

MINUTES

of the

BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL
COLLEGES

for the

JANUARY 25, 2013

Regular Board Meeting

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

January 25, 2013

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MINUTES OF THE MEETING OF THE BOARD OF REGENTS FOR THE OKLAHOMA
AGRICULTURAL AND MECHANICAL COLLEGES, JANUARY 25, 2013

NOTICE OF THIS MEETING WAS FILED WITH THE SECRETARY OF STATE ON SEPTEMBER 19, 2012.

The Board of Regents for the Oklahoma Agricultural and Mechanical Colleges met in the State Room of the Hospitality Services Building on the campus of Oklahoma State University Institute of Technology-Okmulgee, Okmulgee, Oklahoma, on January 25, 2013.

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

Absent: None.

Others present: Mr. Jason Ramsey, Chief Executive Officer; Mr. Robert White, Health and Higher Education Policy Analyst; Ms. Jessica Russell, Director, State Government Relations; Mr. Charles E. Drake, General Counsel; Mr. Cecil F. Strande, Director of Internal Audits; Ms. Shari Brecht, Administrative Associate; and Ms. Cheryl Williams, Administrative Associate.

After the Chief Executive Officer announced a quorum was present and affirmed that all documents had been filed, the meeting was called to order at approximately 10:20 a.m.

MATTERS PERTAINING TO THE BOARD OF REGENTS FOR THE
OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES
OF INTEREST TO ALL THE COLLEGES
MEETING OF JANUARY 25, 2013

Order of Business

Regent Burns moved and Regent Link seconded to approve the Order of Business as presented.

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

January 25, 2013

Approval of Minutes

Regent Helm moved and Regent Davis seconded to approve the minutes of the November 30, 2012, Regular Meeting of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges.

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

Approval of Future Board Meetings

Chairman Lester announced that the next regular meeting of the Board of Regents is scheduled to convene on March 1, 2013, on the campus of Oklahoma State University, Stillwater, Oklahoma. In addition, a meeting is scheduled to convene on April 26, 2013, on the campus of Oklahoma Panhandle State University, Goodwell, Oklahoma. Chairman Lester asked for a motion to confirm this meeting.

Regent Anthony moved and Regent Link seconded to approve the meeting scheduled for April 26, 2013, on the campus of Oklahoma Panhandle State University, Goodwell, Oklahoma.

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

January 25, 2013

OKLAHOMA PANHANDLE STATE UNIVERSITY, GOODWELL, OKLAHOMA

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

Dr. Bryant expressed appreciation to President Bill Path, his wife, Deb, and his staff for the outstanding hospitality. He said the dinner and program last evening were about as good as it gets. It was very enjoyable.

Dr. Bryant reported that fall enrollment was down 6 percent over the prior year, and the spring enrollment is also down approximately 6 percent. OPSU will soon have the exact numbers and will report the preliminary spring enrollment numbers to the Oklahoma State Regents for Higher Education by January 30. With respect to the 6 percent decline in enrollment, Regent Helm asked to what this is attributed. Dr. Bryant said there are two contributing factors. The first is that this is the second consecutive year OPSU has had an unusually high December graduation rate. Usually, the number of December graduates is 40-50 students; however, this year OPSU had 83 students who graduated in December. The second reason is that OPSU has 40 fewer student athletes continuing from fall to spring. Those two factors account for 100 or more students, and that really makes a difference.

Dr. Bryant further reported that OPSU recently finished the Sewer Lagoon Expansion Project and the Noble Center Pool Renovation Project.

Dr. Bryant said OPSU plans to move ahead on refinancing the OPSU Student Housing, LLC, using Master Lease financing. He said approval has been received from the OSU/A&M Board of Regents, the Oklahoma State Regents for Higher Education, and the Oklahoma Legislature. The University has been waiting for the right opportunity to move forward. The next step will be approval by the Council of Bond Oversight, and OPSU is on the agenda for the January 31, 2013, meeting for consideration.

Dr. Bryant provided an update on the 61st annual OPSU Bull Test. The test will be completed January 26, 2013, and the top 70 head will sell in the 61st Annual Performance Test Sale on February 18, 2013. He said this is the longest, continuous running beef bull performance test in the United States.

Dr. Bryant also reported that the Panhandle State Foundation inducted Guymon attorney David Petty and his wife, Sharon, and the Farmer's Elevator, Inc., of Goodwell into the Distinguished Contributor Honor Roll.

Personnel Action

Regent Davis moved and Regent Hall seconded to approve the personnel action regarding the request to change the salary of Dr. Jerry Martin as listed in the OPSU Agenda.

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

The business of Oklahoma Panhandle State University being concluded, Dr. Bryant and Mr. Peters were then excused from the meeting.

OKLAHOMA PANHANDLE STATE UNIVERSITY
Goodwell, Oklahoma

January 15, 2013

Board of Regents for Oklahoma A & M Colleges

Dear Board Members,

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

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

1. OPSU recently finished the Sewer Lagoon Expansion Project and the Noble Center Pool Renovation Project.
2. OPSU now plans to move ahead on refinancing the OPSU Student Housing, LLC (Aggie Apartments) using Master Lease financing. Approvals have been received to date from the A&M Board, OSRHE, and the Oklahoma Legislature. The next step will be funding by the Oklahoma Bonding Authority.

Part B---Resolutions

None

Part C---Policy and Operational Procedures

None

Part D---Personnel Actions

Board approval is requested to increase the salary of Dr. Jerry Martin, professor emeritus of animal science and biology and former dean of agriculture, from the part-time stipend of \$18,305 per year to \$32,000 per year effective January 1, 2013, in recognition of the significant role that he plays in managing the beef bull performance test at OPSU. Dr. Martin has managed the bull test, a full-time job, and taught nutrition classes at OPSU since retiring in 1994.

Part E---Instructional Programs

None

Part F---Budgetary Actions

None

Part G---Other Business and Financial Matters

None

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

None

Part I---New Construction or Renovation of Facilities

None

Part J---Purchase Requests

None

Part K---Student Services/Activities

None

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

None

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

1. The 103 beef bulls consigned to the 61st annual OPSU Bull Test had an average daily gain (ADG) of 4.45 lbs. after completing 84 days of the 112 day performance test. The test will be completed January 26, 2013, and the top 70 head will sell in the 61st Annual Performance Tested Sale, February 18, 2013.
2. The Panhandle State Foundation inducted Guymon attorney David Petty and his wife Sharon and the Farmer's Elevator Inc. of Goodwell into the Distinguished Contributor Honor Roll in November.
3. The January President's Update is attached.
4. The November/December 2012 Summary of Out-of-State Travel is attached.
5. The quarterly FTE report is attached.

Respectfully submitted,



David A. Bryant
President

President's Update

A monthly newsletter from the Office of the President

January 2013

2012 in Review

- The **60th Annual Oklahoma Panhandle State University Performance Tested bull sale** was held February 20, 2012. Sixty-eight bulls brought \$172,825.00 for an average of \$2541.00.
- **Tri-County Electric Cooperative continues their support of OPSU** through an annual \$5,000 donation that is used for academic programs. In addition, the local business contributes to Aggie Athletics and provides funding for OPSU's Community Service Learning program.
- **Panhandle State Foundation** received a \$30,000 grant from the Harold M. and Vera Corbin Hefley Charitable Foundation. The Hefley equipment grant will be used to purchase equipment for the OPSU biology department.
- The **rodeo team** increased their sales from last year by raising approximately \$18,000 at their annual **Top Hand Auction** held in February. **Joe and Nina Webb** of Guymon were named the 2012 Top Hands.
- OPSU's **12th annual Paul Farrell Memorial Art Auction** was held at Pickle Creek Event Center in Guymon and over 200 people attended. The auction topped last year's sales with over \$17,000 raised to benefit the OPSU Art Department and Images Art Club.
- The **Panhandle State Foundation Distinguished Contributors** for 2012 were recognized at the annual donor appreciation banquet in November. Thank you to **David and Sharon Petty** and the **Farmers Elevator Inc.** for their continued support of OPSU.
- In conjunction with programs across the nation, OPSU's **Teacher Education Program** will implement higher restrictions on their students this spring by requiring current background checks for all students who will be entering a public school.
- The **Seaboard Foods and OPSU Partnership** was recognized through the Oklahoma State Regents for Higher Education's Economic Development Grant. The Partnership Recognition Program provides tuition waivers, internships, faculty externships and enhancements such as additional equipment, materials and supplies.
- The **Upward Bound** program received an increase in funding thanks to the effort of **Teri Mora**. The new \$1,309,000 grant will help support 63 area high school students over the next five years, an increase from the 50 students it served in the past. This year 39 students enrolled in the Texas County Upward Bound program at OPSU and completed the 2012 Summer Program.
- In February, OPSU's RN-to-BSN program faculty and staff members hosted a team of evaluators from the **National League for Nursing Accrediting Commission (NLNAC)**. The team found the program to be in compliance and recommended the maximum 8-year reaccreditation to the NLNAC Board of Review and Board of Commissioners.
- OPSU's chapter of the **Student Oklahoma Education Association (SOEA)** received a grant in January from the National Education Association. SOEA members and their advisor, **Jerry Mihelic**, wrote the grant to help fund projects at Goodwell Public School. SOEA was also recognized as **Outstanding Chapter of the Year** for the 2011-2012 year at the annual Spring Convention held in March. In addition to that honor, the chapter also has two state officers for the 2012-13 school year: **Tori Janzen** and **Selma Belts**.
- The **OPSU Programming Team** represented their school well at the 2012 Association of Technology Professionals National Contest held in March. **Jonathan Faulkner** earned first place in the PC Troubleshooting competition, **Klay Kuban**, **Kim Tuttle** and **Zane Green** won Honorable Mentions, and advisor **Diane Murphy** claimed the AITP Faculty "Extra Mile" award.
- **Kimberly Tuttle** was presented with this year's **J.R.P. Sewell Award** at the May commencement ceremony. Kim earned a bachelor of business administration degree in business administration and a bachelor of business administration degree in computer information systems with minors in computer graphics and business administration.

- The **Clock Tower/Carillon** was restored this year thanks to the Companions of the Carillons. The chimes and music can be heard ringing throughout campus once again.
- In accordance with Gov. Mary Fallin's Executive Order 2012-01, **OPSU banned all tobacco use** throughout the campus and all auxiliary property. While warnings were issued in the fall, tickets, similar to campus parking citations, will be issued beginning in the spring for flagrant violations.
- Ten **OPSU School of Education** graduates achieved National Board Certification: **Betty Kincannon, Patricia Ramsey, Alice Marie Pool, Zachary McIntyre, Melissa Watson, Glenda Friesen, Rhonda Gilmore, Linda Oliver, Leta Roberts, and Danna Nelson.**
- In the world of Aggie athletics, **Wayne Stewart** was named Athletic Director and **Laura Nelson** took over as Sports Information Director. New head coaches include **Russell Gaskamp**, football, **Meghan Mulcahy**, softball, and **Charles Terry**, women's basketball.
- The **OPSU Student Athletes of the Year** for 2011-2012 were **Breanna Drayer** and **Jose Mendoza**. Drayer competed in volleyball and Mendoza was a member of the Aggie football team. These student athletes represented the Aggies well in their sports as well as in the classroom.
- **OPSU Rodeo** had four student athletes who qualified for the championship round at the **2012 College National Finals**. **Kaylee Moyer, Weston Taylor, Wyatt Gregg** and **Justin Hegwer** all left the arena in the top ten in the aggregate scoring.
- The **men's rodeo team** finished the fall season ranked number one in the Central Plains Region.
- Aggie athletics shined outside of their sports arenas by taking part in **community service and charitable fundraisers**. **Aggie Football** joined with Victory United Methodist Church in Guymon one Saturday each month in the fall to help clean up and repair houses of homebound members. The football team also helped paint Goodwell HS stadium and assisted Panhandle Centenary UMC in the town clean-up day prior to homecoming. The **volleyball team** held their annual Pink game event and sold pink cookies and t-shirts to raise money for breast cancer awareness. The team raised over \$550 for the cause. Aggie Volleyball also took time off the court to read to local school children and the 2011-2012 team also earned the prestigious **American Volleyball Coaches Association Team Academic award** for the third consecutive year. OPSU's **Baseball** team joined in the fundraising efforts to support breast cancer research by holding their 2nd annual Pink Ribbon Run which brought in \$1,500. **Men's and Women's basketball** continued their long tradition of helping at the annual Golden Senior Olympics held in September. In addition, the **2011-2012 OPSU women's basketball team** led the entire nation in **National Collegiate Athletic Association's (NCAA) Division II three-point scoring.**
- **Jim Holder**, a member of the 2011 OPSU Aggie Hall of Fame class, was nationally recognized posthumously for his contributions to Aggie football as he was inducted into the **College Football Hall of Fame** in July.
- **2012 Aggie Hall of Fame** inductees included Carl Hamilton, Julian "Pee Wee" Miller, Bernard Hill, and the 1993-94 women's basketball team.
- The **OPSU Guymon Classroom** continued its supporting role by offering the Emergency Medical Technology and the Fire Protection Service Technology programs. They also teamed up with local businesses, agencies and organizations to provide cost-effective ways to train employees and offer continuing education credits. The Council on Law Enforcement and Education (CLEET) continuing education courses are one example of this collaboration.
- OPSU student **Katy Doke** and her horse Mr Chics Dig It made OPSU history, winning a title for OPSU at a national show. Doke won the **National Versatility Ranch Horse Association (NVRHA) Intermediate Division** title in Sept. in Colorado Springs, Colo. Also, OPSU Sparklin Gin, a 2-year old filly bred and raised by Channing Hawks and OPSU students, was named the 2012 2-Year-Old Snaffle Bit Futurity Champion at the Kansas State Fair. Jessica Johns purchased her from OPSU and entered her and showed at the Fair. Another OPSU horse, Docs Scarlet Rooster, also competed at the Kansas State Fair and the 2007 gelding was a Finalist in the Junior Western Horsemanship with his rider, Sarah Johnson.

David A. Bryant

David A. Bryant, President

OKLAHOMA PANHANDLE STATE UNIVERSITY
INSTITUTION

SUMMARY OF OUT-OF-STATE TRAVEL AS OF

Nov-Dec12
MONTH

FUND SOURCE	FY13		FY12		FY13		FY12	
	TRAVEL THIS MONTH		CORRESPONDING MONTH		TRAVEL THIS YEAR		CORRESPONDING YEAR	
	NUMBER OF TRIPS	AMOUNT EXPENDED	NUMBER OF TRIPS	AMOUNT EXPENDED	NUMBER OF TRIPS	AMOUNT EXPENDED	NUMBER OF TRIPS	AMOUNT EXPENDED
REVOLVING								
ST APPRO	9	\$ 2,294.83	13	\$ 8,482.66	54	\$ 18,434.58	63	\$ 24,775.05
FEDERAL							2	\$ 988.67
PRIVATE								
AUXILIARY	2	\$ 926.24	1	\$ 3,388.00	7	\$ 2,824.23	3	\$ 4,167.24
OTHER		\$ -		\$ -				
TOTAL	11	\$ 3,221.07	14	\$ 11,870.66	61	\$ 21,258.81	68	\$ 29,930.96

THE OKLAHOMA STATE SYSTEM OF HIGHER EDUCATION
FTE EMPLOYEE REPORT

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

DA Bryant
PRESIDENT

FROM: OKLAHOMA PANHANDLE STATE UNIVERSITY

SUBJECT: FTE EMPLOYEE REPORT FOR FISCAL QUARTER ENDING 12/31/12

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

FTE EMPLOYEE CATEGORIES

	EDUC. AND GEN. BUDGET PART I		EDUC. AND GEN. BUDGET PART II		AGENCY ACCOUNTS OTHER		SUB-TOTAL		TOTAL FTE				
	OTHER		OTHER		OTHER		OTHER						
	FACULTY	REGULAR	STUDENT	FACULTY	REGULAR	STUDENT	FACULTY	REGULAR		STUDENT			
CURRENT QTR	55	52	24	0	1	1	1	4	14	56	57	39	152
PRIOR QTR	27	50	14	1	1	0	1	5	8	29	56	22	107
INC (DEC)	28	2	10	(1)	0	1	0	(1)	6	27	1	17	45
PRIOR FY	38	34	25	0	1	0	0	3	12	38	38	37	113

January 25, 2013

LANGSTON UNIVERSITY, LANGSTON, OKLAHOMA

Dr. Kent Smith, President; Mrs. Angela Watson, Vice President for Administrative and Fiscal Affairs; and Dr. Clyde Montgomery, Vice President for Academic Affairs, appeared before the Board of Regents to present the business of Langston University and review the Agenda for members of the Board.

Dr. Smith said he would like to thank Dr. Path for the wonderful dinner last evening.

Changes to Academic Service Fees

Dr. Smith requested permission to eliminate two fees. He said these requests were recommended to him by a group called the Budget Planning Council. This is a new group on campus that the Vice President for Administrative and Fiscal Affairs and the Executive Director of Enrollment Management co-chair, and includes faculty, staff, and students who review the budget and make budget recommendations.

He said the first request involves the deletion of the undergraduate application fee of \$25 per application. It is believed that deleting this fee will help increase the number of applications that Langston University receives, particularly for undergraduate education. This would help to eliminate a possible barrier that some young people would have to even apply to Langston University. Dr. Smith said at some point in the future he will request approval to implement an enrollment fee where a student would pay a fee upon being accepted to Langston University and going through the enrollment process.

Upon research, Dr. Smith said it was determined that Langston is one of few institutions in the State that still charges a transcript fee. Most institutions are now charging such a fee through an academic fee, and at some point Langston will request such a fee. It is believed this will help Langston be more student friendly as well as alumni friendly.

Regent Burns noted that Langston will offer a maximum of five official transcripts per day. He asked if that is per student per day. Dr. Smith said this is correct as well as for alumni. He said that was his initial question, and that is why he went back to the committee. Research has shown, however, that people generally do not need that many transcripts unless they are applying for graduate school. Langston gets very few requests for many transcripts. This is in line with what peer institutions are doing.

Regent Hall moved and Regent Anthony seconded to eliminate the undergraduate application fee of \$25 per application and the transcript fee of \$2 per official transcript as presented.

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

Personnel Actions

Regent Reese moved and Regent Helm seconded to approve personnel actions Nos. 5-13 as listed in the Langston Agenda.

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

Agreement with Royall & Company

Dr. Smith requested Board approval to enter into an agreement with Royall & Company for recruitment and enrollment management. This would provide Langston with the opportunity to work with a company that would provide direct marketing and recruitment on behalf of the University. Currently, Langston University does not have its own on-line application process. It has been using an application that will no longer be available in 90 days. This means that if Langston does not outsource this service that the University would not only not have a direct marketing or recruitment effort, but it would not have the opportunity to provide an on-line application for prospective students.

Dr. Smith said this also provides Langston the opportunity to have students who wish to do so to apply to Langston University by way of their Smartphone. The other critical piece is that this company will develop recruiting materials and will also help in the recruitment of parents. Most institutions today are having conversations not only with potential students but with the parents, as well. Dr. Smith said he is familiar with this company because of the work it did at his previous institution, and he noted that the relationship was very successful. He also noted that this is the only company of which he is aware that has done a large amount of business with Historically Black Colleges and Universities. He requested Board approval to begin the process of solidifying a contract with Royall & Company. From the moment of approval, it will take approximately four to six weeks to have the operation go live, which means Langston is already behind in the recruitment process.

Regent Hall moved and Regent Reese seconded to authorize Langston University to enter into an agreement with Royall & Company as presented.

Regent Davis said he saw the PowerPoint presentation regarding this matter at the LU-Tulsa and LU-OKC Board of Trustees meeting, and the Trustees unanimously supported the request and recommended to the Board of Regents to move forward with this request. Regent Davis said he puts a lot of trust in President Smith's past experience with the firm and also with its past history with other Historically Black Colleges and Universities.

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

Completion of ADA Enhancements

Dr. Smith said in April, 2012, the Board authorized Langston to move forward with some ADA enhancements. At the time it was estimated to cost approximately \$80,000. After going through the bid process, the bids came back much higher than anticipated. Because Langston was facing some ADA deadlines, interim approval was requested and received from the Chief Executive Officer. He requested the Board's ratification of the request. The bids came in ranging anywhere from \$118,000 to \$179,000, and he requested approval of the bid submitted by Builders Unlimited in the amount of \$118,000.

Regent Reese moved and Regent Anthony seconded to ratify interim approval granted by the Chief Executive Officer to complete ADA enhancements and to accept the bid of Builders Unlimited in the amount of \$118,000.

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

Balance of Agenda

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

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

Regent Anthony reported that Dr. Smith spoke this past Monday in Stillwater on the celebration of Martin Luther King Day. He said he was not able to be present, but he noted that he has received very good reports on the presentation.

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

BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES

Stillwater, Oklahoma 74074

Dear Board Members:

Please approve the following business items for Langston University.

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

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

1. For your information and review, Attachment A displays Langston University's Quarterly FTE Employee Report for the fiscal quarter ending December 31, 2013.

B. RESOLUTIONS: NONE

C. POLICY AND OPERATIONAL PROCEDURES:

1. Approval is requested for Langston University to make the following changes to our Academic Services Fees:
 - (1) Eliminate the current undergraduate application fee of \$25 per application for admission to the University. This request is made to assist in our efforts to remove current impediments to applying to and enrolling at Langston University.
 - (2) Eliminate the current transcript fee of \$2 per official transcript from the University. It is the desire of Langston University to make the process of securing official transcripts a more streamlined and friendly experience for our customers. Once approved, Langston will offer a maximum of five official transcripts per day, and eliminate the requirement for requesters to pay per each request.

The Request for Changes forms required by the Oklahoma State Regents for Higher Education and due by February 1, 2013 can be viewed in Attachment B.

D. PERSONNEL ACTION:

1. **FOR INFORMATIONAL PURPOSES**
Langston University will accept the following notices of resignation:
Mr. Stephen Antwine, Campus Police Officer LU-Tulsa, effective December 17, 2012.
Dr. Patricia Chogugudza, Assistant Professor, English, effective January 1, 2013.
Mr. Kassan Miles, Campus Police Officer, effective January 8, 2013.
Mr. Terrel Ray, Assistant Football Coach, effective November 20, 2012.
2. **FOR INFORMATIONAL PURPOSES**
Langston University will accept the following notices of retirement:
Mrs. Doris Jones, Instructor, Mathematics, effective March 1, 2013.
Dr. William Curtis, Director, Professional Counseling Center, effective March 1, 2013.
3. **FOR INFORMATIONAL PURPOSES**
Langston University issued the following notice of separation:
Ms. Janis Walkingstick, Instructor, English, effective January 31, 2013.
4. **FOR INFORMATIONAL PURPOSES**
Langston University issued the following notices of non-renewal:
Mr. Robert Joseph, Head Football Coach, effective December 31, 2012.
Mr. Michael Pizinski, Assistant Football Coach/Instructor, effective December 31, 2012.
Mr. Joseph Simmons, Assistant Football Coach, effective December 31, 2012.
Mr. Charles King, Vice President, Institutional Equity, effective January 16, 2013.
5. Approval is respectfully requested to employ Dr. Vicky Fondjo, Assistant Professor, Mathematics, effective January 7, 2013 at an annual salary of \$45,000.00.
6. Approval is respectfully requested to employ Ms. Erin Stratton, Instructor, Nursing, LU-Tulsa, effective January 7, 2013 at an annual salary of \$45,000.00.
7. Approval is respectfully requested to employ and commission Mr. Phil Gay, Campus Police Officer, effective January 1, 2013 at an annual salary of \$27,040.00.

8. Approval is respectfully requested to employ and commission Mr. Derek J. Miller, Campus Police Officer/Investigator, effective January 1, 2013 at an annual salary of \$35,360.00.
9. Approval is respectfully requested to employ Mr. Michael Idleman, Assistant Football Coach, effective January 1, 2013 at an annual salary of \$30,000.00.
10. Approval is respectfully requested to employ Mr. Darryl Mason, Assistant Football Coach, effective January 8, 2013 at an annual salary of \$40,000.00.
11. Approval is respectfully requested to modify the salary of Mr. Calvin Miller, Assistant Football Coach **from** \$28,000.00 **to** \$30,000.00, effective January 1, 2013.
12. Approval is respectfully requested to change the status of Mr. Dwone Sanders **from** Assistant Football Coach/Strength & Conditioning Coach at \$40,000.00 on a 12-month basis **to** Head Football Coach at an annual salary of \$60,000.00, effective January 1, 2013.
13. Approval is respectfully requested to change the status of Dr. Marlene White **from** Director, University College at \$60,000.00 on a 12-month basis **to** Associate Professor, School of Education and Behavioral Sciences, on a 12-month basis, at \$60,000.00, effective January 3, 2013.

E. INSTRUCTIONAL PROGRAMS: NONE

F. BUDGETARY ACTION: NONE

G. OTHER BUSINESS AND FINANCIAL MATTERS:

1. Approval is respectfully requested for Langston University to de-commission Officer Stephen Antwine, Campus Police Officer LU-Tulsa Campus.
2. Approval is respectfully requested for Langston University to de-commission Officer Kassan Miles, Campus Police Officer.

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

1. Approval is respectfully requested for Langston University to enter into an affiliation agreement with the following facilities for the training of Nursing and Health Administration students:

*Deaconess Health System, LLC, d/b/a Deaconess Hospital,
Oklahoma City, OK
HCA Health Services of Oklahoma, Inc., an Oklahoma corporation
that owns and operates OU Medical Center,
Oklahoma City, OK
AHS Hillcrest Healthcare System, LLC, Tulsa, OK*

3. Approval is respectfully requested for Langston University to enter into an affiliation agreement with the following facility for the training of Physical Therapy students:
 - Integrus Health, Inc., Oklahoma City, OK*
 - Concentra Health Services, Inc., d/b/a Concentra Medical Center,
Addison, TX*

4. Approval is respectfully requested for Langston University to enter into an agreement with Royall & Company. For more than 20 years, Royall & Company has pioneered new approaches to enrollment management by working one-on-one with universities from across the country, including numerous historically black colleges and universities, to produce measurable results through the development, implementation and analysis of turnkey direct marketing student recruitment campaigns. Royall & Company's expertise in implementing tested, proven marketing strategies to meet specific institutional goals, such as enrollment growth, diversity, and academic quality fits a special niche in this market.

Royall & Company will provide Langston University with marketing strategies to include recruiting high school seniors, and marketing a custom application to high school seniors of interest and our existing inquiry pool. The custom application marketing campaign will afford Langston University many benefits, including personalized communication with students and parents, mobile-optimized experiences, increased application submissions, strategic direction, informed list service and targeting, full online production, ongoing analysis, recommendations, in-market analysis, comprehensive reporting, a custom web application, access to the SENDedu electronic document transfer platform, and a custom My Royall Command Center, which will provide the ability to view inquiries and applications and to build custom reports.

With retention rates falling nationally over the last two decades, recruiting high-caliber academically prepared students is critical for enrollment success. Retention results from Royall & Company's Search program: Retention was 5% higher after the freshman year, 7.7% higher after the sophomore year and 11.7% higher after the junior year. Continued long-term growth and increased net tuition revenue result

from strategically investing in recruitment of high school sophomores, juniors and their parents. Doing so builds a steady pipeline of prequalified inquires to complement the University's high school recruitment strategies, at an estimated cost of \$152,980.00. Funds are available in accounts 121006 and Reserves. This request is pending the approval of Legal Counsel.

I. NEW CONSTRUCTION OR RENOVATION OF FACILITIES:

1. RATIFICATION OF INTERIM APPROVAL

Interim Board Approval was requested, and granted by Mr. Jason Ramsey on December 19, 2012. In the April 2012 A&M Board Agenda, permission was requested and approved to complete said ADA enhancements at a rough estimate of \$80,000. However, after completion of subsequent final design and specifications, and public bidding in compliance with Oklahoma Statutes Title 61, bids were received at the OSU-Purchasing office on November 29, 2012 at 3:00 p. m. This date was after the permissible deadline for inclusion in the November 2012 Board Agenda.

Bids received to complete said project were as follows; 1) Builders Unlimited - \$118,000, 2) Jenco Construction - \$143,000, 3) Diversified Construction - \$179,000. The low bid of \$118,000 represents a 48% increase over original rough estimate. The current Board policy only allows for a 15% increase without additional Board approval.

In view of the Board's policy, permission is respectfully requested to accept the recently received low public bid of \$118,000 to complete the first phase of the OCR-ADA Compliance order. Funding for this project is available in Section 13/New College funding.

J. PURCHASE REQUESTS: NONE

K. STUDENT SERVICES/ACTIVITIES: NONE

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

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

1. Summary of Out-of-State Travel as of November, 2012:

Column (1): Travel This Month

Column (2): Corresponding Month Last FY

Column (3): Amount Expended Current FY

Column (4): Amount Expended Prior FY

FUND SOURCE	NO. of TRIPS (1)	AMOUNT EXPENDED (1)	NO. of TRIPS (2)	AMOUNT EXPENDED (2)	NO. of TRIPS (3)	AMT. EXP. CURRENT FY (3)	NO. of TRIPS (4)	AMT. EXP. PRIOR FY (4)
Revolving	9	\$8,116.94	12	\$10,166.69	32	\$57,109.67	67	\$126,782.88
St. Approp.								
Federal	17	\$15,846.89	16	\$30,608.94	94	\$164,267.32	80	\$132,557.67
Private								
Auxiliary	5	\$3,366.83	3	\$4,460.05	14	\$27,043.42	13	\$17,959.08
Other								
TOTAL	31	\$27,330.66	31	\$45,235.68	140	\$248,420.41	160	\$277,299.63

2. Summary of Out-of-State Travel as of December, 2012:

Column (1): Travel This Month

Column (2): Corresponding Month Last FY

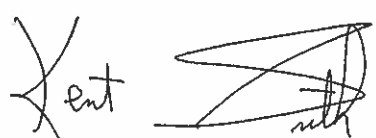
Column (3): Amount Expended Current FY

Column (4): Amount Expended Prior FY

FUND SOURCE	NO. of TRIPS (1)	AMOUNT EXPENDED (1)	NO. of TRIPS (2)	AMOUNT EXPENDED (2)	NO. of TRIPS (3)	AMT. EXP. CURRENT FY (3)	NO. of TRIPS (4)	AMT. EXP. PRIOR FY (4)
Revolving	2	\$3,719.57	6	\$5,289.15	34	\$60,829.24	73	\$132,072.03
St. Approp.								
Federal	10	\$19,225.94	7	\$6,554.46	104	\$183,493.26	87	\$139,112.13
Private								
Auxiliary	1	\$11,156.99	2	\$13,385.67	15	\$38,200.41	15	\$31,344.75
Other								
TOTAL	13	\$34,102.50	15	\$25,229.28	153	\$282,522.91	175	\$302,528.91

All items listed above are respectfully submitted for your approval.

Sincerely,



KENT J. SMITH, JR., Ph.D.
PRESIDENT

FTE Employee Report₁

To: The Governor of Oklahoma, The President Pro Tempore of the Oklahoma Senate, and the Speaker of the Oklahoma House of Representatives
 From: Langston University, Kent Smith
 Subject: FTE Employee Report for Fiscal Quarter Ending 12/31/12

The following information is provided pursuant to 74 O.S. 1981 Section 3602₂

	FTE EMPLOYEE CATEGORIES												TOTAL FTE		
	EDUC & GEN. BUDGET PART I			EDUC & GEN. BUDGET PART II			AGENCY ACCOUNTS: OTHER			SUB TOTAL					
	FACULTY	OTHER		FACULTY	OTHER		FACULTY	OTHER		FACULTY	OTHER				
	REGULAR	STUDENT	REGULAR	STUDENT	OTHER	REGULAR	STUDENT	OTHER	REGULAR	STUDENT	OTHER	REGULAR	STUDENT		
A. FTE Employees for Report Fiscal Quarter	130.48	167.34	17.03	29.31	89.90	18.17		11.71	35.26			160.79	268.95	70.46	500.2
B. FTE Employees for Fiscal Qtr Immediately Preceding Report Qtr	97.93	164.46	10.29	22.88	97.73	18.33		3.95	6.02			121.14	266.14	34.64	421.92
C. Increase or Decrease in FTE Employees (Item A minus Item B)	32.55	2.88	6.74	6.43	-7.83	-0.16		7.76	29.24			39.65	2.81	35.82	78.28
D. Comparable Quarter Last Year	134.07	195.43	18.57	26.99	87.79	21.83		2.34	26.93			161.06	285.56	67.33	513.95

1. File with State Regents' Office by the tenth of the Month following the end of the calendar quarter being reported.
2. The term employee shall mean a "full-time employee or any number of part-time employees whose combined weekly hours of employment equal those of a full-time employee; but shall not include seasonal employees." For this report, the number of FTE employees for the reported quarter can be calculated by dividing by 519 hours (173 hours per month multiplied by three months) the total payroll hours excluding seasonal employees) for the quarter.
3. This figure reflects the total number of FTE employees for the main campus, branch campus(es) and all constituent agencies.

Oklahoma State Regents for Higher Education
Academic Services Fees
FY11 Request for Changes

Other Special Fees

To be effective Fall 2013

Academic Services Fees. Fees assessed students as a condition of enrollment and as a condition of academic recognition for completion of prescribed courses. Such fees are required for all students receiving certain courses of instruction or certain academic services as designated by the institution and shall not exceed the actual cost of the course of instruction or the academic services provided by the institution. These services may include, but shall not be limited to, special instruction, testing, and provision of laboratory supplies and materials.

Changes, Additions or Deletions of Academic Services Fees require State Regents' Approval. OSRHE Policy and Procedures Manual, Budget and Fiscal Affairs, Section 4.18.1.E. Legislation: Title 70 Section 3218.10

Other Special Fees. Fees assessed students for services such as change-of-enrollment, application, admission, transcripts and diplomas, medical malpractice and liability insurance, and any other academic services that do not fit in any other fee category.

Institution Name:

Name of Fee

Course Prefix and Course Numbers

(For multiple courses you may attach a summary list to the back of this form.)

Academic Services Fee Change		Fee to be assessed as indicated below			
Current Fee	\$ 25.00	Per application	x	Lower Division	
Proposed Fee	\$ -	Per application	x	Upper Division	
Change	\$ (25.00)	Per application		Graduate Level	
Is this a new fee? Yes/No ---->	No	Annually		Professional	
Date fee was last changed ---->	Prior to 2000	Date approved by local governing board: ---->		Anticipated 1-25-13	
Comments: This is the elimination of an application fee. The University wishes to reduce any impediments to applying and enrolling.					

Describe the basis for the amount of the fee: Previous fee was based on estimated cost of service.

Describe the use of revenue collected: This will result in a decline of revenue of approximately \$31,000. It is anticipated that an increase will be recommended in June 2013 to the academic records fee (a mandatory fee) to offset the loss of revenue.

Consequence if fee is not approved: This is a reduction in fees. If not approved, the University will waive the application fee requirements.

Was Student comment solicited on this fee change and use of this fee? YES

Explain: Student government president and additional students are included in the Budget Planning Council which makes

Projected New Revenue for FY14	\$ (31,000)
Estimated Revenue for FY13	\$ 31,000
Total Projected Revenue for FY14	\$ -

Oklahoma State Regents for Higher Education

Academic Services Fees

FY11 Request for Changes

Other Special Fees

To be effective Fall 2013

Academic Services Fees. Fees assessed students as a condition of enrollment and as a condition of academic recognition for completion of prescribed courses. Such fees are required for all students receiving certain courses of instruction or certain academic services as designated by the institution and shall not exceed the actual cost of the course of instruction or the academic services provided by the institution. These services may include, but shall not be limited to, special instruction, testing, and provision of laboratory supplies and materials.

Changes, Additions or Deletions of Academic Services Fees require State Regents' Approval. OSRHE Policy and Procedures Manual, Budget and Fiscal Affairs, Section 4.18.1.E. Legislation: Title 70 Section 3218.10

Other Special Fees. Fees assessed students for services such as change-of-enrollment, application, admission, transcripts and diplomas, medical malpractice and liability insurance, and any other academic services that do not fit in any other fee category.

Institution Name:

Name of Fee

Course Prefix and Course Numbers
 (For multiple courses you may attach a summary list to the back of this form.)

Academic Services Fee Change		Fee to be assessed as indicated below			
Current Fee	\$ 2.00	Per transcript	<input checked="" type="checkbox"/>	Lower Division	
Proposed Fee	\$ -	Per Transcript	<input checked="" type="checkbox"/>	Upper Division	
Change	\$ (2.00)	Per Semester	<input checked="" type="checkbox"/>	Graduate Level	
Is this a new fee? Yes/No --->	No	Annually	<input checked="" type="checkbox"/>	Professional	
Date fee was last changed --->	Prior to 2000	Date approved by local governing board: --->	Anticipated 1-25-13		

Comments: This is the elimination of a fee for transcripts. Transcripts will be offered at no charge, limited to 5 per request per day. Special delivery and overnight requests will be subject to a \$25 charge. The elimination of the fee is recommended to streamline the process by which transcripts are issued, making it more consumer friendly.

Describe the basis for the amount of the fee: Previous fee was based on estimated cost of service.

Describe the use of revenue collected: This will result in a decline of revenue of approximately \$10,000. It is anticipated that an increase will be recommended in June 2013 to the academic records fee (a mandatory fee) to offset the loss of revenue.

Consequence if fee is not approved: This is a reduction in fees. If not approved, the process will remain the same, which is inefficient and outdated.

Was Student comment solicited on this fee change and use of this fee? YES

Explain: Student government president and additional students are included in the Budget Planning Council which makes recommendations to the President for Board consideration.

Projected New Revenue for FY14	\$	(10,000)
Estimated Revenue for FY13	\$	10,000
Total Projected Revenue for FY14	\$	-

January 25, 2013

NORTHEASTERN OKLAHOMA A&M COLLEGE, MIAMI, OKLAHOMA

Dr. Jeff Hale, President; Mr. Mark Rasor, Vice President for Fiscal Affairs; and Ms. Shannon Cunningham, Assistant Vice President for Academic Affairs, appeared before the Board of Regents to present the business of Northeastern Oklahoma A&M College and review the Agenda for members of the Board.

Dr. Hale said he was unable to attend the dinner last evening, but he said he has heard that the dinner was amazing, as always.

Dr. Hale referenced the *NEO Update*, which leads with the story of NEO exceeding its target for Complete College America, which is the most comprehensive and ambitious higher education initiative ever undertaken by the State of Oklahoma. He is pleased to report that last year NEO exceeded its goal by producing 451 students earning associate degrees and certificates. That is the largest number of graduates NEO has had since 1991. In addition, the *Update* highlights the Physical Therapy Assistant Program being awarded a ten-year accreditation through the Commission on Accreditation in Physical Therapy Education; NEO student, Abby Hendrickson, being selected to attend the 16th Annual George and Donna Nigh Leadership Scholarship Academy; Melanie Terneus being selected as the Grove Center Administrative Coordinator; NEO hosting its annual junior/senior day on February 7, 2013, in which 800-900 high school juniors and seniors will attend; and updates on some of the student organizations of NEO.

Major Gifts to the NEO A&M College Development Foundation

Dr. Hale said it was an amazing December for the Foundation. He noted that Cinch Connectors, Inc., donated property to the NEO Foundation, which appraises at \$1.25 million. He said the NEO A&M College Development Foundation took possession of the quit claim deed in late December. Dr. Hale said there are a lot of officials in the City of Vinita who had preferred that facility had gone to the City versus the College, and he said he believes it would be good to have the Chairman of the Board, along with NEO's Foundation Board Chairman, State Senators and Representatives, and the Mayor of Vinita come to a meeting and talk about the aspects of this project and how the College and Foundation want to be a good community partner.

Regent Anthony noted that there will be some costs associated with maintaining the facility, and he asked if an estimated cost is known. Dr. Hale said the administration is getting that information together by obtaining insurance quotes because it is believed that will be the big cost since there will not be any operational activities at the facility. There will be some small energy costs just to keep the facility heated and cooled, and there may be some security costs involved. It is believed it will be relatively minimal, and the administration is working on putting those costs together. Mr. Rasor said Steve Grimes is working on a projection for utilities just to keep things from freezing during the winter. He said NEO will probably ask Legal Counsel to prepare a lease so that the College can lease the facility from the Foundation and put it under Risk Management for insurance so it would have a minimal impact with respect to insurance.

Regent Helm asked with the facility being donated to the Foundation if it will be tax exempt with respect to real estate taxes. Dr. Hale responded affirmatively. Regent Anthony asked if the Foundation will underwrite the cost of maintenance. He said these costs add up, especially if it runs six months to a year or two years. Dr. Hale said a shared plan has been discussed with the Foundation. He said the 20,000 square feet of warehouse space is a desirable asset, and it has been reported to the administration that on average the warehouse space with docking capacity could be leased anywhere from \$3 to \$5 per square foot. One of the early initial goals would be to lease that warehouse so that it can generate an income stream on an annual basis to cover any kind of minimal costs of insurance and utilities. Regent Hall asked how much land is involved, and Dr. Hale said it is approximately 13 acres.

Regent Helm said he believed it will cost \$3 to \$4 per square foot to maintain the vacant facility keeping it heated and cooled to a minimal level. He said the administration needs to address from where these funds will come. Regent Anthony asked if NEO will have any restrictions if it chooses to sell the facility. Dr. Hale said there are no restrictions. The only request from the Cinch Corporation was that if at some point NEO did choose to open a facility there that NEO consider incorporating its name somehow.

Dr. Hale said other major gifts to the NEO A&M College Development Foundation include an estate gift in the amount of \$153,919 from Charlein O. Fribley, the receipt of six acres of land located directly northeast of campus from Curtis and Ellen Jurgensmeyer, and a pledge of \$300,000 from the Crossland Construction Company to support the new Multipurpose Athletic Center. Dr. Hale also noted that good friends of Regent Anthony, Willie and Jane Osborn, came to campus this past week and donated \$15,000.

Red Robertson Event Center Project Update

Dr. Hale presented campaign brochures that are being circulated around the City of Miami for the February 12, 2013, vote. Ads are running a few times in the *Miami News Record* for the project. He said the Trust Authority, which was created through the trust indenture to be able to manage the project, was formed in December, 2012, and he presented the latest agenda of the meeting of the Miami Community Facilities Authority that was held about a week ago. NEO is moving forward as if there will be an affirmative vote to try to get prepared to deliver Phase I of that project by August, 2013. Regent Burns asked if there is any organized opposition, and Dr. Hale said none at this point in time. He said the citizens group that was formed has done a really good job and has about 25 different public presentations that are scheduled. The message has been that this is good for the school district, great for the College, a boon for economic development, and a prideful thing that will help this community turn the corner. He said this is an \$11 million project.

High School Invitational Basketball Tournament

Dr. Hale reported that NEO is currently hosting its 68th annual High School Invitational Basketball Tournament on campus. He said 48 teams from four different states tipped off yesterday to begin the tournament.

Request for Academic Service Fees Changes

Dr. Hale presented the proposed new academic course fees, effective with the 2013 fall semester. He said this was presented to the Academic Affairs, Policy and Personnel Committee at its meeting this morning. NEO has a relatively short list of academic service fees. Dr. Hale said NEO's tuition and fee revenue for last year totaled about \$7.5 million, and its academic service fees total approximately \$100,000. It is a very small fraction of the amount of tuition and fee revenue that NEO generates from such fees.

Regent Link reported that the Academic Affairs, Policy and Personnel Committee met with the administration of Northeastern Oklahoma A&M College regarding approval of proposed changes to academic service fees. The Committee acted to recommend Board approval of the administrative recommendation as presented.

Regent Link moved and Regent Helm seconded to approve the academic service fees, effective with the 2013 fall semester, as presented.

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

Personnel Actions

Dr. Hale presented the personnel actions, and he highlighted the appointments of Sherard Poteete as Head Football Coach and the appointment of Matthew Gleason as Controller/Assistant Vice President for Fiscal Affairs.

Regent Anthony moved and Regent Link seconded to approve the personnel actions as presented in the NEO Agenda.

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

Instructional Programs

Dr. Hale asked Ms. Cunningham to present the curricular requests as listed in the NEO Agenda. Ms. Cunningham presented the requests, which involve a program modification to the Associate in Arts Degree in Music; curricular changes to the one-year Certificate in Childhood Development and the Associate in Arts Degree in Early Childhood Education; and the deletion of the one-year Certificate in Medical Office Assistant.

With respect to the one-year certificates, Regent Helm asked how many students are receiving these certificates and if it is believed that such programs enable NEO to keep those classes full as well as to, hopefully, get these students to continue their education to receive an associate's degree. Ms. Cunningham said NEO is improving its numbers of those who complete the certificate programs. She said the Certificate of Mastery in Child Development is actually part of a grant program, and that is the reason those early learning guidelines are so important to NEO. NEO does graduate several in that program. In Agriculture, NEO has a two-year certificate program in Equine and Ranch Management, and the hope is that when students complete that 45 hours that they will continue and take the next 15 hours to get an associate degree.

Purchase Requests

Dr. Hale asked Mr. Rasor to present the purchase requests. Mr. Rasor presented the requests involving the purchase of Process Technology equipment in the estimated amount of \$104,000; the payment of property and content insurance premiums for FY 2013 to the Office of Management and Enterprise Services in the estimated amount of \$110,414.96; and the purchase of a new ID card system in the estimated amount of \$150,000.

2013 Real Property Master Lease Potential Project Listing

Dr. Hale said as an information item, he wished to make the Board aware that NEO has two projects it is considering to be included in the Oklahoma State Regents for Higher Education 2013 Real Property Master Lease Program. One project is improvements to Shipley Hall. It is the oldest building on campus; it is the general education classroom building; and it produces more credit hours than any other building on campus. The second project is the Synar Farm campus upgrade project. The administration has not made a final decision whether it will move forward with these projects, but he wanted to make the Board aware of these potential projects.

Balance of Agenda

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

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

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

NORTHEASTERN OKLAHOMA A&M COLLEGE
Miami, Oklahoma
January 25, 2013

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

Dear Board Members:

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

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

1. President's Remarks

- December 2012 "NEO Update"

2. Major Gifts to the NEO A&M College Development Foundation

a. Cinch Connectors Corporation Gift.

The NEO A&M College Development Foundation was recently the recipient of property donated by Cinch Connectors, Inc. The gift, appraised at \$1.25 million, includes the 87,252 square foot Cinch production facility which sits on 12.39 acres in Vinita. The facility includes space that had been used for offices and assembly, as well as warehouse space with dock access.

Cinch Connectors is a division of Belfuse which is headquartered in Jersey City, New Jersey. Cinch has operated an assembly, molding, machining facility in Vinita, at 820 N. Wilson for the past 41 years. In July, Cinch announced it would close its Vinita facility and relocate to McAllen, Texas.

NEO A&M College and the NEO Foundation, along with the A&M Board of Regents and leadership from the City of Vinita, soon will begin the process of developing a short term, intermediate and long range plan for the NEO-Cinch campus.

b. Charlein O. Fribley Estate Gift.

The NEO A&M College Development Foundation received an estate gift in the amount of \$153,919. The Charlein O. Fribley Estate Scholarship awards will be made available each fall and spring term. The fund will be used to support scholarships for students with financial need enrolled at NEO.

c. Curtis and Ellen Jurgensmeyer Gift.

The NEO A&M College Development Foundation was the recipient of six acres of land located directly northeast of campus. Donated by Curtis and Ellen Jurgensmeyer, the land is valued at \$60,000 and is instrumental for future campus growth.

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

2. Major Gifts to the NEO A&M College Development Foundation (Cont'd.)

d. Crossland Family Gift.

The Crossland Construction Company has pledged a \$300,000 donation to support the new Multipurpose Athletic Center (MAC) being built on the NEO campus. The building will house the College's new wrestling program as well as indoor facilities for both the baseball and softball programs, along with a softball locker room. The MAC is expected to be completed by August 2013.

3. Red Robertson Event Center Project update

- a. Campaign brochure (provided at Board meeting)
- b. Printed advertisements (provided at Board meeting)
- c. Miami Community Facilities Authority (MCFA) agenda (provided at Board meeting)

4. High School Invitational Basketball Tournament

The annual High School Invitational Basketball Tournament will be held January 24, 25, and 26, 2013. This is the 68th year that NEO has hosted this tournament. This year we have 48 teams from Oklahoma, Missouri, Kansas and Arkansas participating and the tournament continues to be the largest high school basketball tournament in the nation.

PART B - RESOLUTIONS

None

PART C - POLICY AND OPERATIONAL PROCEDURES

1. Request for Academic Service Fees Changes

Board approval is requested for proposed new academic course fees, effective fall semester 2013, as depicted in the following table.

Academic Course Fee Request								
Course #	Course Title	Hrs	Current Lab Fee	Proposed Lab Fee	Justification	Fall Enrollment	Spring Enrollment	Total Enrollment
EQNE2012	Basic Horsemanship	2	0	\$20 per course	To help cover the cost of equipment, supplies provided by the college and used by the student	17	10	27
EQNE2022	Advanced Horsemanship	2	0	\$20 per course	To help cover the cost of equipment, supplies provided by the college and used by the student	0	15	15
FRMT2223	Livestock Production	3	0	\$20 per course	To help cover the cost of student travel to and from various livestock production facilities	0	12	12
FY#1011	First Year Experience	1	0	\$10 per course	To provide resources for student engagement activities, retention activities, and team building activities	803	124	927
PTEC1213	Instrumentation	3	0	\$20 per course	To help cover the cost of supplies & equipment provided by the college and used by the student	15	0	15
PTEC2013	Safety, Health & Environment	3	0	\$15 per course	To help cover the cost of supplies & equipment provided by the college and used by the student	0	15	15
PTEC2124	Process Technology I - Equipment	4	0	\$30 per course	To help cover the cost of supplies & equipment provided by the college and used by the student	15	0	15
PTEC2134	Process Technology II - Systems	4	0	\$30 per course	To help cover the cost of equipment, supplies provided by the college and used by the student	0	10	10
PTEC2224	Process Technology III - Operations	4	0	\$30 per course	To help cover the cost of equipment, supplies provided by the college and used by the student	0	10	10
OTHER SPECIAL FEES								
Application Fee - Associate Degree Nursing Program			0	\$40 each application	To help cover the cost associated with processing applications, including supplies and personnel	0	140	140

PART D - PERSONNEL ACTIONS

Approval is requested for the following personnel actions:

1. Employment

Approval is requested for the following employment:

- a. Sherard Poteete, Head Football Coach, effective December 18, 2012 to be paid an annual salary (12-month appointment) of \$60,000. This is a replacement for an employee who retired.
- b. Matthew Gleason, Controller/Assistant Vice President for Fiscal Affairs, effective December 1, 2012, to be paid an annual salary of \$50,000. This is a replacement for an employee who was promoted.

2. Change of Title

- a. Amanda Burrows, Equine Judging Head Coach, effective January 1, 2013.

3. Information Requiring No Action By the Board

- a. Glenda Bachman, English instructor, deceased December 2, 2012.

PART E - INSTRUCTIONAL PROGRAMS

Board approval is requested for the following program modification, curricular changes and program deletions (see Reference Document #1), to be effective fall semester 2013. The requests will be submitted to the Oklahoma State Regents for Higher Education pending approval of the Board.

1. Program Modification

Associate in Arts degree in Music. *Replace current program with new options in Performance (vocal or instrumental or combined), Pre-Music Education, and Music Theatre. We believe the addition of these options will enhance and broaden the opportunities for our students and will aid in the transfer of our students into four year institutions within these majors.*

2. Curricular Changes

- a. Associate in Arts Degree in Early Childhood Education. *Requesting a modification to our Early Childhood Education program to include 9 core hours of required courses. This change will ensure that students are learning the material needed to be competent in this field.*
- b. One Year Certificate in Childhood Development. *Requesting a modification of our current Certificate of Mastery in Child Development to delete one course required, Nutrition for Children, and the addition of one required course, Activity Planning. The content covered in Nutrition for Children is currently covered in the nutrition component of Health and Safety of Preschoolers, a required course in the curriculum. The addition of one required course, Activity Planning, will help to ensure that students are covering one of the key objectives of the program in lesson planning.*

PART E - INSTRUCTIONAL PROGRAMS3. Certificate Program Deletion

One Year Certificate in Medical Office Assistant. *Requesting the deletion of this certificate program.* We feel the skills necessary for a career in this field are not attainable through this one year certificate program and courses are offered on a bi-annual basis which means students would need two years to complete this one year certification. The Two Year Certificate in Medical Office Assistant will still be available for students.

4. Reverse Transfer Agreement with Rogers State University

Board approval is requested to enter into an agreement with Rogers State University (RSU), Claremore, Oklahoma, for reverse transfer of academic credit (see Reference Document #2). The purpose of this agreement is to permit former eligible and interested NEO students with a minimum of 45 earned credit hours from NEO to transfer certain course work from RSU back to NEO A&M College to complete requirements for the associate degree. Students will be required to provide written permission to transfer credits from RSU to NEO. This agreement has been reviewed and approved by A&M Board Legal Counsel.

PART F - BUDGETARY ACTIONS

None

PART G - OTHER BUSINESS AND FINANCIAL MATTERS1. O.S.R.H.E. 2013 Summer Academy Grant, "E.D.U.C.A.T.E. M.E."

Northeastern Oklahoma A&M College received notification from the Oklahoma State Regents for Higher Education that we have been approved for funding of a 2013 Summer Academy Grant, "E.D.U.C.A.T.E. M.E.," – Exceptional Direction United in Culture, Academics, Technology, and Excitement in Medical Education, in the amount of \$19,500. We request permission to accept the grant and expend the funds according to the Grant guidelines.

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

None

PART I - NEW CONSTRUCTION OR RENOVATION OF FACILITIES

None

PART J - PURCHASE REQUESTS

Board authorization is requested for the following purchases:

1. Authorization is requested to solicit bids and award the lowest and best bid a purchase order for Process Technology equipment at an estimated cost of \$104,000. The purchase will be funded from U.S. Department of Labor Trade Adjustment Assistance Community College & Career Training Grant.
2. Authorization is requested to pay the property and content insurance premiums for FY 2013 to Office of Management and Enterprise Services, Risk Management Division, for all equipment and buildings on the campus at the estimated total cost of \$110,414.96 with a \$50,000 deductible. The estimated replacement value of the buildings and contents is \$139,119,489. The funding will be from the E&G and Auxiliary Budgets (housing, student union and bookstore).
3. Authorization is requested to purchase a new I.D. card system for NEO A&M College at the estimated cost of \$150,000. The proposed agreement will allow for annual renewals upon mutual agreement. Funding will be provided by the student I.D. fee.

PART K - STUDENT SERVICES/ACTIVITIES

None

PART L - NEW BUSINESS UNFORSESEEN AT TIME AGENDA WAS POSTED

None

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

1. 2013 Real Property Master Lease Potential Project Listing

The Oklahoma State Regents for Higher Education requested academic institutions to provide a 2013 Real Property Master Lease Potential Project Listing. We are not requesting board approval for each individual project at this time; however, at the time of a future bond issuance, we will request Board for financing as has been the usual practice in past issuances. The new projects are:

	<u>Project</u>	<u>Projected Cost</u>
a.	ShIPLEY Hall improvements	\$4.2 million
b.	Synar Farm campus upgrade	\$800,000

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

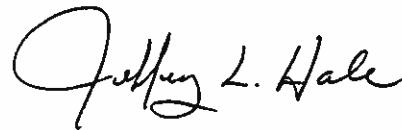
2. Out-of-State Travel Summary

The Summary of Out-of-State Travel for November and December 2012 is attached.

3. OSRHE FTE Employee Report

The OSRHE FTE Employee Report for the fiscal quarter ending December 31, 2012 is attached for your information.

Respectfully Submitted,

A handwritten signature in black ink that reads "Jeffery L. Hale". The signature is written in a cursive style with a large initial "J".

Dr. Jeffery L. Hale
President

Northeastern Oklahoma A&M College
Summary of Out-of-State Travel as of November 2012

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

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

FUND SOURCE	No. Trips (1)	AMOUNT EXPENDED (1)	No. Trips (2)	AMOUNT EXPENDED (2)	No. Trips (3)	AMT. EXP. CURRENT FY (3)	No. Trips (4)	AMT. EXP. PRIOR FY (4)
Revolving								
State Approp.	8	2,568.61	6	3,188.32	30	12,918.51	20	7,010.66
Federal	1	1,252.08	0	0	8	7,924.37	1	53.48
Private								
Auxiliary	1	1,431.28	0	0	4	3,745.64	3	994.77
Other								
Total	10	5,251.97	6	3,188.32	42	24,588.52	24	8,058.91

Summary of Out-of-State Travel as of December 2012


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

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

FUND SOURCE	No. Trips (1)	AMOUNT EXPENDED (1)	No. Trips (2)	AMOUNT EXPENDED (2)	No. Trips (3)	AMT. EXP. CURRENT FY (3)	No. Trips (4)	AMT. EXP. PRIOR FY (4)
Revolving								
State Approp.	3	1,400.82	0	0	33	14,319.33	20	7,010.66
Federal	2	1,850.22	1	1,282.46	10	9,774.59	2	1,335.94
Private								
Auxiliary	1	40.42	0	0	5	3,786.06	3	994.77
Other								
Total	6	3,291.46	1	1,282.46	48	27,879.98	25	9,341.37

THE OKLAHOMA STATE SYSTEM OF HIGHER EDUCATION FTE EMPLOYEE REPORT

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


PRESIDENT

From: Northeastern Oklahoma A&M College

Subject: FTE Employee Report for Fiscal Quarter Ending DECEMBER 31, 2012

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

FTE Employee Categories

	EDUC & GEN BUDGET PART I			EDUC & GEN BUDGET PART II			AGENCY ACCOUNTS: OTHER				SUB TOTAL			TOTAL FTE
	FACULTY	OTHER		FACULTY	OTHER		FACULTY	OTHER		FACULTY	OTHER			
		REGULAR	STUDENT		REGULAR	STUDENT		REGULAR	STUDENT		REGULAR	STUDENT		
Current Quarter	94	100	6	0	9	11	1	35	6	95	144	23	262	
Prior Quarter	73	98	3	0	10	5	1	29	2	74	137	10	221	
Increase or Decrease	21	2	3	0	(1)	6	0	6	4	21	7	13	41	
Comparable Quarter Last Year	79	86	6	0	5	13	0	24	4	79	115	23	217	

1. File with State Regent's Office by the tenth of the Month following the end of the calendar quarter being reported.
2. The term employee shall mean a "full-time employee or any number of part-time employees whose combined weekly hours of employment equal those of a full-time employee; but shall not include seasonal employees." For this report, the number of FTE employees for the reported quarter can be calculated by dividing by 519 hours (173 hours per month multiplied by three months) the total payroll hours excluding seasonal employees for the quarter.
3. This figure reflects the total number of FTE employees for the main campus, branch campus(es) and all constituent agencies.



OSU A&M Board
CURRICULUM REQUESTS

January 25, 2013

Music

Associate in Arts Program Modification: Addition of options

Program Modification: Replace current program with new options

Northeastern Oklahoma A&M College requests a modification of this program to add Options in Performance (Vocal or Instrumental or Combined), Pre-Music Education, and Music Theatre. The addition of these options will enhance and broaden the opportunities for our students by giving students more options as they pursue a Music degree. This modification will also aid in the transfer of our students into four-year institutions within these majors.

Childhood Development

One-Year Certificate in Childhood Development: Curricular change

Curricular Change: Deleting one course and addition of one course

Northeastern Oklahoma A&M College requests a modification of our current Certificate of Mastery in Child Development. The change is precipitated by a revision of the certificate and a comparison of the Early Learning Guidelines courses and requirements. This modification will bring this certificate more in line with those requirements and objectives. The request is to delete one course required, Nutrition for Children, and the addition of one required course, Activity Planning. The content covered in Nutrition for Children is currently covered in the nutrition component of Health and Safety of Preschoolers, a required course in the curriculum. The addition of one required course, Activity Planning, will help to ensure that students are covering one of the key objectives of the program in lesson planning.

Childhood Education

Associate in Arts degree in Early Childhood Education: Curricular Change

Curricular Change: Rearranging and adding courses to the program requirements

Northeastern Oklahoma A&M College requests a modification to our Early Childhood Education program to include 9 core hours of required courses. This change was precipitated by a review of the program and a comparison of the Early Learning Guidelines courses and objectives. The addition of this core of required course will develop and promote a sound pedagogical base for this degree. This change will ensure that students are learning the material needed to be competent in this field.

Medical Office Assistant**One-Year Certificate in Medical Office Assistant: Program Deletion**

Program Deletion: Deleting one-year certificate but keeping two-year certificate

Northeastern Oklahoma A&M College requests the deletion of this certificate program. The skills necessary for a career in this field are not attainable through this one year certification program and courses are offered on a bi-annual basis which means students would need two years to complete this one year certification. The Two-Year Certificate in Medical Office Assistant will still be available for students.

**Reverse Transfer Agreement for Associate Degree Completion
Northeastern Oklahoma A&M College and Rogers State University**

Northeastern Oklahoma A&M College (NEO) and Rogers State University (RSU) have entered into a Reverse Transfer Agreement (hereinafter "Agreement") and hereby agree as follows:

1. The purpose of this Agreement is to permit eligible and interested students to transfer certain course work from RSU back to NEO in order to complete requirements for an associate degree. The process is called reverse transfer.
2. NEO and RSU will partner to provide students an opportunity for reverse transfer while maintaining the integrity of their separate programs.
3. Students enrolled at RSU who previously attended NEO and have completed at least forty-five hours at NEO will be eligible for reverse transfer credit to complete their degree.
4. Separate academic records for students will be maintained at each institution.
5. Authorized employees of NEO and RSU will have access to personally identifiable information about the students who are eligible for reverse transfer, and agree that the respective employees have a legitimate educational interest. Each institution will take reasonable steps to maintain the confidentiality of all student information as required by FERPA.
6. NEO will notify students of their eligibility for the program.
7. NEO will verify academic credentials for the associate degree have been met once the transcript is received from RSU. NEO will notify students that they have met the degree requirements.

Agreed to this _____ day of _____, 2012.

NEO A&M Representative

RSU Representative

**Northeastern Oklahoma A & M College Development Foundation
Balance Sheet**

	31-Dec-12	31-Dec-11
ASSETS		
Bank Accounts		
Security Bank Accounts	\$ 215,177.05	\$ 214,989.76
FNB of Miami-Clubs and Orgs	<u>187,414.12</u>	<u>113,175.05</u>
Total Bank Accounts	402,591.17	328,164.81
Certificates of Deposit		
CD-B Quapaw (IBC)	30,607.84	30,607.84
CD-EJ Grieshaber (Security)	16,257.13	16,126.46
CD - Clubs and Orgs (Welch)	<u>20,000.00</u>	<u>20,000.00</u>
Total Certificates of Deposit	66,864.97	66,734.30
Accounts Receivable	100,560.00	215,891.00
Investments		
Bank of Oklahoma	1,866,366.76	1,426,451.17
T-Note - #3 British Flyers	15,000.00	15,000.00
Vanguard	<u>503,783.76</u>	<u>229,131.10</u>
Total Investments	2,385,150.52	1,670,582.27
Land	<u>1,411,500.00</u>	<u>101,500.00</u>
TOTAL ASSETS	<u>\$ 4,366,666.66</u>	<u>\$ 2,382,872.38</u>
LIABILITIES AND EQUITY		
Liabilities		
Clubs and Organizations	<u>\$ 208,092.55</u>	<u>\$ 166,825.52</u>
Equity		
General Scholarships (300 Accounts)	26,778.06	16,965.94
Endowed Scholarships (400 Accounts)	697,958.30	164,660.10
Other Restricted Funds (500 Accounts)	2,209,930.19	897,117.98
Unrestricted Funds (700 Accounts)	23,564.97	12,624.97
Endowment Funds (800 Accounts)	1,226,023.27	1,231,006.52
Other Equity	<u>(25,680.68)</u>	<u>(106,328.65)</u>
Total Equity	4,158,574.11	2,216,046.86
TOTAL LIABILITIES AND EQUITY	<u>\$ 4,366,666.66</u>	<u>\$ 2,382,872.38</u>



NOTICE OF REGULAR MEETING AND AGENDA
OF THE MIAMI COMMUNITY FACILITIES AUTHORITY
WEDNESDAY, JANUARY 16, 2013
5:15 PM
MIAMI CIVIC CENTER
129 5th Ave NW, Miami, Oklahoma 74354

Filed in the Office of the City Clerk and posted in the main lobby and the north outside entryway of the
- Miami Civic Center at 4:00 PM on January 15, 2013


Alicia Hogan, Records Clerk

THE TRUST MAY DISCUSS, CONSIDER, AND VOTE ON ANY ITEM LISTED IN THIS AGENDA:

1. Call to Order Jeff Hale
2. Invocation
3. Pledge of Allegiance Jeff Hale
4. Citizens' Input and Unscheduled Personal Appearances Jeff Hale
Note: Each person will be limited to 3 minutes on agenda items only. The purpose of this agenda item is to provide an opportunity for citizens' comments on agenda items. Trust members do not engage in discussion under this agenda item, and staff members are directed not to. If you seek discussion or inquiry, please contact your Trust member or the Office of the Trust Manager.
5. Meeting Minutes: Special – January 02, 2013 Trustees
6. Approve the FY 2012/2013 Budget in Accordance with State Statute Title 60 O.S. Sec 176g Jeff Bishop
7. Update from Citizen's for a Progressive Miami Rich Lillard
8. Selection of The Baker Group as Bond Advisors and Johanning and Byrom P.C. as Financial Legal Counsel for the Red Robertson Event Center Project Trustees
9. Finding of Facts Supporting Use of the At-Risk Construction Management Process Jeff Bishop/
David Anderson
10. Selection Process for At-Risk Construction Management Jeff Bishop
11. Ratification of Trust Manager's Decision to Proceed with Process to Select At-Risk Construction Management Services Jeff Bishop
12. Professional Services Agreement with Architects in Partnership David Anderson
13. Ratification of Trust Manager's Decision to Authorize Red Robertson Field Property Survey Jeff Bishop
14. Professional Services Agreement with Wallace Engineering David Anderson
15. Future Project Planning Trustees
16. Adjournment

January 25, 2013

CONNORS STATE COLLEGE, WARNER, OKLAHOMA

Dr. Tim Faltyn, President; Dr. Ron Ramming, Vice President for Academic Affairs and Student Affairs; and Ms. Shirley Twilley, Vice President for Fiscal Services, appeared before the Board of Regents to present the business of Connors State College and review the Agenda for members of the Board.

Dr. Faltyn expressed appreciation to Bill and Deb Path and the staff of OSUIT. He said he and his staff certainly appreciated the hospitality.

Dr. Faltyn reported on enrollment, which reflects that head count enrollment is down 1.67 percent for all campuses, which was anticipated. He reported that Connors has a 115 percent increase in off-campus students due to the increased number of on-line courses being offered in addition to the concerted effort to increase concurrent enrollment. Dr. Faltyn said the largest decrease is reflected at the Warner campus. The new financial aid restrictions seem to be impacting the traditional enrollment the most. He noted that credit hour enrollment is down 2.28 percent, which is approximately 520 credit hours.

Dr. Faltyn referenced the *Connors Connection* and reviewed the articles for the Board. The articles include Connors hosting its 50th annual Bull Test Sale, which is the second oldest bull test and sale in the state behind OPSU; CSC hosting the 2013 Southeast Region Legislative Luncheon at Pete's Place in Krebs, Oklahoma, which had the largest turnout in the history of this event; Connors now having full services on all three campuses with respect to enrollment, financial aid, etc.; the continued support from the Kirschner Foundation in providing financial assistance to handicapped students studying at Connors, grants for Summer Academy Camps, as well as assistance to nursing students to purchase textbooks; the candlelight vigil held in honor of student-athlete Anthony Hartfield, Jr.; Connors being featured on OETA with respect to its participation in the Oklahoma Community Anchor Network; Connors being selected as a Certified Healthy Campus earning a Merit certification, which will help open up all kinds of grant opportunities; and the article on Dr. Stuart Woods, who has raised over \$1 million in grants and organized a Summer Academy program for the College.

OSRHE Master Real Property Lease Projects Requests

Dr. Faltyn requested Board approval for authorization to take the necessary steps to enter into the OSRHE Master Real Property Lease 2013 Program. He said this request was discussed with members of the Fiscal Affairs Committee. He referenced the proposed letter that would be sent to Chancellor Glen Johnson that Connors be allowed to send the appropriate documents to the State Regents as well as requesting permission to participate in the Master Real Property Lease Program. The projects include the renovation of the A. D. Stone Student Union Building on the Warner Campus in the estimated amount of \$5,500,000 and the construction of the Nursing/Allied Health Facility at the Three Rivers Port Campus in Muskogee in the estimated amount of \$8,000,000.

Regent Davis said the Fiscal Affairs Committee met with the administration of Connors State College regarding approval of actions required to submit potential projects and documents to the Oklahoma State Regents for Higher Education for submission to the Master Real Property Lease 2013 Program and to purchase items in accordance with purchasing policy and procedures, pending receipt of Master Real Property Lease funding. The Committee acted to recommend approval of the administrative recommendation.

Regent Davis moved and Regent Helm seconded to authorize Connors State College to submit potential projects to the Oklahoma State Regents for Higher Education (OSRHE) for inclusion in the Master Real Property Lease 2013 Program; to submit the appropriate documents to the OSRHE upon request to fund these projects through the Master Real Property Lease Program; and to purchase the Master Real Property Lease Program items in accordance with purchasing policy and procedures, pending receipt of Master Real Property Lease funding.

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

Healthcare Services, Reimbursement and Business Associate Agreements with Stigler Health and Wellness Center, Inc.

Dr. Faltyn requested Board approval to enter into agreements with Stigler Health and Wellness Center, Inc. (SHWC), in connection with providing healthcare services for students, employees, and patrons of Connors State College. The proposed agreements, along with a handout distributed by the administration, are included as a part of the Connors Agenda, which is attached.

Dr. Faltyn noted that Dr. Maurice Payne, the doctor who held office hours on the Connors campus for the last 20 years, passed away a few months ago. This is a solution to replace his services. The current arrangement was that the CSC Health Services Office was staffed by a part-time LPN for 30 hours per week, and until the end of September, 2012, Dr. Payne was available on campus on Tuesdays from 10:00 a.m. – 1:00 p.m. The proposed agreement would provide for the Health Services Office to be open five days a week at the Warner Campus while classes are in session and be staffed by a Physician's Assistant from Stigler one day per week. The handout includes the budget information for years FY10 through FY12. Dr. Faltyn said this does not involve many students. Connors has approximately 600 students on the Warner campus for the spring semester, and last year a total of 141 students, 11 faculty, and 42 staff visited the Health Services Office. He said the individual's insurance will cover the cost of the visit, and if an individual does not have insurance, the College will charge a \$15 co-pay. Dr. Faltyn said his understanding is that Stigler will be reimbursed through some other type of insurance agreement.

Dr. Faltyn said what is being reflected in the handout is that if Connors does not spend \$10,000 per year for a physician once a week that it would be able to cover the cost of the co-pays for individuals who do not have health insurance. Based on last year, 54 of the 194 individuals who visited the center did not have health insurance. Dr. Faltyn said this is a fairly complex request, and he would be glad to have Dr. Ramming answer any questions.

Regent Anthony said he is certainly supportive of the intent, but when he reviewed the agreement he had some concerns. One concern is that the agreement states that, "the purpose of this contract is to provide comprehensive health services." He said comprehensive health services are not just office visits and could include lab work, testing, X-rays, MRIs, etc. He said he knows Connors is not in the position to provide these services; however, when the agreement states that Connors is responsible for the billing of uninsured individuals, it is a concern to him. Also, the agreement does not address the liability issue. Regent Anthony said he is concerned about there being large expenses involved with other services. He said he believes the language needs to be changed. Dr. Faltyn said he is certainly open to that. He said the agreement specifically covers physical office visits and mental health counseling, and Regent Anthony said the agreement really does not state that.

Dr. Faltyn said the way it was explained to him is that "comprehensive health services" was included in the agreement because SHWC has the capability of providing these services. He said he would be glad to change that language. Dr. Ramming said the agreement is that Connors would be out a maximum of \$15 for any individual for office visits. SHWC has all of the services available. It is a federally qualified health care center and is able to work with patients whether they have insurance or not. Regent Anthony said this is the intent; however, in reading the agreement if an individual incurs substantial charges, he does not see any language that specifically states the responsibility of the College is just for office visits and mental health counseling. Dr. Faltyn said the agreement was reviewed and approved by Legal Counsel, and Dr. Ramming said these questions were not asked specifically. Dr. Faltyn said these questions can be asked, and the agreement can be changed accordingly.

Chairman Lester asked Dr. Faltyn if he is ready to move forward with this request. Dr. Faltyn said he would have Legal Counsel review that particular statement about comprehensive health services and is ready to move forward, or, if the Board would prefer, he will bring the request back to the Board at its next meeting.

Regent Anthony moved that the Board approve the request to enter into agreements with Stigler Health and Wellness Center, Inc., with the specific admonition that the term "comprehensive health care" be modified and some language specifically delineated regarding the cost responsibilities of the school, subject to Legal Counsel's approval. Regent Hall seconded the motion.

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

Approval to Select a Construction Manager At Risk to Assist in the Design and Construction of a Nursing and Allied Health Building

Dr. Faltyn requested Board approval to select a Construction Manager At Risk for the design and construction of a new Nursing and Allied Health Building. He said this matter was discussed with members of the Fiscal Affairs Committee at its meeting this morning.

Regent Davis reported that the Committee met with the administration of Connors State College regarding approval to select a Construction Manger At Risk for the design and construction of a new Nursing and Allied Health Building on the Connors State College Three Rivers Port Campus in Muskogee, Oklahoma. The Committee acted to recommend Board approval to select Crossland Construction, Tulsa, Oklahoma, as the Construction Manager At Risk for this project.

Regent Davis moved and Regent Helm seconded to select Crossland Construction, Tulsa, Oklahoma, as the Construction Manager At Risk for the design and construction of a new Nursing and Allied Health Building on the Connors State College Three Rivers Port Campus in Muskogee, Oklahoma.

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

Approval to Select an Architect to Assist Connors State College in the Design and Construction of a New Nursing and Allied Health Building

Dr. Faltyn requested Board approval to select an Architect to provide professional services for the design and construction of a new Nursing and Allied Health Building on the Connors State College Three Rivers Port Campus in Muskogee, Oklahoma. He said this matter was also discussed with members of the Fiscal Affairs Committee.

Regent Davis reported that the Committee met with the administration of Connors State College regarding approval to select an Architect to provide professional services for the design and construction of a new Nursing and Allied Health Building on the Connors State College Three Rivers Port Campus in Muskogee, Oklahoma. He reported that the Committee acted to recommend Board approval to select Architects In Partnership (AIP), Norman, Oklahoma, as the Architect for this project.

Regent Davis moved and Regent Hall seconded to select Architects In Partnership (AIP), Norman, Oklahoma, as the Architect to provide professional services for the design and construction of a new Nursing and Allied Health Building on the Connors State College Three Rivers Port Campus in Muskogee, Oklahoma.

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

Purchase of ID Card System

Dr. Faltyn requested approval to increase the previously approved purchase order amount of \$126,000 to \$146,000 for an ID card system. He said NEO Vice President Rasor was correct when he anticipated NEO's new ID system would cost about \$150,000. Connors has just gone through that process.

Regent Helm suggested that NEO and Connors work together regarding the purchase of the ID card system because the schools may be able to get a better deal by working together. He said the institutions may have different needs so it may not be possible, but he asked that this be considered. Dr. Faltyn indicated they would work on this together.

Approval of Academic Service Fees

Dr. Faltyn requested Board approval to implement or increase the academic service fees as outlined in the Connors Agenda. He said this request was discussed with members of the Academic Affairs, Policy and Personnel Committee.

Regent Link reported that the Committee met with the administration of Connors State College regarding approval to implement or increase academic service fees. The Committee acted to recommend Board approval of the administrative recommendation.

Regent Link moved and Regent Davis seconded to authorize Connors State College to implement or increase the academic service fees as presented.

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

Balance of Agenda

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

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

NEO/Connors Judging Team Competition

Regent Link said he would like to host a rematch of the NEO/Connors judging team competition. He said he would make his facilities available as he did last year and will select a date that is convenient to both institutions. Dr. Faltyn said he is honored that Regent Link is again willing to host this event.

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

CONNORS STATE COLLEGE

Warner, Oklahoma

January 25, 2013

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

Dear Board Member:

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

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

1. *Personal Remarks – Dr. Tim Faltyn*
 - *Connors Connection*

B. RESOLUTIONS:

None

C. POLICY AND OPERATIONAL PROCEDURES:

None

D. PERSONNEL ACTIONS:

None

E. INSTRUCTIONAL PROGRAMS:

None

F. BUDGETARY ACTIONS:

None

G. OTHER BUSINESS AND FINANCIAL MATTERS:

1. OSRHE Master Real Property Lease Program Projects Request

- a. Board approval is requested to authorize the College administration to submit potential projects to the Oklahoma State Regents for Higher Education for inclusion in the Master Real Property Lease Program pursuant to O.S. 70-3206.6a.
- b. Board approval is also requested to submit the appropriate documents to the OSRHE upon request to fund these projects through the Master Real Property Lease Program.
- c. Board approval also is requested to purchase the Master Real Property Lease Program items in accordance with purchasing policy and procedures, pending receipt of Master Real Property Lease funding. (See attachment.)

H. CONTRACTUAL AGREEMENTS (other than construction and renovation)

1. Healthcare Services, Reimbursement and Business Associate Agreements with Stigler Health and Wellness Center, Inc.

Board approval is requested to enter into the attached agreements with Stigler Health and Wellness Center, Inc., in connection with providing healthcare services as needed for the students, employees and patrons of Connors State College. These agreements have been reviewed by Legal Counsel.

I. NEW CONSTRUCTION OR RENOVATION OF FACILITIES:

1. Approval to Select a Construction Manager At Risk to Assist in the Design and Construction of a Nursing-Allied Health Building

Board approval is requested to select a Construction Manager at Risk for the design and construction of a new Nursing and Allied Health Building on the Connors State College Three Rivers Port Campus in Muskogee, Oklahoma. The new Nursing and Allied Health Building will house laboratories, classrooms, student services, and faculty offices.

Approval to begin the selection process for a Construction Manager At Risk was given at the Board of Regents' meeting held on September 14, 2012.

Funding for the work through the schematic design phase will be provided by CSC reserves. Further funding will likely come from a combination of donations, CSC reserves and other legal available funds. The initial work will provide schematic design and cost estimates for the project. The project is estimated to cost \$9 million.

The selection process began on September 19, 2012, when a letter was sent to the State Construction Administrator at the Department of Central Services requesting the list of consultants registered with that office. A list of 71 firms was provided. On October 1, 2012, a Project Notification was sent to the 71 firms informing them of the intent of the College to engage a construction manager at risk for the project and inviting them to advise of their

interest. Fourteen firms submitted Letters of Interest. Based on criteria of the initial screening, the Selection Committee recommended nine firms for interview. The interviews were held on the Connors State College (West Campus) in Muskogee, Oklahoma, on December 5, 2012.

In the opinion of the Selection Committee, three of the nine firms interviewed are capable of completing the work for this project. In order of receipt of their Letters of Interest, these firms are:

CMS Willowbrook, Tulsa, Oklahoma
Crossland Construction, Tulsa, Oklahoma
Oakridge Construction, Tulsa, Oklahoma

President Tim Faltyn, CSC, Nigel Jones and Mike Buchert, OSU Long Range Facilities Planning, are coordinating the project.

2. Approval to Select an Architect to Assist Connors State College in the Design and Construction of a New Nursing and Allied Health Building

Board approval is requested to select an Architect to provide professional services for the design and construction of a new Nursing and Allied Health Building on the Connors State College Three Rivers Port Campus in Muskogee, Oklahoma. The new Nursing and Allied Health Building will house laboratories, classrooms, student services, and faculty offices.

Approval to begin the selection process for an architecture firm was given at the Board of Regents' meeting held on September 14, 2012.

Funding for the work through the schematic design phase will be provided by CSC reserves. Further funding will likely come from a combination of donations, CSC reserves and other legal available funds. The initial work will provide schematic design and cost estimates for the project. The project is estimated to cost \$9 million.

The selection process began on September 19, 2012, when a letter was sent to the State Construction Administrator at the Department of Central Services requesting the list of consultants registered with that office. A list of 82 firms was provided. On October 1, 2012, a Project Notification was sent to the 82 firms informing them of the intent of the College to engage an architect for the project and inviting them to advise of their interest. Twenty-one firms submitted Letters of Interest. The Selection Committee met, having reviewed the Letters of Interest, and selected seven firms to invite for interviews on December 4, 2012. The interviews were held at Connors State College on the West Campus in Muskogee, Oklahoma.

In the opinion of the Selection Committee, three of the seven firms interviewed are capable of completing the project. In order of receipt of their Letters of Interest these firms are:

Beck Design, Tulsa, Oklahoma
Architects In Partnership (AIP), Norman, Oklahoma
Dewberry, Tulsa, Oklahoma

President Tim Faltyn, CSC, Nigel Jones and Mike Buchert, OSU Long Range Facilities Planning, are coordinating the project.

J. PURCHASE REQUESTS:

1. ID Card System

Approval is requested to increase the previously approved purchase order amount of \$126,000 to \$146,000.

2. Data Wiring

Approval is requested to purchase labor, materials, equipment and services to install additional data cable drops in Holloway Hall in the amount of \$23,750.

K. STUDENT SERVICES/ACTIVITIES:

1. Academic Service Fees

Approval is requested to implement or increase the attached academic service fees.

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 November and December, 2012, attached.*
2. *FTE Employee Report for 2nd Qtr. of FY 2012-13, attached.*
3. *Livestock Sales Report for 2nd Qtr. of FY 2012-13, attached.*
4. *Veterinary Payments Report for 2nd Qtr. of FY 2012-13, attached.*
5. *Academic Calendar for 2013-2014, attached.*

Respectfully submitted



Dr. Tim Faltyn
President



Office of the President

January 15, 2013

Dr. Glen Johnson, Chancellor
Oklahoma State Regents for Higher Education
655 Research Parkway
Oklahoma City, Oklahoma 73104

Chancellor Johnson:

By authority received on January 25, 2013, from the OSU/A&M Board of Regents, Connors State College respectfully submits the following list of potential projects for inclusion in the 2013 Oklahoma State Regents for Higher Education's Master Real Property Lease submission to the Governor and legislative leadership within the first seven (7) days of the 2013 legislative session, pursuant to Oklahoma Statutes Title 70 Section 3206.6a. The potential projects are:

- **Renovation of A.D. Stone Student Union, Warner Campus** – this project is estimated at \$5,500,000. The Student Union renovation will consist of approximately 31,850 square feet in an existing one-story building on the Warner campus that will include kitchen, cafeteria, ballroom, student activity, office space, campus and community meeting rooms and computer labs.
- **Nursing/Allied Health Facility Construction, Muskogee: Three Rivers Port Campus** – this project is estimated at \$8,000,000. Construction of a 33,000 square foot facility to house Nursing and Allied Health education, laboratories, classrooms, student activities and services space, and faculty offices.

Connors State College appreciates your assistance in this matter. Please contact Shirley Twilley, 918-463-6358 or shirley.twilley@connorsstate.edu, if additional information is needed.

Sincerely,

Dr. Tim Faltyn
President

Cc: Amanda Paliotta
Sheri Mauck
Jason Ramsey
Shirley Twilley

Stigler Health and Wellness Center, Inc.
And
Connors State College

Now on this, the ____ day of _____ this agreement is entered into between the Stigler Health and Wellness Center, Inc., hereinafter referred to as "SHWC", and Connors State College, hereinafter referred to as the "CSC".

The purpose of this contract is to provide comprehensive health services, as well as for the practical application of good health prevention measures, by the SHWC staff to students, staff, and visitors attending or employed by "CSC" or otherwise accessing healthcare on the "CSC" campus. "CSC" agrees to engage SHWC for the purpose of providing comprehensive health services as needed for students, employees, and patrons of the campus.

"Stigler Health and Wellness Center, Inc." agrees:

1. To serve in the capacity of medical provider for "CSC".
2. To be available for consultation with "CSC" staff as needed.
3. To be accessible by telephone to discuss patients as needed.
4. To consult with corporate officers as needed.
5. To maintain all necessary licenses according to State and Federal laws.
6. To participate in medical peer and utilization review as requested.
7. To maintain medical records on all patients.
8. To review program as needed and make necessary changes which are agreeable and beneficial to either/both parties to ensure sustainability of operations.
9. To give written 60 day notice of termination of this agreement unless termination is agreed upon by both parties.

"Connors State College" agrees:

1. To be available for consultation with "Stigler Health and Wellness Center" staff as needed.
2. To be accessible by telephone to discuss patients as needed.
3. To consult with corporate officers as needed.
4. To maintain all necessary licenses according to State and Federal laws.
5. To participate in medical peer and utilization review as requested.
6. To provide necessary support services to "SHWC" for successful administration of operations (administrative and clinical).
7. To reimburse "SHWC" as noted in the attached "Reimbursement Schedule"
8. To review program as needed and make necessary changes which are agreeable and beneficial to either/both parties to ensure sustainability of operations.
9. To give written 60 day notice of termination of this agreement unless termination is agreed upon by both parties.

Reimbursement Agreement Between
Stigler Health and Wellness Center
and
Connors State College

Connors State College agrees to reimburse Stigler Health and Wellness Center according to the following terms and conditions:

Patients eligible for Medicaid: SHWC will bill Medicaid directly.

Patients with Private Insurance Coverage: SHWC shall bill patients' insurance according to standard billing procedures and codes.

Private Pay: (patients with no coverage)
Patient will apply for the sliding fee scale and SHWC will directly bill "CSC" the minimum office visit fee. (See below)

Office Visit Fees:

Minimum <u>Medical</u> Office Visit	\$15.00
Minimum <u>Mental</u> Health Office Visit	\$15.00

This contract entered into beginning on this, the _____ day of _____, _____, between Stigler Health and Wellness Center, Inc. and Connors State College for the provision of comprehensive healthcare services shall remain in effect until:

- a. Both parties agree to modify or terminate agreement
- or
- b. Either party gives a (60) day written notice of cancellation

APPROVED:

Dr. Tim Faltyn
President
Connors State College
Rt. 1 Box 1000, Warner, OK 74469

Date

Teresa Huggins
Chief Executive Officer
Stigler Health and Wellness Center, Inc.
1505 E. Main St., Ste. A, Stigler, OK 74462

Date



**HIPAA DOCUMENT -
RETAIN FOR MINIMUM OF 6 YEARS**

**HIPAA/HITECH AMENDMENTS
BUSINESS ASSOCIATE AGREEMENT**

This Business Associate Agreement ("Agreement"), effective _____ ("Effective Date"), is entered into by and between _____ (the "Business Associate") and _____ (the "Covered Entity").

The Business Associate is a _____ and the Covered Entity is a federally qualified health clinic or community health center located in Stigler, Oklahoma. The Parties have an existing Agreement dated _____ ("Original Agreement") under which the Business Associate regularly uses and/or discloses Protected Health Information ("PHI") in its performance of the Services described below. Both Parties are committed to complying with the Standards for Privacy of Individually Identifiable Health Information under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). This Agreement sets forth the terms and conditions pursuant to which PHI that is provided by, or created or received by, the Business Associate from or on behalf of the Covered Entity will be handled between the Business Associate and the Covered Entity and with third parties during the term of their existing Agreement and after its termination. In consideration of their mutual promises set forth below, the Parties agree as follows:

1. Permitted Uses and Disclosures of Protected Health Information

1.1 Services. Pursuant to this Agreement, Business Associate will provide services for the Covered Entity that involve the use and/or disclosure of PHI. Except as otherwise specified herein, the Business Associate may make any and all uses of PHI as necessary to perform its obligations under this Agreement and the Original Agreement and other present or future responsibilities, so long as such uses are permitted under HIPAA. All other uses not authorized by this Agreement and the Original Agreement are prohibited. Moreover, Business Associate may disclose PHI for the purposes authorized by this Agreement only (i) to its employees, subcontractors and agents, in accordance with Section 2.1(d); (ii) as directed by the Covered Entity; or (iii) as otherwise permitted by the terms of this Agreement including, but not limited to, Section 1.2(b) below.

1.2 Business Activities of the Business Associate. Unless otherwise limited herein, the Business Associate may:

- a. Use the PHI to fulfill its legal and business responsibilities provided that such uses are permitted under state and federal confidentiality laws.
- b. Disclose the PHI to third parties for the purpose of fulfilling its legal and business responsibilities if the Business Associate represents to the Covered Entity, in writing, that (i) the disclosures are required by law, or (ii) the Business Associate has received from the third party written assurances regarding its confidential handling of the PHI.
- c. Use and disclose PHI only if such use or disclosure is in compliance with each applicable requirement of 45 C.F.R. § 164.504(e), standards for business associate contracts.

2. Responsibilities of the Parties with Respect to Protected Health Information

2.1 Responsibilities of the Business Associate. With regard to its use and/or disclosure of PHI, the Business Associate hereby agrees to do the following:

- a. use and/or disclose the PHI only as permitted or required by this Agreement or as otherwise required by law;
- b. report to the Covered Entity's Privacy Officer, in writing, within three (3) business days of the Business Associate's discovery of any use and/or disclosure of the PHI that is not permitted or required by this Agreement;
- c. use appropriate safeguards to prevent unauthorized use and/or disclosure of such PHI;
- d. mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of PHI by Business Associate in violation of the requirements of this Agreement;
- e. require all of its subcontractors and agents that receive or use, or have access to, PHI under this Agreement to agree, in writing, to adhere to the same restrictions and conditions on the use and/or disclosure of PHI that apply to the Business Associate pursuant to this Agreement;
- f. make available all records, books, agreements, policies and procedures relating to the use and/or disclosure of PHI to and upon the request of the Secretary of HHS;
- g. upon prior written request, make available to the Covered Entity during normal business hours at Business Associate's offices all records, books, agreements, policies and procedures relating to the use and/or disclosure of PHI for purposes of determining the Business Associate's compliance with the terms of this

Agreement. This information shall be provided within fifteen (15) days of Covered Entity's written request;

[Option H.1: If Covered Entity elects to provide accounting on behalf of Business Associate.]

- h. within fifteen (15) days of receiving a written request from the Covered Entity, provide such information as is requested by the Covered Entity to permit the Covered Entity to respond to a request by an individual for an accounting of the disclosures of the individual's PHI;

[Option H.2: If Covered Entity elects to provide list of business associates to person requesting accounting.]

- * respond to individual requests for an accounting of disclosures made directly to Business Associate within fifteen (15) business days of receiving such written request.
- i. within fifteen (15) business days of a request by the Covered Entity, Business Associate agrees to comply with Covered Entity's request to accommodate an individual's access to his/her PHI. In the event an individual contacts Business Associate directly about access to PHI, Business Associate shall forward such request to Covered Entity within three (3) business days and shall respond pursuant to instructions from Covered Entity;
- j. subject to Section 5.4 below, return to the Covered Entity or destroy, within 30 days of the termination of this Agreement, the PHI in its possession and retain no copies (which for purposes of this Agreement shall mean destroy all backup tapes and computer files that contained the PHI);
- k. comply with the HIPAA Security Rule provisions relating to: (a) Administrative Safeguards (45 CFR § 164.308); (b) Physical Safeguards (45 CFR § 164.310); (c) Technical Safeguards (45 CFR § 164.312); (d) Policies and Documentation (45 CFR § 164.316); and (e) Breach Notification requirements (45 CFR § 164.400-164.414).
- l. comply with the HIPAA Privacy Rule requirements to the same extent required by Covered Entities (as that term is defined by 45 CFR § 160.103).as required, by the HITECH Act, §§ 13401 and 13404,
- m. disclose to its subcontractors, agents or other third parties, and request from the Covered Entity, only the minimum PHI necessary to perform or fulfill a specific function required or permitted hereunder; and
- n. Business Associate shall keep a record of its disclosures of PHI and agrees to make information regarding disclosures of PHI available to Covered Entity within

fifteen (15) days of a request by Covered Entity. Business Associate shall provide, at a minimum, the following information: (i) the date of disclosure; (ii) the name of the entity or person who received the PHI, and the address of such entity or person if known; (iii) a brief description of the PHI disclosed; (iv) a brief statement regarding the purpose and explanation of the basis of such disclosure; and (v) the names of all individuals whose PHI was disclosed.

- o. promptly report to Covered Entity any unauthorized use or disclosure immediately upon becoming aware of it; and will permit Covered Entity to investigate any such report and to examine Business Associate's premises, records and practices.

2.2 Safeguards for Protection of PHI. Without limiting any other requirements set forth in this Agreement, Business Associate agrees that it (a) will protect and safeguard from any verbal and written disclosure all confidential information regardless of the type of media on which it is stored (e.g., paper, fiche, etc.) with which it may come into contact in accordance with applicable statutes and regulations, including, but not limited to HIPAA; (b) implement and maintain appropriate policies and procedures to protect and safeguard the PHI; and (c) use appropriate safeguards to prevent use or disclosure of PHI other than as permitted by this Agreement or required by law. Business Associate acknowledges that Covered Entity is relying on the administrative, physician and security safeguards of Business Associate in selecting Business Associate to provide services.

Responsibilities of the Covered Entity. With regard to the use and/or disclosure of PHI by the Business Associate, the Covered Entity hereby agrees:

- a. to inform the Business Associate of any changes in the form of notice of privacy practices (the "Notice") that the Covered Entity provides to individuals, and provide the Business Associate a copy of the Notice currently in use;
- b. to inform the Business Associate of any changes in, or withdrawal of, the consent or authorization provided to the Covered Entity by individuals with respect to the individual's PHI;
- c. to notify the Business Associate, in writing and in a timely manner, of any arrangements permitted or required of the Covered Entity, including, but not limited to, restrictions on use and/or disclosure of PHI agreed to by the Covered Entity that may impact the use and/or disclosure of PHI by the Business Associate under this Agreement; and
- d. that Business Associate may make any use and/or disclosure of PHI for purposes for which the law does not require consent or authorization, except uses or disclosure for research purposes are not permitted without prior approval by the Covered Entity.

3. Additional Responsibilities of the Parties with Respect to Protected Health Information

3.1 Responsibilities of the Business Associate with Respect to Handling Designated Record Sets. If the Parties agree in writing that the PHI is a Designated Record Set, the Business Associate agrees to do the following:

- a. at the request of, and in the time and manner designated by the Covered Entity, provide access to the PHI to the Covered Entity or the individual to whom such PHI relates, or a representative, in order to meet a request by such individual; and
- b. at the request of, and in the time and manner designated by the Covered Entity, make any amendment(s) to the PHI that the Covered Entity directs, so long as the Covered Entity makes the determination that the amendment(s) has been, or could be, relied upon by the Business Associate or others to the individual's detriment who is the subject of the PHI to be amended.

3.2 Responsibilities of the Covered Entity with Respect to Handling Designated Record Sets. If the Parties agree in writing that the PHI is a Designated Record Set, the Covered Entity agrees to do the following:

- a. notify the Business Associate in writing of any PHI that the Covered Entity seeks to make available to an individual and the time, manner and form in which the Business Associate shall provide such access; and
- b. notify the Business Associate in writing of any amendment(s) to the PHI in the possession of the Business Associate that the Business Associate shall make and inform the Business Associate of the time, form and manner in which such amendment(s) shall be made.

4. Representations and Warranties

4.1 Mutual Representations and Warranties of the Parties. Each party represents and warrants to the other party:

- a. that all personnel in its workforce, and any agents or subcontractors, whose services may be used to fulfill obligations under this Agreement are or shall be appropriately informed of the terms of this Agreement and shall comply with all provisions of this Agreement; and
- b. that it will reasonably cooperate, inform and communicate with the other party in the performance of the mutual obligations under this Agreement.

5. Terms and Termination

5.1 Term. This Agreement shall become effective on the Effective Date and shall have the same term as the Original Agreement, unless terminated as provided in this Section 5. In

addition, certain provisions and requirements of this Agreement shall survive its expiration or other termination in accordance with Section 7.3 herein.

5.2 Termination by the Covered Entity. The Covered Entity may immediately terminate this Agreement and any related agreements if the Covered Entity makes the determination that the Business Associate has breached a material term of this Agreement. Alternatively, the Covered Entity may choose to: (i) provide the Business Associate with 30 days written notice of the existence of an alleged material breach; and (ii) afford the Business Associate an opportunity to cure the alleged material breach upon mutually agreeable terms. Nonetheless, in the event that mutually agreeable terms cannot be achieved within 30 days, Business Associate must cure the breach to the satisfaction of the Covered Entity within 15 days. Failure to cure in the manner set forth in this paragraph is grounds for the immediate termination of this Agreement.

5.3 Termination by Business Associate. The Business Associate may immediately terminate this Agreement and any related agreements if the Business Associate makes the determination that the Covered Entity has breached a material term of this Agreement. Alternatively, the Business Associate may choose to: (i) provide the Covered Entity with 30 days written notice of the existence of an alleged material breach; and (ii) afford the Covered Entity an opportunity to cure the alleged material breach upon mutually agreeable terms. Nonetheless, in the event that mutually agreeable terms cannot be achieved within 30 days, Covered Entity must cure the breach to the satisfaction of the Business Associate within 15 days. Failure to cure in the manner set forth in this paragraph is grounds for the immediate termination of this Agreement. Notwithstanding anything herein to the contrary, Business Associate shall not terminate this Agreement so long as the Original Agreement is in effect.

5.4 Effect of Termination. Upon the termination event pursuant to this Section 5, Business Associate agrees to return or destroy all PHI if it is feasible to do so. Prior to doing so, the Business Associate further agrees to recover any PHI in the possession of its subcontractors or agents. If it is not feasible for the Business Associate to return or destroy the PHI, the Business Associate will notify the Covered Entity in writing. The notification shall include: (i) a statement that the Business Associate has determined that it is infeasible to return or destroy the PHI in its possession, and (ii) the specific reasons for such determination. Business Associate further agrees to extend any and all protections, limitations and restrictions contained in this Agreement to the Business Associate's use and/or disclosure of any PHI retained after the termination of this Agreement, and to limit any further uses and/or disclosures to the purposes that make the return or destruction of the PHI infeasible. If it is infeasible for the Business Associate to obtain, from a subcontractor or agent any PHI in the possession of the subcontractor or agent, the Business Associate must provide a written explanation to the Covered Entity and require the subcontractors and agents to agree to extend any and all protections, limitations and restrictions contained in this Agreement to the subcontractors' and/or agents' use and/or disclosure of any PHI retained after the termination of this Agreement, and to limit any further uses and/or disclosures to the purposes that make the return or destruction of the PHI infeasible.

6. Indemnification

6.1 Business Associate agrees to indemnify, defend and hold Covered Entity and its officers, trustees, employees and agents harmless from any alleged claim, penalty or other liability (including attorneys fees and court costs) asserted against or incurred by Covered Entity or its officers, trustees, employees or agents arising from any allegation of uses and/or disclosures of PHI by Business Associate or its agents or subcontractors in violation of 45 C.F.R. Parts 160 and 164.

7. Miscellaneous

7.1 Business Associate. For purposes of this Agreement, Business Associate shall include the named Business Associate herein. However, in the event that the Business Associate is itself a covered entity under the Privacy Regulation, that entity may appropriately designate a health care component of the entity as the Business Associate for purposes of this Agreement.

7.2 Survival. The respective rights and obligations of Business Associate and Covered Entity under the provisions of Sections 5.4, 7.4, 7.7, and 7.8, and Section 2.1 solely with respect to PHI Business Associate retains in accordance with Section 5.4 because it is not feasible to return or destroy such PHI, shall survive termination of this Agreement indefinitely. In addition, Section 3 shall survive termination of this Agreement, provided that the Covered Entity determines that the PHI being retained pursuant to Section 5.4 herein constitutes a Designated Record Set.

7.3 Amendments; Waiver. This Agreement may not be modified, nor shall any provision hereof be waived or amended, except in a writing duly signed by authorized representatives of the Parties. A waiver with respect to one event shall not be construed as continuing, or as a bar to or waiver of any right or remedy as to subsequent events.

7.4 No Third Party Beneficiaries. Nothing express or implied in this Agreement is intended to confer, nor shall anything herein confer, upon any person other than the Parties and the respective successors or assigns of the Parties, any rights, remedies, obligations, or liabilities whatsoever.

7.5 Notices. Any notices to be given hereunder to a Party shall be made via U.S. Mail or express courier to such Party's address given below, and/or (other than for the delivery of fees) via facsimile to the facsimile telephone numbers listed below.

If to Business Associate, to:

Attention: _____
Fax: _____

with a copy (which shall not constitute notice) to:

Attention: _____
Fax: _____

If to Covered Entity, to:

Attention: Privacy Officer
Fax: _____

with a copy (which shall not constitute notice) to:

Attention: _____
Fax: _____

Each party named above may change its address and that of its representative for notice by the giving of notice of the change in the manner provided above.

7.6 Counterparts; Facsimiles. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original. Facsimile copies of this document shall be deemed to be originals.

7.7 Disputes. If any controversy, dispute or claim arises between the Parties with respect to this Agreement, the Parties shall make good faith efforts to resolve such matters informally. If the matter cannot be resolved, the Parties may agree in writing to submit the dispute to mediation or arbitration. If a lawsuit arises out of this Agreement, jurisdiction shall lie in the United States District Court for the _____ District of Oklahoma.

7.8 Limitation of Liability. NEITHER PARTY SHALL BE LIABLE TO THE OTHER PARTY FOR ANY INCIDENTAL, CONSEQUENTIAL, SPECIAL, OR PUNITIVE DAMAGES OF ANY KIND OR NATURE, WHETHER SUCH LIABILITY IS ASSERTED ON THE BASIS OF CONTRACT, TORT (INCLUDING NEGLIGENCE OR STRICT LIABILITY), OR OTHERWISE, EVEN IF THE OTHER PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGES.

7.9 Governing Law. The laws of the State of Oklahoma shall govern the interpretation of this Agreement and shall apply in any lawsuit or other dispute arising out of this Agreement, without regard to conflict of laws provisions.

8. Definitions

8.1 Designated Record Set. Designated Record Set shall have the meaning set out in its definition at 45 C.F.R. § 164.501, as such provision is currently drafted and as it is subsequently updated, amended, or revised.

8.2 Health Care Operations. Health Care Operations shall have the meaning set out in its definition at 45 C.F.R. § 164.501, as such provision is currently drafted and as it is subsequently updated, amended or revised.

8.3 Privacy Officer. Privacy Officer shall have the meaning as set out in its definition at 45 C.F.R. § 164.530(a)(1) as such provision is currently drafted and as it is subsequently updated, amended or revised.

8.4 Protected Health Information. Protected Health Information (PHI) shall have the meaning as set out in its definition at 45 C.F.R. § 164.501, as such provision is currently drafted and as it is subsequently updated, amended or revised.

IN WITNESS WHEREOF, each of the undersigned has caused this Agreement to be duly executed in its name and on its behalf effective as of _____.

COVERED ENTITY

BUSINESS ASSOCIATE

By: Stigler Health & Wellness Center, Inc.

By: _____

Signature

Signature

Name: Teresa Huggins

Name:

Title: Chief Executive Officer

Title:

Date: _____

Date: _____



CSC Proposed Health Care Agreement

Current CSC Health Services

The CSC Health Services Office is currently open Monday through Friday 10:00 AM – 1:00 PM when classes are in session. The office is staffed by a part-time LPN (30 hours per week) and until the end of September, 2012, a Physician was available on campus on Tuesdays from 10:00 AM – 1:00 PM.

Budget Information

	Physician	Nurse	Benefits	Operational	Total
FY10	9,616	8,775	1,786	1,550	21,727
FY11	9,616	8,775	1,986	1,550	21,927
FY12	10,097	9,214	2,186	1,550	23,047

Proposed Agreement

In the proposed agreement, CSC would continue to have the Health Services Office open five days a week at the Warner Campus while classes are in session. The office would be staffed by a PA from The Health and Wellness Center one day per week.

Budget Information

	Physician	Nurse	Benefits	Operational	Total
	0	9,214	2,186	2,500	13,900

FY 12 CSC Health Services Visitation by Students, Faculty and Staff

Students	Faculty	Staff	Total
141	11	42	194

*Estimated number of uninsured student visits: 54

Current and Proposed Academic Service Fees

Dept	Num	Title	Description	Applied	Current	Proposed	Change	Enrollment ¹	New Revenue
ANSI	1124	Introduction to Animal Science	Lab Fee	Per Course	\$	\$ 10.00	10.00	30	\$ 300.00
AGEQ	2231	Adv Performance Training	Lab Fee	Per Course	\$ 50.00		0.00	20	\$ -
AGEQ	2311	Performance Horse Trng & cond	Lab Fee	Per Course		\$ 25.00	25.00	27	\$ 675.00
AGEQ	2321	Adv Performance Horse Trng & cond	Lab Fee	Per Course		\$ 25.00	25.00	12	\$ 300.00
AGEQ	2331	Perf Horse Training & Cond	Lab Fee	Per Course		\$ 25.00	25.00	20	\$ 500.00
AGEQ	2341	Adv. Perf.Horse Training & Cond	Lab Fee	Per Course		\$ 25.00	25.00	9	\$ 225.00
AGRM	1112	Show & Sale Cattle Prep	Lab Fee	Per Course		\$ 55.00	55.00	17	\$ 935.00
AGRM	2103	Reproduction	Lab Fee	Per Course		\$ 100.00	100.00	11	\$ 1,100.00
AGRO	2114	Fundamentals of Soil Science	Lab Fee	Per Course		\$ 10.00	10.00	21	\$ 210.00
BIOL	1114	General Biology	Lab Fee	Per Course	\$ 15.00		0.00	297	\$ -
BIOL	1314	Anatomy & Physiology I	Lab Fee	Per Course	\$ 15.00		0.00	201	\$ -
BIOL	1324	Anatomy & Physiology II	Lab Fee	Per Course	\$ 15.00		0.00	207	\$ -
BIOL	1404	General Botany	Lab Fee	Per Course	\$ 15.00		0.00	0	\$ -
BIOL	1604	General Zoology	Lab Fee	Per Course	\$ 15.00		0.00	13	\$ -
BIOL	2104	Human Anatomy	Lab Fee	Per Course	\$ 15.00		0.00	29	\$ -
BIOL	2114	Human Physiology	Lab Fee	Per Course	\$ 15.00		0.00	36	\$ -
BIOL	2124	General Microbiology	Lab Fee	Per Course	\$ 15.00		0.00	162	\$ -
BIOL	2403	General Entomology	Lab Fee	Per Course	\$ 15.00		0.00	8	\$ -
BUSN	2423	Desktop Publishing	Computer Lab Fee	Per Course	\$ 25.00		0.00	19	\$ -
CHDV	1323	Health & Safety of Young Children	Lab Fee	Per Course	\$ 25.00		0.00	0	\$ -
CHDV	2223	Creative Experiences Young Child	Lab Fee	Per Course	\$ 25.00		0.00	0	\$ -
CHDV	2233	Math, Science & Social Studies	Lab Fee	Per Course	\$ 25.00		0.00	11	\$ -
CHDV	2553	Program Planning-ONL	Lab Fee	Per Course	\$ 25.00		0.00	19	\$ -
CHDV	2243	Lang & Literacy Devel	Lab Fee	Per Course	\$ 25.00		0.00	19	\$ -
CHDV	2533	Guide of Young Child	Lab Fee	Per Course	\$ 25.00		0.00	13	\$ -
CHDV	2563	Child & Family in Society	Lab Fee	Per Course	\$ 25.00		0.00	23	\$ -
CHEM	1315	General Chemistry I	Lab Fee	Per Course	\$ 15.00		0.00	103	\$ -
CHEM	1515	General Chemistry II	Lab Fee	Per Course	\$ 15.00		0.00	30	\$ -
COMS	1003	Computers 101	Computer Lab Fee	Per Course	\$ 25.00		0.00	23	\$ -
COMS	1133	Fund Computer Usage	Computer Lab Fee	Per Course	\$ 25.00		0.00	787	\$ -
COMS	1503	Programming in BASIC	Computer Lab Fee	Per Course	\$ 25.00		0.00	25	\$ -
COMS	1513	Visual BASIC	Computer Lab Fee	Per Course	\$ 25.00		0.00	18	\$ -
COMS	1533	Spreadsheet Analysis	Computer Lab Fee	Per Course	\$ 25.00		0.00	25	\$ -

Current and Proposed Academic Service Fees

Dept	Num	Title	Description	Applied	Current	Proposed	Change	Enrollment ¹	New Revenue
COMS	1543	Database Management	Computer Lab Fee	Per Course	\$ 25.00		0.00	14	\$ -
COMS	2143	C++	Computer Lab Fee	Per Course	\$ 25.00		0.00	3	\$ -
GEOL	1114	General Geology	Lab Fee	Per Course	\$ 15.00		0.00	0	\$ -
HORT	1013	Prin of Horticulture	Horticulture Lab Fee	Per Course	\$ 15.00	\$ 25.00	10.00	41	\$ 1,025.00
HORT	2313	Landscape Plants	Horticulture Lab Fee	Per Course	\$ 15.00		0.00	0	\$ -
HORT	2513	Herbaceous Plant Materials	Horticulture Lab Fee	Per Course	\$ 15.00		0.00	9	\$ -
HORT	2652	Intro to Floral Design	Floral Design Fee	Per Course	\$ 96.00	\$ 100.00	4.00	4	\$ 400.00
NURS	1117	Foundations of Nursing	Nursing Fee	Per Course	\$ 112.50		0.00	173	\$ -
NURS	1228	Adaptations of the Family	Nursing Fee	Per Course	\$ 112.50		0.00	103	\$ -
NURS	2137	Maladaptive States I	Nursing Fee	Per Course	\$ 112.50		0.00	65	\$ -
NURS	2223	Trans in Prof. Nursing	Nursing Fee	Per Course	\$ 112.50		0.00	17	\$ -
NURS	2247	Maladaptive States II	Nursing Fee	Per Course	\$ 112.50		0.00	67	\$ -
NURS	2247	Maladaptive States II	Nursing Fee	Per Course	\$ 112.50		0.00	0	\$ -
PHED	1411	Var Athletics & Fitn	Equipment Fee	Per Course	\$ 3.00	\$ 5.00	2.00	8	\$ 40.00
PHED	1421	Var Athletics & Fitn Wns Bskball	Equipment Fee	Per Course	\$ 3.00	\$ 5.00	2.00	8	\$ 40.00
PHED	1421	Var Athletics & Fitn Mens Bskball	Equipment Fee	Per Course	\$ 3.00	\$ 5.00	2.00	8	\$ 40.00
PHED	1421	Var Athletics & Fitn Wns Sftball	Equipment Fee	Per Course	\$ 3.00	\$ 5.00	2.00	12	\$ 60.00
PHED	1421	Var Athletics & Fitn Mens Bskball	Equipment Fee	Per Course	\$ 3.00	\$ 5.00	2.00	25	\$ 125.00
PHED	2421	Var Athletics & Fitn Wns Bskball	Equipment Fee	Per Course	\$ 3.00	\$ 5.00	2.00	8	\$ 40.00
PHED	2421	Var Athletics & Fitn Mens Bskball	Equipment Fee	Per Course	\$ 3.00	\$ 5.00	2.00	8	\$ 40.00
PHED	2421	Var Athletics & Fitn Wns Sftball	Equipment Fee	Per Course	\$ 3.00	\$ 5.00	2.00	8	\$ 40.00
PHED	2421	Var Athletics & Fitn Mens Bskball	Equipment Fee	Per Course	\$ 3.00	\$ 5.00	2.00	20	\$ 100.00
PHYS	1114	General Physics	Lab Fee	Per Course	\$ 15.00		0.00	14	\$ -
PHYS	1214	General Physics II	Lab Fee	Per Course	\$ 15.00		0.00	9	\$ -
PHYS	2014	Engineering Physics	Lab Fee	Per Course	\$ 15.00		0.00		\$ -

¹ Fall 2012 and Spring 2013

CONNORS STATE COLLEGE

SUMMARY OF OUT-OF-STATE TRAVEL FOR THE PERIOD OF NOVEMBER, 2012

FUND SOURCE	TRAVEL THIS MONTH		CORRESPONDING MONTH LAST FISCAL YEAR		AMOUNT EXPENDED CURRENT		AMOUNT EXPENDED PRIOR	
	NO. OF TRIPS	AMOUNT EXPENDED	NO. OF TRIPS	AMOUNT EXPENDED	NO. OF TRIPS	FISCAL YEAR	NO. OF TRIPS	FISCAL YEAR
ST. APPROP.	1	1,323.88	1	993.69	7	16,947.45	8	7,585.16
FEDERAL	0	0.00	0	0.00	0	0.00	2	2,886.63
PRIVATE	0	0.00	0	0.00	0	0.00	0	0.00
AUXILIARY	0	0.00	0	0.00	1	215.00	1	58.00
OTHER	0	0.00	0	0.00	0	0.00	0	0.00
TOTAL	1	1,323.88	1	993.69	8	17,162.45	11	10,529.79

CONNORS STATE COLLEGE

SUMMARY OF OUT-OF-STATE TRAVEL FOR THE PERIOD OF DECEMBER, 2012

FUND SOURCE	TRAVEL THIS MONTH		CORRESPONDING MONTH LAST FISCAL YEAR		AMOUNT EXPENDED CURRENT		AMOUNT EXPENDED PRIOR	
	NO. OF TRIPS	AMOUNT EXPENDED	NO. OF TRIPS	AMOUNT EXPENDED	NO. OF TRIPS	FISCAL YEAR	NO. OF TRIPS	FISCAL YEAR
ST. APPROP.	0		4	2,288.75	7	16,947.45	12	9,873.91
FEDERAL	0		5	5,355.17	0	0.00	7	8,241.80
PRIVATE	0		0	0.00	0	0.00	0	0.00
AUXILIARY	0				1	215.00	1	58.00
OTHER	0		0	0.00	0	0.00	0	0.00
TOTAL	0	0.00	10	7,643.92	8	17,162.45	20	18,173.71

THE OKLAHOMA STATE SYSTEM OF HIGHER EDUCATION
FTE Employee Report ¹

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

From: Connors State College Institution Dr. Timothy Faltyn President

Subject: FTE Employee Report for the Fiscal Quarter Ending: 12 - 31 - 12 Mo. Day Yr.

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

	Educ. & Gen Budget Part I (290)			Educ. & Gen Budget Part II (430)			Agency Accounts Other (701)			Sub-Total			Total FTE
	Faculty	Other		Faculty	Other		Faculty	Other		Faculty	Other		
		Regular	Student		Regular	Student		Regular	Student		Regular	Student	
108	88	8		0	5	1	0	31	29	108	124	38	270
64	95	6		0	10	1	0	14	10	64	119	17	200
44	-7	2		0	-5	0	0	17	19	44	5	21	70
106	89	17		0	12	1	0	15	4	106	116	22	244

A. FTE Employees for Reported Fiscal Quarter ¹

B. FTE Employees for Fiscal Quarter immediately Preceding Reported Quarter. ¹

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

D. Comparable Quarter Last Year

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

**CONNORS STATE COLLEGE
LIVESTOCK SALES REPORT
FOR THE 2ND QUARTER OF FY 2012/2013**

<u>DATE</u>	<u>WHERE</u>	<u>TYPE</u>	<u>WHAT</u>	<u>AMOUNT</u>
10/15/2012	Stigler Livestock Auction	Auction	12 Steers & 1 Heifer	\$8,764.78
10/29/2012	Stigler Livestock Auction	Auction	12 Red Heifers & 2 Black Heifers	\$7,182.70
10/30/2012	Warren Livestock Auction	Auction	19 Pigs & 2 Lambs	\$1,131.04
11/15/2012	Jack Richey & Brent Pearce	Individual	2 Pigs	\$400.00
12/7/2012	Stigler Livestock Auction	Auction	6 Cows, 2 Steers & 4 Heifers	\$9,044.14
12/12/2012	Colcord Public Schools	Individual	3 Pigs	\$250.00
12/17/2012	Jane R Overstreet	Individual	2 Bulls	\$4,200.00
			TOTAL	<u><u>\$26,522.66</u></u>

Connors State College
Veterinary Payments for 2nd Quarter of FY 2013

<u>DATE</u>	<u>VENDOR</u>	<u>FUND</u>	<u>AMOUNT</u>
10/18/2012	RSM FARM SUPPLY	701	\$51.60
10/24/2012	MWI VETERINARY SUPPLY	701	\$12.75
10/31/2012	ULTRASOUND TECHNOLOGY	701	\$1,925.00
11/5/2012	GENEX COOPERATIVE	701	\$21.25
11/5/2012	RSM FARM SUPPLY	701	\$16.30
11/28/2012	GENEX COOPERATIVE	701	\$21.25
12/4/2012	GENEX COOPERATIVE	701	\$961.60
12/6/2012	MWI VETERINARY SUPPLY	701	\$331.64
12/11/2012	GENEX COOPERATIVE	701	\$73.00
12/13/2012	MWI VETERINARY SUPPLY	701	<u>\$311.64</u>
	Total		<u>\$3,726.03</u>

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

Return by January 15, 2013

Electronic submission with President's signature is preferred (to sbeauchamp@osrhc.edu).

NOTE: T

Institution: Connors State College

ACADEMIC CALENDAR FOR 2013-14

Summer Session (2013):

Semester begins (first day of 8-week classes)	<u>June 03, 2013</u>
1 st 4-week session (begins and ends)	<u>June 3 – June 27, 2013</u>
2 nd 4-week session (begins and ends)	<u>July 1 – July 25, 2013</u>
Please list dates of all holidays and breaks	
Independence Day	<u>July 4, 2013</u>
Semester ends (including final exams)	<u>July 25, 2013</u>
Commencement date (graduation ceremony)	<u>None</u>

Fall Semester (Fall 2013):

Semester begins (first day of 16-week classes)	<u>August 19, 2013</u>
1 st 8-week session (begins and ends)	<u>August 19 - October 11, 2013</u>
2 nd 8-week session (begins and ends)	<u>October 14 – December 12, 2013</u>
1 st 4-week session (begins and ends)	
2 nd 4 week session begins and ends)	
3 rd 4-week session (begins and ends)	
4 th 4 week session begins and ends)	
Please list dates of all holidays and breaks	
(classes not in session but offices may be open)	
Labor Day	<u>September 2, 2013</u>
Fall Break	<u>October 17, 18, 2013</u>
Thanksgiving	<u>November 27, 28, 29, 2013</u>
Semester ends (including final exams)	<u>December 12, 2013</u>
Commencement date (graduation ceremony)	<u>None</u>

Spring Semester (Spring 2014):

Semester begins (first day of 16-week classes)	<u>January 13, 2014</u>
1 st 8-week session (begins and ends)	<u>January 13 – March 7, 2014</u>
2 nd 8-week session (begins and ends)	<u>March 10 – May 8, 2014</u>
1 st 4-week session (begins and ends)	
2 nd 4 week session begins and ends)	
3 rd 4-week session (begins and ends)	

4th 4 week session begins and ends)

Please list dates of all holidays and breaks
(classes not in session but office may be open)

Martin Luther King Day
Spring Break

January 20, 2014
March 17 – March 21, 2014

Semester ends (including final exams)
Commencement date (graduation ceremony)

May 8, 2014
May 9, 2014

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

	Fall 2013	Spring 2014	Summer 2014
Intercession begins	<u>August 05, 2013</u>	<u>December 13, 2013</u>	<u>May 12, 2014</u>
Intercession ends (including final exams)	<u>August 15, 2013</u>	<u>January 10, 2014</u>	<u>May 22, 2014</u>

Summer 2013 (if applicable):

Final add/drop date 8 week/first 4 week classes:
Final add/drop date 2nd 4 week classes:

June 6, 2013
July 3, 2013

Fall 2013 (if applicable):

Final add/drop date 16 week/first 8 week classes:
Final add/drop date 2nd 8 week classes:

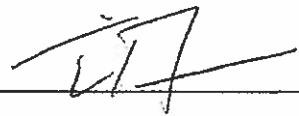
August 30, 2013
October 22, 2013

Spring 2014 (if applicable):

Final add/drop date 16 week/first 8 week classes:
Final add/drop date 2nd 8 week classes:

January 24, 2014
March 14, 2014

Alternative Schedules (please describe any alternative schedules)

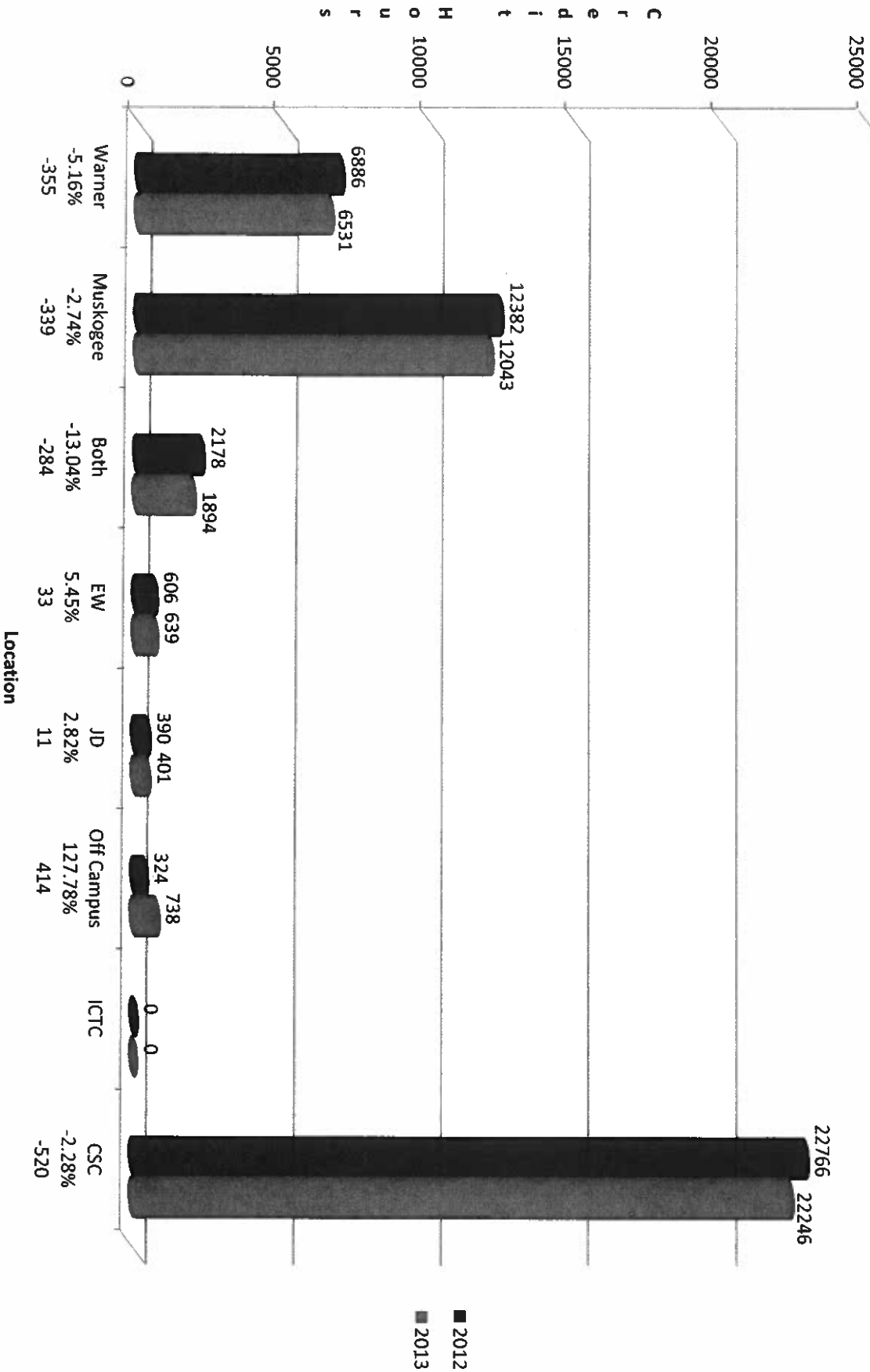
Signature of President  Date 1-9-13

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

State Regent Policy 3.18

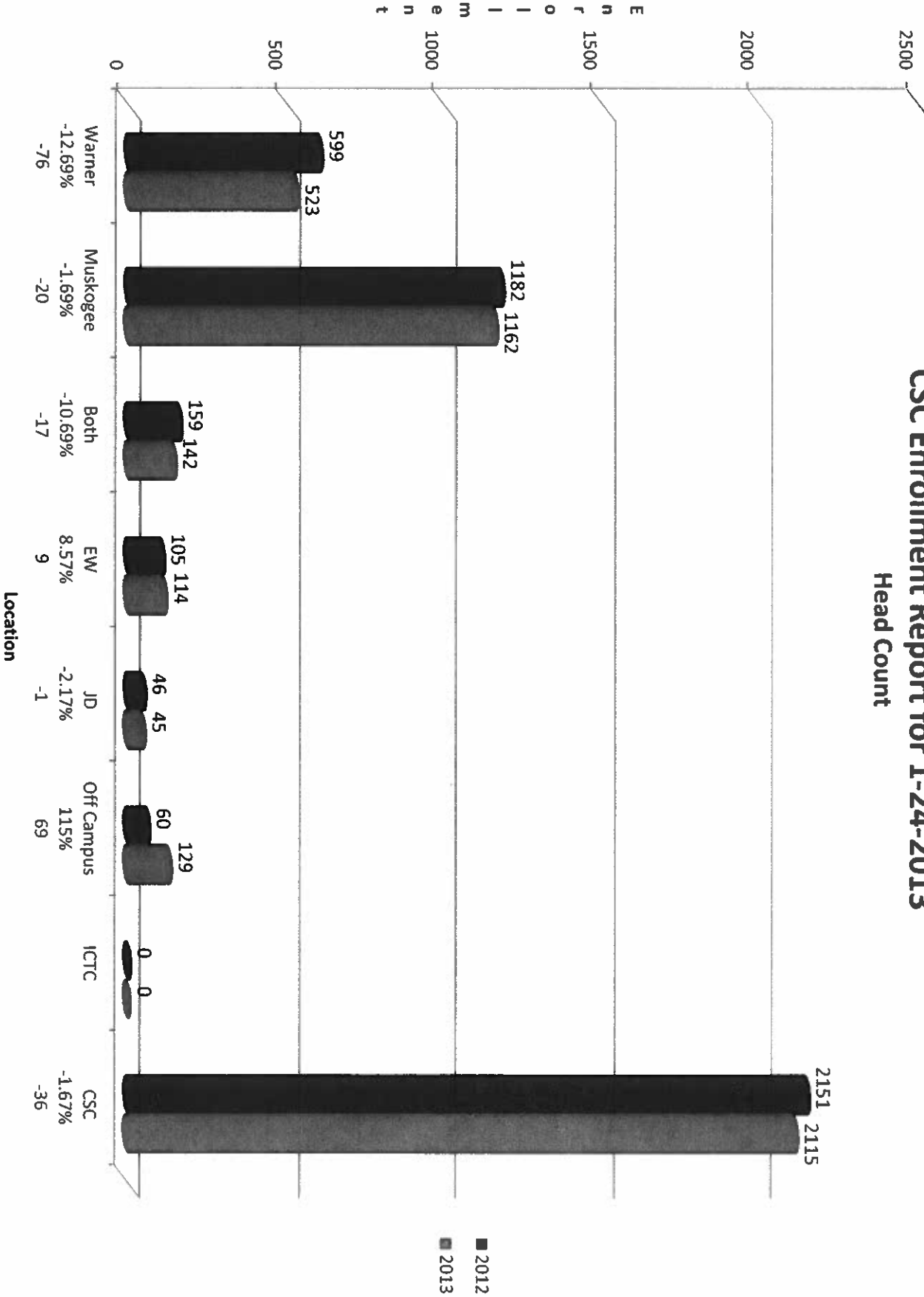
CSC Enrollment Report for 1-24-2013

Credit Hours



CSC Enrollment Report for 1-24-2013

Head Count



January 25, 2013

OKLAHOMA STATE UNIVERSITY, STILLWATER, OKLAHOMA

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

President Hargis expressed appreciation to Dr. Bill Path and his wife, Debbie, for their hospitality, as well as to Chef Rene Jungo for the wonderful dinner. He also expressed appreciation to Roy Achemire for his presentation regarding the natural gas compression program.

President Hargis said OSU is off to a good start for the spring semester. The official installation of OSU's new Phi Beta Kappa chapter was held on January 17. It was a great event with several Phi Beta Kappa leaders from around the country attending along with John Churchill, who is the national Secretary of Phi Beta Kappa. Chairman Lester said his understanding is that there were some new members of Phi Beta Kappa from Oklahoma State University. President Hargis clarified that they are honorary members and include himself in addition to Gary Clark and Bob Graalman.

Adoption of Memorial Resolution

President Hargis presented a Memorial Resolution for Wilton T. Anderson, Jr., Head and Professor, School of Accounting, Spears School of Business. He said Dr. Anderson was very special to Oklahoma State University and to him, personally. He said Dr. Anderson was very significant to OSU and led the School of Accounting with passion and enthusiasm that made it one of the top schools in the country. President Hargis requested the adoption of the Memorial Resolution honoring Wilton T. Anderson, Jr. (The Memorial Resolution for Dr. Anderson is attached to OSU's portion of the minutes as ATTACHMENT A and considered a part of these minutes.)

Regent Anthony moved and Regent Link seconded to adopt the Memorial Resolution for Wilton T. Anderson, Jr., Head and Professor, School of Accounting, Spears School of Business.

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

Ratification of Interim Approval Regarding Service of Alcohol at OSU-Oklahoma City and Authorization to Modify Board Rule 30:10-3-1

President Hargis reported that item C-1 has two parts. The first part involves the request to ratify interim approval granted by the Chief Executive Officer to authorize OSU-OKC to serve alcohol at an event held on January 19, 2013, in Room 196 of the Agriculture Resource Center.

The second part of the request involves amending Board Rule 30:10-3-1 pertaining to the service of alcohol on OSU property. OSU-OKC specifically requests that alcohol be allowed to be served in the Horticulture Pavilion and Room 196 of the Agriculture Resource Center as approved locations on the OSU-OKC campus. Both of these locations are multi-purpose areas that are available to the community for various events such as classes and conferences. Any requests for alcohol to be served at any event must be approved by the President of OSU-OKC. (The request by President Shirley regarding the modification to Board Rule 30:10-3-1 is attached to OSU's portion of the minutes as ATTACHMENT B and considered a part of these minutes.)

Regent Helm moved and Regent Reese seconded to ratify interim approval granted by the Chief Executive Officer to allow the service of alcohol at an event held in Room 196 of the Agriculture Resource Center on January 19, 2013, on the OSU-OKC campus and to amend Board Rule 30:10-3-1 to include the service of alcohol in the Horticulture Pavilion and Room 196 of the Agriculture Resource Center as approved locations, subject to approval by the President of OSU-OKC.

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

Approval of Special Fees for 2013-2014

President Hargis requested Board approval of the Special Fees for 2013-2014 as presented. He said this matter was discussed with members of the Academic Affairs, Policy and Personnel Committee.

Regent Link reported that the Committee met with the administration of Oklahoma State University regarding proposed changes to the Special College and Program Fees. The Committee acted to recommend Board approval of the administrative recommendation as presented.

Regent Link moved and Regent Burns seconded to approve the Special Fees for 2013-2014 as presented.

Chairman Lester said his understanding is that the program fees are replacement fees, and the intention is that they will replace other fees. Mr. Weaver said this is correct. He said the program fees were in existence. An academic excellence fee was eliminated and rolled into the program fees. He said OSU also plans to eliminate the Consumable Materials Fee when the budget is presented in June. Chairman Lester said the request is basically revenue neutral, and Mr. Weaver said this is correct.

Chairman Lester said hearing the explanation makes this a fairly easy request for him to support. He said he is aware there is a lot of concern about fees, but understanding the purpose of this and how this will work he will be able to support this request. He said he appreciates the explanation.

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

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

Personnel Actions

Dr. Sternberg presented five pages of personnel actions and recommended their approval with the exception of those items pertaining to retirements and separations, which are included as information items only. He said the actions include 7 new appointments, 14 changes in title and/or rate, and 1 sabbatical leave request. For information, two retirements and four separations are included in the list. (These recommendations are listed on pages D-3.1 through D-3.5 of the OSU Agenda, which is on file in the Board of Regents' Office as Document No. 1-1-25-13.)

Regent Davis moved and Regent Anthony seconded to approve the personnel actions as listed.

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

Approval of Program Modifications

Dr. Sternberg presented program modifications for the OSU-Stillwater and OSU-Oklahoma City campuses. The requests are summarized beginning on page E-1 of the OSU Agenda (which is on file in the Board of Regents' Office as Document No. 1-1-25-13). Once approved, the requests will be submitted to the Oklahoma State Regents for Higher Education for consideration.

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

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

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

G-1 Approval of Actions Required to Submit Potential Projects and Documents to the OSRHE for Submission to the MRPL 2013 Program and/or to Seek Legislative Authorization to Issue Revenue Bonds

Mr. Weaver requested Board approval of actions required to submit the potential projects listed in the OSU Agenda and the appropriate documents to the Oklahoma State Regents for Higher Education for inclusion in the Master Real Property Lease Program and/or to seek legislative authorization to issue revenue bonds. He said this item was discussed with members of the Fiscal Affairs Committee.

Regent Davis reported that the Fiscal Affairs Committee met with the administration of Oklahoma State University regarding approval to take the appropriate actions required to submit potential projects and documents to the Oklahoma State Regents for Higher Education for inclusion in the Master Real Property Lease 2013 Program and/or to seek legislative authorization. He said the Committee acted to recommend Board approval of the administrative recommendation.

Regent Davis moved and Regent Hall seconded to authorize Oklahoma State University to submit potential projects and the appropriate documents to the Oklahoma State Regents for Higher Education for inclusion in the Master Real Property Lease 2013 Program and/or to seek legislative authorization to issue revenue bonds; to solicit a financing team in the event the Master Lease programs are either unavailable for use or the determination is made to issue revenue bonds; and to purchase the items in accordance with purchasing policy and procedures.

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

G-2 Approval to Exchange Land Parcel with Muscogee (Creek) Nation

Mr. Weaver requested Board approval to allow the exchange of a land parcel at the OSUIT campus with a parcel owned by the Muscogee (Creek) Nation. He said the Muscogee Nation recently acquired a 9.7 acre tract of land appraised at \$160,000, and they have offered a trade of this parcel with a 10 acre parcel of OSUIT land which appraised for \$70,000. The acres of land adjoin the OSUIT campus and provide street access on two sides of the property.

Regent Anthony said his understanding is that OSUIT is trading land valued at \$70,000 for land valued at \$160,000.

Regent Anthony moved and Regent Reese seconded to exchange a land parcel at the OSUIT campus with a parcel owned by the Muscogee (Creek) Nation as described in the OSU Agenda.

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

G-3 Approval to Accept a Gift of Real Property

Mr. Weaver requested Board approval to accept a gift of real property from Sangre at 19th LLC that will increase the acreage of land in the southwest side of Stillwater that has been identified as the future location for the OSU Equestrian Facility. The tract of land contains about 43.7 acres and adjoins parcels to the north and northeast in which the University has total or partial ownership.

Regent Reese moved and Regent Burns seconded to accept a gift of real property from Sangre at 19th LLC as presented.

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

G-4 Approval to Accept Bids on Oil and Gas Lease Sales

Mr. Weaver requested Board approval to accept bids on oil and gas lease sales in the amount of \$46,886.40. The tracts are south of the Lake Carl Blackwell lands in Payne County, Oklahoma.

Regent Burns moved and Regent Hall seconded to accept the bids on oil and gas lease sales in the amount of \$46,886.40 as presented in the OSU Agenda.

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

H-1 Approval of a Co-Existence Agreement Regarding the Term ORANGE

Mr. Weaver requested Board approval for a co-existence agreement between Oklahoma State University and Syracuse University to protect Oklahoma State University's use of the term "orange." Mr. Weaver requested Kyle Wray to address this matter.

Mr. Wray said a few years ago Syracuse University attempted to register the word "orange." OSU got together with Clemson, Auburn, and Oregon State and a few other universities around the country that use orange predominantly in their color palate. The concern by OSU and those other universities was the attempt by Syracuse's new registration to limit use of other marks, which include the word "orange." The point of contention was that when Syracuse University refers to the word "orange," they are referencing their athletic teams, but when Oklahoma State University refers to the word "orange," it is in reference to one of the major colors of Oklahoma State University. This agreement allows OSU unrestricted use of words similar to America's Brightest Orange, Live Orange, Orange Power, Orange Connection, and Orange Pride and is covered to use the word basically however OSU would like. The OSU Foundation and the OSU Alumni Association have also reviewed this agreement to ensure it protects any use of the word "orange" they might like to utilize.

Regent Helm moved and Regent Davis seconded to approve a co-existence agreement between Oklahoma State University and Syracuse University to protect Oklahoma State University's use of the term "orange," and to allow the Chairman of the Board of Regents and the OSU President to execute the agreement.

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

H-2 Approval to Grant a Temporary Construction Easement to the City of Oklahoma City

Mr. Weaver requested Board approval to grant a temporary construction easement to the City of Oklahoma City for installation of a right-turn-only lane to alleviate traffic congestion and benefit the new parking facility and entrances and exits of parking areas of the OSU-OKC campus.

Regent Burns moved and Regent Hall seconded to grant a temporary construction easement to the City of Oklahoma City for installation of a right-turn-only lane to alleviate traffic congestion and benefit the new parking facility and entrances and exits of parking areas of the OSU-OKC campus.

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

H-3 Approval to Grant Two Right-of-Way Easements to the Kiwash Electrical Cooperative

Mr. Weaver requested Board approval to grant two right-of-way easements to the Kiwash Electrical Cooperative to construct, operate, and maintain electrical distribution lines on the Klemme Research Station in Bessie, Oklahoma.

Regent Helm moved and Regent Anthony seconded to grant two right-of-way easements to the Kiwash Electrical Cooperative to construct, operate, and maintain electrical distribution lines on the Klemme Research Station in Bessie, Oklahoma, as presented.

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

I-1 Approval to Select On-Call Consultants to Provide Architectural, Landscape Architectural and Structural Engineering As-Needed Services

Mr. Weaver requested Board approval to select on-call consultants to provide architectural, landscape architectural, and structural engineering as-needed services to the OSU System and institutions governed by the Board. He said this request was discussed with members of the Fiscal Affairs Committee at its meeting this morning.

Regent Davis said the Committee met with the administration of Oklahoma State University regarding approval to select on-call consultants to provide architectural, landscape architectural, and structural engineering as-needed services. He said the Committee acted to recommend Board approval to select Studio Architecture, Oklahoma City, Oklahoma; Selser Schaefer, Tulsa, Oklahoma; and McFarland Architects, Tulsa, Oklahoma, to provide as-needed architectural services. Further, the Committee acted to recommend Board approval to select Alaback Design, Tulsa, Oklahoma, and CLS & Associates, Oklahoma City, Oklahoma, to provide as-needed landscape architectural services. For on-call structural engineering services, the Committee acted to recommend Board approval to select Wallace Engineering, Tulsa, Oklahoma, and Zahl-Ford, Oklahoma City, Oklahoma.

Regent Davis moved and Regent Helm seconded to select Studio Architecture, Selser Schaefer, and McFarland Architects to provide as-needed architectural services; Alaback Design and CLS & Associates to provide as-needed landscape architectural services; and Wallace Engineering and Zahl-Ford to provide as-needed structural engineering services.

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

J Approval of Purchase Request Items

Mr. Weaver presented the purchase requests and recommended their approval. (The purchase requests are listed on page 8 of the OSU Agenda, which is on file in the Board of Regents'

Office as Document No. 1-1-25-13.) He requested approval to purchase the items as listed, subject to the availability of funds and/or the limitations of the budget.

Regent Reese moved and Regent Watkins seconded to authorize the OSU Communications Department to purchase as-needed web and video portal support services for OState.TV and its video portal from Hemisphere Interactive in the estimated annual amount of \$200,000 (purchase request No. 1, page 8, OSU Agenda).

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

Balance of Purchase Requests

Regent Helm moved and Regent Anthony seconded to approve the balance of the purchase requests, subject to the availability of funds and/or the limitations of the budget.

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

Chairman Lester noted that OSU Student Government Association President, Flint Holbrook, is present. He noted that Mr. Holbrook will soon graduate from OSU, and he asked Mr. Holbrook to report on his future plans. Mr. Holbrook said he will graduate in May from Oklahoma State University with a biosystems agriculture engineering degree. He said he is waiting for a final recommendation from the State Department to go to Malaysia on a Fulbright Grant. Upon returning from Malaysia, Mr. Holbrook said he plans to attend Harvard Business School for two years.

Chairman Lester also recognized Dr. Dennis Carter from Poteau. He noted that Dr. Carter is a member of the Advisory Council for the OSU College of Osteopathic Medicine.

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

MEMORIAL RESOLUTION

WHEREAS, it has been called to the attention of the Board of Regents for Oklahoma State University and the Agricultural and Mechanical Colleges that Wilton T. Anderson, Jr., Department Head and Professor, Retired, School of Accounting, Spears School of Business, was claimed by death on November 15, 2012; and

WHEREAS, Dr. Anderson, by his loyalty, attention to duty, and faithful performance rendered service as a faculty member of Oklahoma State University from August 1, 1960, to the date of his retirement, July 1, 1982, and as a citizen worthy of commemoration and respect; and

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

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

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

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

Adopted by the Board the 25th day of January 2013.




Andy Lester, Chair



Office of the President
900 N. Portland Ave.
Oklahoma City, Oklahoma 73107-6195
405-945-3200

MEMORANDUM

DATE: January 11, 2013
TO: V. Burns Hargis, OSU President
FROM: Natalie Shirley, OSU-Oklahoma City, President 
RE: Approval to serve alcohol in two additional locations on campus

OSU-Oklahoma City respectfully requests the addition of two locations on the campus where alcohol can be served. Document 30:10-3-1 of the OSU Board of Regents Policies and Rules governs the consumption of alcohol on OSU property and designates location and conditions under which alcohol can be served. Currently, the campus has two locations on the 3rd floor of the Student Center building designated as these areas. Any requests for alcohol to be served at an event must be approved through the OSU-Oklahoma City Office of the President.

We would like to ask for approval to add the following locations:

1. Horticulture pavilion
2. Room 196 in the Agriculture Resource Center

Both of these locations are multi-purpose areas that are available to the community for various events such as classes, conferences, or other events.

Thank you for your consideration.

January 25, 2013

Public Comments

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

Dr. Path said he has a special introduction to make. The President of the College of the Muscogee Nation, Mr. Robert Bible, is present. Dr. Path said Mr. Bible was in attendance to hear the discussion regarding the land swap, which is an unusually beneficial project for both institutions. Chairman Lester said the Board greatly appreciates the relationship that the two institutions have built.

January 25, 2013

MATTERS PERTAINING TO THE BOARD OF REGENTS FOR THE
OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES
OF INTEREST TO ALL THE UNIVERSITIES/COLLEGES
MEETING OF JANUARY 25, 2013

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

Fiscal Affairs Committee

(Business discussed by the Fiscal Affairs Committee was addressed during the business of Connors State College and Oklahoma State University.)

Academic Affairs, Policy and Personnel Committee

(Business discussed by the Academic Affairs, Policy and Personnel Committee was addressed during the business of Connors State College, Northeastern Oklahoma A&M College, and Oklahoma State University.)

Personnel Actions

Mr. Ramsey said there have been two retirements in the Department of Internal Audits. Brad Johnson, Assistant Director, retired effective January 10, 2013, and Shelia Sampson, Administrative Assistant, retired effective January 18, 2013. Mr. Ramsey said Mr. Strande has hired Paula Shryock as Ms. Sampson's replacement, and the search for Mr. Johnson's replacement as Assistant Director will soon conclude. It would be appropriate at this time to approve Ms. Shryock as Administrative Assistant in the Department of Internal Audits.

Regent Hall moved and Regent Helm seconded to approve the appointment of Paula Shryock as Administrative Assistant in the Department of Internal Audits.

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

Regent Davis said he would like to note the recent passing of Lloyd Novak, husband of Linda Novak. He said the Regents certainly want to remember Linda, who is very special to all of us, in our thoughts and prayers.

January 25, 2013

Adjournment

At approximately 12:00 p.m., Regent Link moved and Regent Anthony seconded that the meeting be adjourned.

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

MEETING OF THE A & M BOARD OF REGENTS

January 25, 2013

State Room
Hospitality Services Building
OSU Institute of Technology
1801 E. 4th Street
Okmulgee, Oklahoma

ORDER OF BUSINESS

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

Secretary of State meeting notice was filed on September 19, 2012.

Approval of Order of Business

Approval of Minutes of Regular Board Meeting of November 30, 2012

DATES OF NEXT REGULAR MEETINGS

For **Information** Purposes Only:

March 1, 2013 -- Stillwater, Oklahoma – The Council Room, 412 Student Union,
Oklahoma State University

For **Consideration** of Approval:

April 26, 2013 -- Goodwell, Oklahoma – Ballroom, Student Union,
Oklahoma Panhandle State University

BUSINESS WITH COLLEGES AND UNIVERSITIES

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

PUBLIC COMMENTS

COMMITTEE REPORTS

Academic Affairs, Policy and Personnel Committee
Fiscal Affairs and Plant Facilities Committee
Planning and Budgets Committee
Presidential Evaluation Process Special Committee

OTHER BUSINESS OF THE BOARD OF REGENTS

Reports or recommendations by the Chief Executive Officer

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

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

DATE: January 25, 2013

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

PLACE: State Room, Hospitality Services Building, OSU Institute of Technology-Okmulgee, Okmulgee, Oklahoma

NOTICE OF THIS MEETING WAS FILED WITH THE SECRETARY OF STATE ON SEPTEMBER 19, 2012.

Business:

- Approval of Order of Business
- Approval of Minutes of Regular Board Meeting of November 30, 2012
- Approval of meeting on April 26, 2013
- Reports/comments/recommendations by Board Chairman

OKLAHOMA PANHANDLE STATE UNIVERSITY

- General Information/Reports Requiring No Action By the Board
 - Updates on the Sewer Lagoon Expansion Project and the Noble Center Pool Renovation Project
 - Report on refinancing the OPSU Student Housing, LLC, using Master Lease financing
- Personnel Actions RE: appointments, reappointments, changes in salary, changes in title, resignations, terminations, suspensions, retirement, personnel leaves, etc. More detailed information identifying the personnel involved, their job titles, and their salaries, where applicable, will be available upon request at the meeting and prior thereto at the Office of the Board of Regents.
- New Business Unforeseen At Time Agenda Was Posted

* The Board will have breakfast on Friday, January 25, 2013, at 7:30 a.m. in the Harlan Room, Student Union, OSU Institute of Technology, Okmulgee, Oklahoma, with OSU President Burns Hargis and possibly other OSU administrators for informal discussion. Various subjects may come up for discussion, but President Hargis has indicated particular interest in the following subjects: recent activities/developments pertaining to legislative/governmental issues, matters affecting State funding, administrative issues, systemization, future staffing, capital projects including new construction and renovation, educational programs, student matters, athletics, external relations, budget matters, fund raising, student recruitment and retention, and Board communications. The Board may also receive from the Chief Executive Officer announcements of general information and interest, information on Board administrative operations, and information about recent and upcoming meetings and discussions. A lunch is scheduled for approximately 12:00 p.m. in the Harlan Room of the Student Union.

- Other Informational Matters Not Requiring Action of the Board at this Meeting
 - Update on 61st annual OPSU Bull Test
 - Inductees into the Distinguished Contributor Honor Roll of the Panhandle State Foundation
 - President's Update
 - Out-of-state travel summaries
 - Quarterly FTE Employee Report

LANGSTON UNIVERSITY

- General Information/Reports Requiring No Action By the Board
 - Quarterly FTE Employee Report
- Policy and Operations Procedures
 - Approval of changes in Academic Services Fees
- Personnel Actions RE: appointments, reappointments, changes in salary, changes in title, resignations, terminations, suspensions, retirement, personnel leaves, etc. More detailed information identifying the personnel involved, their job titles, and their salaries, where applicable, will be available upon request at the meeting and prior thereto at the Office of the Board of Regents.
- Other Business and Financial Matters
 - Approval to decommission campus police officers
- Contractual Agreements (other than construction and renovation)
 - Approval to enter into affiliation agreements with facilities for the training of Nursing, Health Administration, and Physical Therapy students
 - Approval to enter into an agreement with Royall & Company
- New Construction or Renovation of Facilities
 - Ratification of interim approval to accept a bid to complete the first phase of the OCR-ADA Compliance order
- New Business Unforeseen At Time Agenda Was Posted
- Other Informational Matters Not Requiring Action of the Board at this Meeting
 - Out-of-state travel summaries

NORTHEASTERN OKLAHOMA A&M COLLEGE

- General Information/Reports Requiring No Action By the Board
 - President's remarks
 - NEO Update
 - Major gifts to the NEO A&M College Development Foundation
 - Update on Red Robertson Event Center project
 - Report on annual High School Invitational Basketball Tournament

- Policy and Operational Procedures
 - Approval of proposed new academic course fees
- Personnel Actions RE: appointments, reappointments, changes in salary, changes in title, resignations, terminations, suspensions, retirement, personnel leaves, etc. More detailed information identifying the personnel involved, their job titles, and their salaries, where applicable, will be available upon request at the meeting and prior thereto at the Office of the Board of Regents.
- Instructional Programs
 - Approval of program modification, curricular changes, and program deletion
 - Approval to enter into an agreement with Rogers State University for reverse transfer of academic credit
- Other Business and Financial Matters
 - Approval to accept 2013 Summer Academy Grant from the Oklahoma State Regents for Higher Education and authorization to expend funds according to grant guidelines
- Purchase Requests (purchases of equipment, supplies, materials, professional services, etc.)
- New Business Unforeseen At Time Agenda Was Posted
- Other Informational Matters Not Requiring Action of the Board at this Meeting
 - 2013 Real Property Master Lease potential projects
 - Out-of-state travel summaries
 - Quarterly FTE Employee Report

CONNORS STATE COLLEGE

- General Information/Reports Requiring No Action By the Board
 - Personal remarks by President Faltyn
- Other Business and Financial Matters
 - Approval of actions required to submit potential projects and documents to the Oklahoma State Regents for Higher Education for inclusion in the Master Real Property Lease 2013 Program
- Contractual Agreements (other than construction and renovation)
 - Approval to enter into agreements with Stigler Health and Wellness Center, Inc.
- New Construction or Renovation of Facilities
 - Approval to select a Construction Manager At Risk to assist the College in the design and construction of a new Nursing and Allied Health Building on the Connors State College Three Rivers Port Campus
 - Approval to select an Architect to provide professional services for the design and construction of a new Nursing and Allied Health Building on the Connors State College Three Rivers Port Campus

- Purchase Requests (purchases of equipment, supplies, materials, professional services, etc.)
- Student Services/Activities
 - Approval to implement or increase academic service fees
- New Business Unforeseen At Time Agenda Was Posted
- Other Informational Matters Not Requiring Action of the Board at this Meeting
 - Out-of-state travel summaries
 - Quarterly FTE Employee Report
 - Livestock sales report
 - Veterinary payments report
 - 2013-2014 Academic Calendar

OKLAHOMA STATE UNIVERSITY

- General Information/Reports Requiring No Action By the Board
 - Opening comments
- Resolutions
 - Adoption of Memorial Resolution for Wilton T. Anderson, Jr.
- Policy and Operational Procedures
 - Ratification of interim approval regarding service of alcohol for January 19, 2013, event at OSU-Oklahoma City and approval of modifications to Board Rule 30:10-3-1 governing the consumption of alcohol on OSU property at OSU-OKC
 - Approval of Special Fees for 2013-2014
- Personnel Actions RE: appointments, reappointments, changes in salary, changes in title, resignations, terminations, suspensions, retirement, personnel leaves, etc. More detailed information identifying the personnel involved, their job titles, and their salaries, where applicable, will be available upon request at the meeting and prior thereto at the Office of the Board of Regents.
- Instructional Programs
 - Approval of program modifications
- Other Business and Financial Matters
 - Approval of actions required to submit potential projects and documents to the OSRHE for submission to the Master Real Property Lease 2013 Program and/or to seek legislative authorization to issue revenue bonds
 - Approval to exchange land parcel with Muscogee (Creek) Nation
 - Approval to accept a gift of real property
 - Approval to accept bids on oil and gas lease sales
- Contractual Agreements (other than construction and renovation)
 - Approval of a co-existence agreement regarding the term ORANGE
 - Approval to grant a temporary construction easement to the City of Oklahoma City
 - Approval to grant two right-of-way easements to the Kiwash Electrical Cooperative

- New Construction or Renovation of Facilities
Approval to select on-call consultants to provide architectural, landscape architectural, and structural engineering as-needed services
- Purchase Requests (purchases of equipment, supplies, materials, professional services, etc.)
- New Business Unforeseen At Time Agenda Was Posted
- Other Informational Matters Not Requiring Action of the Board at this Meeting

PUBLIC COMMENTS

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

COMMITTEE REPORTS

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

Fiscal Affairs Committee

Academic Affairs, Policy and Personnel Committee

OTHER BOARD OF REGENTS' BUSINESS

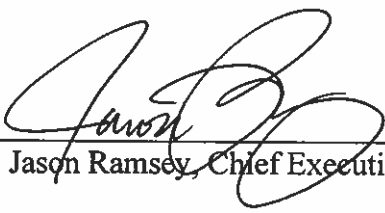
- General Information/Reports Requiring No Action By the Board
- Personnel Actions RE: appointments, reappointments, changes in salary, changes in title, reclassification, resignations, terminations, suspensions, retirement, personnel leaves, etc. More detailed information identifying the personnel involved, their job titles, and their salaries, where applicable, will be available upon request at the meeting and prior thereto at the Office of the Board of Regents.
- Purchase Requests (purchases of equipment, supplies, materials, professional services, etc.)
- Other Business Matters Requiring Action of the Board
- Reports/comments/recommendations by Chief Executive Officer
- Reports/comments/recommendations by General Counsel
- Reports/comments/recommendations by Director of Internal Audits
- New Business Unforeseen At Time Agenda Was Posted

January 25, 2013

BOARD OF REGENTS FOR THE OKLAHOMA
AGRICULTURAL AND MECHANICAL COLLEGES

By: 
Andy Lester, Chairman

ATTEST:


Jason Ramsey, Chief Executive Officer

Certified correct minutes subject to approval of the Board of Regents of the Oklahoma Agricultural and Mechanical Colleges on March 1, 2013.


Cheryl Williams, Secretary