

# MINUTES

of the

BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL  
COLLEGES

for the

OCTOBER 25, 2013

Regular Board Meeting

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

October 25, 2013

	<u>Page</u>
I. Items Pertaining to the Board of Regents for the Oklahoma A&M Colleges - Of Interest to All the Colleges	
Order of Business	1
Approval of Minutes	2
Approval of Future Board Meetings	2
Academic Affairs, Policy and Personnel Committee	67
Audit, Risk Management and Compliance Review Committee	67
Fiscal Affairs Committee Report	67
Appointment of General Counsel	68
Adjournment	68
II. Business With the Colleges	
<b><u>OKLAHOMA PANHANDLE STATE UNIVERSITY</u></b>	
Instructional Programs	3
Agenda	5-13
<b><u>CONNORS STATE COLLEGE</u></b>	
Personnel Actions	14
Fund Transfers	15
Purchase Requests	16
Agenda	17-28
<b><u>NORTHEASTERN OKLAHOMA A&amp;M COLLEGE</u></b>	
Opening Comments	29
Instructional Programs	30
Approval of Master Lease Program	30
Addendum Request to Miami Community Facilities Authority and OSU/A&M Board of Regents Agreement	31
Addition to Indoor Arena at the Synar College Farm	31
Balance of Agenda	31
Agenda	32-42
<b><u>LANGSTON UNIVERSITY</u></b>	
Livestock Inventory	43
Langston University Branding	43

II. Business With the Colleges	<u>Page</u>
 <b><u>LANGSTON UNIVERSITY (CONTINUED)</u></b>	
Personnel Actions	45
Contractual Agreements	46
Approval of Purchase Requests	46
Balance of Agenda	47
Agenda	48-54
 <b><u>OKLAHOMA STATE UNIVERSITY</u></b>	
Adoption of Memorial Resolution	55
Approval of Revisions to the Student Code of Conduct	55
OSU Policy 1-05350 Tobacco Use in University Buildings and Grounds	57
 <b><u>Academic Affairs</u></b>	
Approval of Position Announcements and Position Descriptions	57
Personnel Actions	58
Approval of Program Modifications	58
Approval of Acknowledgement and Confirmation of Existing Academic Affiliation Agreement with OSU Medical Center	59
 <b><u>Business and Finance</u></b>	
Approval of Peace Officer	60
Approval to Dispose of Equipment through Transfer	60
Ratification of Interim Approval to Grant a Permanent Utility Easement and Right-of-Way to Oklahoma Natural Gas	60
Approval for a Memorandum of Understanding between Oklahoma State University and Stillwater Board of Education	61
Approval to Select an Architect to Assist the University in the Design and Construction of Renovations at The Atherton Hotel	61
Approval to Select a Construction Manager At Risk to Assist the University in the Design and Construction of Renovations at The Atherton Hotel	62
Approval of Purchase Request Items	62
 III Public Comments	 65

MINUTES OF THE MEETING OF THE BOARD OF REGENTS FOR THE OKLAHOMA  
AGRICULTURAL AND MECHANICAL COLLEGES, OCTOBER 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 Council Room, 412 Student Union, on the campus of Oklahoma State University, Stillwater, Oklahoma, on October 25, 2013.

Those present: Mr. Tucker Link, Chairman; Mr. Rick Davis, Vice Chairman; Mr. Calvin J. Anthony; Mr. Douglas E. Burns; Mr. Joe D. Hall; Mr. Andy Lester; Dr. Trudy J. Milner; 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 Drake, General Counsel; Mr. Cecil F. Strande, Director of Internal Audits; Ms. Shari Brecht, Administrative Associate; and Ms. Cherilyn 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 10:10 a.m.

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

Order of Business

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

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

October 25, 2013

Approval of Minutes

Regent Reese moved and Regent Lester seconded to approve the minutes of the September 6, 2013, Regular Meeting of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges.

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

Regent Reese moved and Regent Watkins seconded to approve the minutes of the October 18, 2013, Special Meeting of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges.

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

Approval of Future Board Meetings

Chairman Link announced that the next regular meeting of the Board of Regents is scheduled to convene on December 6, 2013, in Scholars' Inn Clubhouse, Langston University, Langston, Oklahoma. In addition, a meeting is scheduled to convene on January 24, 2014, in the State Room of the Hospitality Services Building on the campus of the OSU Institute of Technology-Okmulgee, Okmulgee, Oklahoma. Chairman Link asked for a motion to confirm this meeting.

Regent Reese moved and Regent Anthony seconded to approve the meeting scheduled for January 24, 2014, in the State Room, Hospitality Services Building, OSU Institute of Technology-Okmulgee, Okmulgee, Oklahoma.

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

October 25, 2013

OKLAHOMA PANHANDLE STATE UNIVERSITY, GOODWELL, OKLAHOMA

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

Dr. Bryant expressed appreciation to the staff of President Hargis for the outstanding hospitality at OSU-Stillwater and for the excellent dinner last evening.

Dr. Bryant reported that OPSU is moving forward with a refunding request for the Aggie Apartments, LLC, in the amount of \$5.8 million. He said this was approved by the Board of Regents on December 3, 2010, and it has also been through the Legislative review process and review by the State Regents. Dr. Bryant said a completed application was submitted for the October, 2013, Bond Council meeting.

Dr. Bryant also reported on the newly inducted members of the OPSU 2013 Aggie Hall of Fame, which includes Gib Dolezal, All-Conference quarterback in the late 1960's; Thomas Rollefson, All-American defensive back from the early 1980's; and the 1982-1983 Men's Basketball Team.

Instructional Programs

Dr. Bryant requested Board approval to delete the Bachelor of Science in Equine Science Degree and make it an option within the Bachelor of Science in Animal Science Degree. He presented a comparison of the degree plans. He said the Equine Science Degree was established in 2004 and reached its highest enrollment of 21 majors in 2008. Since that time enrollment has declined to 7 majors in the fall of 2013. Dr. Bryant said the minimum State Regents' requirement for a degree program is 5 graduates per year, and Equine Science has averaged 3.5 graduates per year over the past six years. The conversion from a degree to an option would reduce the Equine Science courses from 21 hours to 9 hours.

Dr. Bryant said a justification was determined by interviewing the Fall 2012 Equine Science majors, and each student was double majoring in Animal Science and Equine Science in order to have an equine designation on their transcript to reflect an emphasis in horses as well as the other animal species groups. It is believed the Equine Science option would be more appropriate for these graduates than the Equine Science degree.

Dr. Bryant said the request does not require additional faculty, and there is no impact on current students enrolled in the program as they will be given the choice of completing the four-year degree in Equine Science or a four-year degree in Animal Science with an option in Equine Science.

Regent Davis moved and Regent Milner seconded to approve the deletion of the Bachelor of Science degree in Equine Science and to make it an option within the Bachelor of Science degree in Animal Science as presented.

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

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

OKLAHOMA PANHANDLE STATE UNIVERSITY  
Goodwell, Oklahoma

October 16, 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

The Oklahoma Supreme Court has approved the Oklahoma State System of Higher Education Master Lease Program.

Therefore, OPSU is going forward with the refunding request for the Aggie Apartments, LLC in the amount of \$5,800,000. This was approved by the A&M Board of Regents on December 3, 2010. This request has also been through the Legislative review process and review by the State Regents. The completed application was submitted for the October 2013 Bond Council meeting.

Part B---Resolutions

None

Part C---Policy and Operational Procedures

None

Part D---Personnel Actions

None

Part E---Instructional Programs

Board approval is requested to delete the BS in Equine Science Degree and make it an option within the BS in Animal Science Degree (see attached degree plans).

Description: The BS in Equine Science Degree was established in 2004 and reached the high enrollment of 21 majors in 2008. Since that time the enrollment has declined to seven for Fall 2013. The minimum OSRHE requirement for a degree program is 5 graduates/year. Equine Science has averaged 3.5 graduates/year over the past 6 years. The degree to option conversion would reduce the Equine Science courses from 21 hours to 9 hours.

Justification: It was determined by interviewing the Equine Science majors in Fall 2012 that each was double majoring in Animal Science and Equine Science in order to have the Equine designation on their transcript to reflect an emphasis in horses in addition to cattle, swine and sheep.

The Equine Science option would be more appropriate for them than the Equine Science degree.

Additional faculty needed: None.

Impact on current students: None. All seven Equine Science Majors will be given the choice of completing the 4-year degree in Equine Science or a 4-year degree in Animal Science with an option in Equine Science.

Impact on Gen Ed: None.

Impact on other majors: The number of majors in the BS in Animal Science degree program will increase.

Effective date: Fall 2014

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. A community celebration was held for the OPSU national champion men's rodeo team at the Bell Tower Plaza on campus after school started.
2. OPSU golfer Trent Combs was named to the Cleveland Golf/Srixon All-America Scholar list for the second straight year.
3. OPSU Alumnus and former employee, Troy Rader, took a week out of his own schedule with Cisco in Omaha, Nebraska to help with an OPSU campus project of basic network upgrades.
4. The newly inducted members of the OPSU 2013 Aggie Hall of Fame are Gib Dolezal, All-Conference quarterback in the late 1960s; Thomas Rollefson, All-American defensive back from the early 1980s; and the 1982-1983 Men's Basketball Team.
5. The September President's Update Newsletters is attached.
6. The FTE report for the quarter ending September 30, 2013, is attached.
7. The August and September 2013 Summary of Out-of-State Travel reports are attached.

Respectfully submitted,



David A. Bryant  
President

## Equine Science Degree

### Equine Science (BS) 125

#### Semester Hours

<b>General Education</b>	<b>41</b>
<b>Major</b>	<b>21</b>
Equi 1011-Intro to Equine Science	
Equi 1132-Equine Evaluation	
Equi 1223-Introduction to Equine Training and Care	
Equi 2003-Colt Breaking and Training	
Ansi 3624-Horse Science	
Equi 4003-Advanced Horse Training	
Equi 4103-Specialized Horse Training	
<b>Animal Science</b>	<b>24</b>
Ansi 1124-Introduction to Animal Science	
Ansi 2124-Livestock Feeds and Feeding	
Ansi 2442-Artificial Insemination of Farm Animals	
Ansi 3543-Animal Nutrition	
Ansi 4113-Animal Anatomy and Physiology	
Ansi 4333-Livestock Breeding and Improvement	
Ansi 4433-Animal Reproduction	
Ansi 4902-Special Topics	
<b>Business</b>	<b>24</b>
Acct 2103-Financial Accounting	
AG 4983-Agriculture Marketing	
Badm 3023-Technical Writing	
Badm 3123-Business Law I or Badm 3323-Business Law II	
CIS 1113-Introduction to Computers	
FIN 3573-Money and Banking	
Mgmt 3813-Principles of Management	
Mktg 3913-Principles of Marketing	

#### **Additional Courses** 14

From Animal science, Business, and/or Equine Science

#### **Minor**

Upon completion of the Equine Science major, the student will have sufficient courses for a minor in Animal Science. Hours designated for the chosen minor are included in the 124 semester hours required for the major.

## Animal Science Degree with Equine Science option

### Animal Science (BS) 124 (includes 9 hours of Equine Science Courses for option)

#### Semester Hours

<b>General Education</b>	<b>41</b>
<b>Major</b>	<b>29 - 30</b>
Ag 1011-Introduction to Agriculture Industry	
Ansi 1124-Introduction to Animal Science	
Ansi 2182-Meat Evaluation OR Ansi 3113-Livestock Judging and Meat Evaluation	
Ansi 2442-Artificial Insemination of Farm Animals	
Ansi 3333-Meats	
Ansi 3543-Animal Nutrition	
Ansi 3643-Applied Animal Nutrition	
Ansi 4333-Livestock Breeding and Improvement	
Ansi 4433-Animal Reproduction	
Ansi 4463-Meat Science	
Ansi 4862- Animal Science Seminar	
<b>Agronomic Electives</b>	<b>7</b>
<b>Chemistry</b>	<b>9-10</b>
Chem 1135-General Chemistry I	
Chem 3315 Organic Chemistry I (or 4 hour physical science course)	
<b>Biology</b>	<b>8</b>
Biol 1304-Principles of Biology I OR Biol 1504-Principles of Biology II	
Biol elective (4 credit hours)	
<b>Equine (select from)</b>	<b>9</b>
Equi 1123-Intro to Equine Science	
Equi 1132-Equine Evaluation	
Equi 3624-Horse Science	
<b>Animal Science Electives</b>	<b>7</b>
<b>Controlled Electives</b>	<b>11-13</b>

Sufficient courses to bring upper level hours to 40 credit hours and total to 124 semester hours for graduation.

#### **Minor**

Upon completion of the Animal Science major, the student will have sufficient courses for a minor in natural science. Hours designated for the chosen minor are included in the 124 semester hours required for the major.

# President's Update

A monthly newsletter from the Office of the President

September 2013

## Campus Events

- Sept. 13 **Aggie Athletic Hall of Fame Banquet**, Student Union Ballroom, 7 p.m.
- Sept. 14 **Little Aggie Cheer Camp**, Noble Center, 10 a.m.- 1:30 p.m.
- Sept. 14 **Aggie Football at home** vs. Adams State University, 3 p.m.
- Sept. 16 **Jalapeno Eating Contest**, Student Union Hallway, 12:15 p.m.
- Sept. 17 **Sexual Assault Prevention & Self-defense Course**, Student Union Ballroom, 7 p.m.
- Sept. 19 **Aggie Volleyball at home** vs. Lubbock Christian University, 7 p.m.
- Sept. 19 **Music Department Recital** Featuring Dr. Michael Rector, Centennial Theatre, 7:30 p.m.
- Sept. 21 **Aggie Volleyball at home** vs. University of Texas- Permian Basin, Noon
- Oct. 3 **Aggie Volleyball at home** vs. St. Mary's University, 7 p.m.
- Oct. 4 **Aggie Volleyball at home** vs. Texas A&M- International, 7 p.m.
- Oct. 7 **Hypnotist Mike Reeves**, Centennial Theatre, 8:00 p.m.
- Oct. 8 **Aggie Volleyball at home** vs. Fort Hays, 4 p.m.  
**Aggie Volleyball at home** vs. Northwestern Oklahoma State University, 8 p.m.
- Oct. 11 **Aggie Volleyball at home** vs. Newman University, 5 p.m.
- Oct. 12 **Homecoming**  
**Aggie Football at home** vs. Texas College, 1:00 p.m.
- Oct. 15 **Music Department Band and Choir Fall Concert**, Centennial Theatre, 7:30 p.m.

OPSU has awarded a **record high number of degrees** for the 2012-2013 year with a total of 311. The record total was a result of 230 bachelor's degrees and 81 associate's degrees.

Preliminary **2013 fall enrollment** numbers reported to the State Regents two weeks after the start of classes consisted of 1,391 students and 17,749 credit hours. This represented a 0.7% increase in head count and a 3.5% decrease in credit hours compared to last year. Student housing is also full on campus, and this is the third highest number of students enrolled at OPSU in the past 11 years.

At 82 students, the **concurrent enrollment** of high school students in college courses is up 55% over last year.

Congratulations to Coach Stephens and the **2012-2013 Aggie Volleyball Team** for earning their fourth consecutive AVCA Team Academic Award! The award honors collegiate and high school volleyball teams that display excellence in the classroom by maintaining at least a 3.30 cumulative team grade-point average on a 4.0 scale throughout the academic year.

Community members, students and faculty joined the **Rodeo Team** at the OPSU Bell Tower Plaza on Aug. 21 as they celebrated their fifth national championship earned this summer during the College National Finals Rodeo in Casper, Wyo. Four of the six team members from Casper along with Coach Craig Latham and Assistant Coach Robert Etbauer were present for radio and television interviews as well as to sign autographs on the team poster.

Members of this year's **Aggie Hall of Fame**: Gib Dolezal, All-Conference quarterback in the late 1960s; Thomas Rollison, All-American defensive back from the early 1980's; and the 1982-1983 Men's Basketball team.

## Campus Faces

**Dr. Sara Richter** is “pages” deep in her newest project, a book about the history of Guymon set to publish in the Summer of 2014 by Arcadia Publishing in South Carolina.

The book will encompass a wide variety of information about Guymon’s history. A number of photos will be included to illustrate the history before it began until today.

Richter did a similar book about the Oklahoma Panhandle in 2011. Since being asked to do a book on Guymon, Richter has been busy collecting photos and writing text. According to her, she has been “doing what I love: writing and researching.”

A familiar face to many, Richter is the Dean of Liberal Arts at OPSU. She has taught English, geography, history and humanities classes at OPSU since 1985.

Richter is a well known public speaker and can be seen giving presentations at local, regional, national, and international conferences. She presents programs on a variety of different topics such as the Depression-era women, Christmases on the Plains, Laura Ingalls Wilder, and buffalo hunting.

She is actively involved in a number of clubs and organizations as well as serving on several boards. Currently she is a member of the Kansas Humanities Council Speakers Bureau and Toastmasters International. Richter serves as director of the Northwest Oklahoma High Plains Resource Conservation and Development Board and the secretary of the board of directors of the Santa Fe Trail Association.

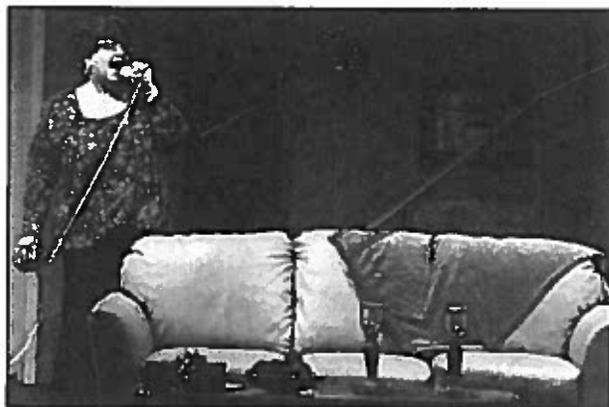
Richter calls Hennessey, Okla. her hometown although she is originally from Atchison, Kan. She received her Bachelor of Arts in history from Phillips University in Enid, Okla. Richter then went on to get a Master of Arts in history and a Master of Arts in English from Oklahoma State University. Richter received her doctorate in English from Oklahoma State University in 1985.

The very talented, Richter likes to research, write, sing, act, travel, shoot, and spend time with her cat, Louie Bob. However, her first love is teaching and she has touched countless students lives during her time at OPSU!

*Dr. Sara Richter*



Dr. Richter (left) together with Dr. Stewart host the Miss OPSU pageant in 2007.



Dr. Richter plays a part in the play “Rumors” in 2007.



Dr. Richter (right) recognizes a student during the Alpha Chi Induction Ceremony in 2011.

*David A. Bryant*

**David A. Bryant, President**

THE OKLAHOMA STATE SYSTEM OF HIGHER EDUCATION  
FTE EMPLOYEE REPORT

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

FROM: OKLAHOMA PANHANDLE STATE UNIVERSITY

*Da Bryant*  
PRESIDENT

SUBJECT: FTE EMPLOYEE REPORT FOR FISCAL QUARTER ENDING 09/30/13

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

FTE EMPLOYEE CATEGORIES

	EDUC. AND GEN. BUDGET PART I				EDUC. AND GEN. BUDGET PART II				AGENCY ACCOUNTS OTHER				SUB-TOTAL		TOTAL FTE
	FACULTY		STUDENT		FACULTY		STUDENT		FACULTY		STUDENT		REGULAR	OTHER	
	REGULAR	OTHER	REGULAR	OTHER	REGULAR	OTHER	REGULAR	OTHER	REGULAR	OTHER	REGULAR	OTHER	STUDENT	STUDENT	
CURRENT QTR	27	52	11	0	0	0	0	0	4	9	27	56	20	103	
PRIOR QTR	38	51	18	1	1	1	1	6	8	39	58	27	124		
INC (DEC)	(11)	1	(7)	(1)	(1)	(1)	(1)	(2)	(2)	1	(12)	(2)	(7)	(21)	
PRIOR FY	27	50	14	1	1	0	0	5	8	29	56	22	107		

OKLAHOMA PANHANDLE STATE UNIVERSITY  
INSTITUTION

SUMMARY OF OUT-OF-STATE TRAVEL AS OF

Aug-13  
MONTH

FUND SOURCE	FY14		FY13		FY14		FY13	
	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	7	\$ 2,357.96	25	\$ 10,863.45	26	\$ 10,322.16	25	\$ 10,863.45
FEDERAL	0	\$ -			0	\$ -		
PRIVATE								
AUXILIARY	0	\$ -	4	\$ 1,774.34	8	\$ 1,626.87	4	\$ 1,774.34
OTHER		\$ -		\$ -				
TOTAL	7	\$ 2,357.96	29	\$ 12,637.79	34	\$ 11,949.03	29	\$ 12,637.79

OKLAHOMA PANHANDLE STATE UNIVERSITY  
INSTITUTION

SUMMARY OF OUT-OF-STATE TRAVEL AS OF

Sep-13  
MONTH

FUND SOURCE	FY14		FY13		FY14		FY13	
	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	7	\$ 2,907.67	25	\$ 10,863.45	33	\$ 13,229.83	25	\$ 10,863.45
FEDERAL					0	\$ -		
PRIVATE								
AUXILIARY	1	\$ 297.42	4	\$ 1,774.34	9	\$ 1,924.29	4	\$ 1,774.34
OTHER		\$ -		\$ -				
TOTAL	8	\$ 3,205.09	29	\$ 12,637.79	42	\$ 15,154.12	29	\$ 12,637.79

October 25, 2013

CONNORS STATE COLLEGE, WARNER, OKLAHOMA

Dr. Tim Faltyn, President, appeared before the Board of Regents to present the business of Connors State College and review the Agenda for members of the Board.

Dr. Faltyn expressed appreciation to President Hargis and his staff and to Gary Clark for hosting everyone last evening. He said it was an excellent event, and he very much appreciates the hospitality.

Dr. Faltyn referenced the *Connection*, which again features two different covers to appeal to different demographics. One features a picture of the cheerleaders on the award-winning float at the 26<sup>th</sup> Annual Warner Cowchip Day Festival. The second cover features a story where a few delegations from foreign countries came to Connors to look at its Santa Gertrudis herd in an effort to build up their cattle holdings in places such as Kazakhstan. Dr. Faltyn said the *Connection* also includes a profile of Regent Doug Burns, an article pertaining to the newly completed Trap & Skeet Range, and an article highlighting the success of the beef show team which secured several big titles during the Tulsa State Fair.

Dr. Faltyn reported that enrollment for the spring semester begins October 31, and he said he is proud to report that for the first time in the history of the College it will have complete online enrollment services. It is believed this will be a game changer for Connors. He commended Dr. Ron Ramming, Vice President for Academic Affairs, and his staff for their efforts to make this happen.

Dr. Faltyn provided the Regents with a copy of the Rodeo Team calendar for the 2013-14 academic year. He said this is a fund raiser for the team. The students put it together and come up with the ideas.

Personnel Actions

With respect to the personnel actions, Dr. Faltyn referenced the request to post a position description for the position of Vice President for Fiscal Services announcing a formal search to fill the position on a permanent basis. He said one thing that was suggested to him is the engagement of a search firm for this position. It would be the first time Connors has ever done that, but he said he believes it is very important for this position that Connors does all that it can to find the best fit and the most talented person to fill that position.

Chairman Link referenced item D.2. and said this item was discussed during the Academic Affairs, Policy and Personnel Committee.

Regent Davis said the Committee met with the administration of Connors State College regarding approval of the position description for the position of Vice President for Fiscal Services. The Committee acted to recommend Board approval of the administrative

recommendation with the amendment to include language regarding ethical behavior, subject to review by Board Legal Counsel.

Regent Davis moved and Regent Lester seconded to approve the position description for the position of Vice President for Fiscal Services with the amendment to include language regarding ethical behavior, subject to review by Board Legal Counsel.

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

#### Fund Transfers

Dr. Faltyn requested Board approval to transfer \$500,000 from E&G, Part I, funds to Fund 295, which is the building fund, for the construction of the Nursing and Allied Health Facility to be used for facility and parking construction costs associated with this project; to transfer \$400,000 from E&G, Part I, funds to Fund 295 to purchase and install alarm and fire suppression equipment in Russell Hall, the Education Building, the Classroom Building, and the Fred Williams Arena bleacher and lobby areas; to transfer \$700,000 of Auxiliary funds to Fund 295 for the Sewer Infrastructure Project at the Warner Campus; and to transfer \$500,000 from Auxiliary funds to Fund 295 for the Water Infrastructure Project at the Warner Campus.

Dr. Faltyn referenced the E&G Reserve calculation, and he said he believes Connors is at a healthy level with these transfers. He said he will be bringing forward requests to solicit bids pertaining to these projects in the future. This is the first step in moving the money over to where it needs to be with respect to the Student Union project and the Nursing and Allied Health programs. Chairman Link asked if these projects are elective or mandatory or some combination of both. Dr. Faltyn said these projects are necessary, especially with respect to the sewer and water projects.

Regent Anthony asked if the \$500,000 is the full amount needed for the Nursing and Allied Health Facility. Dr. Faltyn said the total amount of that facility is \$9 million. These funds will be used to connect the existing parking lots with the new parking lots for that facility.

Regent Anthony moved and Regent Lester seconded to approve the requests to transfer funds as presented in the Agenda.

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

Purchase Requests

Dr. Faltyn requested ratification of interim approval for an emergency repair of a water line breaking underneath one of the parking lots.

He further requested authorization to purchase all materials, labor, equipment, and services in the estimated amount of \$350,000 to resurface the parking lots on the Warner and Three Rivers Port Campuses.

Regent Lester moved and Regent Watkins seconded to ratify interim approval granted by the Chief Executive Officer for the emergency repair of a water line leaking under a parking lot on the Warner campus and to purchase all materials, labor, equipment, and services in the estimated amount of \$350,000 to resurface the parking lots on the Warner and Three Rivers Port Campuses.

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

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

# CONNORS STATE COLLEGE

Warner, Oklahoma

October 25, 2013

Board of Regents for the Oklahoma A&M Colleges  
Stillwater, Oklahoma 74074

Dear Board Member:

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

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

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

- *Connors Connection*
- *Enrollment Update*
- *CSC Rodeo Calendar*

**B. RESOLUTIONS:**

*None*

**C. POLICY AND OPERATIONAL PROCEDURES:**

*None*

**D. PERSONNEL ACTIONS:**

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

Kellee Fisher, Nursing Instructor, resigned effective September 9, 2013.

Shirley Twilley, Vice President for Fiscal Services, resigned effective October 10, 2013.

**2. Vice President for Fiscal Services Position**

Approval is requested to post the attached position description for the Vice President for Fiscal Services announcing a formal search to fill the position permanently.

**E. INSTRUCTIONAL PROGRAMS:**

*None*

**F. BUDGETARY ACTIONS:**

**1. Funds Transfer**

Board approval is requested to transfer \$550,000 of E&G Part I funds to Fund 295 for construction of the Nursing and Allied Health Facility at Three Rivers Port Campus. The funds will be used for facility and parking construction costs associated with the construction project. (see attached Reserve Calculation document)

Board approval is requested to transfer \$400,000 of E&G Part I funds to Fund 295 to purchase and install alarm and fire suppression equipment in Russell Hall, the Education Building, the Classroom Building and the Fred Williams Arena bleacher and lobby areas. The funds will be used for construction and installation costs associated with bringing the facilities listed up to current fire code standards. (see attached Reserve Calculation document)

Board approval is requested to transfer \$700,000 of Auxiliary funds to Fund 295 for the Sewer Infrastructure Project at the Warner Campus. The funds will be used for construction to connect College sewer infrastructure to the Town of Warner's existing sewer infrastructure. The Town of Warner, in partnership with Connors State College, has been awarded a \$350,000 Oklahoma Community Development Block Grant to complete this project. The College has been under a Oklahoma Department of Environmental Quality consent order to complete this project since 2009. (see attached Reserve Calculation document)

Board approval is requested to transfer \$500,000 of Auxiliary funds to Fund 295 for the Water Infrastructure Project at the Warner Campus. The funds will be used for construction of waterline infrastructure for the A. D. Stone Student Union, temporary dining in Russell Hall and connecting water infrastructure around the perimeter of the campus. (see attached Reserve Calculation document)

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

*None*

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

*None*

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

*None*

**J. PURCHASE REQUESTS:**

**1. Ratification of Interim Approval**

Board ratification is requested for the attached Interim Approval, signed September 30, 2013, for the emergency repair of a water line leaking under a parking lot on the Warner campus. (see attached *Interim Approval document*)

**2. Parking Lots**

Authorization is requested to purchase all materials, labor, equipment, and services in the estimated amount of \$350,000 to resurface the parking lots on the Warner and Three Rivers Port Campus. Funding will be provided from E & G Funds.

**K. STUDENT SERVICES/ACTIVITIES:**

*None*

**L. NEW BUSINESS UNFORESEEN AT TIME AGENDA WAS POSTED:**

*None*

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

1. 1<sup>st</sup> Qtr. F.T.E. Employee Report, attached
2. 1<sup>st</sup> Qtr. Livestock Sales Report, attached
3. 1<sup>st</sup> Qtr. Veterinary Payments Report, attached
4. August and September 2013 Out-of-State Travel Report, attached

Respectfully submitted,



Dr. Tim Faltyn  
President



## **JOB DESCRIPTION**

**JOB TITLE:** Vice President for Fiscal Services

**REPORTS TO:** President

**CLASSIFICATION:**

**STATUS:** Full time, exempt

**LENGTH OF EMPLOYMENT:**

### **JOB OVERVIEW:**

The Vice President serves as an advisor and executive team member to the President. The Vice President will be supervising the budget development, business and investment functions, and construction program for the College.

### **DUTIES AND RESPONSIBILITIES:**

- Direct the effective allocation and use of resources and assist President and A&M Board in achieving organizational objectives
- Direct systems for managing cost estimates and long-range financial plans to support academic, public service, and economic development for the College
- Manage annual budget development process and financial audit process
- Assist in implementing long range facilities master plan and related construction activity
- Assist with Board meeting preparation
- Write correspondence, reports, presentations, and policy proposals
- Develop and implement procedures and programs according to the College's mission and goals within areas of responsibility
- Develop, implement, and evaluate action plans related to objectives consistent with campus Strategic Plan and expectations set forth by supervisor
- Maintain an understanding of current ideas, trends, and practices pertaining to the area of responsibility for this position
- Manage campus maintenance and custodial operations
- Participate in local, regional, and state activities to promote Connors State College
- Manage investment of funds for maximum yield commensurate with safety of principle
- Conduct performance evaluations of assigned staff

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

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Superior written and oral communication skills
- The successful individual will have a thorough understanding of and total commitment to the community college mission
- Demonstrated management skills in budget development, business operations, and construction
- Evidence of effective working relationships with local, state and federal agencies, other colleges, and faculty and staff
- A successful record of innovative education and management practices and a willingness to assume risk
- Evidence of an understanding and use of technology in an administrative setting
- A successful record of sensitivity to diversity issues

**EDUCATION/EXPERIENCE REQUIRED:**

- Master's Degree from an accredited institution with an emphasis in business administration, community college administration or a related discipline; or, a Bachelor's Degree with at least five years of related administrative experience; CPA is highly desirable.
- Progressively responsible administrative work.
- Administrative work in a higher educational setting is highly desirable.

*Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.*

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



**E & G RESERVE CALCULATION**

**6/30/2013**

Estimated E&G Fund Balance as of June 30, 2013	\$	3,390,000
Less Budgeted Infrastructure Improvements and Deferred Maintenance		(350,000)
Transfer of Reserves for Nursing Allied Health Parking and Facility Costs	\$	(500,000)
Transfer of Reserves for Alarm and Fire Suppression Equipment	\$	<u>(400,000)</u>
Estimated E&G Fund Balance end of June 30, 2014	\$	<u>2,140,000</u>
Budgeted FY2014 Expenses less one time use of Reserves	\$	12,772,000
Percentage of Fund Balance to E&G Expenses		16.76%

**AUXILIARY RESERVE CALCULATION**

Estimated Auxiliary Fund Balance as of June 30, 2013	\$	3,386,000
Transfer of Reserves for Sewer Infrastructure Project	\$	(700,000)
Transfer of Reserves for Water Infrastructure Project	\$	<u>(500,000)</u>
Estimated Auxiliary Fund Balance end of June 30, 2014		<u>2,186,000</u>
Budgeted FY2014 Auxiliary Expenses	\$	5,487,000
Percentage of Fund Balance to Auxiliary Expenses		39.84%

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

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

Connors State College  
College/University from which Request for Interim Approval Originated

1. The basis upon which interim approval is requested is indicated below (check one or more and explain).
- (a) The matter is related to the peace, health and safety of the institution and/or its inhabitants. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)
  - (b) The matter quite possibly could pose a deterrent to the accomplishment of important institutional objectives without authorization to act immediately or reasonably soon; and/or it is believed imprudent to delay action until the next meeting of the Board of Regents. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)
  - (c) The matter has significant economic implications for institutional resources and/or properties without authorization to act immediately or reasonably soon; and/or it is believed imprudent to delay action until the next meeting of the Board of Regents. (Explain how the matter of business for which interim approval is requested is related to the immediately foregoing statement.)
  - (d) The matter is related to an emergency requiring action by the administration prior to the next meeting of the Board of Regents because of extenuating circumstances not referenced above. (Describe the specific extenuating circumstances.)

A 6" water line that feeds the fire suppression system for the Fine Arts Building on the Warner Campus is leaking under a parking lot that is being renovated.

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

Interim approval is requested for Connors State College to declare an emergency and to waive notice and bidding requirements for the emergency repair of a leaking 6" water line. Authorization is requested to purchase through Crossland Construction the labor, materials, equipment, and services to repair the damaged line. Crossland Construction is on campus for another project and has the expertise and equipment to repair the water line. In addition, approval is requested to exceed the Board approved 15% allowance on a change order for Glover & Associates, Inc. for the repaving of a parking lot on the Warner campus. Underground water has caused the need for additional excavating and stabilizing material under the asphalt surface. Board approval was received for the parking lot project on June 15, 2012 in the amount of \$250,000 and on October 26, 2012 the Board authorized the rejection of bids and the rebid of the project. The bid was awarded for \$278,016.75 which was within the approved 15% allowance.

- 3. State the actual cost or best estimated cost required to complete the action for which interim approval is requested. \$ 75,000

- 4. Identify the fund or funds to be used in covering the cost stated above. E&G Funds

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

6.

_____ (Optional) Signature of Requesting Administrator	 _____ (Required) Signature of President
_____ Date	<u>9-30-13</u> _____ Date

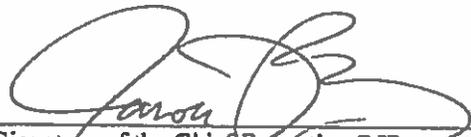
**(FOR USE BY THE OFFICE OF THE CHIEF EXECUTIVE OFFICER)**

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

REMARKS:

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

REMARKS:

  
 \_\_\_\_\_  
 Signature of the Chief Executive Officer or  
 his designated representative  
9/30/13  
 \_\_\_\_\_  
 Date



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

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

From: Connors State College  
Institution Dr. Timothy Faltyn  
President

Subject: FTE Employee Report for the Fiscal Quarter Ending: 09-30-2013  
Mo. Day Yr.

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

	Educ. & Gen Budget Part I (290)			Educ. & Gen Budget Part II (430)			Agency Accounts Other (701)			Sub-Total			Total FTE
	Faculty	Other		Faculty	Other		Faculty	Other		Faculty	Other		
		Regular	Student		Regular	Student		Regular	Student		Regular	Student	
71	109	11		0	8	0	2	9	9	73	126	20	219
128	112	9		0	4	1	0	12	22	128	128	32	288
-57	-3	2		0	4	-1	2	-3	-13	-55	-2	-12	-69
64	95	6		0	10	1	0	14	10	64	119	17	200

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

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

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

D. Comparable Quarter Last Year

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



LIVESTOCK SALES REPORT						
FOR THE 1st QUARTER OF FY 2013/2014						
DATE	WHERE	TYPE	WHAT	AMOUNT		
7/11/2013	CROSS LIVESTOCK AUCTION	Auction	(1) Red Cow, (1) BI Steer, (1) BWF Heifer	\$1,979.34		
8/8/2013	JOHN W BRINLEE	Individual	Butchered Sterile St Gert Bull Meat	\$1,000.00		
8/16/2013	STIGLER LIVESTOCK AUCTION	Auction	(2) BI Hefers & (2) BI Cows	\$4,574.28		
9/12/2013	CROSS LIVESTOCK AUCTION	Auction	(1) Red Bull	\$1,233.56		
9/17/2013	WARREN LIVESTOCK AUCTION	Auction	(1) Hamp Boar, (1) Hamp Sow, (S)Mix Gilt,	\$1,094.49		
			(1) Red Boar, (6) BL/FC Lambs			
			TOTAL	\$9,881.67		



<b>Veterinary Payments for 1st Quarter of FY14</b>			
<b><u>DATE</u></b>	<b><u>VENDOR</u></b>	<b><u>FUND</u></b>	<b><u>AMOUNT</u></b>
7/31/2013	SIMMENTAL BREEDERS	701	\$438.00
7/17/2013	NELSON EMBRYO SERVICES	290	\$2,552.80
8/20/2013	MWI VETERINARY SUPPLY	701	\$23.64
8/20/2013	MWI VETERINARY SUPPLY	701	\$24.56
8/20/2013	MWI VETERINARY SUPPLY	701	\$15.23
8/20/2013	MWI VETERINARY SUPPLY	701	\$1,362.06
7/3/2013	ULTRASOUND TECHNOLOGIES	701	\$2,205.00
7/9/2013	KLR ANGUS LLC	701	\$1,611.36
7/16/2013	RANCE REYNOLDS	701	\$2,040.00
7/17/2013	COBA SELECT SIRES	701	\$18.00
7/17/2013	COBA SELECT SIRES	701	\$100.00
7/17/2013	CHAMPION GENETICS	701	\$1,406.75
8/21/2013	MWI VETERINARY SUPPLY	701	\$634.41
8/21/2013	MWI VETERINARY SUPPLY	701	\$117.76
8/21/2013	MWI VETERINARY SUPPLY	701	\$436.95
8/21/2013	MWI VETERINARY SUPPLY	701	\$117.76
8/23/2013	RSM FARM SUPPLY	701	\$32.50
	<b>Total</b>		<b>\$13,136.78</b>



**SUMMARY OF OUT-OF-STATE TRAVEL FOR THE PERIOD OF AUGUST 31, 2013**

FUND SOURCE	TRAVEL THIS MONTH		CORRESPONDING MONTH LAST FISCAL YEAR		AMOUNT EXPENDED CURRENT		AMOUNT EXPENDED PRIOR	
	NO. OF TRIPS	AMOUNT EXPENDED	NO. OF TRIPS	AMOUNT EXPENDED	NO. OF TRIPS	FISCAL YEAR	NO. OF TRIPS	FISCAL YEAR
ST. APPROP.	1	2,008.86	0	0.00	1	2,008.86	1	1,758.91
FEDERAL	0	0.00	0	0.00	0	0.00	0	0.00
PRIVATE	0	0.00	0	0.00	0	0.00	0	0.00
AUXILIARY	0	0.00	0	0.00	0	0.00	0	0.00
OTHER	0	0.00	0	0.00	0	0.00	0	0.00
<b>TOTAL</b>	<b>1</b>	<b>2,008.86</b>	<b>0</b>	<b>0.00</b>	<b>1</b>	<b>2,008.86</b>	<b>1</b>	<b>1,758.91</b>

**SUMMARY OF OUT-OF-STATE TRAVEL FOR THE PERIOD OF SEPTEMBER 30, 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.	2	3,802.76	3	3,454.00	3	5,811.62	4	5,212.91
FEDERAL	1	1,415.15	0	0.00	1	1,415.15	0	0.00
PRIVATE	0	0.00	0	0.00	0	0.00	0	0.00
AUXILIARY	0	0.00	0	0.00	0	0.00	0	0.00
OTHER	0	0.00	0	0.00	0	0.00	0	0.00
<b>TOTAL</b>	<b>3</b>	<b>5,217.91</b>	<b>3</b>	<b>3,454.00</b>	<b>4</b>	<b>7,226.77</b>	<b>4</b>	<b>5,212.91</b>

October 25, 2013

NORTHEASTERN OKLAHOMA A&M COLLEGE, MIAMI, OKLAHOMA

Dr. Jeff Hale, President; Mr. Mark Rasor, Vice President for Fiscal Affairs; and Dr. 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 enjoyed the reception and dinner last evening at Karsten Creek and expressed appreciation to President Hargis, Gary Clark, and the staff for their hospitality.

Dr. Hale referenced the *NEO Update* and noted that this edition highlights NEO's Homecoming activities held on Saturday, October 5. The *NEO Update* also includes the inductees into the Alumni Hall of Fame. He also referenced the article highlighting the success of the NEO Rodeo Team, which is off to a successful start for the year, and the NEO Equestrian Team, which will host its first equestrian collegiate event in the history of the College on October 26. Seven schools will be participating.

Regarding the Red Robertson Stadium project, Dr. Hale said Phase I is complete, and the NEO football team completed its home portion of its football season on the field. Ten days ago NEO awarded all of the bid packets for Phase II, which was \$6.5 million worth of work. On Monday of this week the site crew subcontractors were on campus, so NEO is now officially underway in Phase II of that project. This will include new bleacher seating of about 3,500 seats on the home side, seven suites on the home side, a new press box, entryways, restrooms, concessions, and a new locker room for the Miami High School football and soccer teams. That work is scheduled to be completed in August, 2014.

Dr. Hale presented a sheet reflecting an update to the Synar Farm Master Plan Improvements (a copy of which is attached to NEO's portion of the minutes as ATTACHMENT A and considered a part of these minutes). He said the handout addresses the projects that were approved by the Board in June, 2013; the timeline for the improvements to be made; and an update on the fund-raising program for the improvements to be made.

Dr. Hale said at the last Board meeting Chairman Link asked a question about NEO's online portfolio and the ratio between on-campus courses and online courses. He said during the 2007 Fall semester, NEO offered 36 online classes with about 700 students enrolled in those courses. That number has grown steadily through 2012. NEO took a little decline this year primarily because of its enrollment decline this year. Essentially, NEO has more than doubled its online portfolio over the last five-year period. That represents approximately 15 percent of NEO's enrollment. He said with NEO being primarily a rural residential school and very traditional in nature, he feels very good about the continued growth in its online offerings.

Instructional Programs

Dr. Hale said the program modifications and curricular updates were presented by Dr. Cunningham at the Academic Affairs, Policy and Personnel Committee meeting this morning.

Regent Davis reported that the Academic Affairs, Policy and Personnel Committee met with the administration of Northeastern Oklahoma A&M College regarding approval of the program modifications and curricular updates. The Committee acted to recommend Board approval of the recommendations as presented.

Regent Davis moved and Regent Lester seconded to approve the program modifications and curricular updates as presented.

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

Approval of Master Lease Program

Dr. Hale asked Mr. Razor to present information pertaining to the Master Lease Program. Mr. Razor said NEO is trying to get ahead on the Master Lease Program. It is anticipated that this matter will be resolved in favor of the schools and that institutions will be able to continue utilizing that program. Mr. Razor requested Board authorization for NEO to request participation in the 2014 issue, which will be used to fund improvements to the Synar Farm. He said the Synar Farm was included in the Campus Master Plan that was approved by the Board at the June Board meeting. It is about a \$1.5 million project.

The second part of the request is approval of a reimbursement resolution declaring the Board's intent to reimburse the College with Master Lease Program funds to the extent the College utilizes its own funds or borrows funds for the project.

Regent Burns moved and Regent Anthony seconded to authorize NEO to enter into an Oklahoma State Regents for Higher Education Master Lease Purchase Program in the amount of \$1.5 million to be used to fund improvements to the Synar College Farm and to approve a reimbursement resolution declaring the Board's intent to reimburse certain allowable original capital expenditures in accordance with Regulation Section 1.150-2 of the Internal Revenue Code.

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

Addendum Request to Miami Community Facilities Authority and  
OSU/A&M Board of Regents Agreement

Mr. Rasor presented a request to authorize the execution, subject to Board Legal Counsel approval, of an addendum to the agreement between the Miami Community Facilities Authority (MCFA) and the OSU/A&M Board of Regents. The purpose of the addendum is to include the land that will be used for parking as a part of the agreement.

With respect to the land that will be used for parking, Regent Burns asked if this is land NEO already owns. Mr. Rasor responded affirmatively and said NEO just wants to add it to the land lease that it has with the MCFA.

Addition to Indoor Arena at the Synar College Farm

Mr. Rasor requested authorization to solicit bids and issue a purchase order to the lowest and best bidder for an addition to the Indoor Arena located at the Synar College Farm. It is anticipated that NEO will work with OSU Long Range Planning to accomplish that project. They will help NEO identify whether or not NEO needs a Construction Manager At Risk and the best possible way to accomplish that project. He reported that this project was approved by the Board at the June, 2013, Board meeting as an item on the Campus Master Plan. This is pending the outcome of the Master Lease Program in which NEO is waiting to draw about \$2 million. If for some reason NEO is unable to do that, it would delay this project somewhat. Mr. Rasor said he will be attending the Bond Oversight meeting on October 31, and assuming NEO gets the approvals it needs, the bonds will be issued and NEO can draw that money to reimburse the College. NEO would then move forward with this project.

Balance of Agenda

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

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

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

**NORTHEASTERN OKLAHOMA A&M COLLEGE**  
Miami, Oklahoma  
October 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
  - a. September 2013 "NEO Update"
  - b. Red Robertson Stadium Project Update
  - c. Synar Farm Project update
2. Enrollment Trend in Online Courses

TERM	Enrollment	Number of Sections	TERM	Enrollment	Number of Sections
Fall 2013	1,408	69	Spring 2013	1,599	73
Fall 2012	1,747	76	Spring 2012	1,649	73
Fall 2011	1,598	70	Spring 2011	1,374	64
Fall 2010	1,307	62	Spring 2010	728	41
Fall 2009	963	43	Spring 2009	856	45
Fall 2008	817	43	Spring 2008	760	39
Fall 2007	709	36	Spring 2007	701	37

**PART B - RESOLUTIONS**

None

**PART C - POLICY AND OPERATIONAL PROCEDURES**

None

**PART D - PERSONNEL ACTIONS**

We request approval of the following personnel action:

**1. Change of Position and/or Salary**

- a. Joy Bauer, business and technology instructor, to be assigned additional duties of Director – Title III Grant, Part F. Her new salary will be \$52,000.00 for a 12-month appointment, effective upon approval of the U.S. Department of Education. This is a replacement for an employee who resigned.

**PART E - INSTRUCTIONAL PROGRAMS**

Board approval is requested for the following program modifications and curricular updates, to be effective spring semester 2014 (Reference Document #1). The changes will be submitted to the Oklahoma State Regents for Higher Education pending approval of the Board:

**1. Program Modifications**

- a. Associate in Applied Science degree in Equine & Ranch Management. Requesting addition of a new option in Beef Cattle Management. We believe the addition of this option will allow us to serve more students, enhance and broaden the opportunities for our students, and will aid in the preparation of students for entry into industry jobs.
- b. Two Year Certificate in Equine & Ranch Management. Requesting a modification in the program requirements for this certificate to delete courses no longer offered and replace with a core of required courses. This modification is also to request the addition of new courses to technical/occupational specialty hours. The revision of this certificate will assure that students are educated on key areas of the equine and livestock industry to ensure they are competent in these areas.
- c. Associate in Arts degree in Mass Communications. Requesting a modification to our Mass Communications program to include the development of a core of seven credit hours of courses, and addition of two courses to the program requirements. The requested core is designed to ensure all Mass Communication majors would establish a sound foundation in Mass Communications. As a result, the program is focusing on updating the curriculum to remain current with mass media productions that extend beyond television production. This change will ensure that students are provided the learning opportunity to cover key aspects needed to be competent and relevant in this field.

**PART E - INSTRUCTIONAL PROGRAMS****1. Program Modifications**

- d. Associate in Science in Physical Education & Recreation. Requesting a modification in the program requirements to delete two courses that are no longer taught, and the addition of five courses to the options of courses from which to be selected. This modification was a result of the review of the degree plan and request to add courses that would provide students more ease of transferability into four-year programs, while also allowing students to take American Council on Exercise (ACE) courses.

**2. Curricular Updates****a. New course requests:**

- 1) FRMT 1013, Pasture & Range Management
- 2) MCOM 2643, Non-Linear Editing

**b. Course name change and/or course description change requests:**

- 1) FRMT 1003, Ranch Business Management to Equine & Livestock Business Management
- 2) MCOM 1123, TV I: Studio Production to Media Production
- 3) MCOM 2213, Intro to Broadcasting to Intro to Media Studies
- 4) MCOM 1031, 1041, 2013, 2041, Television Production Activities to Media Production Activities
- 5) OIS 1103, Keyboarding to Document Processing I
- 6) OIS 1213, Document Processing to Document Processing II

**c. Course Description change requests:**

- 1) HRAD 2283, Hospitality Industry Financial Analysis
- 2) HRAD 2533, Hospitality Information Technology

**PART F - BUDGETARY ACTIONS****1. Year-End Adjusting Entries to Close Auxiliary Accounts and Transfer Funds for FY13**

Board approval is requested to make necessary adjustments as depicted on Reference Document #2, "Auxiliary Closing Entries for FY2013."

**PART G - OTHER BUSINESS AND FINANCIAL MATTERS****1. Authorization of Master Lease Program – Fiscal Year 2014**

Board authorization is requested to enter into an Oklahoma State Regents for Higher Education Master Lease Purchase Program in the amount of \$1.5 million. The proceeds will be used to fund improvements to the Synar College Farm per the Campus Master Plan approved June 2013.

**2. Approval of Reimbursement Resolution for Projects included in the OSRHE Master Lease Program**

Board authorization is requested for a reimbursement resolution declaring the Board's intent to reimburse certain allowable original capital expenditures in accordance with Regulation Section 1.150-2 of the Internal Revenue Code.

Northeastern Oklahoma A&M College intends to enter into a Master Lease Purchase Agreement transaction with the Oklahoma State Regents for Higher Education and the Oklahoma Development Finance Authority (the "Authority") for the purpose of financing the improvements to the Synar College Farm per the Campus Master Plan approved June 2013.

The College may fund certain costs of the project prior to the delivery of the Lease from its own funds or borrowed funds. To the extent the College utilizes its own funds or borrows funds for said purposes, it is intended that proceeds of the Master Lease Purchase program will be utilized to reimburse the College and/or repay borrowed funds. Northeastern Oklahoma A&M College expects the Oklahoma Development Finance Authority to issue revenue bonds for the purpose of paying cost of the projects or reimbursing the College for expenses incurred in retiring indebtedness. Approval of this agenda item constitutes the Board's declaration of official intent as is required by the reimbursement regulations set for in Regulation Section 1.150-2 of the Internal Revenue Code.

The source of the reimbursement of these expenditures will come from proceeds anticipated pursuant to the Oklahoma State Regents for Higher Education Master Lease Purchase program.

Under federal guidelines, a reimbursement allocation is a designation of the use of bond proceeds to pay an expenditure which was previously paid from sources other than bond proceeds. According to Internal Revenue regulations, certain preliminary original expenditures related to a capital project may be reimbursed from bond proceeds if the Board declares the intent to do so in a formal resolution.

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

- 1. Miami Community Facilities Authority and OSU/A&M Board of Regents Agreement Addendum Request

Board approval is requested to authorize the execution, subject to Legal Counsel approval, of an addendum to the agreement between the Miami Community Facilities Authority and the OSU/A&M Board of Regents. The Agreement was entered in order to finance improvements to the NEO football stadium. The purpose of the addendum is to include as part of the agreement land to be used for parking. The parking lot will include approximately 500 parking spaces adjacent to the football stadium on the east side and will total 4.7 acres in three different tracts:

Tract 1 is currently being utilized as the staging area for the football practice field and is approximately 2.4 acres;

Tract 2 is currently the gravel parking area southeast of the stadium and is approximately 1.4 acres;

Tract 3 includes the vacant lots north of Rockdale and is approximately .9 acres.

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

- 1. Authorization is requested to solicit bids and issue a purchase order to the lowest and best bidder for an addition to the Indoor Arena located at the Synar College Farm. The College anticipates OSU Long Range Planning will oversee the project. This project was approved by the A&M Board at the June 2013 Board meeting as an item on the Campus Master Plan. The addition will include new stalling pens, a return alley, and tack rooms. The estimated cost is \$600,000 with funding from Master Lease Bond funds.

**PART J - PURCHASE REQUESTS**

None

**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. Out-of-State Travel Summary

The Summary of Out-of-Sate Travel for August and September 2013 is attached.

2. OSRHE FTE Employee Report

The OSRHE FTE Employee Report for the fiscal quarter ending September 30, 2013 is attached.

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 August 2013**

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.	2	1,812.28	6	1,738.36	5	6,253.91	9	5,978.62
Federal	0	0	3	2,641.53	0	0	7	6,672.29
Private								
Auxiliary	0	0	0	0	1	1,449.97	2	1,960.92
Other								
<b>Total</b>	<b>2</b>	<b>1,812.28</b>	<b>9</b>	<b>4,379.89</b>	<b>6</b>	<b>7,703.88</b>	<b>18</b>	<b>14,611.83</b>

**Summary of Out-of-State Travel as of September 2013**

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.	2	807.58	4	1,850.12	7	7,061.49	13	7,828.74
Federal	0	0	0	0	0	0	7	6,672.29
Private								
Auxiliary	1	1,127.95	0	0	2	2,577.92	2	1,960.92
Other								
<b>Total</b>	<b>3</b>	<b>1,935.53</b>	<b>4</b>	<b>1,850.12</b>	<b>9</b>	<b>9,639.41</b>	<b>22</b>	<b>16,461.95</b>

THE OKLAHOMA STATE SYSTEM OF HIGHER EDUCATION  
FTE EMPLOYEE REPORT

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

FROM: NORTHEASTERN OKLA A AND M

*[Signature]*  
PRESIDENT

SUBJECT: FTE EMPLOYEE REPORT FOR FISCAL QUARTER ENDING 09/30/13

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	FACULTY	REGULAR	STUDENT	
CURRENT QTR	89	97	1	1	6	8	0	37	0	90	140	9	239
PRIOR QTR	98	96	5	0	9	9	1	12	4	99	137	18	254
INC (DEC)	(9)	1	(4)	1	(3)	(1)	(1)	5	(4)	(9)	3	(9)	(15)
PRIOR FY	73	95	3	0	10	5	1	29	2	74	134	10	218



October 25, 2013

Agriculture

**Associate in Applied Science degree in Equine & Ranch Management Program Modification: Addition of Beef Cattle Management option and Addition of Core**

Program Modification: Add new option to current program

Northeastern Oklahoma A&M College requests a modification of this program to add an additional option in Beef Cattle Management. This option will be in addition to the current Equine Option and Ranch Management Option. This addition will allow NEO to serve more students (those with beef cattle interest in particular), enhance and broaden the opportunities for our students, and will aid in the preparation of our students for entry into industry jobs.

Addition of Core

Northeastern Oklahoma A&M College requests a program modification for this program to establish a core that consists of 24-25 required courses that would include subject areas of basic animal science, livestock production, animal nutrition, pasture and range management, livestock sales and marketing, and business management.

**Two Year Certificate in Equine & Ranch Management Program Modification: Delete courses, Addition of new courses, and Addition of Core**

Program Modification: Delete courses and Addition of new courses

Northeastern Oklahoma A&M College requests a program modification for this program to delete courses no longer taught: EQNE 2143, Advanced Equine Reproduction, FRMT 1223, Sheep Production, and FRMT 2103, Swine Production, and the addition of a new course, FRMT 1013, Pasture & Range Management. The courses deleted are no longer taught as they have been combined into other courses, FRMT 2223, Livestock Production and EQNE 2133, Equine Reproduction. The new course will provide instruction and learning in a general pasture and range management course that will include instruction on effective livestock grazing, pasture management and rotational grazing, forage growth, toxic plant and weed control, and pasture and range management and its impact on society.

Addition of Core

Northeastern Oklahoma A&M College requests a program modification of this program to establish a core that consists of 10 required courses that would include subject areas of basic animal science, livestock production, and pasture and range management.

## Communication & Fine Arts

### **Associate in Arts degree in Mass Communications Program Modification: Delete courses, Addition of new courses, and Addition of Core**

#### Program Modification: Delete courses and Addition of new courses

Northeastern Oklahoma A&M College requests a modification of our Mass Communications program delete the following courses from the program requirements:

MCOM 2153 History of Film  
TH 1533 Voice and Diction  
TH 2533 Oral Interpretation  
TH 2543 Acting I  
TH 2663 & 2673 Technical Production I & II

Additionally, the request is made to add the new course MCOM 2643, Non-Linear Editing and MCOM 1113, Basic Digital Photography. As a result, the program is focusing on updating the curriculum to remain current with mass media productions that extend beyond television production. This change was precipitated by a review of the program and course offerings available at NEO, in addition to a review of Mass Communication programs at four –year institutions. This change will ensure that students are learning the material needed to be competent and relevant in this field.

#### Addition of Core

Northeastern Oklahoma A&M College requests a program modification of this program to establish a core that consists of seven credit hours of courses that all Mass Communication majors would be required to take to establish a sound foundation in Mass Communications:

FYE 1011 Freshmen Year Experience  
MCOM 1013 Intro to Mass Communications  
MCOM 1123 Media Production

## Nursing, Allied Health, & Physical Education

### **Associate in Science degree in Physical Education Program Modification: Delete courses and Addition of new courses**

#### Program Modification: Delete courses and Addition of new courses

Northeastern Oklahoma A&M College requests a program modification for this program to delete courses no longer taught: HHP 2413, Introduction to Leisure Management and HHP 2612, Sport Safety Training, and the addition of courses:

HHP 2662 Water Safety Instruction  
HHP 2992 Life Guarding  
HHP 1122 Personal Trainer (ACE)  
HHP 1142 Group Fitness Instructor (ACE)  
HHP 1152 Lifestyle Weight Management (ACE)

The additional courses will provide versatility in courses offered, as well as add courses that would allow students to pursue American Council on Exercise certification

## NORTHEASTERN OKLAHOMA A&amp;M COLLEGE

## AUXILIARY CLOSING ENTRIES – FY13

The college proposes the following entries in the Agency Special Account to close out the athletic and student activity accounts:

## ATHLETICS

Debit Account	Credit Account	Account Description	Debit Amount	Credit Amount
023110		Football	353,848.95	
023100		Athletic Director	30,621.24	
023400		Athletic Training	95,387.12	
023120		Men's Basketball	81,999.55	
023150		Baseball	107,219.48	
023440		Sports Information	2,510.70	
023210		Women's Basketball	83,926.05	
023220		Volleyball	21,259.72	
023230		Softball	107,093.35	
023240		Men's Soccer	33,786.47	
023250		Women's Soccer	38,608.55	
	027100	Student Activities Fee		350,000.00
	025160	Bookstore		175,000.00
	025162	Bookstore – Grove		50,000.00
	025300	Student Union		381,261.18
		Total Athletics	956,261.18	956,261.18

## STUDENT ACTIVITIES

023500		Rodeo	62,459.18	
023600		Cheerleaders	51,202.52	
023610		Norse Stars	17,068.50	
023530		Livestock Judging	45,653.50	
023520		Equine Judging Team	39,553.81	
023525		Equestrian Team	46,343.12	
	027100	Student Activities Fee		146,343.12
	027200	Intramural Fee		45,000.00
	025160	Bookstore		70,937.50
		Total Student Activities	262,280.63	262,280.62
		<b>TOTAL</b>	<b>1,218,541.81</b>	<b>1,218,541.80</b>

October 25, 2013

LANGSTON UNIVERSITY, LANGSTON, OKLAHOMA

Dr. Kent Smith, President, 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, too, would like to thank the OSU family for hosting everyone on its very beautiful campus and certainly for the wonderful dinner last evening as well.

Dr. Smith said he is very fortunate to have a great team. He introduced a few individuals who moved from Ohio to Oklahoma to be a part of his team. The first is Theresa Graves who currently serves as Acting Chief of Staff in the Office of the President. He said he and Ms. Graves worked together at Ohio University. The second is Chauncey Jackson, Director of Government Relations. He said Mr. Jackson is the unsung hero behind the enrollment effort. Dr. Smith said he has known Mr. Jackson since he was a freshman at Ohio University. Dr. Smith said the latest addition is Elaine Preston who recently joined the team. He said he knew Ms. Preston as an undergraduate student at Ohio University. He noted that Ms. Preston has now earned two master's degrees. Dr. Smith said he wants to thank them for all that they do for Langston University and for him, personally.

Livestock Inventory

Dr. Smith presented the Livestock Inventory at the E. (Kika) de la Garza Institute for Goat Research for the months of September-December, 2012, and January-August, 2013. (A copy of the Livestock Inventory is on file in the Board of Regents' Office as Document No. 2-10-25-13.)

Langston University Branding

Dr. Smith said as the Board is aware, Langston has spent the previous 16 months doing a lot of quantitative and qualitative research on the Langston University brand to find out its strengths and opportunities for development. With the assistance of Ms. Graves, Dr. Smith presented a PowerPoint presentation regarding the development of the University brand (a copy of which is on file in the Board of Regents' Office as Document No. 3-10-25-13).

Dr. Smith said Langston previously was using 12-15 different logos and several different iterations of the Langston University lion. It became very clear through the research that the University did not have a true University brand and mascot. After considerable research involving alums, students, faculty, and staff, Dr. Smith presented the logo and mascot that will be used.

The research also suggested that Langston not use "LU" by itself because other universities also use "LU." He said for the next two to three years whenever "LU" is used, it will also include the mascot.

Dr. Smith said the research was all inclusive and involved the usage of the logo, mascot, stationery, student ID cards, etc. He said the alumni and staff are supportive of this endeavor because now they are starting to see this new branding not only as an opportunity but are seeing it consistently throughout everything else that Langston is doing.

Another piece of the research involved a Pandora radio ad that went live in August. He said the ad was very well received with several high school students hearing about Langston for the first time. (Dr. Smith played the advertisement for the Board.) He said this will also be Langston's new radio ad.

To give the Regents an idea of how effective the Pandora ads have been, as well as the marketing program, as of this morning Langston has received 930 applications for next year's fall class. This is a record for the University. Typically, Langston never has more than 900 applications by February. Dr. Smith said the marketing is starting to take off, and it is believed the University will see some dividends. The goal is to have 600 freshmen this next fall in addition to improving the quality of the freshman class. He said Langston wishes to go from about a 2.7 GPA that it had this year to about a 2.9 or maybe even a 3.0 GPA. Langston is moving into the Missouri market very heavily and is going back to Texas and will certainly continue its efforts in Oklahoma and California, which are great markets for Langston.

Dr. Smith said the last piece in terms of consistency is that Langston needed to update its website, and he presented the new website to the Board. He said it is now live. It is a new model that is believed to be on the cutting edge.

In a nutshell, moving forward Langston University will have a consistent brand, one in which it will not only be proud but one in which the Board will be proud as well. He also reported that Langston is very close to having an agreement with Collegiate Licensing in which Langston will receive 5-10 percent of everything sold with the University brand, and Collegiate Licensing will also maintain that the University's brand is consistent on anything that is produced.

Regent Burns expressed congratulations to everyone pertaining to the enrollment growth. He noted that Dr. Smith wished to increase the average GPA to 3.0 in terms of incoming freshmen. He asked if it is the intention to begin limiting the class. Dr. Smith said Langston will have to at some point. If Langston increases retention and the freshman class comes in at 620 to 650 again, there will be a problem with housing next fall. He said Young Hall is ready for this purpose. Dr. Smith said he does not believe Langston can go much larger than 650. Langston is about where it needs to be, and it needs to be consistent. The more the average GPA is increased, the higher the retention is going to be. Long term Langston needs to be more thoughtful about what its requirements are and how it will use University housing.

Regent Burns asked how this affects the Oklahoma City and Tulsa campuses in terms of enrollment. Dr. Smith said the capacity at the branch campuses is much greater because they are not residential campuses. The goal for both of those campuses is to increase enrollment from approximately 400 students to 900 students in the next three to five years. He said Langston can

accommodate this many students tomorrow in terms of classes. It would need to increase adjunct faculty members, however. Dr. Smith said he foresees having 2,000 students on the Langston campus and somewhere between 900-1,000 students on the two urban campuses for a total enrollment of 4,000. It is believed this will put Langston where it needs to be fiscally and not push it beyond the brink of what it is capable of providing operationally.

Regent Burns asked if the current recruiting efforts primarily focus on the Langston campus and not Tulsa or Oklahoma City. Dr. Smith said an individual was hired on October 14 whose sole responsibility is the two urban campuses. He said the biggest area of growth opportunity for Langston is in Tulsa and Oklahoma City. That is also why the branding is so important.

Chairman Link referenced the response from the Pandora ad. Dr. Smith said the response has been incredible, and he gave Chairman Link credit for his question about Langston's ability to know how many hits the ad was receiving when it was mentioned that Langston was going to place the ad. Dr. Smith said this data is available, and this is the reason the decision was made to go full fledged because the response the pilot received was unbelievable. He said, however, if one listens to Pandora it is necessary to change your age to hear the ad. It is targeted for those who are 17-19. Dr. Smith said the response is great and is very cost effective.

#### Personnel Actions

Dr. Smith presented the personnel actions and recommended their approval. He highlighted the appointments of the new Vice President for Fiscal and Administrative Affairs, Dr. Sharron Burnett, who will begin her appointment on November 18, 2013; and three new deans, Dr. Cynthia Hudson, Dean of the School of Nursing and Health Professions, Dr. Gregory Price, Acting Dean of the School of Business, and Dr. Ruth Ray Jackson, Dean of the School of Education and Behavioral Sciences. Dr. Smith said he is very excited about these appointments.

Regent Reese noted the request to change the title of Dr. Darlington C. Mundende from Associate Professor, Agriculture & Coordinator, Outreach/Small Farms Programs to Associate Professor, School of Nursing & Health Professions. He asked the reason for this move. Dr. Smith said Dr. Mundende has an interesting background and noted that he is one of Langston's prolific researchers. Dr. Smith noted that Dr. Mundende's grant ran out, and this is a way to keep him on board so that he can keep conducting the research but also do something that is germane to his academic background.

Regent Anthony moved and Regent Lester seconded to approve the personnel actions as listed in the Langston Agenda.

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

Contractual Agreements

Dr. Smith reviewed the contractual agreements for the Board and recommended their approval.

Regent Hall moved and Regent Anthony seconded to approve the contractual agreements as listed in the Langston Agenda.

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

Approval of Purchase Requests

Dr. Smith reviewed the purchase requests and recommended their approval. He highlighted the request to complete the campus surveillance control center data package. He said the new campus safety building is nearing completion. Regent Anthony noted that this was previously approved for public bid at the April Board meeting but now Langston is requesting that this be completed by the existing Construction Manager At Risk (CMAR) contract. He asked the reason the switch was made. Dr. Smith said the switch was made primarily because of timing and technology. Langston is at the point where it needs to have the equipment installed in the new building, and the administration requested a change of equipment. With this technology, Dr. Smith said if there is an incident on campus, he, as President, would have the ability to view what is happening from his cell phone as well as from his office. The Police Department would be able to do the same. With the timing of where the building is in terms of completion, the current CMAR can make that happen.

Regent Burns referenced the request to purchase 80 acres of land and asked the purpose of this purchase. Dr. Smith said the owner of the land actually approached the administration about purchasing the property. It is not something that Langston pursued. Rather than allowing the land to be purchased by someone else, it made sense to purchase the land. It will serve as an extension of the goat research area.

Regent Burns moved and Regent Hall seconded to approve the purchase requests as listed in the Langston Agenda, subject to the availability of funds and/or budget limitations.

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

Balance of Agenda

Regent Lester 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, Lester, Link, Milner, Reese, and Watkins. No: None. Abstentions: None. Absent: None. The motion carried.

Dr. Smith said he looks forward to hosting the Regents in December. Chairman Link expressed appreciation to Dr. Smith and his administration. He said everyone is doing a great job.

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

**BOARD OF REGENTS FOR THE OKLAHOMA A&M COLLEGES**  
Stillwater, Oklahoma 74074

**Dear Board Members:**

Please approve the following business items for Langston University.

Expenditures from Treasury Funds, contingent upon their availability, will be submitted for purchasing through 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 September 30, 2013.
2. For your information and review, Attachment B displays the Livestock Inventory at the E. (Kika) de la Garza Institute for Goat Research, for the months of September, October, November, December 2012; and January, February, March, April, May June, July, and August 2013.

**B. RESOLUTIONS: NONE**

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

**D. PERSONNEL ACTION:**

1. **FOR INFORMATIONAL PURPOSES**  
Langston University will accept the following notice of resignation:  
Mr. Ronnie Dollar, Research & Instruction Librarian/Instructor (50%),  
effective August 21, 2013.
2. Approval is respectfully requested to employ Dr. Sharron Burnett as Vice President for Fiscal and Administrative Affairs on a 12-month basis, effective November 18, 2013, at an annual salary of \$135,000.00.
3. Approval is respectfully requested to employ Dr. Cynthia Hudson as Dean of the School of Nursing and Health Professions on a 12-month basis, effective January 6, 2014, at an annual salary of \$125,000.00 plus a monthly supplement of approximately \$3,000 for twelve months.

4. Approval is respectfully requested to employ Dr. Gregory Price as Acting Dean of the School of Business on a 12-month basis, effective January 6, 2014, at an annual salary of \$125,000.00.
5. Approval is respectfully requested to employ Dr. Ruth Ray Jackson as Dean of the School of Education and Behavioral Sciences on a 12-month basis, effective January 6, 2014, at an annual salary of \$110,000.00.
6. Approval is respectfully requested to employ Rebecca Bratzler as Instructor, Nursing, on a 9-month basis, at an annual salary of \$50,000.00, effective August 12, 2013.
7. Approval is respectfully requested to employ Dino Dawson as Assistant Football Coach (75%), at a salary of \$1,000.00 per month, effective August 1, 2013 to September 30, 2013.
8. Approval is respectfully requested to employee Melissa B. Fitzgerald as Instructor/Research & Instruction Librarian (50%), LU-OKC, on a 12-month basis, at an annual salary of \$18,000.00, effective September 9, 2013.
9. Approval is respectfully requested to employ and commission Stephen E. Isedeh as a Campus Police Officer, on a 12-month basis, at an annual salary of \$30,000.00, effective September 9, 2013.
10. Approval is respectfully requested to employ Portia Johnson as Assistant Professor of Reading, on a 9-month basis, at an annual salary of \$55,000.00, effective August 26, 2013.
11. Approval is respectfully requested to employ Christopher E. Masters as a Campus Police Officer, on a 12 month basis, at an annual salary of \$27,000.00, effective August 12, 2013.
12. Approval is respectfully requested to employ Jennifer Mercer as Instructor of Nursing on a 9-month basis, at an annual salary of \$50,000.00, effective September 3, 2013.

13. Approval is respectfully requested to change the salary and/or job title of the following individuals:

Theresa Graves from Executive Assistant, at an annual salary of \$48,000.00 on a 12-month basis to Acting Chief of Staff, in the office of the President at an annual salary of \$70,000.00 on a 12-month basis, effective August 19, 2013.

Dr. Darlington C. Mundende from Associate Professor, Agriculture & Coordinator, Outreach/Small Farms Programs on a 12-month basis at an annual salary of \$68,791.00 to Associate Professor, School of Nursing & Health Professions on a 9-month basis at an annual salary of \$55,000.00, effective September 1, 2013.

Cynthia Buckley from Chief of Staff, President's Office, at an salary of \$76,500.00 on a 12-month basis to Director of Human Resources, at an annual salary of \$80,000.00 on a 12-month basis, effective October 2, 2013.

**E. INSTRUCTIONAL PROGRAMS: NONE**

**F. BUDGETARY ACTION: NONE**

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

1. Approval is respectfully requested for Langston University to hold a public auction of surplus campus furniture and equipment. Furniture and equipment not sold via public auction will be discarded in accordance with State approved salvaging procedures. Surplus content list is available upon request.

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

1. Approval is respectfully requested for Langston University to enter into a business associate agreement with the Tulsa Health Department of Tulsa, Oklahoma for the training of Nursing & Health Administration students. This agreement is an addendum to a current affiliation agreement.
2. Approval is respectfully requested for Langston University to enter into a clinical rotation agreement with Planned Parenthood of Central Oklahoma in Oklahoma City, Oklahoma for the training of Nursing & Health Administration students.

3. Approval is respectfully requested for Langston University to enter into a clinical education agreement with the Oklahoma State University Medical Center of Tulsa, Oklahoma for the training of Physical Therapy students.
4. Approval is respectfully requested for Langston University to enter into a partnering agreement with the United States Army Corps of Engineers for the training of agriculture and natural resource students in environmental resource management and hydrological programs.
5. Approval is respectfully requested for Langston University to enter into an additional agreement with Royall & Company for one year, with the option to renew annually. Royall & Co. is a direct marketing firm, which assists the University with recruiting college-ready students. Royall & Co. will help the University to fortify strong relationships with high school juniors and their parents by soliciting key information from the student and returning customized information from the University. The estimated cost for this new program will be \$99,000. Funds for this expenditure are available in account numbers 121006 and 1514000.

**I. NEW CONSTRUCTION OR RENOVATION OF FACILITIES: NONE**

**J. PURCHASE REQUESTS:**

1. Approval is respectfully requested for Langston University to complete the campus surveillance control center data package, previously approved for public bid at the April 26, 2013, Board meeting. This will be done by the existing construction management at risk contract with Timberlake Construction Company. Timberlake Construction Company will provide a turn-key installation package for the aforementioned systems as a part of their quality control and project closeout document. The estimated cost for project components is approximately \$110,000.00. Funding for this expenditure is available in Section 13/New College.
2. Approval is respectfully requested to increase previous Board approved amount of \$55,000.00 to \$74,000.00, per recently received bid to purchase labor and materials for the installation of a natural gas powered emergency generator for the Aline H. Johnson building (White House). Funding for this expenditure is available in Section 13/New College.
3. Approval is respectfully requested for the School of Agriculture and Applied Sciences to purchase eighty (80) acres of land east of the former President's Residence. The seller has agreed to sell the land for \$136,000.00 and share half of the closing cost. Funds are available in account 1-51999.

**K. STUDENT SERVICES/ACTIVITIES:**

1. Approval is respectfully requested to upgrade the student meal plan identification system from current outdated and no longer supported ChipNet programming system by public bid. The new system will be used as a platform for meal plans, electronic security access, inventory control and associated identification processes. The estimated cost is \$150,000.00. Funds for this expenditure are available in account Section 13/New College.

**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 August, 2013:

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. 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	11	\$20,133.45	3	\$4,715.38	19	\$35,522.70	11	\$13,442.98
St. Approp.								
Federal	16	\$29,971.97	20	\$44,403.66	45	\$68,997.87	41	\$64,732.15
Private								
Auxiliary	2	\$10,808.11	3	\$4,705.94	6	\$16,257.31	9	\$9,747.25
Other								
<b>TOTAL</b>	<b>29</b>	<b>\$60,913.53</b>	<b>26</b>	<b>\$53,824.98</b>	<b>70</b>	<b>\$120,777.88</b>	<b>61</b>	<b>\$87,922.38</b>

2. Summary of Out-of-State Travel as of September, 2013:

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	6	\$8,973.07	4	\$10,284.84	25	\$44,495.77	15	\$23,727.82
St. Approp.								
Federal	6	\$13,297.23	17	\$44,512.12	51	\$82,295.10	58	\$109,244.27
Private								
Auxiliary	4	\$2,199.75	0	\$7,498.09	10	\$18,457.06	9	\$17,245.34
Other								
<b>TOTAL</b>	16	\$24,470.05	21	\$62,295.05	86	\$145,247.93	82	\$150,217.43

All items listed above are respectfully submitted for your approval.

Sincerely,

KENT J. SMITH, JR  
 PRESIDENT  
 LANGSTON UNIVERSITY

## FTE Employee Report<sub>1</sub>

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 09/30/13

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

### 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	
A. FTE Employees for Report Fiscal Quarter	103.62	151.00	4.95	19.07	81.01	5.21	0	2.18	3.83	122.69	234.19	13.99	370.87
B. FTE Employees for Fiscal Qtr Immediately Preceding Report Qtr	102.00	151.67	11.25	24.48	88.02	13.66	1	7.60	31.01	127.48	247.29	55.92	430.69
C. Increase or Decrease in FTE Employees (Item A minus Item B)	1.62	-0.67	-6.3	-5.41	-7.01	-8.45	-1	-5.42	-27.18	-4.79	-13.1	-41.93	-59.82
D. Comparable Quarter Last Year	97.93	164.46	10.29	22.88	97.73	18.33	0.33	3.95	6.02	121.14	266.14	34.64	421.92

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.

October 25, 2013

OKLAHOMA STATE UNIVERSITY, STILLWATER, OKLAHOMA

In the absence of President Burns Hargis, Vice President Joe Weaver appeared before the Board of Regents to present the business of Oklahoma State University and review the Agenda for members of the Board. Mr. Weaver said President Hargis is in New York accepting an award on behalf of OSU's 4-H Program from the Communication Education Foundation.

Mr. Weaver presented each of the Regents with a replica of a wind turbine. These were provided by Nextera and OG&E, and they represent OSU's partnership with these firms. He said so far this year OSU has been able to purchase about 70 percent of its energy from that wind contract. This represents about 46,000 metric tons of coal, which is the equivalent to approximately 200 box cars of coal. Purchasing wind power as an alternative to other fuel sources has greatly improved OSU's sustainability. Mr. Weaver said OSU was ranked sixth by the EPA's College and University Green Power Partnership. He said OSU is very proud of that and continues to look for additional ways to be sustainable and green.

Adoption of Memorial Resolution

Mr. Weaver presented information on behalf of Murray M. Blose, Associate Professor Emeritus, Department of Mathematics, College of Arts and Sciences. Mr. Weaver requested the Board's adoption of the Memorial Resolution for Mr. Blose as presented. (The Memorial Resolution for Murray M. Blose is attached to OSU's portion of the minutes as ATTACHMENT A and considered a part of these minutes.)

Regent Lester moved and Regent Anthony seconded to adopt the Memorial Resolution for Murray M. Blose as presented.

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

Approval of Revisions to the Student Code of Conduct

Mr. Weaver requested Vice President Bird to present the request pertaining to approval of revisions to the Student Code of Conduct document. (The proposed document is included in OSU's Agenda as Item C-2, which is on file in the Board of Regents' Office as Document No. 1-10-25-13.)

Dr. Bird said this matter was discussed with members of the Academic Affairs, Policy and Personnel Committee at its meeting this morning.

Regent Davis reported that the Committee met with the administration of Oklahoma State University regarding approval of the Student Code of Conduct policy. He said the Committee acted to recommend Board approval of the proposed policy as presented.

Regent Davis moved and Regent Lester seconded to approve the revisions to the Student Code of Conduct policy as presented.

Regent Lester said during the Committee meeting the matter of suspensions and expulsions was addressed. He said he asked the question and received an answer that OSU does not do expulsions for the reason that under current Oklahoma law it is impractical to do so because it takes too long and is very expensive. He said his understanding is that OSU has the availability of a suspension up to three years. He noted that OSU recently had a highly publicized three-year suspension, and as far as he can recall, it is the second suspension in about a year. Regent Lester said he believes that there are some matters that require expulsion; however, under the cumbersome law as it currently stands that is virtually impossible. He commended the OSU administration for the way it handled those difficult situations expeditiously and, as far as he can tell, properly under state law. However, as a member of this Board and as someone who is deeply concerned about safety and other issues on the OSU campus, and all campuses for that matter, it is important that the campuses are free of illegal, immoral, or unethical conduct and certainly conduct that can be unsafe.

Regent Lester said he would like to suggest to the Legislature that it amend the law. He noted that it would not involve a very big amendment to the law. Title 75 of the Oklahoma Statutes, Section 250.4 (B) states that "the following agencies or classes of agency activities are not required to comply with the provisions of Article II of the Administrative Procedures Act:... (12) The Board of Regents or employees of any university, college, or other institution of higher learning, except with respect to expulsion of any student for disciplinary reasons...." Regent Lester said this is the reason the institutions are in this situation that was described in the Committee meeting. Regent Lester said he would like to call on the Legislature to consider revising Section 12 to remove that exception so that in appropriate cases, and he said he does believe OSU has had a fairly recent appropriate case, expulsion is a realistic possibility.

Regent Davis said he would like to commend the Office of Legal Counsel, Doug Price, and Mackenzie Wilfong for reviewing the policy and making changes. He made note that this is the first in what is hoped to be a systematic review of a large number of policies.

Having gone through the review process of the policies and procedures over the past 18 months, Chairman Link encouraged Regent Davis to continue that process. He said he believes it is important to look at those types of issues but to also be careful not to get so bound up in legislation and regulation that common sense does not have the opportunity to direct actions. Chairman Link said he believes this is where Regent Lester is headed with his comments. He said the Board members as governors of these institutions, and as parents, donors, contributors, and supporters of each of these institutions have an obligation, duty, and responsibility for oversight. He said the oversight must include a healthy dose of common sense. It is necessary to

figure out a way to modify those rules and regulations such that the University is able to inject that common sense.

As a parent of someone who just graduated last May from Oklahoma State University and who lived on campus the entire time, Regent Lester said he felt like his daughter was always in a safe environment. He commended the administration for taking up the mantle of keeping it a safe place. He said his comments are not a criticism to the administration of OSU. He said the administration has done a good job within the constraints of the law and did the best it could possibly do with respect to a couple of horrible situations. Regent Lester said a simple change in the law would allow the colleges/universities to do even more.

Chairman Link suggested that Regent Lester visit with Mr. Ramsey and his legislative liaisons to see what can be done. Regent Burns asked Regent Lester if he wanted the Board to take action or if this is something he would pursue. Regent Lester said he does not know that the Board needs to take any action at this point. He said he certainly supports approving the revised Student Code of Conduct. He said he wanted to take the opportunity to call on the Legislature to consider amending the law. It is a simple amendment and very easy to do. Regent Burns said he believes it is a good idea, and Dr. Bird said OSU would welcome the amendment as well.

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

#### OSU Policy 1-0530 Tobacco Use in University Buildings and Grounds

Regent Anthony noted that an item was stricken from the agenda regarding proposed revisions to OSU's Tobacco Use in University Buildings and Grounds policy. He noted that there might be some individuals in the audience who were interested in this matter. He said this matter had not gone through all the processes. He mentioned this in case some thought that it was still going to be addressed.

Mr. Weaver requested Interim Provost Pam Fry to present information pertaining to Academic Affairs:

#### Approval of Position Announcements and Position Descriptions

Dr. Fry said the proposed position announcements and position descriptions for Dean, Spears School of Business, and Dean, Honors College, can be found beginning on page D-1 of the OSU Agenda (which is on file in the Board of Regents' Office as Document No. 1-10-25-13). These documents were discussed with members of the Academic Affairs, Policy and Personnel Committee earlier today. Board approval is requested of these documents with suggested modifications made by the Committee so the national recruiting processes can begin.

Regent Davis said the Committee met with the OSU administration regarding agenda items D.1. and D.2. pertaining to the position announcements and position descriptions for the positions of Dean, Spears School of Business, and Dean, Honors College. The Committee amended the job descriptions to include language regarding ethical behavior and leadership, pending further review by Board Legal Counsel. The Committee acted to recommend approval of the administrative recommendations with the inclusion of the amended language.

Regent Davis moved and Regent Lester seconded to approve the position announcements and descriptions for the positions of Dean, Spears School of Business, and Dean, Honors College, to include language regarding ethical behavior and leadership, pending further review by Board Legal Counsel.

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

#### Personnel Actions

Dr. Fry 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. She said the list includes eleven new appointments including OSU's new Chief Wellness Officer, Ms. Suzanne Harrington, and the new Director of EEO and Title IX Coordinator, Dr. Rosalyn Green. In addition, eight changes in title and/or rate are being recommended for approval including the title change for Dr. Kayse Shrum. The list also includes one sabbatical leave request. For information, one retirement and seven separations are listed on page D-3.5. (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. 1-10-25-13.)

Regent Anthony moved and Regent Hall seconded to approve the personnel actions as listed in the OSU Agenda.

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

#### Approval of Program Modifications

Dr. Fry presented one program modification for the Center for Veterinary Health Sciences and five program modifications for the OSU-OKC campus. These items are summarized beginning on page E-1 of the OSU Agenda (which is on file in the Board of Regents' Office as Document No. 1-10-25-13). If approved, the requests will be forwarded to the Oklahoma State Regents for Higher Education for consideration.

Regent Burns moved and Regent Milner seconded to approve the program modifications as presented.

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

Approval of Acknowledgement and Confirmation of Existing Academic Affiliation Agreement with OSU Medical Center

Dr. Shrum requested Board approval to authorize the President of the OSU Center for Health Sciences to execute and deliver an acknowledgement and confirmation of the existing Academic Affiliation Agreement with the OSU Medical Center or its successor in substantially the form previously approved, subject to the approval of Board Legal Counsel. The acknowledgement will confirm the obligations of the OSU Center for Health Sciences and that the Academic Affiliation Agreement remain in full force and effect from and after the completion of the transactions contemplated by a certain Tri-Partite Agreement and Plan of Merger by and among OSU Medical Center Trust, OSU Medical Authority, and OSU Medical Trust.

Regent Anthony said he understands the dynamics of ensuring CHS has the Academic Affiliation Agreement with the new entity. He said his understanding is that there is not a variation in the document. Dr. Shrum said the Bank of Oklahoma is requesting confirmation from the Center for Health Sciences that the Academic Affiliation Agreement will remain intact and the obligation as it relates financially to the OSU Medical Center will remain intact through the transaction and after the transaction.

Regent Anthony moved and Regent Milner seconded to authorize the President of the OSU Center for Health Sciences to execute and deliver an acknowledgement and confirmation of the existing Academic Affiliation Agreement with the OSU Medical Center, subject to the approval of Board Legal Counsel.

Regent Burns asked if there are any changes from the current Academic Affiliation Agreement, and Dr. Shrum responded negatively. Regent Burns asked if it is identical other than just dates, and Dr. Shrum said this is correct.

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

Vice President Weaver presented the items pertaining to Business and Finance:

G-1 Approval of Peace Officer

Mr. Weaver requested approval of the peace officer action for OSUIT as presented.

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

OSUIT

Commission No.

Thomas C. Johnson

694

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

G-2 Approval to Dispose of Equipment through Transfer

Mr. Weaver requested Board approval to allow the College of Engineering, Architecture and Technology to dispose of laboratory equipment through a transfer to Stony Brook University. He said Dr. David Rubenstein has accepted a position at SBU and has requested three pieces of equipment purchased with funds from a National Institute of Health grant be transferred to Stony Brook University. He said all necessary approvals have been received according to University Policy and Procedures and the Department Head, Dean of the College, and Dr. Stephen McKeever. Stony Brook University will accept the transfer and cover any costs associated with the transfer. No funding is required on OSU's part.

Regent Hall moved and Regent Anthony seconded to allow the College of Engineering, Architecture and Technology to dispose of laboratory equipment through a transfer to Stony Brook University as presented.

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

H-1 Ratification of Interim Approval to Grant a Permanent Utility Easement and Right-of-Way to Oklahoma Natural Gas

Mr. Weaver requested Board approval to ratify an interim Board approval request for a 15-foot wide permanent utility easement and right-of-way to Oklahoma Natural Gas.

Regent Burns moved and Regent Hall seconded to ratify interim approval granted by the Chief Executive Officer for a 15-foot wide permanent utility easement and right-of-way to Oklahoma Natural Gas.

Regent Burns said for any of the proposals for easements he never sees any information provided regarding any funds the University receives. He said he would like to know how much OSU is receiving when funds are being received or any trading or just providing an easement for whatever reason. Mr. Weaver said typically for ONG it is usually for OSU's benefit that ONG is laying the line, but he will make sure that future requests include this information. Chairman Link said just make note of what the consideration is, if there is any.

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

#### H-2 Approval for a Memorandum of Understanding between Oklahoma State University and Stillwater Board of Education

Mr. Weaver requested Board approval to enter into a Memorandum of Understanding between Oklahoma State University and Stillwater Public Schools calling for both authorities to establish and maintain a coordinated program for enhancing Emergency Operations and Preparedness, Planning, Response, Recovery and Mitigation. He said having such a document will help OSU as it applies for emergency operations center type grants. It basically states that the two entities will mutually work together and share resources in times of crisis.

Regent Davis moved and Regent Lester seconded to authorize Oklahoma State University to enter into a Memorandum of Understanding between Oklahoma State University and Stillwater Public Schools calling for both authorities to establish and maintain a coordinated program for enhancing Emergency Operations and Preparedness, Planning, Response, Recovery and Mitigation, subject to Board Legal Counsel review.

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

#### I-1 Approval to Select an Architect to Assist the University in the Design and Construction of Renovations at The Atherton Hotel

Mr. Weaver requested Board approval to select an Architect to assist the University in the design and construction of renovations at The Atherton Hotel on the Stillwater campus. He said this item was discussed with members of the Fiscal Affairs Committee at its meeting this morning.

Regent Hall reported that the Committee met with the administration of Oklahoma State University regarding approval to select an Architect to assist the University in the design and construction of renovations at The Atherton Hotel on the Stillwater campus. He said the Committee acted to recommend Board approval to select Selser Schaefer Architects, Tulsa, Oklahoma.

Regent Hall moved and Regent Reese seconded to select Selser Schaefer Architects, Tulsa, Oklahoma, as the Architect to assist the University in the design and construction of renovations at The Atherton Hotel on the Stillwater campus.

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

I-2 Approval to Select a Construction Manager At Risk to Assist the University in the Design and Construction of Renovations at The Atherton Hotel

Mr. Weaver requested Board approval to select a Construction Manager At Risk to assist the University in the design and construction of renovations at The Atherton Hotel on the Stillwater campus. He said this item was also discussed with members of the Fiscal Affairs Committee at its meeting this morning.

Regent Hall reported that the Committee met with the OSU administration regarding approval to select a Construction Manager At Risk to assist the University in the design and construction of renovations at The Atherton Hotel on the Stillwater campus. He said the Committee acted to recommend Board approval to select Lambert Construction, Stillwater, Oklahoma.

Regent Hall moved and Regent Reese seconded to select Lambert Construction, Stillwater, Oklahoma, as the Construction Manager At Risk to assist the University in the design and construction of renovations at The Atherton Hotel on the Stillwater campus.

Those voting aye: Board Members Anthony, Burns, Davis, Hall, Lester, Link, Milner, 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 pages 5-6 of the OSU Agenda, which is on file in the Board of Regents'

Office as Document No. 1-10-25-13.) 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 Milner seconded to approve the purchase requests as listed in the OSU Agenda (purchase requests Nos. 1-7, pages 5 and 6, OSU Agenda).

Regent Burns referenced purchase request No. 3 regarding ratification of interim approval to purchase consulting services from The Compliance Group. He asked if this is for the investigator, and Mr. Weaver responded affirmatively.

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

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

**MEMORIAL RESOLUTION**

WHEREAS, it has been called to the attention of the Board of Regents for Oklahoma State University and the Agricultural and Mechanical Colleges that Murray M. Blose, Associate Professor Emeritus, Department of Mathematics, College of Arts and Sciences, was claimed by death on September 8, 2013; and

WHEREAS, Mr. Blose, by his loyalty, attention to duty, and faithful performance rendered service as a faculty member of Oklahoma State University from September 1, 1970, to the date of his retirement, February 1, 1988, 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 Mr. Blose 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 Mr. Blose.

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

  
\_\_\_\_\_  
Tucker Link, Chair

October 25, 2013

Public Comments

Chairman Link said he would like to take a moment and recognize Dr. Leroy Young from the College of Osteopathic Medicine Advisory Council. He expressed appreciation to him for being present.

Chairman Link also recognized Larry Shell and asked him to stand. He said Mr. Shell will be retiring as President of the OSU Alumni Association. He asked Regent Davis to make a comment. Regent Davis said Mr. Shell will retire on October 31. He said 34 years ago he had the opportunity to work for Mr. Shell on a daily basis in his prior position as Oklahoma FFA Executive Secretary, and he said he really considered him a mentor throughout his life. He said he appreciates what Mr. Shell has done for him personally as well as what he has done the past 32 years for his alma mater and the impact and influence he has had on the OSU community and the OSU alumni. Regent Davis said he, personally, knows many young men and women who came to OSU over these past 32 years because of the influence of Mr. Shell. Regent Davis said the Board appreciates the influence Mr. Shell has had on the many lives who have come through Oklahoma State University.

Regent Anthony said he certainly concurs with the comments of Regent Davis. He would like to add his thanks, too. He said he really appreciates all that Mr. Shell has meant to the University.

Chairman Link said 15 minutes are provided for members of the public who would like to address the Board, and he asked if there were any members of the public who wished to address the Board at this time.

Mr. Sean Gore, President/Chairman of the Oklahoma Vapor Advocacy League, addressed the Board. He said the Regents will receive a lot of information that there have not been many studies pertaining to e-cigarettes and the safety of e-cigarettes. He said he is here to show the Board that there have been numerous studies. He presented the Board with approximately 16 different studies for the Board to review this next month. (The information presented by Mr. Gore is on file in the Board of Regents' Office as Document No. 4-10-25-13.) Mr. Gore said the Health Department is going to report that e-cigarettes are not safe, and the Tobacco Settlement Endowment Trust is going to report that second-hand vapor is as dangerous as tobacco smoke. Mr. Gore said for every one of the studies that is coming out, it is found out more and more in favor that the vapor is safe. Mr. Gore said he will not take up any more of the Regents' time, but he will leave the studies with the Board. He said he will be in attendance at the December Board meeting when this subject is addressed.

Chairman Link expressed appreciation for the information and said the Board will give it adequate review and consideration as a part of the process. Mr. Gore said if the Regents have any questions, he provided a business card with his contact information. He said he will be more than happy to answer any questions the Regents may have.

Mr. Lewis Robinson, III, said he is the Tobacco Prevention Coordinator for OSU's Department of Wellness. As the Board is aware, OSU has sponsored programs and writes for tobacco grants

that are funded by the Tobacco Settlement Endowment Trust. With regard to e-cigarettes, Mr. Robinson said it is a safety issue. The FDA has not regulated the use of e-cigarettes. There is still a lot of debate on dangers with regard to the second-hand smoke. In addition, there have been instances where e-cigarettes have exploded when plugged into cigarette lighters or laptop computers. He said it is also about adult role modeling in that OSU is striving to be a premier university and the world's healthiest campus. He said Steve Rogers, Director of University Health Services; Pamela Stokes, Manager of Nursing Services; and his office will go through the proper processes to ensure that the Regents get the information needed. Mr. Robinson again emphasized it is a safety issue in that he does not want OSU students, faculty, or staff to be in danger, and it is about being a role model and striving to be the world's healthiest campus. He said OSU has a new Chief Wellness Officer, and in her interview she said OSU is not striving but it is the world's healthiest campus.

Regent Burns asked Mr. Robinson to provide the Board with information supporting his stand on the issue prior to the next Board meeting so that the Regents will have time to study this matter, and Mr. Robinson indicated he would provide the information. Chairman Link said the Regents need to make sure that they have all the proper information in order to provide an adequate evaluation and due consideration.

October 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 OCTOBER 25, 2013

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

Academic Affairs, Policy and Personnel Committee

(All items discussed by the Committee were presented during the business of Connors State College, Northeastern Oklahoma A&M College, and Oklahoma State University.)

Audit, Risk Management and Compliance Review Committee

Regent Lester, Chairman of the Audit, Risk Management and Compliance Review Committee, said the Committee met this morning to receive information and a possible recommendation regarding the approval of an Audit, Risk Management and Compliance Review Committee Charter. A copy of the Charter was presented to the Board members. He said the Committee acted to recommend to the Board approval of the Charter to include the correction of any grammatical errors. (The Charter for the Audit, Risk Management and Compliance Review Committee is attached to this portion of the minutes as ATTACHMENT A and considered a part of these minutes.)

Regent Lester moved and Regent Reese seconded to approve the Charter for the Audit, Risk Management and Compliance Review Committee as presented, subject to the correction of any grammatical or typographical errors.

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

Chairman Link expressed appreciation to those who participated in the development of the Charter and getting that accomplished.

Fiscal Affairs Committee

(All items discussed by the Committee were presented during the business of Oklahoma State University.)

October 25, 2013

Appointment of General Counsel

Mr. Ramsey said he has one personnel item for the Board's consideration regarding the appointment of Steve Stephens as General Counsel, effective November 30, 2013. He noted that he will be there for a time of transition with Charles Drake, who is retiring at the end of this year after 38 years of service. He noted that Mr. Stephens is present at the meeting. Mr. Ramsey requested a motion with respect to this request. (The appointment of Steve Stephens as General Counsel is identified as ATTACHMENT B and considered a part of these minutes.)

Chairman Link asked Mr. Stephens to stand and be recognized. He said Mr. Stephens has gone through the process of interviewing with the Task Force, as well as the entire Board.

Regent Hall moved and Regent Davis seconded to approve the appointment of Steve Stephens as General Counsel of the OSU/A&M Board of Regents, effective November 30, 2013, as presented.

Regent Burns said the selection of a General Counsel involved a long process and from its inception exceeded a year in terms of the search and revisions to some of the policies in preparation of the appointment. He said it is kind of a monumental milestone with regard to the Board inasmuch as it has been 38 years since it made any significant changes in its Office of Legal Counsel. Regent Burns said it is kind of a bittersweet moment by virtue of the fact that Charles Drake has been with the Board so long, and the Board is certainly going to miss him. He noted that Mr. Drake has done an exceptional job. The Board is now in a new dawn, and there are a lot of opportunities associated with this as the transition is made. Regent Burns said the Regents are really looking forward to Mr. Stephens' assistance on the development of a new vision for some new things in the future. He said he is certainly excited, and he knows the Board is, as well.

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

On behalf of the Board of Regents, Chairman Link expressed welcome to Mr. Stephens.

Adjournment

At approximately 11:50 a.m., Regent Watkins moved and Regent Reese seconded that the meeting be adjourned.

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

# **Charter for the Audit, Risk Management and Compliance Review Committee of the OSU/A&M Board of Regents**

## **I. Authority**

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

## **II. Purpose**

The purpose of the Committee is to assist the Board in overseeing (a) the integrity of the financial statements of the Institutions governed by this Board, including the financial statements of related component unit entities; (b) the Institutions' compliance with legal, regulatory, and other compliance requirements, including OMB Circular A-133; (c) the independent auditor's qualifications and independence; (d) the risk management process and risk tolerance; and (e) compliance with the Institutional and Board Policies. In so doing, it is the responsibility of the Committee to maintain free and open communication between the Board, the Office of Legal Counsel, the independent auditors, the internal auditors, and the financial and risk management staff of the Institutions. The Committee believes its policies and procedures should remain flexible in order to react more effectively to changing conditions and to ensure that the accounting, reporting, risk management and legal compliance practices of the Institutions are in accordance with all requirements and are of the highest quality.

Management is responsible for determining that the Institutional financial statements are complete, accurate, and prepared in accordance with generally accepted accounting principles (GAAP), and the independent auditor is responsible for auditing those financial statements and expressing an opinion. In discharging its responsibilities, the Committee is responsible for assisting the Board in overseeing the conduct of these activities by management and the independent auditor.

## **III. Organization**

### **A. Charter**

At least annually, the Committee will review, assess, and, if necessary, update this Charter.

**B. Members and Qualifications**

The Committee will consist of three voting members selected by the Chairman of the Board and two ex-officio members, the Chairman and the Chief Executive Officer (CEO) of the Board, as provided by Board Rule 30:1-1-7. All members of the Committee will be independent of management, the external auditors, and vendors.

The Committee relies on the expertise and knowledge of management, the Office of Legal Counsel, the internal auditors, and any public accounting firm it may employ in carrying out its oversight responsibilities. The executive management of each Institution is responsible for preparing complete and accurate financial statements and for monitoring internal controls and compliance with all applicable laws, regulations, and internal policies and procedures. Any public accounting firm hired by the Committee is responsible for performing the services specified in the engagement letter and the external auditor request for proposal (RFP) document.

The Director of Internal Audits for the Board will assist the Committee in maintaining financial literacy in the appropriate areas related to the Committee's function.

The Office of Legal Counsel will keep the Committee informed of matters which may pose significant risk to the Board of Regents or its institutions.

**C. Meetings**

The Committee will meet at least quarterly, but may meet more frequently as circumstances require. The CEO of the Board will assist the chairman of the Committee in fulfilling the duties of the Committee. The Committee will make regular reports to the Board.

**D. Self Evaluation**

The Committee will evaluate the performance and effectiveness of the Committee annually and report the results of the evaluation to the Board.

**E. Authority and Resources**

The Committee will have appropriate authority and resources to discharge its responsibilities as required by applicable statutes, this Charter, and Board Policies. The Committee will have the authority to recommend to the Board the retention of independent legal, accounting, or other advisors, as it deems necessary. The Board will provide for appropriate funding, as determined by the Committee, for payment of (a) ordinary administrative expenses of the Committee that are necessary or appropriate in carrying out its duties; (b) compensation to the independent auditor engaged for the purpose of preparing or issuing an audit report or performing other audit, review, or attest services for the Institutions; and (c) compensation to any advisors retained on behalf of the Committee.

#### **IV. Responsibilities**

##### **A. Independent Auditor**

The Committee is responsible for the recommendation to the Board of the appointment, compensation, and retention of the independent auditor (including resolution of disagreements between management and the independent auditor regarding financial reporting) for the purpose of preparing or issuing an audit report or performing other audit, review, or attest services for the Institutions. The Committee shall establish the terms of the engagement with the independent auditor, subject to the approval of the Board. The independent auditor shall report to the Committee and the Board as necessary. With respect to the independent auditor, the Committee will, among other things:

1. At least annually (or if engaging a new independent auditor, prior to such engagement), (a) obtain from the independent auditor a written description of all relationships between the independent auditor or its affiliates and the Institutions or persons in financial reporting oversight roles at the Institutions that may reasonably be thought to bear on independence; (b) review and discuss with the independent auditor the potential effects of any such relationships on the independence of the independent auditor; and, if necessary, (c) make recommendations to the Board regarding any actions to be taken to ensure the independence of the Board's independent auditor.
2. Obtain and review a report from the independent auditor at least annually regarding (a) the independent auditor's internal quality-control procedures; (b) any material issues raised by the most recent internal quality control review, peer review, or Public Company Accounting Oversight Board review of the firm, or by any inquiry or investigation by governmental or professional authorities within the preceding five years concerning one or more independent audits carried out by the firm; and (c) any steps taken to deal with any such issues.
3. Periodically review and evaluate the lead partner of the independent auditor team.
4. Ensure the rotation of the independent audit team as required by law.
5. Pre-approve all auditing services and permitted non-audit services (including the fees and terms thereof) to be performed for the Institutions by the independent auditor. The Board, upon recommendation by the Committee, will retain the independent auditor by formal engagement letters.

##### **B. Financial Reporting**

In carrying out its responsibilities to oversee the Institutions' financial reporting, the Committee will do the following:

1. Meet with the independent auditor and financial management of the Institutions to review the scope and timing of each audit engagement.

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

**C. Internal Audit**

In overseeing the performance of the Board's internal audit function, the Committee will review the following items and make appropriate recommendations to the Board:

1. The internal audit charter for approval to the Board.
2. The CEO's recommendations regarding the appointment of the Director of Internal Audits.
3. The annual audit plan, all major changes to the plan, and the Department of Internal Audits' performance relative to the plan.
4. With the CEO and the Director of Internal Audits, the internal audit budget, resource plan, activities, and organizational structure of the internal audit function.
5. At least once per year, with the CEO, the performance of the Director of Internal Audits.
6. In connection with the required Peer Review, with the CEO and the Director of Internal Audits, the effectiveness of the internal audit function, including conformance with The Institute of Internal Auditors' Definition of Internal Auditing, Code of Ethics, and the *International Standards for Professional Practice of Internal Auditing*.

**D. Risk Management**

As it pertains to risk management, the Committee responsibilities are broadly defined, and the Committee, with assistance of the Office of Legal Counsel as provided by Board Policy 1.02, will:

1. Assist the Board in fulfilling its oversight responsibilities with regards to major risks of the Institutions.
2. Provide assurance to the Board that major risks are being identified, investigated and managed across the A&M System through formal risk management programs.
3. Ensure that major risks are being aggregated at the Institutional level and review the steps management has taken with respect to these risks.
4. Evaluate Institutional risk exposure and define the Board's risk tolerance.
5. Review reports pertaining to major risks and the effectiveness of the Institutional risk management activities.
6. Inform the full Board of major risks and other significant risk management issues.

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

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

1. Obtain reports from the Office of Legal Counsel, management, internal auditing personnel, and the independent auditor regarding compliance with applicable laws and regulations.
2. Discuss with the Office of Legal Counsel any legal, compliance, or regulatory issues that could have a material effect on the Institutions' financial statements or compliance policies or pose significant risk to the Board of Regents or its institutions.
3. Review with management and the Office of Legal Counsel the process for communicating the Institutional and Board Policies to Institutional personnel and the process for monitoring compliance.
4. Establish procedures for (a) the receipt, retention, and treatment of complaints received by the Institutions regarding accounting, internal accounting controls, or auditing matters; (b) the review of the results of investigations referred to or conducted by the Office of Legal Counsel pursuant to Board Policy 1.02; (c) the confidential, anonymous submission by employees of concerns regarding questionable accounting or auditing matters; and (d) the periodic review with management and the Office of Legal Counsel of complaints received, current status, and resolution.
5. Review with management, the Office of Legal Counsel, and the independent auditor any published reports and correspondence with regulators or governmental agencies which raise material issues regarding the Institutions' financial statements or institutional or legal risk.
6. Investigate material matters brought to the Committee's attention within the scope of its duties.

October 25, 2013, Board Meeting

## **PERSONNEL ACTIONS**

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

#### **EMPLOYMENT**

**Stephens, Steve**, General Counsel (effective November 30, 2013) with compensation as represented in Schedule A.

**SCHEDULE A**

**Compensation Information for General Counsel  
FY 2013-2014**

<u>Name</u>	Salary Proposed FY-2014
Steve Stephens General Counsel	\$250,000 (11/30/2013)

MEETING OF THE A & M BOARD OF REGENTS

**October 25, 2013**

The Council Room  
412 Student Union  
Oklahoma State University  
Stillwater, 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 September 6, 2013

Approval of Minutes of Special Board Meeting of October 18, 2013

**DATES OF NEXT REGULAR MEETINGS**

For **Information** Purposes Only:

December 6, 2013 -- Langston, Oklahoma – Scholars Inn Clubhouse,  
Langston University

For **Consideration** of Approval:

January 24, 2014 -- Okmulgee, Oklahoma – State Room, Hospitality Services Building,  
OSU Institute of Technology-Okmulgee

**BUSINESS WITH COLLEGES AND UNIVERSITIES**

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

**PUBLIC COMMENTS**

**COMMITTEE REPORTS**

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

**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: October 25, 2013

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

PLACE: The Council Room, 412 Student Union, Oklahoma State University, Stillwater, 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 September 6, 2013
- Approval of Minutes of Special Board Meeting of October 18, 2013
- Announcement of meeting on December 6, 2013, in the Scholars Inn Clubhouse, Langston University, Langston, Oklahoma
- Approval of meeting on January 24, 2014, State Room, Hospitality Services Building, OSU Institute of Technology-Okmulgee, Okmulgee, Oklahoma
- Reports/comments/recommendations by Board Chairman

**OKLAHOMA PANHANDLE STATE UNIVERSITY**

- General Information/Reports Requiring No Action By the Board  
Master Lease Program for the Aggie Apartments, LLC
- Instructional Programs  
Approval to delete BS in Equine Science Degree and make it an option within the BS in Animal Science Degree
- New Business Unforeseen At Time Agenda Was Posted

\* The Board will have breakfast on Friday, October 25, 2013, at 7:30 a.m. in Suite 1600 of the Student Union on the campus of Oklahoma State University, Stillwater, Oklahoma, with possibly one or more of the OSU/A&M institutional presidents and or institutional administrators for informal discussion. Various subjects may come up for discussion including recent activities/developments pertaining to legislative/governmental issues, matters affecting State funding, administrative issues, systemization, future staffing, capital projects including new construction and renovation, educational programs, student matters, athletics, external relations, budget matters, fund raising, student recruitment and retention, and Board communications. The Board may also receive from the Chief Executive Officer announcements of general information and interest, information on Board administrative operations, and information about recent and upcoming meetings and discussions. The board will have lunch at approximately 12:00 p.m. in the North Club Area of Boone Pickens Stadium.

- Other Informational Matters Not Requiring Action of the Board at this Meeting
  - Community celebration to honor OPSU national champion men's rodeo team
  - OPSU golfer named Cleveland Golf/Srixon All-America Scholar for the second consecutive year
  - OPSU alumnus helping with a campus project of basic network upgrades
  - Newly inducted members of the OPSU 2013 Aggie Hall of Fame
  - September President's Update newsletter
  - FTE Employee report
  - Out-of-state travel summaries

### **CONNORS STATE COLLEGE**

- General Information/Reports Requiring No Action By the Board
  - Personal remarks by President Faltyn
- Personnel Actions RE: appointments, reappointments, changes in salary, changes in title, resignations, terminations, suspensions, retirement, personnel leaves, etc. More detailed information identifying the personnel involved, their job titles, and their salaries, where applicable, will be available upon request at the meeting and prior thereto at the Office of the Board of Regents.
  - Approval of position description for the position of Vice President for Fiscal Services
- Budgetary Actions: adoption of a new budget or revision of a budget, etc.
  - Approval to transfer E&G, Part I, funds and Auxiliary funds to Fund 295
- 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
  - FTE Employee report
  - Quarterly livestock sales report
  - Quarterly veterinary payments report
  - Out-of-state travel summaries

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

- General Information/Reports Requiring No Action By the Board
  - Remarks by President Hale
  - Enrollment trend in online courses
- 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 and curricular updates

- Budgetary Actions: adoption of a new budget or revision of a budget, etc.  
Approval of year-end adjusting entries to close auxiliary accounts and transfer funds for FY13
  
- Other Business and Financial Matters  
Approval to enter into an Oklahoma State Regents for Higher Education (OSRHE) Master Lease Purchase Program  
Approval of reimbursement resolution for project included in the OSRHE Master Lease Purchase Program
  
- Contractual Agreements (other than construction and renovation)  
Approval to authorize the execution of an addendum to the agreement between the Miami Community Facilities Authority and the OSU/A&M Board of Regents
  
- New Construction or Renovation of Facilities  
Approval to solicit bids and issue a purchase order for an addition to the Indoor Arena located at the Synar College Farm
  
- 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  
FTE Employee report

**LANGSTON UNIVERSITY**

- General Information/Reports Requiring No Action By the Board  
FTE Employee report  
Livestock inventory at the E. (Kika) de la Garza Institute for Goat Research
  
- 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 hold public auction of surplus campus furniture and equipment
  
- Contractual Agreements (other than construction and renovation)  
Approval to enter into affiliation agreements with agencies for the training of Nursing & Health Administration students and Physical Therapy students  
Approval to enter into a partnering agreement with the United States Army Corps of Engineers for the training of agriculture and natural resource students  
Approval to enter into an additional agreement with Royall & Company
  
- Purchase Requests (purchases of equipment, supplies, materials, professional services, etc.)

- Student Services/Activities
  - Approval to upgrade the student meal plan identification system
- 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

### **OKLAHOMA STATE UNIVERSITY**

- General Information/Reports Requiring No Action By the Board
  - Opening comments
- Resolutions
  - Adoption of Memorial Resolution for Murray M. Blose
- Policy and Operational Procedures
  - Approval of revisions to Student Code of Conduct
- Personnel Actions RE: appointments, reappointments, changes in salary, changes in title, resignations, terminations, suspensions, retirement, personnel leaves, etc. More detailed information identifying the personnel involved, their job titles, and their salaries, where applicable, will be available upon request at the meeting and prior thereto at the Office of the Board of Regents.
  - Approval of position announcement and position description for Dean, Spears School of Business
  - Approval of position announcement and position description for Dean, Honors College
- Instructional Programs
  - Approval of proposed new degrees and program modifications
  - Approval of acknowledgement and confirmation of existing Academic Affiliation Agreement with OSU Medical Center
- Other Business and Financial Matters
  - Approval of peace officer
  - Approval to dispose of equipment through transfer
- Contractual Agreements (other than construction and renovation)
  - Ratification of interim approval to grant a permanent utility easement and right-of-way to Oklahoma Natural Gas
  - Approval of a Memorandum of Understanding between Oklahoma State University and Stillwater Board of Education
- New Construction or Renovation of Facilities
  - Approval to select an Architect to assist the University in the design and construction of renovations at The Atherton Hotel
  - Approval to select a Construction Manager At Risk to assist the University in the design and construction of renovations at The Atherton Hotel

- 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.

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

Receive information and a possible recommendation regarding the approval of an Audit, Risk Management and Compliance Review Committee Charter

#### **Fiscal Affairs Committee**

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

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

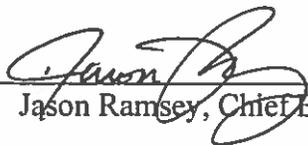
- General Information/Reports Requiring No Action By the Board
- Personnel Actions RE: appointments, reappointments, changes in salary, changes in title, reclassification, resignations, terminations, suspensions, retirement, personnel leaves, etc. More detailed information identifying the personnel involved, 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

October 25, 2013

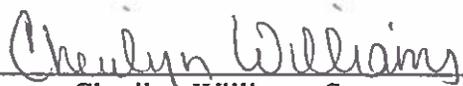
BOARD OF REGENTS FOR THE OKLAHOMA  
AGRICULTURAL AND MECHANICAL COLLEGES

By:   
Tucker Link, 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 December 6, 2013.

  
Cheryl Williams, Secretary