in law or equity, of any nature whatsoever, paying for damages or otherwise, arising from any negligent act or omission of any of their respective employees or officers which may occur during the prosecution or performance of this Agreement to the extent provided in the Governmental Tort Claims Act. Each party agrees to severally bear all costs of investigation and defense of claims arising under the Governmental Tort Claims Act and any judgments which may be rendered in such cause to the limits provided by law. Nothing in this section shall be interpreted or construed to waive any legal defense which may be available to a party or any exemption, limitation or exception which may be provided by the Governmental Tort Claims Act.

SECTION 6: Governing Law

The Parties hereto have entered into this Agreement in the State of Oklahoma. This Agreement and any subsequent amendments shall be construed and enforced in accordance with the laws of the State of Oklahoma. Each Party shall bear its own costs, attorney fees and expenses in defense or prosecution of any legal action taken pursuant to the terms of this Agreement.

SECTION 7: Counterparts

This lease may be executed in counterparts each of which shall be considered as an original and all such counterparts shall be but one agreement.

IN WITNESS WHEREOF, the Parties hereto have executed and delivered this Agreement as of the dated signatures.

BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES, ACTING FOR AND ON BEHALF OF OKLAHOMA STATE UNIVERSITY - TULSA

_____ _____

Jimmy Harrel, Chair Date

TULSA COUNTY

_____ _____

Date

Exhibit A

Aerial View from Southeast

OSU Reference Document G-10
5 of 5
994
June 13, 2025
ATTACHMENT A
pg. 994 of 9

Tulsa County / OSU Extension

Initial Site Diagram | Aerial View From Southeast

2025.05.09

LILLY ARCHITECTS

Approval to Execute a Contract for Development Services with the Oklahoma State University Foundation (OSU SYSTEM)

Board approval is requested for the Presidents of the OSU System, or their designees, to execute annual contracts with the OSU Foundation for development and fund-raising services, subject to review and approval by Board Legal Counsel.

The agreements include a base charge of $4,740,000, plus other fees as assessed by the OSU Foundation, according to their policies.

Title 70 of the Oklahoma Statutes requires a written contract between the university and university-related foundations.

Funding will be provided by E&G funds.

Kelly Murphy, University Budget, is coordinating this item.

Approval to Execute a Contract for Management Services with the Oklahoma State University Alumni Association (OSU-STW)

Board approval is requested for the President of OSU, or a designee, to execute an annual contract with the OSU Alumni Association for management services, subject to review and approval by Board Legal Counsel.

The estimated amount of $690,000 will be paid to the Alumni Association in return for managing records and providing other critical services for OSU. Services include student recruitment activities, alumni publications, and regional meetings of alumni and friends to help publicize OSU programs and accomplishments.

Title 70 of the Oklahoma Statutes requires a written contract between the university and university-related foundations.

Funding will be provided by E&G funds.

Kelly Murphy, University Budget, is coordinating this item.

Approval to Execute a Memorandum Of Understanding with the Oklahoma State University Alumni Association (OSU-STW)

Board approval is requested for the President of OSU, or a designee, to execute a Memorandum of Understanding with the OSU Alumni Association for rental of space and services to be used by the Division of Enrollment Management for recruiting presentations and events, subject to review and approval by Board Legal Counsel.

The estimated amount of $200,000 will be paid to the Alumni Association in return for room rental, desk space at the Visitor Center, storage of materials, space for information sessions/tours, audiovisual/technology, and staffing of building personnel.

Title 70 of the Oklahoma Statutes requires a written contract between the university and university-related foundations.

Funding will be provided by E&G funds.

Kelly Murphy, University Budget, and Karen Chen, Vice President of Enrollment Management, are coordinating this item.

Approval to Enter Into a Contract with the City of Stillwater to Fund an Airline Services Agreement (OSU-STW)

Board approval is requested for OSU to join the City of Stillwater to enter into and fund an airline services agreement, for the purpose of inducing American Airlines to continue providing daily commercial air service between Stillwater Regional Airport and Dallas-Fort Worth International Airport.

Board approval is also requested for the President of OSU, or a designee, to execute said agreement with the City of Stillwater.

OSU's commitment for fiscal year 2026 is up to $1,000,000.

Funding will be provided by E&G funds.

Tammy Eck, Office of the Associate Vice President for Finance, is coordinating this item.

Approval of Changes to Oklahoma State University and OSU/A&M Retirement Plans (OSU-STW)

Board approval is requested to approve the following plan amendments and restatements to remain compliant with IRS regulations.

Amendments:

- Oklahoma State University Special 401(a) Defined Contribution Plan
- OSU/A&M Special 403(b) Defined Contribution Plan
- OSU/A&M Special Retention Plan
- OSU/A&M Trustee

Restatements - require board signature (no change to plans):

- OSU/A&M Special Supplemental Plan
- OSU/A&M 403(b) Plan

Upon Board approval, Benefits counsel, McAfee & Taft, will draft plan documents for Legal Counsel review.

No funding is required.

Christa Louthan, Human Resources, is coordinating this item.

Ratification of Interim Board Approval Requesting to Increase the Amount Approved to Contract with Pokes Marketing, LLC for the Acquisition of Name, Image, and Likeness Rights of OSU Student Athletes (OSU-STW)

Board approval is requested to ratify an Interim Board Approval Request to increase the amount previously approved to contract with Pokes Marketing, LLC, for the acquisition of name, image, and likeness rights of OSU student-athletes, pursuant to authority provided in Executive Order 2025-01.

Board approval is also requested to sign any required documents and make all payments required pursuant to the agreement.

Costs are not expected to exceed $18,000,000.

At the January 2025 Board meeting, OSU Athletics received approval to acquire the NIL rights for OSU student-athletes for a fee not expected to exceed $10,000,000. The NCAA and Big 12 Conference issued guidance making it advantageous for OSU to acquire additional rights from student-athletes prior to July 1, 2025, with payments due before the next meeting of the Board of Regents.

Funding will be from legally available funds.

Brandon Meyer, OSU Athletics, is coordinating this item.

OFFICIAL INTERIM APPROVAL REQUEST TO THE OFFICE
OF THE CHIEF EXECUTIVE OFFICER OF THE OSU/A&M BOARD OF REGENTS

NOTE: Both pages of this form must be completed before interim approval is considered official.

Oklahoma State Athletics

College/University from which Request for Interim Approval Originated

1. The basis upon which interim approval is requested is indicated below (check one or more and explain).

☐ (a) The matter is related to the peace, health and safety of the institution and/or its inhabitants. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

☑ (b) The matter quite possibly could pose a deterrent to the accomplishment of important institutional objectives without authorization to act immediately or reasonably soon; and/or it is believed imprudent to delay action until the next meeting of the Board of Regents. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

On January 31, 2025, the Board of Regents authorized the use of $10,000,000 (OSU FINC Committee Item 2) to acquire the NIL rights for OSU student-athletes as allowed by Executive Order 2025-01 issued by Governor Stitt in January 2025. The NCAA and Big 12 Conference issued guidance that makes it advantageous for OSU to acquire additional rights from student-athletes prior to July 1, 2025 with payments due before the next meeting of the Board of Regents. All additional funds required have been contributed to the OSU Foundation.

☐ (c) The matter has significant economic implications for institutional resources and/or properties without authorization to act immediately or reasonably soon; and/or it is believed imprudent to delay action until the next meeting of the Board of Regents. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)

☐ (d) The matter is related to an emergency requiring action by the administration prior to the next meeting of the Board of Regents because of extenuating circumstances not referenced above. (Describe the specific extenuating circumstances.)

2. The administrative action for which interim approval is hereby requested is as follows (describe fully what action is proposed and, if necessary, use an attached sheet):

Board approval is requested to authorize the President of OSU, or a designee, to authorize an increase in the amount available to acquire name, image and likeness rights of OSU student-athletes from Pokes Marketing LLC from February 1 to June 30, 2025, pursuant to authority provided in Executive Order 2025-01, sign any required documents and to make all payments required pursuant to the agreement. All documents will be reviewed by Board Legal Counsel prior to execution. Requesting an increase to $18,000,000 from the previously approved amount of $10,000,000

3. State the actual cost or best estimated cost required to complete the action for which interim approval is requested. $ 18,000,000

4. Identify the fund or funds to be used in covering the cost stated above. Legally available funds

5. If verbal approval was previously granted, indicate to whom approval was given, the date, and whether by telephone or in person. _____

6. Chad Weber
(Optional) Signature of Requesting Administrator

May 28, 2025
Date

(Required) Signature of President

June 2, 2025
Date

✓ **DO NOT COMPLETE FIELDS BELOW.**
FOR USE BY THE OFFICE OF THE CHIEF EXECUTIVE OFFICER ONLY.

☐ Interim approval is granted by the office of the Chief Executive Officer for the business matter described above.

REMARKS:

☐ Interim approval is not granted for the business matter described above.

REMARKS:

Jason Bergin
Signature of the Chief Executive Officer or
his designated representative

06/03/2025
1002 Date

Approval of Sole Source & Special Request Purchasing Items (OSU SYSTEM)

Board approval is requested for the following purchasing items. Previously approved annual items are indicated with an asterisk. All purchases will comply with Board of Regents for the Oklahoma Agricultural and Mechanical Colleges Policies and Procedures, as well as applicable state statutes:

*a. Authorization is requested for OSU Athletics to purchase the following items to be funded by Auxiliary Enterprises Funds:

1. Team travel, equipment, lodging, and related items in the estimated annual amount of $13,500,000 for season and post-season competition (tickets, bowl gifts, site hotels, travel, etc.). (sole source/special request/bid/contract)

2. Catering services for FY26 in the estimated annual amount of $5,500,000 from OSU Cowboy Dining, a subsidiary of Cowboy Athletics, for training tables, recruiting, club seats, and suites. (special request)

3. Trade-out agreements with various suppliers for advertising, hotel services, and other services in the estimated annual amount of $755,387 in exchange for $458,880 worth of athletic tickets. (special request)

*b. Authorization is requested for the Edmon Low Library to purchase books, periodical subscriptions, bibliographic services, database access, and book binding in the estimated annual amount of $9,250,000 from publishers, distributors, and state contract suppliers. Funding will be provided by Revolving and Appropriated Funds. (sole source/contract/bid)

*c. Authorization is requested for Information Technology to purchase the following items to be funded by Revolving and Appropriated Funds or Auxiliary Enterprises Funds:

1. Renewal of SCT Banner software maintenance agreement with Ellucian in the estimated annual amount of $1,900,000. (sole source/bid)

2. Renewal of Oracle Database software licenses from Oracle Corporation in the estimated annual amount of $1,600,000. (special request)

3. Renewal of Canvas course management software license with Instructure in the estimated annual amount of $650,000. (sole source)

d. Authorization is requested for Facilities Management to increase the previously approved estimated annual amount of $878,050 to $1,100,000 for waste and recycling collections from the current contractor, Republic Service, Inc. The increase is to cover increased volume and allowed contract increases. (special request)

*e. Authorization is requested to purchase annual maintenance, subscription for payment gateway, MarketPlace, Bill+Payment, cashiering, and hosting services from Touchnet Information Systems, Inc., in the estimated amount of $670,000 for OSU and the A&M System. Funding will be provided by Auxiliary Enterprises Funds. (sole source)

f. Authorization is requested for OSU Athletics to enter into a new four-year all-sport contract with Nike Usa, Inc. for clothing and uniforms in the estimated annual amount of $2,500,000 beginning July 1, 2025, and ending June 30, 2029. The current all-sport apparel contract with Nike is set to expire on June 30, 2025. Beginning with the new contract, OSU Athletics will transition to a purchasing model contract arrangement and anticipate procuring up to $5,000,000 in retail value annually which will translate to approximately $2,500,000 at wholesale pricing. OSU Athletics discussed other potential all-sport contracts with major companies, and Nike USA, Inc., was determined to be the best supplier. Funding will be provided by Auxiliary Enterprise Funds. The proposed contract is subject to Legal Counsel review and approval. (special request)

g. Authorization is requested for OSU Center for Health Sciences (OSU-CHS) to purchase annual subscriptions and support to maintain the simulation software platform from Education Management Solutions, LLC, in the estimated annual amount of $286,000 for the Tulsa and Tahlequah campuses. (sole source)

h. The Board previously approved Saint Francis Health System (SFHS) to provide services to OSU-CHS for the Epic electronic medical records and revenue cycle management system. SFHS has recently created a separate company, Saint Francis Connect, LLC, to manage these services and will be assigning contracts accordingly. OSU-CHS is requesting authorization to contract and purchase services from Saint Francis Connect, LLC. This is not a funding request but a change in supplier. The current annual maintenance cost is $570,000. (special request)

Approval of Revolving & Appropriated Funds Purchasing Items (OSU SYSTEM)

Board approval is requested for the following purchasing items. Previously approved annual items are indicated with an asterisk. All purchases will comply with Board of Regents for the Oklahoma Agricultural and Mechanical Colleges Policies and Procedures, as well as applicable State statutes:

a. General University

*1. Authorization is requested for Information Technology to purchase the following items to be funded by Revolving and Appropriated Funds or Auxiliary Enterprises Funds:

a. Microsoft Campus Agreement for faculty, staff, and students from Crayon Software Experts in the estimated annual amount of $2,700,000. (bid)

b. Computers, hardware, software, and accessories from Dell Marketing, L.P. in the estimated annual amount of $2,000,000. (contract/bid)

c. Telecommunications services, network services, network equipment, telecommunications equipment, licensing, maintenance, and support from various vendors including AT&T, AT&T Mobility, Presidio, and Worldwide Technologies in the estimated amount of $6,000,000. (contract/bid)

d. Adobe creative cloud and sign licensing, maintenance, and support from Dell in the estimated amount of $400,000. (contract/bid)

*2. Authorization is requested for various departments to purchase required property and liability, automobile liability and physical damage, aviation, cyber, business interruption, and directors' and officers' liability insurance from the State of Oklahoma OMES Risk Management Division and the OSU contracted broker, Gallagher, in the estimated annual amount of $13,300,000. Insurance will be provided by the State of Oklahoma self-insured property and liability programs. (state agency/contract)

3. Authorization is requested for Information Technology to purchase an uninterruptable power supply (UPS) in the Data Center in the estimated amount of $750,000. The current UPS is failing and unsupportable due to end-of-life status. (bid/contract)

4. Authorization is requested for Information Technology to purchase computer software from World Wide Technologies in the estimated annual amount of $600,000. (contract)

5. Authorization is requested for Human Resources to purchase the design and implementation of a new benefits administration system for the OSU A&M system in an estimated annual amount of $575,000 to PlanSource. The

contract is the result of a bid conducted on behalf of OSU A&M by our contracted benefits consultant, Lockton. The bid was originally awarded to the current benefits administration vendor, BenefitFocus. After performance issues and the inability to come to an agreement on contract terms with BenefitFocus, PlanSource was awarded the bid. The three-year contract, with an estimated annual amount of $575,000, totals $1,725,000 and will be renewed annually based upon mutual agreement. (contract)

*6. Authorization is requested for Information Technology to purchase an ID management solution in the estimated amount of $500,000. This will replace the aging CAS system currently in place. (contract/bid)

7. Authorization is requested for the Information Technology Department to modernize the OSU Stillwater campus data center in the estimated amount of $500,000. This will support the evolving technology needs of the OSU/A&M system. (contract/bid)

8. Authorization is requested for Brand Management to purchase a digital experience platform in the estimated amount of $500,000, which includes the new platform licensing, customer care and support, and a one-time implementation and migration cost. This will replace legacy content management system currently in place and will provide a more sustainable and robust digital experience platform for OSU's public facing websites. (contract/bid)

*9. Authorization is requested for Undergraduate Admissions to purchase the printing and mailing of variable data mailers from CX Marketing in the estimated amount of $400,000 (OSU contract)

10. Authorization is requested for Undergraduate Admissions to purchase the printing and mailing of junior communication flow mailers from Western Printing in the estimated amount of $400,000. (OSU contract)

*11. Authorization is requested for Information Technology to purchase Microsoft unified support licensing, maintenance, and support from Microsoft Corporation in the estimated amount of $300,000. (contract/bid)

b. OSU-Institute of Technology

*1. Authorization is requested to purchase computers, hardware, software, maintenance, and accessories in the estimated annual amount of $600,000. (contract/bid)

c. College of Veterinary Medicine

1. Authorization is requested to purchase custodial services in the estimated annual amount of $660,000. (contract)

2. Authorization is requested to lease a mobile MRI Unit for the Veterinary Teaching Hospital from MXR Imaging, Inc., in the estimated annual amount of $300,000. (bid)

d. OSU-Oklahoma City

*1. Authorization is requested to purchase computers and peripheral equipment for classroom upgrades and a technology upgrade replacement plan in the estimated annual amount of $1,000,000. This request also includes the addition of a one-time increase of $400,000 to upgrade 35 A/V environments including classrooms and labs. (OSU contract/OneNet/Apple/Dell contract)

e. OSU-Center for Health Sciences

1. Authorization is requested to purchase information technology equipment and services for computer rotations in the estimated annual amount of $300,000. (contract)

Approval of Auxiliary Enterprises Funds Purchasing Items (OSU SYSTEM)

Board approval is requested for the following purchasing items. Previously approved annual items are indicated with an asterisk. All purchases will comply with Board of Regents for the Oklahoma Agricultural and Mechanical Colleges Policies and Procedures, as well as applicable State statutes:

*a. Authorization is requested for OSU Athletics to purchase the following items:

1. Purchase event cleaning services from ABM for regular events, special events, and daily custodial services in the estimated annual amount of $1,100,000 to renew annually upon mutual agreement. (bid)

2. Purchase event security, crowd management, and event management services from Stadium People in the estimated annual amount of $900,000. Services will include ushering, ticket taking, and other event coordination functions. The contract will begin July 1, 2025. (bid)

3. Purchase labor, materials, equipment, and services for as-needed small construction services, not to exceed $1,000,000 annually from contracted vendors. Bid specifications include an option to renew for four additional one-year periods, this will be the 1st of 4 optional renewals. (bid)

4. Purchase student athletic accidental injury insurance for domestic and international students and third-party administrative coverage from Dissinger Reed in the estimated annual amount of $600,000. Bid was awarded in 2015; this would be renewal 10 of 10. (bid)

*b. Authorization is requested for OSU-CHS to increase the previously approved estimated annual amount of $1,565,000 to $1,721,500 for the purchase of additional medical malpractice insurance to be renewed annually. (bid)

c. Authorization is requested for Transportation Services to increase funding to Genuine Parts Company (dba NAPA) for onsite auto parts service in the estimated annual amount of $1,250,000 for parts and operations. The contract was competitively bid and awarded in September of 2017 and contains provisions to renew annually with mutual agreement. Board authorization is also requested to continue annual renewals until the contract is mutually ended or exceeds 15% of the approved amount. (bid)

d. Authorization is requested for the Parking and Transportation Services Department to purchase one CNG fuel transit bus for the estimated amount of $800,000. Funding will be provided primarily by a Federal Transit Administration (FTA) grant. Cost share of approximately 20% will be provided by Auxiliary Enterprise Funds. (FTA approved contract)

e. Authorization is requested for Fire Protection Publications to purchase interactive training modules, from LEAD Training, LLC., in the estimated amount of $500,000. This bid selection allows FPP to work with LEAD's qualified professionals to produce and develop quality interactive training modules for fire service professional skill levels such as hazardous materials awareness and operations, as well as pumping and aerial apparatus driver/operator. (bid)

Approval of Plant Funds Purchasing Items (OSU SYSTEM)

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

a. Authorization is requested for OSU-CHS to purchase information technology equipment and services to update the network infrastructure on the Tahlequah campus in the estimated amount of $481,000. (state contract)

b. Authorization is requested for the OSU Police Department to purchase and complete infrastructure upgrades to their emergency communication equipment in the estimated amount of $402,000. The purchase will be for 800 MHZ emergency handheld communications equipment and infrastructure. (state contract)

Recognition Agreements for Interior Spaces (OSU-STW)

The following recognition agreements are informational in nature and presented to the Board as such.

College of Education and Human Sciences			
Donor	**Building**	**Location**	**Name**
H.A. & Mary K. Chapman Foundation	Scott Parker Wentz Cafeteria	Level 1, Lab	Mary K. Chapman Nursing Simulation Laboratory

Stephanie Jones, University Planner, is coordinating this item.

VII. PUBLIC COMMENTS

There were none registered to comment, so the Board continued with its business.

VIII. COMMITTEE REPORTS

A. Academic Affairs, Policy and Personnel Committee

No report. All recommendations made by this Committee were presented during the business of CSC, LU, NEO, OPSU, and OSU.

B. Audit, Risk Management and Compliance Review Committee

1. Approval of the Office of Internal Audit's FY 2026 Audit Plan

Audit, Risk Management and Compliance Review Committee Chair Baetz said the Committee recommends Board approval of this Item. (The FY 2026 Audit Plan is identified as ATTACHMENT A and attached to this portion of the minutes.)

> Regent Baetz moved and Regent Taylor seconded to approve the FY 2026 Audit Plan as presented.
>
> Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

C. Facilities Committee

No report. All recommendations made by this Committee were presented during the business of LU, NEO, OPSU, and OSU.

D. Finance Committee

1. Approval of the FY 2026 budgets for the operations and functions of the Board Offices

FINC Committee Member Hall said the Committee recommends approval of this Item. (The FY 2026 budgets for the operations and functions of the Board Offices is identified as ATTACHMENT B and attached to this portion of the minutes.)

> Regent Hall moved and Regent Walker seconded to approve all elements of the proposed FY 2026 Budgets for the operations and functions of the Board Offices as presented.
>
> Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

OFFICE OF INTERNAL AUDIT

PROPOSED INTERNAL AUDIT PLAN

Fiscal Year 2026

Michelle Finley, Chief Audit Executive

Board of Regents for the Oklahoma Agricultural & Mechanical Colleges
Office of Internal Audit
Proposed Fiscal Year 2026 Plan

		% of Effort Estimate	Total Hours
Proposed Projects		30%	3,550
OSU	Student Fees		
OSU	E&G Funds		
OSU-CHS	OSU-CHS Related Entities Agreements		
OSU	Veterinary Medicine Authority Funds to OSU		
OSU/A&M SYSTEM	IT System Vulnerability/Penetration Scans		
OSU SYSTEM	Construction		
OSU	Advisory - Consulting Projects		
SYSTEM	Institutional and State Funding Comparisons/Trends		
Fiscal Year 2025 Projects In-process		10%	1,265
SYSTEM	IT Governance		
OSU	President's Office Transition		
OSU	State Appropriated Funds Received Outside OSRHE		
OSU	College of Agriculture Building Construction		
OSU	Sponsored Programs		
OSU	Athletic Ticket Office		
Audit Recommendation Follow-up		8%	1,000
SYSTEM	Historical Audit Recommendation Implementation Validation		
Investigations		27%	3,200
SYSTEM	EthicsPoint and Other Investigations		
Other Direct Hours and Consulting		17%	2,000
SYSTEM	Contingency and Consulting Projects		
Required Projects		5%	575
OSU	Transit Operations Certification for ODOT		
CSC	Alternate System for Settlement of Higher Education Claims		
LU	Alternate System for Settlement of Higher Education Claims		
NEO	Alternate System for Settlement of Higher Education Claims		
OPSU	Alternate System for Settlement of Higher Education Claims		
OSU	Alternate System for Settlement of Higher Education Claims		
Support Activities		3%	400
Automated Audit Workpapers			
Quality Assurance Activities			
Quarterly and Annual Reporting			
Annual Risk Assessment and Audit Plan			
	Total Effort	**100%**	**11,990**

System Audits will be performed at selected institution(s).
Some projects will be co-sourced with subject matter experts, as needed.

Contingent Projects	
OSU	Tax Reporting
OSU	Restricted Funds
OSU	Treasury Fund
OSU	Sponsored Programs
SYSTEM	General Computing Controls
OSU	Fire Protection Services

BOARD OF REGENTS FOR THE
OKLAHOMA AGRICULTURAL AND
MECHANICAL COLLEGES

OFFICE OF INTERNAL AUDIT

Annual Risk Assessment Methodology

Professional Standards

In the performance of its duties and as required by Oklahoma State Statutes, the Office of Internal Audit must conform to professional standards issued by the Institute of Internal Auditors. Per these standards, the Chief Audit Executive must:

- Perform a documented risk assessment at least annually;
- Establish a risk-based plan based upon results of a risk assessment;
- Determine priorities of the internal audit activity consistent with the organization's goals;
- Request direction and approval by the board of the risk-based plan and any significant interim changes to the plan.

This memo provides a summary of the Office of Internal Audit's approach to complying with these standards through the execution of an annual risk assessment and creation of the Office's Fiscal Year 2026 Audit Plan.

Risk Assessment Methodology

Audit Universe

The Office of Internal Audit's annual risk assessment began with the review of an Audit Universe representing the population of potential audit projects for institutions under the purview of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges. The Audit Universe is comprised of the following key categories of potential audit projects:

- Compliance-Related Audit Projects – Regulatory or statutory compliance requirements
- Process-Related Audit Projects – Significant processes that occur across institutions
- Information Technology-Related Audit Projects – Significant information technology processes that occur across institutions
- Budget-Based Auditable Units – Organizational units within each institution as defined by the fiscal budget

Risk Identification

The Annual Risk Assessment Process in Spring of 2025 included discussions with the presidents from all institutions as well as key senior leadership from the OSU System.

Emerging national risk trends garnered from seminars, professional literature, association meetings, chief audit executive roundtable events, changing legislation, new entities, evolving processes, and historical audit coverage were also considered during this risk assessment process.

Risk Ranking

Risks and associated potential audit projects were ranked after assimilating all sources of information gathered during the Risk Assessment process. The final risk ranking represents a reasoned judgment based upon all known factors and trends. The risk evaluation criteria is discussed below.

Audit Risk Evaluation Criteria

The evaluation of risk is primarily subjective, based upon knowledge gathered by the Office of Internal Audit over time and from multiple sources. Potential sources of information include, but are not limited to, the following:

- Discussion of strategic plans
- Input from key members of governance, multiple meetings with senior management, and institutional leadership
- Office of Internal Audit's professional judgment of audit risk
- Financial impact
- Results of prior audits

Board of Regents for the Oklahoma Agricultural and Mechanical Colleges
Office of Internal Audit
FY 2026 Audit Universe

Audit Project Areas

Process-Related Audit Projects	
Financial Reporting	Cash Handling
Appropriation Funding	Purchasing Card Program
Legislative Appropriation Request	Employee Travel
System Implementation - Technology Upgrade	Departmental Purchasing
Treasury/Liquidity Monitoring & Cash Balances	Capital Projects Financing/Management
Accounts Receivable	Space Utilization/Reporting
Accounts Payable	Investments
Fixed Asset Management	Payroll
Purchasing	Hiring/Termination
Contracts Management	Enrollment Management
Budgetary	Crisis Management
Gift Collection	System Policy/Fraud Policy/Other
Tuition and Fees	

Information Technology-Related Audit Projects	
Applications	Network
Business Continuity/Disaster Recovery	Physical Security
Access Management	Privacy/Records Management
Change Management/Patch Management	Regulatory Requirements
Databases	Risk Management
End Point Management	Server Management and Security
Human Resources	Software Asset Management
Information Security Management	Cyber Security - Threat and Vulnerability Management
Information Technology Governance	Vendor/3rd Party Management
Mobile Devices	IT Governance

Compliance-Related Audit Projects	
State Tax Requirements	CHS Medical Agreements
Federal Tax Requirements	Medical Waste Tracking Act
Payment Card Industry Data Security Standard	Health Information Technology for Economic and Clinical Health Act (HITECH) 2009
Political Activity	Health Insurance Portability and Accountability Act
Open Records Act	Animal Subjects Protections
Occupational Safety and Health Act	The Office of Laboratory Animal Welfare
Charitable Contributions and Gifts	Health Research Extension Act of 1985
Philanthropy Protection Act	Guide for the Care and Use of Laboratory Animals
Gramm Leach Bliley Act	U.S. Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training
Family Educational Rights and Privacy Act	Animal Welfare Regulations
Department of Transportation	Human Subjects Protections
Americans with Disabilities Act	
Fair and Accurate Credit Transaction Act	

Board of Regents for the Oklahoma Agricultural and Mechanical Colleges
Office of Internal Audit
FY 2026 Audit Universe

Audit Project Areas

Compliance-Related Audit Projects (cont'd)

Equal Employment Opportunity Laws
Title IX of the Education Amendment of 1972
Clery Act
Drug Free Schools and Communities Act
Higher Education Opportunity Act
Annual Fire Safety Report on Student Housing
Sponsored Program Compliance
Department of Homeland Security
  Chemicals of Interest
Animal Welfare Act
Laboratory Biosafety
Toxic Substances Control Act
Chemical Facility Anti-Terrorism Standards
Hazardous Materials Transportation Act
Intellectual Property/Technology Transfer
Export Administration Act
NCAA Bylaw Compliance
Medicaid Transformation Waiver
Medical Billing and Reimbursement
45 CFR 46: Protection of Human Subjects
Guidelines for Conduct of Research
  Involving Human Subjects at NIH
Nuremberg Code
World Medical Association Declaration of Helsinki
Export Controls
ITAR - International Traffic in Arms Regulations
EAR - Export Administration Regulations
OFAC - Office of Foreign Assets Control
Fundamental Research Exemption
Bayh-Dole Act
Cost Sharing
Vietnam Era Veterans Readjustment Assistance Act
Section 503 of the Rehabilitation Act of 1973
Fair Labor Standards Act
Immigration and Nationality Act
Employment Retirement Income Security Act
Family Medical Leave Act
Affordable Care Act

Oklahoma State University

Office of the President
Div. of Agricultural Sciences and Natural Resources
Arts and Sciences
Business Administration
Education, Health & Aviation
Engineering, Architecture and Technology
Center for Veterinary Health Sciences
Graduate College/Research and Technology
Library
International Studies and Outreach
Enrollment Management and Marketing
Scholarships and Financial Aid
Administration and Finance
Controller
- Accounting
- Bursar
- Risk Management
- Payroll
- Purchasing
- Budget and Asset Management

Information Technology/Information Management
Public Safety - Police/Transportation Services
Research
Athletics
- Football Attendance Certification
- Athletic Ticket Office
- Camps and Clinics
- Complimentary Admissions
- Eligibility
- Financial Aid
- POSSE
- Playing and Practice Season
- Recruiting
- Student Athlete Employment
- Team Travel
- Athletic Medical Clinics
- Rules Education
- Investigation and Self Reporting Rules
- Drug Policy
- Contracts

Board of Regents for the Oklahoma Agricultural and Mechanical Colleges
Office of Internal Audit
FY 2026 Audit Universe

Audit Project Areas

Oklahoma State University (cont'd)	
Fin., Operational Risk, Compl., and Efficiency	Long Range Facilities Planning/Construction Mgmt.
Grants and Contracts Financial Administration	Student Affairs
Registrar	Academic Services
Human Resources	Extension Service
Facilities Management	Experiment Station

OSU Institute of Technology	
Provost, OSU Polytech & Vice Provost Academic Affairs, OSU System	Vice Provost
	Vice President Fiscal Services
Library	Vice President Operations
Nursing	Vice President Student Services
Division of Engineering Technologies	Computer and Information Services
Division of Creative Arts Technologies	Sponsored Programs and Grants
Division of Automotive and Heavy Equipment	Human Resources/Payroll/Personnel Services
Division of Construction Technologies	Post Office
Division of Arts and Sciences	Physical Plant
Division of Information Technologies	Access and Accommodation Services
Auxiliary	

OSU - Oklahoma City	
Provost, OSU Polytech & Vice Provost Academic Affairs, OSU System	Vice President of Operations and Director of Workforce
	Vice President of Budget and Finance
Vice Provost for Academic Affairs	Division of Human Services
Division of Agriculture Technologies	Auxiliary
Arts and Sciences	Physical Plant
Division of Business Technologies	Student Services
Division of Health Services	Community Relations
Division of Engineering Technologies	Sponsored Programs and Grants

OSU Center for Health Sciences	
Office of the President	Vice President for Administration and Finance Vice President for Student Affairs
Office of the Provost and Vice President	
Dean of the OSU College of Osteopathic Medicine	Vice Pres. for Research and Sponsored Programs/ Grants Related Entities/Cooperative Agreements
Dean of the OSU COM at Cherokee Nation	
Associate Dean for Biomedical Sciences	Compliance
Associate Dean Curriculum & Acad. Success	Auxiliary Operations
Associate Dean of Acad. Affairs & Enroll. Mgmt.	Information Technology/Security
Chief Operating Officer	Human Resources
OSU Physicians Clinics/Practice Plan	Construction/Physical Plant

Board of Regents for the Oklahoma Agricultural and Mechanical Colleges
Office of Internal Audit
FY 2026 Audit Universe

Audit Project Areas

OSU - Tulsa	
Office of the President/Provost	Human Services
Academic Affairs	Physical Plant
Continuing Education	Public Safety
Library	Marketing and Public Relations
Tulsa-Scholarships and Financial Aid	Computing Services
Research and Sponsored Programs/Grants	Auxiliary Services
Budget and Accounting	Student Affairs

Connors State College	
Office of the President	Agriculture
Information Technology	Business
Sponsored Programs and Grants	Communication and Fine Arts
Student Affairs	General Instructional Support
Auxiliary Enterprises	Math and Science
Fiscal Services/Business Office	Nursing
Financial Aid Office	Social Sciences
Human Resources	Academic Support
Federal and State Aid	Library
Operation and Maintenance of Plant	College Farm

Langston University	
Office of the President	Physical Therapy
Fiscal Affairs	LU Tulsa
Operation and Maintenance of Plant	LU OKC
Agriculture	Research and Sponsored Programs/Grants
Arts and Sciences	Public Service
Business	Academic Support
Education	Auxiliary
General Instructional Support/Information Technology	Student Affairs
Nursing	Financial Aid
Online Program	

Northeastern Oklahoma A&M College	
Office of the President	Plant Operation and Maintenance
Chief Information Officer - Information Technology	Human Resources
Academic Support	Auxiliary
Library	Agriculture
Sponsored Programs and Grants	Business and Technology
Student Services	Communication and Fine Arts
Registrar	General Instructional Support

Board of Regents for the Oklahoma Agricultural and Mechanical Colleges
Office of Internal Audit
FY 2026 Audit Universe

Audit Project Areas

Northeastern Oklahoma A&M College (cont'd)

Financial Aid
Dobson Trust Scholarship Support
Fiscal Affairs
Math and Science
Nursing, Allied Health, and Physical Education
Social Sciences

Oklahoma Panhandle State University

Office of the President
Information Technology
Academic Support
Library
College Farm
Student Services
Registrar
Financial Aid
University College
Fiscal Affairs
Plant Operation and Maintenance
Auxiliary
Agriculture
Sponsored Programs
Business and Technology
Education
Liberal Arts
Science, Math, and Nursing

Board of Regents

OSU/A&M Regents Administrative/Executive Offices
Government Relations
OSU/A&M Regents Office of Internal Audit
OSU/A&M Regents Legal Counsel

Affiliate Entities

OSU Foundation
Cowboy Athletics, Inc.
OSU Medical Authority
OSU Alumni Association
OSU Medical Center Foundation
The Innovation Foundation, Inc.
University Center at Tulsa Authority
OSU Medical Trust
OSU Veterinary Medical Authority
Cowboy Techologies, LLC
Connors Development Foundation
LU Foundation
LU Economic Development Authority
LU National Alumni Association
NEO Development Foundation
OPSU Foundation
OPSU Alumni Association
National Center for Addiction Studies and Treatment Foundation
Foundation for the McKnight Center for the Performing Arts

Board of Regents
for the
Oklahoma Agricultural and Mechanical Colleges

Executive Summary
Fiscal Year 2026 Board Assessment

The Executive and Administrative Office, the Office of Legal Counsel, and the Office of Internal Audit (Board Offices) are funded by Board Assessments allocated to the institutions under the Oklahoma Agricultural and Mechanical Colleges Board of Regents (Board).

The proposed Board Offices Budget for Fiscal Year 2026 is $5,952,820, a 2.75% increase from last year. The annual budget for the Board Offices represents 0.30% of all institutional budgets under the purview of the Oklahoma Agricultural and Mechanical Colleges Board of Regents.

The Board Offices continue to optimize resources to provide proactive and quality services to meet the needs of the Board and its institutions.

Board of Regents for the Oklahoma Agricultural and Mechanical Colleges

Board Budgets by Fiscal Year

ATTACHMENT B
pg. 2 of 5

The percent of Board Budgets compared to Institutional Budgets is 0.3% for FY 2026.

Description	FY 2025	FY 2026*
Total Institutional Budgets	$ 1,952,877,220	$ 1,964,929,476
Board Budgets	**5,793,556**	**5,952,820**
Discount/Use of Reserves	(325,000)	-
Discounted Board Assessment	**5,468,556**	**5,952,820**
Board Budget as a % of Institutional Revenue Budgets	**0.30%**	**0.30%**

*Based on the budget summaries provided to the Board prior to the finalized institutional budgets

Proposed Fiscal Year 2026 Board Assessments by Institution

Institutions	FY 2026 Board Assessments
OSU and Constituent Agencies	$ 5,394,564
Connors State College	60,282
Langston University	317,683
Northeastern Oklahoma A&M College	96,902
Oklahoma Panhandle State University	83,388
Total	**$ 5,952,820**

Basis for Board Assessment Allocation

Institutions	Basis for Board Assessment Allocation %
OSU and Constituent Agencies	90.62%
Connors State College	1.01%
Langston University	5.34%
Northeastern Oklahoma A&M College	1.63%
Oklahoma Panhandle State University	1.40%
Total	**100.00%**

Board of Regents for the Oklahoma Agricultural and Mechanical Colleges
Combined Board Offices
Proposed Budget for FY 2026

ATTACHMENT B
pg. 3 of 5

Expenditure Description	FY 2024 Budget	FY 2024 Actual	FY 2025 Budget	FY 2025 Projected Expenditures		FY 2026 Proposed Budget	FY 2026 Budget $ Increase (Decrease) From FY 2025	FY 2026 Budget % Increase (Decrease) From FY 2025
Personnel & Fringe Benefits								
Personnel	$ 3,189,110	$ 3,092,553	$ 3,468,754	$ 3,477,356		$ 3,538,011	$ 69,257	2.00%
Fringe Benefits	1,155,365	1,121,692	1,214,302	1,196,702		1,183,159	(31,143)	(2.56%)
Total Personnel & Fringe Benefits	**$ 4,344,475**	**$ 4,214,245**	**$ 4,683,056**	**$ 4,674,059**		**$ 4,721,170**	**$ 38,114**	**0.81%**
Operating Expenditures								
Supplies and Materials	10,600	11,587	13,500	10,193		12,300	(1,200)	(8.89%)
Books and Periodicals	2,500	62	2,500	-		2,500	-	0.00%
Property, Furniture, and Equipment	312,500	227,777	310,700	318,599		259,650	(51,050)	(16.43%)
Travel	110,500	119,472	136,500	132,127		142,500	6,000	4.40%
Communications	15,500	15,221	17,600	13,656		17,300	(300)	(1.70%)
Contractual Services	552,000	395,268	561,000	628,316	*	722,500	161,500	28.79%
Other Current Expenses	64,200	62,814	68,700	59,571		74,900	6,200	9.02%
Carryforward Funds	-	-	-	-		-	-	0.00%
Total Operating Expenditures	**$ 1,067,800**	**$ 832,202**	**$ 1,110,500**	**$ 1,162,461**		**$ 1,231,650**	**$ 121,150**	**10.91%**
Grand Total Expenditures	**$ 5,412,275**	**$ 5,046,447**	**$ 5,793,556**	**$ 5,836,520**		**$ 5,952,820**	**$ 159,264**	**2.75%**

Board of Regents for the Oklahoma Agricultural and Mechanical Colleges
FY 2026 Salaries and Wages Budget

ATTACHMENT B
pg. 4 of 5

Executive/Administrative Office

Title	Name	FTE	FY 2026 Annual Compensation	
Compensation				
Chief Executive Officer	Jason Ramsey	1.00	$ 360,000	
Director of Public Policy	Steve Thompson	1.00	210,000	
Deputy Director of Public Policy	Karlee Belle Gholson	1.00	84,000	
Office Manager/Executive Assistant to the CEO	Kyla Dawn Eldridge	1.00	84,000	
Executive Administrative Assistant	Nicole Nixon	1.00	53,500	
Administrative Associate	Amy Thomas	1.00	45,000	
Total Compensation			**$ 836,500**	
Fringe Benefits				
Fringe Benefits - 35.08% in FY 2025; 33.51% in FY 2026			280,311	
Total Fringe Benefits			**$ 280,311**	
Total Personnel Costs			**$ 1,116,811**	

Office of Internal Audit

Title	Name	FTE	FY 2026 Annual Compensation	
Compensation				
Chief Audit Executive	Michelle Finley	1.00	$ 268,000	
Assistant Chief Audit Executive - Tulsa	Rick Brewster	1.00	170,000	
Senior Audit Manager - Tulsa	Terry Cloud	1.00	104,200	
Senior Audit Manager	Megan Hannabass	1.00	110,000	
Audit Manager	Mindi Pukstas	1.00	98,000	
Senior IT Audit Manager	Keith Cook	1.00	118,000	
Audit Manager	vacant	1.00	47,675	*
Internal Audit Director - Tulsa	Jamie Simons	1.00	138,000	
Senior Auditor	Charlie Jones	1.00	88,800	
Audit Manager - Tulsa	Paige Mackey	1.00	91,200	
Executive Administrative Associate	Ann Schlotthauer	1.00	55,000	
Office Manager and Executive Asst to the CAE	Mary Smith	1.00	82,000	
Total Compensation			**$ 1,370,875**	
* Budgeted with consideration of a mid-year start date.				
Fringe Benefits				
Fringe Benefits - 35.08% in FY 2025; 33.51% in FY 2026			459,380	
Total Fringe Benefits			**459,380**	
Total Personnel Costs			**1,830,255**	

Office of Legal Counsel

Title	Name	FTE	FY 2026 Annual Compensation	
Compensation				
General Counsel	Steve Stephens	1.00	$ 332,000	
Deputy General Counsel	Brandee Hancock	1.00	186,300	
Senior Staff Attorney	Lyman Lenker IV	1.00	105,000	
Assistant General Counsel	Gaylan Towle II	1.00	122,860	
Associate General Counsel	Clint Pratt	1.00	142,400	
Assistant General Counsel	Erika Artinger	1.00	128,625	
Senior Staff Attorney	Amanda Webb	1.00	105,000	
Assistant General Counsel - Tulsa	Amy Newton	1.00	-	*
Staff Attorney - Tulsa	Caroline Nemecek	1.00	-	*
Paralegal/Legal Assistant - Tulsa	Ann Marie Reynolds	1.00	-	*
Director of Administrative Operations	Cynthia Pearson	1.00	93,450	
Executive Administrative Assistant	Amy Green	1.00	52,500	
Executive Administrative Assistant	Melissa Wadley	1.00	55,000	
File Clerk	One Student Employee		7,500	
Total Compensation			**$ 1,330,635**	
Fringe Benefits				
Fringe Benefits - 35.08% in FY 2025; 33.51% in FY 2026			443,383	
Fringe Benefits Students - 1.26% in FY 2025; 1.13% in FY 2026			85	
Total Fringe Benefits			**$ 443,467**	
* $120,000 salary of Amy Newton, Asst General Counsel, $104,000 salary of Caroline Nemecek, Staff Attorney, and $62,000 salary for Ann Reynolds, Paralegal/Legal Asst fully funded by the OSU-CHS.				
Total Personnel Costs			**$ 1,774,102**	

Board of Regents for the Oklahoma Agricultural and Mechanical Colleges
Summary of Proposed Institutional Budgets

ATTACHMENT B
pg. 5 of 5

Institutions	FY 2025 Institutional Budgets	FY 2026 Proposed Institutional Budgets*	% Total FY 2026 Institutional Budgets	Increase (Decrease) $	Increase (Decrease)** %
OSU and Constituent Agencies	$ 1,771,788,292	$ 1,780,658,295	90.62%	$ 8,870,003	0.50%
Connors State College	19,888,238	19,898,105	1.01%	9,867	0.05%
Langston University	103,187,177	104,862,060	5.34%	1,674,883	1.62%
Northeastern Oklahoma A&M College	30,653,148	31,985,942	1.63%	1,332,794	4.35%
Oklahoma Panhandle State University	27,360,365	27,525,074	1.40%	164,709	0.60%
Total	**$ 1,952,877,220**	**$ 1,964,929,476**	**100.00%**	**$ 12,052,256**	**0.62%**

* Student Aid has been removed from the budgets since it is not consistently reported in a uniform manner in the budget presentations by the institutions.

Note: These institutional budget figures were provided by the institutions in the Summary of Institutional Budget reports.

IX. OTHER BOARD OF REGENTS' BUSINESS

D-1 Personnel item provided for informational purposes only

Mr. Ramsey said the personnel item for the Office of Internal Audit (OIA) is informational in nature, but he wanted to recognize the employment of Ms. Ann Schlotthauer. She joined OIA in May and he has been told she is doing a great job so far. (The Personnel Item is identified as ATTACHMENT A and attached to this portion of the minutes.)

E-1 Authorization for OSU to refresh and perform necessary repairs and maintenance, including furniture, rugs, and linens, at the University House in an amount up to $125,000

Mr. Ramsey presented this Item and requested Board approval. (The supporting document for this Item is identified as ATTACHMENT B and attached to this portion of the minutes.)

> Regent Baetz moved and Regent Callahan seconded to approve Item E-1 as presented.
>
> Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

F-1 Appointment to the Foundation Board for the McKnight Center for the Performing Arts at Oklahoma State University

Mr. Ramsey noted the A&M Board has two appointees who serve on the Foundation Board for the McKnight Center for the Performing Arts (Foundation Board). One appointee is Regent Joe D. Hall, who will continue serving in this capacity. He said a motion is in order to appoint President Hess to the Foundation Board as the other appointee by the A&M Board.

> Regent Hall moved and Regent Taylor seconded to approve Item F-1 as presented.
>
> Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

F-2 Election of Board Officers for FY 2026

Regent Hall said it is his pleasure to nominate the Board Officers for FY 2026.

> Regent Hall moved that the Board elect Regent Rick Walker as Board Chair, Regent Cary Baetz as Vice Chair, and Mr. Jason Ramsey as Secretary, effective

July 1, 2025, through June 30, 2026. Regent Callahan seconded the motion.

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

Comments by Mr. Jason Ramsey, Board CEO

Mr. Ramsey thanked Chair Harrel on behalf of the Board staff for his leadership over the past year. He said it has been a pleasure to work with him. The Board navigated some challenging issues and accomplished many positive things under Chair Harrel's leadership, particularly during the legislative session.

Comments by FY 2025 Board Chair, Mr. Jimmy Harrel

Chair Harrel said it has been an interesting year. He would like to express appreciation to many people and apologized in advance to anyone he may overlook during his comments. He said he sat many times with the late Regent Jarold Callahan during the dark, early morning hours preparing for Board meetings. Regent Callahan was the Board Chair at that time and was trying to help him prepare to become the next Board Chair, though it was a position he was not excited about taking. Regent Harrel said he had a lot more interest in taking the role after Regent Callahan passed away. He wanted to carry on with what Regent Callahan had been trying to accomplish, which was to get OSU back to its land-grant mission. When he took on the position of Board Chair, he had the sole agenda of improving the veterinary school. Many veterinarians had spoken to the Board about the bad shape the school was in. When it was announced that OSU's College of Veterinary Medicine (CVM) was being placed on probationary accreditation status by its accrediting body, the Board really saw the need for change and began working to get CVM back to where it needed to be.

Chair Harrel thanked his fellow Regents for their support. He said he went through two months of daily radiation during his chairmanship, but he tried not to make any issue out of it because he wanted the Board to carry on with its mission.

He said he did not begin his year as Chair with the goal of building a new facility for CVM; his initial goal was just to improve the existing facility. Then Mr. Ramsey introduced him to Dr. Jim Hess, and that meeting completely changed his interest and trajectory. He knew then what he needed to do. Chair Harrel said he wanted OSU to get $100 million to $150 million in funding to improve its existing CVM facilities, but Dr. Hess told him OSU needs a new CVM teaching hospital at a cost of $325 million. Chair Harrel told Dr. Hess at the time he felt that amount was an overreach, and after further discussion it was agreed they would ask for $295 million. In the end, funding for a new OSU CVM was achieved through the persistence and hard work of Dr. Hess and the government affairs staff, with support from the OSRHE and a similarly large funding request from the University of Oklahoma (OU). There are many who helped get this done.

Chair Harrel said he personally advocated for this cause with OK Attorney General, Gentner Drummond, and OK Governor, Kevin Stitt. He said Governor Stitt was very proud of having almost $5 billion in the State's reserves and unspent revenue accounts, but Chair Harrel reminded Governor Stitt it would reflect well on his time as Governor if he spent some of that money to improve the State. He advocated not just for OSU to receive its funding but for OU and Cameron University as well, because he knew it would help OSU's cause. When he called Governor Stitt to thank him for the appropriations for a new CVM at OSU, the Governor thanked him for the reminder to spend some of that money for a lasting impact. Chair Harrel said the Governor and leadership from the State's House of Representatives and Senate all joined in this effort to get OSU the funding it needs for a new CVM.

He shared several stories about his work with previous governors to accomplish great things, which is something he really enjoyed doing over the years. However, he views the $250 million appropriation for OSU to build a new CVM as the culmination of all those years of effort. This is a huge accomplishment, and he is especially proud of all the effort from everyone to make it happen. He appreciates everyone's support along the way, noting it took a lot of work.

Chair Harrel expressed appreciation to Ms. Finley, Mr. Stephens, and Board staff for all their work. He said another person he has not thanked enough is Ms. Eldridge for accommodating his antiquated way of running a meeting. He wants everyone to know he appreciates them, and though it has been challenging at times, it has been a joy to serve as Chair over the past year.

(The audience recognized Chair Harrel with applause.)

L. Meeting adjournment

Regent Walker moved and Regent Hall seconded to adjourn the meeting at approximately 11:35 a.m.

Those voting Aye: Board Members Baetz, Callahan, Hall, Harrel, Poole, Taylor, and Walker. No: None. Abstentions: None. Absent: Arthur and Franklin. The motion carried.

PERSONNEL ITEM

for the

Offices of the A&M Board of Regents

June 13, 2025, Regular Board Meeting

The personnel item listed below is informational in nature and does not require action by the Board.

Executive/Administrative Office

None

Office of Internal Audit

- **Schlotthauer, Ann**, hired as Executive Administrative Associate in the Stillwater office at an annual salary of $55,000, effective May 12, 2025.

Office of Legal Counsel

None

University House Refresh/Repairs Cost Estimate
June 13, 2025

Approval is requested to authorize OSU to perform necessary repairs, routine maintenance, and refresh household items including furniture, rugs, and linens, at the University House in an amount up to $125,000. Estimated costs are provided below.

Item	Cost	Description	Source
Roof Inspection and Gutter Cleaning	$ 1,500	Routine Maintenance	Facilities Mgmt. Quote
HVAC Maintenance/Cleaning	$ 1,206	Routine Maintenance	Facilities Mgmt. Quote
Electrical Repairs	$ 7,500	Routine Maintenance	Facilities Mgmt. Quote
Garage Repairs – Pet Damage	$ 14,360	Repair	Facilities Mgmt. Quote
Patch and Paint Walls & Trim	$ 29,859	Refresh	Facilities Mgmt. Quote
Kitchen Cabinet Carpentry	$ 1,850	Refresh	Facilities Mgmt. Quote
Cabinet Refinish/Touchup	$ 2,500	Refresh	Facilities Mgmt. Quote
Furniture *Furn. spent to date: $ 29,140* *Remaining: $ 12.943*	$ 42,083	Refresh	Estimate provided by Jess Blevins
Rugs *Rugs spent to date: $ 5,482* *Remaining: $ 1,435* *Pet Damage: $ 1,000*	$ 7,917	Refresh	Estimate provided by Jess Blevins
Linens	$ 5,000	Refresh	Estimate provided by Jess Blevins
GRAND TOTAL:	**$ 113,775**		

1032

ATTACHMENT B

BOARD OF REGENTS FOR THE OKLAHOMA
AGRICULTURAL AND MECHANICAL COLLEGES

By: _____

Rick Walker
Board 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 September 12, 2025.

_____

Kyla Eldridge
Office Manager/Executive Assistant to the CEO