

# **MINUTES**

of the

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

for the

**December 1, 2017**

**Regular Board Meeting**

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

December 1, 2017

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MINUTES OF THE MEETING OF THE BOARD OF REGENTS FOR THE OKLAHOMA  
AGRICULTURAL AND MECHANICAL COLLEGES, DECEMBER 1, 2017

*Notice of this meeting was filed with the Oklahoma Secretary of State on September 13, 2016.*

The Board of Regents for the Oklahoma Agricultural and Mechanical Colleges met in the Multipurpose Room, 142 School of Physical Therapy, on the campus of Langston University, Langston, Oklahoma, on December 1, 2017.

Those present: Mr. Douglas E. Burns, Chairman; Mr. Calvin J. Anthony, Vice Chairman; Mr. Jarold Callahan; Mr. Rick Davis; Mr. Joe Hall; Mr. Tucker Link; Dr. Trudy J. Milner; Mr. Jim Reese; and Ms. Lou Watkins.

Absent: None.

Others present: Mr. Jason Ramsey, Chief Executive Officer; Ms. Jessica Russell, Director of State Government Relations; Mr. Carter Kimble, Director of Health Policy; Mr. Steve Stephens, General Counsel; Ms. Michelle Finley, Chief Audit Executive; Ms. Shari Brecht, Executive Assistant to the CEO; and Ms. Kyla Eldridge, Executive 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 10:57 a.m.

MATTERS PERTAINING TO THE BOARD OF REGENTS FOR THE OKLAHOMA  
AGRICULTURAL AND MECHANICAL COLLEGES OF INTEREST TO ALL THE  
UNIVERSITIES/COLLEGES MEETING OF DECEMBER 1, 2017

Order of Business

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

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

Approval of Minutes

Regent Watkins moved and Regent Milner seconded to approve the minutes of the October 20, 2017, Regular Meeting of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges.

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

#### Approval of Future Board Meetings

Chairman Burns announced that the next regular meeting of the Board of Regents is scheduled to convene on January 19, 2018, in the State Room, Hospitality Services Building, OSU Institute of Technology-Okmulgee, Okmulgee, Oklahoma. For consideration of approval is the meeting scheduled for March 2, 2018, in the Council Room, 412 Student Union, Oklahoma State University, Stillwater, Oklahoma.

Regent Watkins moved and Regent Hall seconded to approve the meeting scheduled for March 2, 2018, in the Council Room, 412 Student Union, Oklahoma State University, Stillwater, Oklahoma.

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

Regent Burns recognized the attendance of Dr. Timothy Moser and Dr. Bret Langerman, from the OSU College of Osteopathic Medicine Advisory Council. He said their service on that council is appreciated.

Regent Burns said he would like all of the A&M System presidents to follow the lead of Northeastern Oklahoma A&M College President Jeff Hale. He said he is very proud of Dr. Hale's appearance in the media defending NEO's record over the last decade in trying to deal with the ongoing budget crisis that all of the institutions face. He thinks it is critical that all of the presidents and their administrative teams be engaged in the public discussion to talk about how this is not something that just cropped up this year; they have been dealing with it for the last decade, and the institutions have been very focused on finding efficiencies. There has been great success at finding those efficiencies; not only have efficiencies been gained, but there have been actual reductions in staff and programming due to the cuts. He said he knows the factual situation will differ from one institution to the next, but the Board has been focused on this effort, and there has been a lot of hard work and success in achieving those kinds of efficiencies. The difficulty that the institutions are currently confronted with is that the public doesn't know the efforts being made. To the extent that critics allege there to be waste in higher education, they do not have the competing facts to show that actually this is something that has been very intently focused on for the last decade. Although there may have been waste in the past, it has been eliminated. If there is any remaining waste, the institutions are being diligent to find it, but it is not believed there is much left to be found. When confronted with further budget cuts, that imposes a virtual reality that will cause a reduction in quality. The public needs to know that. Standing silent is not the answer. People have thought that failure to engage in the political discussion was appropriate, and that is wrong. He said engaging in those discussions at this point is essential. The leadership of the

institutions must tell the story, set the record straight, that they participate in the various civic meetings that are a part of their communities, that they participate in the statewide discussion of these issues, that they tell what the facts are, so that the policymakers and voting public will know what the truth is, or at least have the opportunity to hear the truth. To all of the presidents in the OSU/A&M System, he asked that they participate in those political discussions and do so in a public manner. He would like to see if they can get help for higher education, in general; but, in particular, the institutions deal with these political issues that they are confronted with and the budget crisis that is very threatening to their future. He thanked Dr. Hale for his efforts on this matter, and he looks forward to seeing all of the other OSU/A&M presidents making similar efforts. He said he will be asking the presidents at each board meeting what they have done since the last meeting. This will be a focus of the Board over the next year, to examine how these issues are being dealt with.

OKLAHOMA STATE UNIVERSITY, STILLWATER, OKLAHOMA

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

President Hargis said it is great to meet in the beautiful new Physical Therapy building at Langston University. Great things are happening under the leadership of Dr. Smith and his team. He applauds Dr. Smith and his associates for all of their hard work.

President Hargis said graduation will be on Saturday, December 16, with two undergraduate programs and thousands of graduates. He said he is thrilled to honor two very distinguished individuals as the speakers at those programs. The morning program will feature Senator Jim Halligan, and OSU will have the honor of presenting Senator Halligan and First Lady Ann Halligan with the Henry G. Bennett Distinguished Service Award at that program. The afternoon program will feature Mr. Neal McCaleb who is an OSU alumni and has served the State of Oklahoma in so many ways through the years. Mr. McCaleb will be presented with an honorary Doctorate degree at that ceremony.

He wished everyone happy holidays and a merry Christmas. He hopes everyone can spend a lot of time with their family and friends.

C-1 Approval for Athletics to Conduct a Pilot Program for Serving Beer/Wine in Public Seating at Athletic Venues

President Hargis noted that this item was discussed during the Academic Affairs, Policy and Personnel Committee meeting this morning. Committee Chair Anthony said the Committee met with the OSU administration regarding approval to begin a pilot program for serving alcohol at spring sporting events. The Committee acted to recommend Board approval.

Regent Anthony moved and Regent Davis seconded to approve the request to allow Athletics to conduct a pilot program for serving beer/wine in public seating at athletic venues.

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

C-2 Ratification of Interim Approval to Award the Henry G. Bennett Distinguished Service Award to Jim and Ann Halligan

Regent Anthony moved and Regent Reese seconded to ratify interim approval to award the Henry G. Bennett Distinguished Service Award to Jim and Ann Halligan.



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

President Hargis asked Provost and Senior Vice President Gary Sandefur to present information pertaining to Academic Affairs:

D-1 Approval of Personnel Actions

Dr. Sandefur presented the personnel actions and recommended their approval with the exception of those items pertaining to separations and retirements, which are included as information items. These include four new faculty appointments and three changes in title, rate, or appointment. Dr. Sandefur requested Board approval of all personnel actions included in the OSU Agenda. For information, six retirements are included. (These recommendations are listed under Section D-1 of the OSU Agenda, which is on file in the Board of Regents' Office as Document No. 1-12-01-17.)

Regent Milner moved and Regent Callahan seconded to approve the personnel actions as listed in the OSU Agenda.

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

E-1 Approval of New Degrees and Program Modifications

Dr. Sandefur presented the proposed program modifications and new degree requests for the OSU Stillwater campus. (These curricular items are summarized in Section E-1 of the OSU Agenda, which is on file in the Board of Regents' Office as Document No. 1-12-01-17). These requests were discussed with members of the Academic Affairs, Policy and Personnel Committee at its meeting this morning. If approved, these requests will be sent to the Oklahoma State Regents for Higher Education for their consideration and approval.

Regent Anthony said the Committee met with the OSU administration regarding approval of the degree requests and program modifications. The Committee acted to recommend Board approval.

Regent Anthony moved and Regent Milner seconded to approve the proposed new degree requests and program modifications as listed in the OSU Agenda.

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

Dr. Sandefur said Regent Anthony had posed a question earlier during the Academic Affairs, Policy and Personnel Committee meeting regarding pharmacy students at OSU. He said those students can receive a B.S. degree from OSU if they matriculate to pharmacy school elsewhere before they have the full 120 credits from OSU.

Senior Vice President Joe Weaver presented information pertaining to Administration and Finance:

G-1 Approval of Peace Officer's Commission

Vice President Weaver requested Board approval of the peace officer action listed in the OSU Agenda.

Regent Milner moved and Regent Link seconded to approve the recommendation of the OSU administration regarding the following peace officer commission:

Commission:

Joseph M. Milek

Commission No.

750

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

G-2 Approval of Financial Advisor for 2018 Series General Revenue Bonds New Money Project Financing

Regent Milner moved and Regent Reese seconded to approve Hilltop Securities, Inc., as Financial Advisor to the Board of Regents/Oklahoma State University for the potential 2018 series General Revenue Bonds financing new projects.

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

G-3 Ratification of Interim Approval to Install Lockers in Cowgirl Stadium and to Enter Into a Gift-in-Kind Agreement

Regent Reese moved and Regent Milner seconded to ratify interim approval to install lockers in Cowgirl Stadium and to enter into a gift-in-kind agreement.

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

H-1 Approval of Changes to Oklahoma State University and OSU/A&M Retirement Plans

Regent Davis moved and Regent Anthony seconded to approve changes to Oklahoma State University and OSU/A&M Retirement plans as presented in the OSU Agenda.

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

H-2 Approval to Grant Right of Way Easement for Entomological Livestock Research Facility

Vice President Weaver noted that a map related to this request is listed as Exhibit II in the OSU Agenda. This easement will allow Oklahoma Natural Gas (ONG) to establish natural gas services to the Entomological Livestock Research Facility.

Regent Reese moved and Regent Milner seconded to approve the granting of a right of way easement to ONG as presented in the OSU Agenda.

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

H-3 Approval to Grant Right of Way Easement for Center for Veterinary Health Sciences Ranch Facility

Mr. Weaver requested Board approval of this item and noted that this easement would allow Central Electric Cooperative (CEC) to establish electrical service to the loafing shed for the Center for Veterinary Health Sciences Ranch Facility.

Regent Davis moved and Regent Reese seconded to approve granting a right of way easement to CEC as presented in the OSU Agenda.

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

I-1 Approval to Begin Selection Process for an Architectural Firm to Assist the University with the Programming and Conceptual Design of a Library Renovation (OSU-Tulsa)

Mr. Weaver requested Board approval of this item and said this renovation would bring the building up to modern standards. It is anticipated this project will cost \$200,000-\$300,000. Approval of this item will not begin the renovation process; it will simply allow for renderings of the project to allow for fundraising efforts.

Regent Link moved and Regent Milner seconded to authorize Oklahoma State University to begin the selection process for an architectural firm to assist the University with the programming and conceptual design of a Library Renovation on the OSU-Tulsa campus, as presented in the OSU Agenda.

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

Regent Anthony said that in relation to the OSU Library and the campus grounds, the information and signage that appears on weather and news broadcasts are excellent ways for identity to be enhanced. He wanted to express appreciation to whomever is responsible. Mr. Weaver said he believes Mr. Kyle Wray and Mr. Gary Shutt orchestrate that effort. He agreed it is nice to see the signage that enhances OSU's brand.

#### J Approval of Purchase Requests

Vice President Weaver requested approval of the purchase requests listed in the OSU Agenda.

Regent Reese moved and Regent Callahan seconded to approve the purchase requests as listed under J-1, J-2, and J-3 in the OSU Agenda (purchase request Nos. 1-7, Exhibit I).

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

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

OKLAHOMA PANHANDLE STATE UNIVERSITY, GOODWELL, OKLAHOMA

President Tim Faltyn and members of the OPSU administration appeared before the Board of Regents to present the business of Oklahoma Panhandle State University and review the Agenda for members of the Board.

President Faltyn thanked President Smith and his staff for hosting the great dinner and concert last evening. He said he can see that the staff at Langston University has really bought into Dr. Smith's vision.

Dr. Faltyn complimented Regent Anthony on his excellent editorial. He also complimented Dr. Hale on the great job he did when on television. He said he was happy to see that Kathryn McNutt shared Regent Burns' comments regarding efficiencies and waste and that there is not much left.

Dr. Faltyn said Regent Burns has appointed a task force to look at the public relations end of how higher education is perceived. As Chair of that task force, Regent Link suggested to Dr. Faltyn that he share some of the ideas they discussed.

Dr. Faltyn said the System needs to think about a comprehensive social media strategy. Social media is a stream of consciousness, and higher education needs to stay in that stream of consciousness. The fact of the matter is that the average American, according to all of the polling and research data, makes their opinions and gets parts of their news, if not all of their news, from social media. They are not reading the newspaper or watching the news on television or listening to it on the radio. At a minimum, what those people are reading is a link to a news organization that comes through social media. Higher education must get in the game on that.

President Faltyn said there are things that should be said that the presidents cannot say. There have to be some people, other people, in that stream of consciousness. He thinks there are things that can be said by an institution and industry insiders, and then there are others where supporters have to step up and take on some of those issues. President Faltyn discussed the opportunity for higher education to more effectively tell the story of its impact through social media. He thinks that is the job of the institutions.

President Faltyn said he believes something like that could be and should be undertaken industry-wide. The OSU/A&M System has led in shared services and energy efficiencies; it could be that it must also lead this effort. He does not know that the State system is ready for something like this, but it could be that the OSU/A&M System is ready. He thinks the Presidents are ready to work together on some version of this. A way must be found to communicate with the people who need to hear the message.

Dr. Faltyn referenced highlights from the *Panhandle* magazine, noting that the cover featured two OSU graduates and one OPSU graduate. These men are from the company that donated the largest gift ever to OPSU athletics.

Dr. Faltyn said his goal has been to transform the panhandle region, and OPSU received a significant grant from the local electric coop. OPSU used that grant to light up the entire OPSU

campus with Christmas lights. The plan is to build upon that year after year. The kickoff and lighting ceremony is Saturday, December 2. The lights are really beautiful and will bring many visitors to OPSU. He wanted to make it clear that absolutely no University funding has been spent on Christmas lights; the grant funded all of the lights, the campus is just being used to display them. Regent Burns noted that this is a great idea.

### Instructional Programs

President Faltyn asked Dr. Julie Dinger to present this item. Dr. Dinger noted that the program modifications are an extension of the work that was begun last year by her predecessor. These changes represent a considerable amount of hard work to get faculty, division chairs, and deans all moving in the same direction and pulling for student success. The initial effort was to bring all of the OPSU degree plans within the Complete College America goals. It is desired to speed up the process and allow students to achieve their degrees and certificates and not compromise the general education outcomes in the process. These are the last few degrees for which it is desired to decrease the credit hours. This will speed the path to completion without sacrificing any of the student experience.

Regent Anthony moved and Regent Milner seconded to approve the degree modifications as presented.

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

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

OKLAHOMA PANHANDLE STATE UNIVERSITY  
Goodwell, Oklahoma

December 1, 2017

Board of Regents for Oklahoma A & M Colleges

Dear Board Members,

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

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

1. Personal remarks – Dr. Tim Faltyn
2. Panhandle Magazine

Part B---Resolutions

None

Part C---Policy and Operational Procedures

None

Part D---Personnel Actions

1. The following faculty and staff have announced their intention to retire or resign:

<u>Employee</u>	<u>Position</u>	<u>Effective</u>	<u>Explanation</u>
Dr. Peter Camfield	Professor & Dean of Agriculture	12/31/2017	Resignation

**Part E---Instructional Programs**

1. Board approval is requested for the following degree plans to be compliant with Complete College America goals. Degree plans with current and proposed hours below:

<b><u>Degree</u></b>	<b><u>Current Hours</u></b>	<b><u>Proposed Hours</u></b>
Technology (AAS)		
Drafting and Industrial Technology Option	64	60
Technology (AAS)		
Metal Technology Option	64	60
Technology (AAS)		
Technology Option	64	60
Business Administration (AS)	65	60
Business Administration (AS)		
CIS Concentration	65	60

See attachments for current and proposed degree plans.

**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 Informational Matters Not Requiring Action of the Board

1. **The 2017-2018 Academic Calendar is attached.**
2. The October 2017 Summary of Out-of-State Travel report is attached.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'T. Faltyn', with a long horizontal stroke extending to the right.

Dr. Tim Faltyn  
President



# OKLAHOMA PANHANDLE STATE UNIVERSITY

## SCHOOL OF BUSINESS AND TECHNOLOGY

### Associate of Applied Science – Drafting and Technology Option

Requirements for Students for Academic Year 2018-2019

#### Current

<b>Technology (AAS)</b>	
<b>Drafting and Industrial Technology-Option</b>	<b>64</b>
<b>Semester Hours</b>	
<b>Student Success Seminar</b>	<b>1</b>
Ucss 1111-Student Success Seminar	
<b>Communication</b>	<b>6</b>
Engl 1113-Freshman English I	
Engl 1213-Freshman English II	
Comm 1113-Speech Communication	
<b>American History and Government</b>	<b>6</b>
Hist 1313-U.S. Hist. 1492-1877 OR	
Hist 1323-U.S. Hist. 1877-Present	
Pols 1013-American Government	
<b>Guided Electives</b>	<b>7</b>
Science, humanities, world religion, mathematics, communications, behavioral science, economics, marketing, or CIS	
<b>Technical-Occupational Specialty Courses</b>	<b>29</b>
<b>Required Core (20)</b>	
Indt 1012-Drafting Technology	
Indt 1013-Woodworking Fundamentals	
Indt 1103-Applied Electricity I	
Indt 1222-General Metals Processing	
Indt 1433-Welding Level I	
Indt 2013-Machine Wood Technology	
Indt 2113-Introduction to Computer Aided Drafting	
Indt 3322-Welding Level III	
<b>Electives ( 9)</b>	
Indt 1032-Engineering Drafting	
Indt 2223-Introduction to CNC Machinery	
Indt 2233-Introduction to Robotics	
Indt 3123-Advanced Computer Aided Drafting	
Indt 3423-Machine Drawing and Design	
Indt 3923-Architectural Drafting	
Indt 4021-Industrial Technology Organization and Management	
Indt 4022-Engineering Design Concepts	
<b>Support and Related Courses</b>	<b>15</b>
Courses that are guided electives which enhance the degree curriculum. These courses are required to bring the total to 64 hours for graduation.	

#### Proposed

<b>Technology (AAS)</b>	
<b>Drafting and Industrial Technology-Option</b>	<b>64 60</b>
<b>Semester Hours</b>	
<b>Student Success Seminar</b>	<b>1</b>
Ucss 1111-Student Success Seminar	
<b>Communication</b>	<b>6</b>
Engl 1113-Freshman English I	
Engl 1213-Freshman English II	
<del>Comm 1113-Speech Communication</del>	
<b>American History and Government</b>	<b>6</b>
Hist 1313-U.S. Hist. 1492-1877 OR	
Hist 1323-U.S. Hist. 1877-Present	
Pols 1013-American Government	
<b>Guided Electives</b>	<b>7</b>
Science, humanities, world religion, mathematics, communications, behavioral science, economics, marketing, or CIS	
<b>Technical-Occupational Specialty Courses</b>	<b>29</b>
<b>Required Core (24)</b>	
Indt 1012-Drafting Technology	
Indt 1013-Woodworking Fundamentals	
Indt 1103-Applied Electricity I	
Indt 1222-General Metals Processing	
<b>Indt 1432- Construction Skills and Safety</b>	
Indt 1433-Welding Level I	
Indt 2013-Machine Wood Technology	
Indt 2113-Introduction to Computer Aided Drafting	
<b>Indt 2423 Welding level II</b>	
<del>Indt 3322-Welding Level III</del>	
<b>Electives from (9-5)</b>	
Indt 1032-Engineering Drafting	
<b>Indt 2100 Selected Topics in Technology</b>	
<b>Indt 2203 DC/AC Circuits</b>	
<del>Indt 2223-Introduction to CNC Machinery</del>	
<del>Indt 2233-Introduction to Robotics</del>	
<del>Indt 3123-Advanced Computer Aided Drafting</del>	
<del>Indt 3423-Machine Drawing and Design</del>	
<del>Indt 3923-Architectural Drafting</del>	
<del>Indt 4021-Industrial Technology Organization and Management</del>	
<del>Indt 4022-Engineering Design Concepts</del>	
<b>Support and Related Courses</b>	<b>15</b>
Courses that are guided electives which enhance the degree curriculum. These courses are required to bring the total to 64 hours for graduation.	



# OKLAHOMA PANHANDLE STATE UNIVERSITY

## SCHOOL OF BUSINESS AND TECHNOLOGY

### Associate of Applied Science – Metal Technology Option

Requirements for Students for Academic Year 2018-2019

Current	
Technology (AAS)	64
Metal Technology-Option	Semester Hours
Student Success Seminar	1
Ucss 1111-Student Success Seminar	
Communications	6
Engl 1113-Freshman English I	
Engl 1213-Freshman English II	
Comm 1113-Speech Communication	
American History and Government	6
Hist 1313-U.S. Hist. 1492-1877 OR	
Hist 1323-U.S. Hist. 1877-Present	
PolS 1013-American Government	
Guided Electives	7
Science, humanities, world religion, mathematics, communications, behavioral science, economics, marketing, or CIS	
Technical-Specialty Courses	31
Required Core (22)	
Indt 1012-Drafting Technology	
Indt 1013-Woodworking Fundamentals	
Indt 1103-Applied Electricity I	
Indt 1222-General Metal Processing	
Indt 1433-Welding Level I	
Indt 2013-Machine Wood Technology	
Indt 2113-Introduction to CAD	
Indt 3323-Welding Level III	
Electives (9)	
Indt 2223-Introduction to CNC	
Indt 2233-Introduction to Robotics	
Indt 2100-Select Topics	
Indt 3413-Foundry Forge Manufacturing Process	
Indt 4021-Industrial Technology Organization and Management	
Indt 4032-Machine Tool Practice	
Indt 4623-Welding Process and Metallurgy	
Support and Related Courses	13
Courses that are guided electives which enhance the degree curriculum. These courses are required to bring the total to 64 hours for graduation.	

Proposed	
Technology (AAS)	64 60
Metal Technology-Option	Semester Hours
General Education	18
Student Success Seminar	1
Ucss 1111-Student Success Seminar	
Communications	6
Engl 1113-Freshman English I	
Engl 1213-Freshman English II	
<del>Comm 1113-Speech Communication</del>	
American History and Government	6
Hist 1313-U.S. Hist. 1492-1877 OR	
Hist 1323-U.S. Hist. 1877-Present	
PolS 1013-American Government	
Guided Electives	7 4
Science, humanities, world religion, mathematics, communications, behavioral science, economics, marketing, or CIS	
Liberal Art/Science Elective	1
Technical-Specialty Courses	31 27
Required Core (22 24)	
Indt 1012-Drafting Technology	
Indt 1013-Woodworking Fundamentals	
Indt 1103-Applied Electricity I	
<b>*Indt 1432 Construction Skills and Safety</b>	
Indt 1222-General Metal Processing	
Indt 1433-Welding Level I	
Indt 2013-Machine Wood Technology	
Indt 2113-Introduction to CAD	
<del>Indt 2423-Welding Level II</del>	
Electives from: (9 3)	
<del>Indt 2223-Introduction to CNC</del>	
<del>Indt 2233-Introduction to Robotics</del>	
Indt 2100-Select Topics	
<del>Indt 3413-Foundry Forge Manufacturing Process</del>	
<del>Indt 4021-Industrial Technology Organization and Management</del>	
<del>Indt 4032-Machine Tool Practice</del>	
<del>Indt 4623-Welding Process and Metallurgy</del>	
Support and Related Courses	13 15
Courses that are guided electives which enhance the degree curriculum. These courses are required to bring the total to 64 60 hours for graduation.	



# OKLAHOMA PANHANDLE STATE UNIVERSITY

## SCHOOL OF BUSINESS AND TECHNOLOGY

### Associate of Applied Science – Technology Option

Requirements for Students for Academic Year 2018-2019

#### Current

Technology (AAS)	64
Technology-Option	Semester Hours

To be admitted to candidacy for the degree, the student must have completed a one-year technical program at an institution accredited by a regional accrediting agency. If the credit earned is from a non-accredited institute, the student transferring to OPSU must use the same procedure as regular college students from non-accredited institutions. Vocational technical transferred credit will be granted upon completion of graduation requirements.

<b>Student Success Seminar</b>	<b>1</b>
Ucss 1111-Student Success Seminar	
<b>Communication</b>	<b>6</b>
Engl 1113-Freshman English I	
Engl 1213-Freshman English II	
Comm 1113-Speech Communication	
<b>American History and Government</b>	<b>6</b>
Hist 1313-U.S. Hist. 1492-1877 OR	
Hist 1323-U.S. Hist. 1877-Present	
Pols 1013-American Government	
<b>Guided Electives</b>	<b>7</b>
Science, humanities, world religion, mathematics, communications, behavioral science, economics, marketing, or CIS	
<b>Technical Specialty</b>	<b>29-32</b>
Transferred from an approved technical program	
<b>Support and Related Courses</b>	<b>12-15</b>
Courses that are guided electives which enhance the degree curriculum. These courses are required to bring the total to 64 hours for graduation.	

#### Proposed

Technology (AAS)	64 60
Technology-Option	Semester Hours

To be admitted to candidacy for the degree, the student must have completed an approved technical program at an institution accredited by a regional accrediting agency. If the credit earned is from a non-accredited institute, the student transferring to OPSU must use the same procedure as regular college students from non-accredited institutions. Vocational technical transferred credit will be granted upon completion of graduation requirements.

<b>General Education</b>	<b>18</b>
<b>Student Success Seminar</b>	<b>1</b>
Ucss 1111-Student Success Seminar	
<b>Communication</b>	<b>6</b>
Engl 1113-Freshman English I	
Engl 1213-Freshman English II	
<del>Comm 1113-Speech Communication</del>	
<b>American History and Government</b>	<b>6</b>
Hist 1313-U.S. Hist. 1492-1877 OR	
Hist 1323-U.S. Hist. 1877-Present	
Pols 1013-American Government	
<b>Liberal Art/Science Elective</b>	<b>1</b>
<b>Guided Electives</b>	<del>7</del> <b>4</b>
Science, humanities, world religion, mathematics, communications, behavioral science, economics, marketing, or CIS	
<b>Technical Specialty</b>	<b>29-32</b>
Transferred from an approved technical program	
<b>Support and Related Courses</b>	<del>12-15</del> <b>10-13</b>
Courses that are guided electives which enhance the degree curriculum. These courses are required to bring the total to 64 60 hours for graduation.	



# **OKLAHOMA PANHANDLE STATE UNIVERSITY**

**SCHOOL OF BUSINESS AND TECHNOLOGY**

**Associate of Applied Science – Technology Option**

**Requirements for Students for Academic Year 2018-2019**

PROPOSED



# OKLAHOMA PANHANDLE STATE UNIVERSITY

## SCHOOL OF BUSINESS AND TECHNOLOGY

### Associate of Science Business Administration

Requirements for Students for Academic Year 2018-2019

Current	
<b>Business Administration (AS)</b>	<b>65</b>
	<b>Semester Hours</b>
<b>Student Success Seminar</b>	<b>1</b>
Ucss 1111-Student Success Seminar	
<b>Communication</b>	<b>9</b>
Engl 1113-Freshman English I	
Engl 1213-Freshman English II	
Comm 1113-Speech Communication	
<b>Mathematics</b>	<b>3</b>
Math 1513-College Algebra	
<b>American History and Government</b>	<b>6</b>
Hist 1313-U.S. Hist. 1492-1877 OR	
Hist 1323-U.S. Hist. 18767-Present	
Pols 1013-American Government	
<b>Social Sciences</b>	<b>6</b>
Economics - Econ 2113	3
Social Science	3
<b>Natural Sciences</b>	<b>8</b>
Physical Science lab course	4
Biological Science lab course	4
<b>Humanities</b>	<b>6</b>
Choose from humanities, music appreciation, music history, art appreciation, literature, upper level foreign language, introduction to theater, world history, AND/OR world religion. No activity courses will count.	
<b>Liberal Arts and Science electives</b>	<b>2</b>
<b>Concentration</b>	<b>24</b>
Acct 2103-Financial Accounting OR	
Badm 2013-Personal Finance	
Acct 2203-Managerial Accounting	
Badm 1013-Introduction to Business	
Cis 2013-Information Systems for Business	
Cis 2223-Micro Applications	
Badm 3123-Business Law	
Mgmt 3813-Principles of Management	
Mktg 3913-Principles of Marketing	

Proposed	
<b>Business Administration (AS)</b>	<b>60</b>
	<b>Semester Hours</b>
<b>Student Success Seminar</b>	<b>1</b>
Ucss 1111-Student Success Seminar	
<b>Communication</b>	<b>6</b>
Engl 1113-Freshman English I	
Engl 1213-Freshman English II	
<del>Comm 1113-Speech Communication</del>	
<b>Mathematics</b>	<b>3</b>
<b>Math 1523 Modeling and Basic Statistics</b>	
<b>American History and Government</b>	<b>6</b>
Hist 1313-U.S. Hist. 1492-1877 OR	
Hist 1323-U.S. Hist. 18767-Present	
Pols 1013-American Government	
<b>Social Sciences</b>	<b>6</b>
Economics - Econ 2113	3
Social Science	3
<b>Natural Sciences</b>	<b>8</b>
Physical Science lab course	4
Biological Science lab course	4
<b>Humanities</b>	<b>6</b>
Choose from humanities, music appreciation, music history, art appreciation, literature, upper level foreign language, introduction to theater, world history, AND/OR world religion. No activity courses will count.	
<b>Liberal Arts and Science electives</b>	<b>2 1</b>
<b>Concentration</b>	<b>24 23</b>
Acct 2103-Financial Accounting OR	
<del>Badm 2013-Personal Finance</del>	
Acct 2203-Managerial Accounting	
Badm 1013-Introduction to Business	
Badm 2013-Personal Finance	
<b>*Badm 2023-Professional Skills in the Workplace</b>	
<b>Cis 1113-Introduction to CIS OR</b>	
<b>Cis 2013-Information Systems for Business</b>	
Cis 2223-Micro Applications	
<b>**Econ 2123-Micro Economics</b>	
<b>**One hour will count toward the Liberal Arts and Sciences elective.</b>	
<del>Badm 3123-Business Law</del>	
<del>Mgmt 3813-Principles of Management</del>	
<del>Mktg 3913-Principles of Marketing</del>	

**\*New Course**





# OKLAHOMA PANHANDLE STATE UNIVERSITY

## SCHOOL OF BUSINESS AND TECHNOLOGY

### Associate of Science Business Administration – CIS Option

#### Requirements for Students for Academic Year 2018-2019

Current	
<b>Business Administration (AS)</b>	<b>65</b>
<b>CIS Concentration</b>	<b>Semester Hours</b>
<b>Student Success Seminar</b>	<b>1</b>
Ucss 1111-Student Success Seminar	
<b>Communication</b>	<b>9</b>
Engl 1113-Freshman English I	
Engl 1213-Freshman English II	
Comm 1113-Speech Communication	
<b>Mathematics</b>	<b>3</b>
Math 1513-College Algebra	
<b>American History and Government</b>	<b>6</b>
Hist 1313-U.S. Hist 1492-1877 OR	
Hist 1323-U.S. Hist 1877-Present	
Pols 1013-American Government	
<b>Social/Behavioral Sciences</b>	<b>6</b>
Badm 2113-Macro Economics	
Geography, history, sociology or psychology	3
<b>Natural Sciences</b>	<b>8</b>
Physical Science lab course	4
Biological Science lab course	4
<b>Humanities</b>	<b>6</b>
Choose from humanities, music appreciation, music history, art appreciation, literature, upper level foreign language, introduction to theater, world history, AND/OR world religion. No activity courses will count.	
<b>Liberal Arts and Science electives</b>	<b>2</b>
(Technical Writing, Speech Communications, or Spanish strongly recommended)	
<b>Concentration</b>	<b>24</b>
Acct 2103-Financial Accounting OR	
Badm 2013-Personal Finance	
Badm 3023-Technical Writing OR	
Badm 3173-Business Communications	
Cis 2013-Information Systems for Business	
Cis 2223-Microapplications	
Cis 1983-Logic and Design	
Cis 2113-HTML/Web Page Design	
Cis 2803-Managing /Maintaining Computer Hardware	
Cis 2513-Database Use/Data Analysis	

Proposed	
<b>Business Administration (AS)</b>	<b>65 60</b>
<b>CIS Concentration</b>	<b>Semester Hours</b>
<b>Student Success Seminar</b>	<b>1</b>
Ucss 1111-Student Success Seminar	
<b>Communication</b>	<b>9 6</b>
Engl 1113-Freshman English I	
Engl 1213-Freshman English II	
<del>Comm 1113-Speech Communication</del>	
<b>Mathematics</b>	<b>3</b>
Math 1513-College Algebra OR	
Math 1523-Modeling and Basic Statistics	
<b>American History and Government</b>	<b>6</b>
Hist 1313-U.S. Hist 1492-1877 OR	
Hist 1323-U.S. Hist 1877-Present	
Pols 1013-American Government	
<b>Social/Behavioral Sciences</b>	<b>6</b>
Badm 2113-Macro Economics	
Geography, history, sociology or psychology	3
<b>Natural Sciences</b>	<b>8</b>
Physical Science lab course	4
Biological Science lab course	4
<b>Humanities</b>	<b>6</b>
Choose from humanities, music appreciation, music history, art appreciation, literature, upper level foreign language, introduction to theater, world history, AND/OR world religion. No activity courses will count.	
<b>Liberal Arts and Science electives</b>	<b>2 1</b>
<b>Concentration</b>	<b>24 23-</b>

#### Required Courses:

Acct 2103-Financial Accounting OR

~~Badm 2013-Personal Finance~~

Acct 2203-Managerial Accounting

**\*Badm 2023-Professional Skills in the Workplace**

~~Badm 3023-Technical Writing OR~~

~~Badm 3173-Business Communications~~

~~Cis 2013-Information Systems for Business~~

~~Cis 2223-Microapplications~~

**Cis 1113-Introduction to CIS OR**

**Cis 2013-Information Systems for Business**

#### Choose 9 hours from the following:

Cis 1983-Logic and Design

Cis 2113-HTML/Web Page Design

**Cis 2323-Networking Fundamentals**

Cis 2513-Database Use/Data Analysis

**Cis 2723-Introduction to Operating Systems**

Cis 2803-Managing /Maintaining

Computer Hardware

**Cis 2813-Managing/Maintaining Computer**

**Software**

**Cis 2823-Applied Networking**

**CIS Department approved electives**

**2**

**\*New Course**

**OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION****Return by December 1, 2017****Electronic submission with President's signature is preferred (to [sbeauchamp@osrhe.edu](mailto:sbeauchamp@osrhe.edu)).****Institution: Oklahoma Panhandle State University****ACADEMIC CALENDAR FOR 2018-2019****Summer Session (2018):**

Semester begins (first day of 8-week classes)	<u>June 4, 2018</u>
1 <sup>st</sup> 6-week session (begins and ends)	<u>June 4-July 16, 2018</u>
2 <sup>nd</sup> 6-week session (begins and ends)	<u>June 18-July 30, 2018</u>
Please list dates of all holidays and breaks (no classes)	
Memorial Day	<u>May, 28 2018</u>
Independence Day	<u>July 4, 2018</u>
Semester ends (last day of 8-week classes including final exams)	<u>July 30, 2018</u>
Commencement date (graduation ceremony-if applicable)	<u>N/A</u>

**Fall Semester (Fall 2018):**

Semester begins (first day of 16-week classes)	<u>August 13, 2018</u>
1 <sup>st</sup> 8-week session (begins and ends)	<u>August 13-October 5, 2018</u>
2 <sup>nd</sup> 8-week session (begins and ends)	<u>October 8-Dec. 7, 2018</u>
1 <sup>st</sup> 4-week session (begins and ends)	<u>N/A</u>
2 <sup>nd</sup> 4 week session (begins and ends)	<u>N/A</u>
3 <sup>rd</sup> 4-week session (begins and ends)	<u>N/A</u>
4 <sup>th</sup> 4 week session (begins and ends)	<u>N/A</u>

Please list dates of all holidays and breaks (no classes)	
Labor Day	<u>September 3, 2018</u>
Fall Break	<u>October 19, 2018</u>
Thanksgiving Break	<u>November 19-23, 2018</u>
Semester ends (last day of 16-week classes including final exams)	<u>December 7, 2018</u>
Commencement date (graduation ceremony-if applicable)	<u>N/A</u>

**Spring Semester (Spring 2019):**

Semester begins (first day of 16-week classes)	<u>January 7, 2019</u>
1 <sup>st</sup> 8-week session (begins and ends)	<u>January 7-March 1, 2019</u>
2 <sup>nd</sup> 8-week session (begins and ends)	<u>March 4-May 7, 2019</u>



1st 4-week session (begins and ends)	<u>N/A</u>
2nd 4 week session (begins and ends)	<u>N/A</u>
3rd 4-week session (begins and ends)	<u>N/A</u>
4th 4 week session (begins and ends)	<u>N/A</u>
Please list dates of all holidays and breaks (no classes)	
Martin Luther King, Jr. Holiday	<u>January 21, 2019</u>
Spring Break	<u>March 18-22, 2019</u>
Easter Break	<u>April 19, 2019</u>
Semester ends (last day of 16-week classes including final exams)	<u>May 7, 2019</u>
Commencement date (graduation ceremony)	<u>May 9, 2019</u>

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

	Fall 2018 Intersession (between summer 2018 and fall 2018)	Spring/Winter 2018- 2019 Intersession (between fall 2018 and spring 2019)	Summer 2019 Intersession (between spring 2019 and summer 2019)
Intersession begins	<u>N/A</u>	<u>December 10, 2018</u>	<u>May 13, 2019</u>
Intersession ends (including final exams)	<u>N/A</u>	<u>December 21, 2018</u>	<u>May 24, 2019</u>
<b><u>Summer 2018</u></b> (if applicable):			
Final add/drop date 8 weeks		<u>Add</u> <u>June 6, 2018</u>	<u>Drop</u> <u>June 11, 2018</u>
Final add/drop date 1 <sup>st</sup> 6 weeks		<u>June 6, 2018</u>	<u>June 11, 2018</u>
Final add/drop date 2 <sup>nd</sup> 6 weeks		<u>June 20, 2018</u>	<u>June 25, 2018</u>

<b><u>Fall 2018</u></b> (if applicable):		
Final add/drop date 16 week:	<u>August 17, 2018</u>	<u>August 24, 2018</u>
Final add/drop date 1 <sup>st</sup> 8 week classes:	<u>August 15, 2018</u>	<u>August 17, 2018</u>
Final add/drop date 2 <sup>nd</sup> 8 week classes:	<u>October 10, 2018</u>	<u>October 11, 2018</u>

<b><u>Spring 2019</u></b> (if applicable):		
Final add/drop date 16 week:	<u>January 11, 2019</u>	<u>January 18, 2019</u>
Final add/drop date 1 <sup>st</sup> 8 week classes:	<u>January 9, 2019</u>	<u>January 10, 2019</u>
Final add/drop date 2 <sup>nd</sup> 8 week classes:	<u>March 6, 2019</u>	<u>March 7, 2019</u>

**Alternative Schedules** (please describe any alternative schedules not already indicated above)

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

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

State Regents' Policy 3.18

**OKLAHOMA PANHANDLE STATE UNIVERSITY**  
**INSTITUTION**

**SUMMARY OF OUT-OF-STATE TRAVEL AS OF**

**Oct-17**  
**MONTH**

FUND SOURCE	FY18		FY17		FY18		FY17	
	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	4	\$ 898.33	7	\$1,515.17	4	\$ -	30	\$ 8,161.47
FEDERAL								
PRIVATE								
AUXILIARY	3	566.87	3	\$1,095.92	0	\$ -	26	\$ 8,950.58
OTHER								
TOTAL	7	\$ 1,465.20	10	\$2,611.09	4	\$ -	56	\$ 17,112.05

CONNORS STATE COLLEGE, WARNER, OKLAHOMA

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

Dr. Ramming thanked President Smith for the hospitality last evening. He highlighted stories in the *Connection* publication, noting its cover features a sock hop event the CSC student leadership coordinated for the senior citizens in the area.

Dr. Ramming referenced the preliminary enrollment update in the CSC Agenda. The numbers look very good, but he wants to bring understanding that the numbers reflect the inclusion of the correctional facilities' enrollment that was not there last year. The numbers are still encouraging, with a 50 student increase in enrollment compared to last year.

B-1 Adoption of Memorial Resolution

President Ramming presented information to recognize the service of Mr. Ed Hardeman and recommended the adoption of a Memorial Resolution to honor his service to CSC.

Regent Callahan moved and Regent Davis seconded to adopt the Memorial Resolution for Mr. Ed Hardeman as presented.

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

E-1 Request for Modification to the Occupational Therapy Assistant Curriculum

E-1 Request for Off-Campus Course Offerings

President Ramming requested Board approval to modify the Occupational Therapy Assistant Curriculum to ensure it meets the accreditation requirements. Approval is also requested for off-campus delivery of courses for the Spring 2018 semester as listed in the CSC Agenda. (These requests are listed as Items E-1 and E-2 in the CSC Agenda, which is attached to this portion of the minutes.)

Regent Link moved and Regent Reese seconded to approve Item E-1 and Item E-2 as presented in the CSC Agenda.

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

Balance of Agenda

Regent Link moved and Regent Reese seconded to approve the balance of the CSC Agenda, subject to the availability of funds and/or the limitations of the budget.

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

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

# CONNORS STATE COLLEGE

Warner, Oklahoma

December 1, 2017

## Board of Regents for the Oklahoma A&M Colleges

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. Ron Ramming**

- Connection
- Accelerate Report
- Enrollment Update

**B. RESOLUTIONS:**

**1. Request for Memorial Resolution**

Board approval is requested for the attached memorial resolution honoring Mr. Ed Hardeman, former Connors State College Instructor, Coach, and Administrator who passed away on November 1, 2017 (see attached).

**C. POLICY AND OPERATIONAL PROCEDURES:**

*None*

**D. PERSONNEL ACTIONS:**

**1. Request for Change of Position/Salary/Months of Employment**

Board approval is requested for the following employment changes:

<u>Employee</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>	<u>Assignment</u>	<u>Explanation</u>
Christopher McBeath	History Instructor	\$ 35,750	01/01/2018	9 month	Replacement
Shannon Pilant	Nursing Instructor	\$ 38,611	11/14/2017	10 month	New Position

**E. INSTRUCTIONAL PROGRAMS:**

**1. Request for Modification to the Occupational Therapy Assistant Curriculum**

Board approval is requested to modify the attached changes to the Occupational Therapy Assistant curriculum. Specifically, changes are needed to meet Accreditation Council for Occupational Therapy Education (ACOTE) requirements.

**2. Request for Off-Campus Course Offerings**

Board approval is requested for off-campus delivery of the attached courses for the Spring 2018 semester.

**F. BUDGETARY ACTIONS:**

*None*

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

*None*

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

*None*

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

*None*

**J. PURCHASE REQUESTS:**

*None*

**K. STUDENT SERVICES/ACTIVITIES:**

*None*

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

*None*

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

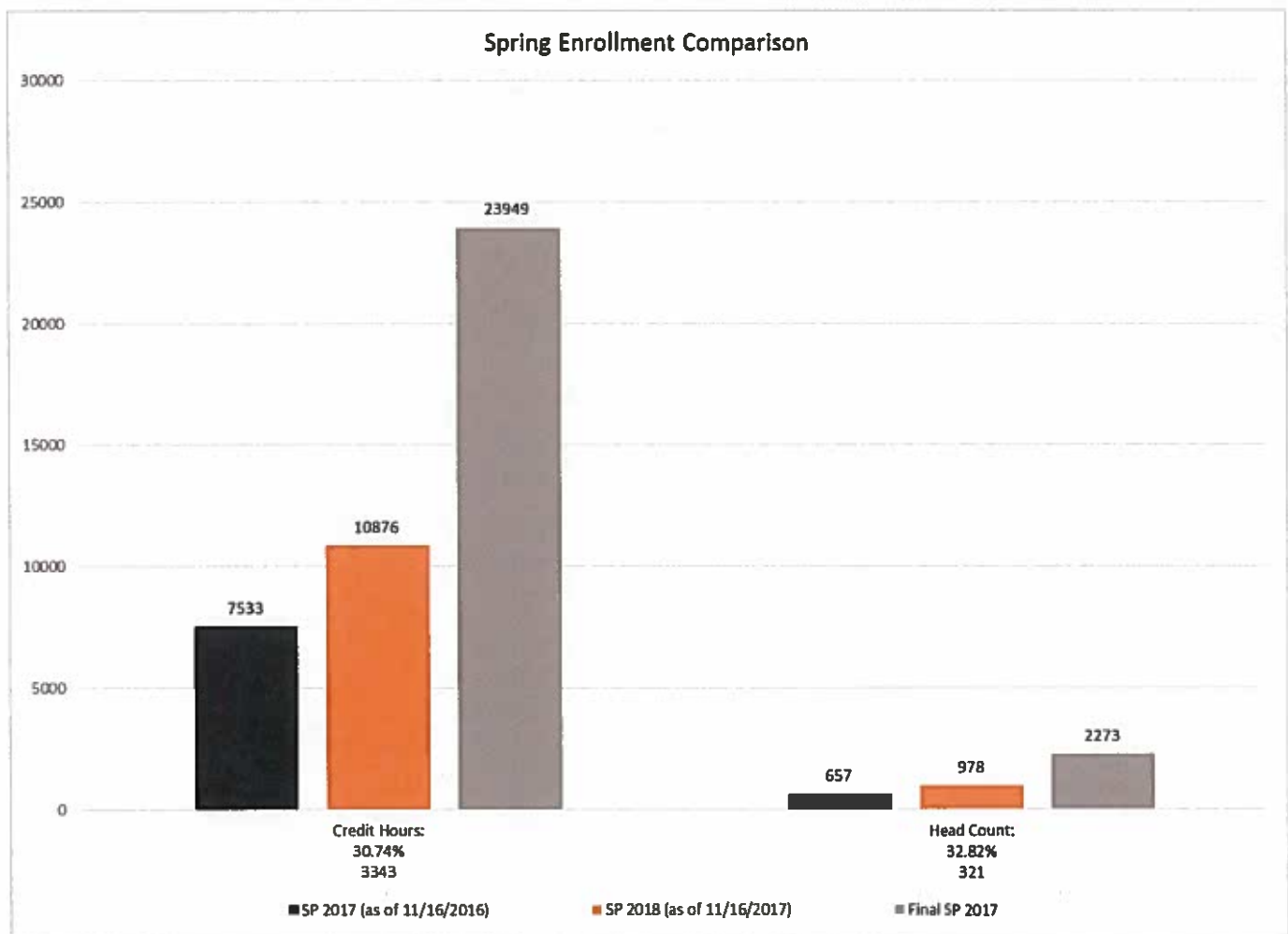
1. October 2017 Out-of-State Travel Report (see attached)
2. 2018-19 Academic Calendar (see attached)
3. 2017 CSC Annual Security and Fire Safety Report (see attached)

Respectfully submitted,



Dr. Ron Ramming  
President

## Spring 2018 Preliminary Enrollment Data November 16, 2017



## MEMORIAL RESOLUTION

WHEREAS, it has been called to the attention of the Board of Regents for Connors State College and the Agricultural and Mechanical Colleges that Ed Hardeman, former Connors State Faculty, Assistant Coach, Athletic Director, Dean of Students, and Vice President for Student Services, passed away on November 1, 2017; and

WHEREAS, Mr. Hardeman, by his loyalty, attention to duty, and faithful performance rendered service as an Instructor, Coach, and Administrator at Connors State College from 1973 until 2002, and as a citizen worthy of commemoration and respect; and

WHEREAS, his friends and Connors State College deeply feel the loss in his passing:

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

THAT it takes this method to express its appreciation for the years of useful service rendered by Mr. Hardeman 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 of Regents and every member thereof respectfully join the friends of the deceased in mourning the passing of one of Connor's State College's faculty.

BE IT FURTHER RESOLVED that a copy of this resolution be reflected in the minutes of the Board of Regents and a copy sent to the family of Mr. Hardeman.

Adopted by the Board the first day of December 2017.

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Dr. Ronald Ramming  
President  
Connors State College

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Douglas Burns  
Chair  
Oklahoma A&M Board of Regents





# DIVISION NURSING & ALLIED HEALTH

Requirements for Students for Academic Year 2017-18

ASSOCIATE OF APPLIED SCIENCE (AAS)

MAJOR: Occupational Therapy Assistant

**Proposed**

GENERAL EDUCATION REQUIREMENTS 30 HOURS		
Area	Hours	To Be Selected From:
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II
American History & Government	6	HIST 1483 or 1493 POLS 1113
Behavioral Science	3	PSYC 1113 General Psychology
College Mathematics	3	College Mathematics
Science	4	BIOL 1114 General Biology
Science	8	BIOL 2104 Human Anatomy BIOL 2114 Human Physiology
PROGRAM REQUIREMENTS 37 HOURS (Check catalog course listings for Pre-requisites.)		
Technical Occupational Support 6 Hours		
Course	Hours	Description
NURS 1003	3	Medical Terminology
PSYC 2313	3	Developmental Psychology
Technical Occupational Specialty (ICTC) 19 Hours		
OTAT 1012	2	Intro to Occupational Therapy w/Lab
OTAT 2211	1	Disease Pathology
OTAT 2021	1	Fieldwork 1-A
OTAT 1022	2	Kinesiology for OTA w/Lab
OTAT 2101	1	Therapeutic Activities w/Lab
OTAT 2112	2	Physical Dysfunction & Treatment w/Lab
OTAT 2152	2	Psychosocial Dysfunction & Treatment
OTAT 2121	1	Fieldwork 1-B
OTAT 2132	2	Pediatric Care in Occupational Therapy w/Lab
OTAT 1101	1	Therapeutic Media
OTAT 2002	2	Health Care Systems & Occupational Therapy Management
OTAT 2142	2	Elder Care in Occupational Therapy
Technical Occupational Related Courses 12 HOURS		
Course	Hours	Description
OTAT 2206	6	Fieldwork IIA
OTAT 2216	6	Fieldwork IIB
<p>*A felony conviction may affect a graduate's ability to take the NBCOT Certification examination or attain state licensure. The National Board for Certification in Occupational Therapy (NBCOT) offers an "early determination" review to individuals with a felony background who are considering entering an educational program. For further information call (301) 990-7979 or visit their website at <a href="http://www.nbcot.org">www.nbcot.org</a>.</p>		

## ABOUT THIS PROGRAM

**Total Hours: 67**

### ADMISSION CRITERIA

1. Completed Applications
2. High School Diploma or GED (as evidenced by transcript)
3. Minimum college GPA 2.5 (cumulative)
4. Documentation of Minimum of 8 hours of observation experience with Occupational Therapist or Occupational Therapy Assistant
5. Completion of:

BIOL 1114 General Biology  
BIOL 2104 Human Anatomy  
BIOL 2114 Human Physiology  
ENGL 1113 English Comp I  
ENGL 1213 English Comp II  
PSYC 1113 General Psychology  
PSYC2313 Developmental Psych  
NURS 1003 Medical Terminology

Additional 3 credit hours from the following courses\*:

MATH 1513 College Algebra  
POLS 1113 Amer. Fed. Govt.  
HIST 1483 or HIST 1493

All courses must have been completed with a "C" or higher.

\*Completion of all courses will be required for degree and must be completed prior to completion of technical course work. Connors State College will conduct transcript reviews for approval of all course work. Applicants must be accepted for admission by Connors State College. Approved admission to CSC, however, does not guarantee admission to the Occupational Therapy Program at ICTC.

### Program Overview

This career major is offered on ICTC's Muskogee Campus. Students enrolled in this career major will experience challenging coursework while learning occupational therapy assistant theory, practice and critical thinking skills. Fieldwork opportunities are designed to develop professional behavior, observation skills, a foundation for critical inquiry, and synthesis of knowledge to entry level occupational therapy intervention. Treatment focuses will include a variety of physical and psychosocial dysfunctions across the lifespan. Students who have completed a specified degree plan from or approved by Connors State College (CSC), and successfully completed the technical course work at ICTC, will be granted a certificate from ICTC and an Associate of Applied Science from CSC. Graduates may then apply to take the National Certification Exam, to be administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual would be a Certified Occupational Therapy Assistant (COTA), and would request in writing from the Oklahoma State Board of Medical Licensure and Supervision an application for state licensure. (See "Disclaimer to Applicants") Students will be concurrently enrolled at ICTC and CSC while completing technical course work. CSC will work with ICTC to develop degree plans and will perform degree checks to assist students in meeting general education, technical, and other course required for graduation.

### Certification and Licensure

Upon the program receiving accreditation from ACOTE, graduates who complete credit/degree requirements will be eligible to take the National Certification Exam, to be administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam the individual will be a Certified Occupational Therapy Assistant (COTA). Presently the cost of the exam is \$820 and is paid directly to NBCOT. After completing the certification exam, each applicant must request in writing from the Oklahoma State Board of Medical Licensure and Supervision an application for State licensure. The current fee for state licensure for a COTA in Oklahoma is \$100, paid directly to the state board. Costs of the certification exam and licensure are the responsibility of the graduate and will be paid directly to the appropriate entities.



# DIVISION NURSING & ALLIED HEALTH

Requirements for Students for Academic Year 2016-2017

ASSOCIATE OF APPLIED SCIENCE (AAS)

MAJOR: Occupational Therapy Assistant

Current

GENERAL EDUCATION REQUIREMENTS 31 HOURS		
Area	Hours	To Be Selected From:
Orientation	1	EDUC 1111 College Orientation
English Composition	6	ENGL 1113 Comp I ENGL 1213 Comp II
American History & Government	6	HIST 1483 or 1493 POLS 1113
Behavioral Science	3	PSYC 1113 General Psychology
College Mathematics	3	College Mathematics
Science	4	BIOL 1114 General Biology
Science	8	BIOL 2104 Human Anatomy BIOL 2114 Human Physiology
PROGRAM REQUIREMENTS 32 HOURS (Check catalog course listings for Pre-requisites.)		
Technical Occupational Support 6 Hours		
Course	Hours	Description
NURS 1003	3	Medical Terminology
PSYC 2313	3	Developmental Psychology
Technical Occupational Specialty (ICTC) 18 Hours		
OTAT 1012	2	Intro to Occupational Therapy w/lab
OTAT 2212	1	Disease Pathology
OTAT 2020	1	Fieldwork IA
OTAT 1023	2	Kinesiology for OTA w/lab
OTAT 2113	2	Physical Dysfunction/Treatment Techniques
OTAT 2101	1	Therapeutic Activities w/lab
OTAT 2002	1	Health Care system & Occupational Therapy Management
OTAT 2121	1	Fieldwork IB
OTAT 2133	2	Pediatric Care in Occupational Therapy w/lab
OTAT 1101	1	Therapeutic Media
OTAT 2153	2	Psychosocial Dysfunction/Treatment Techniques
OTAT 2143	2	Elder Care in Occupational Therapy
Technical Occupational Related Courses 8 HOURS		
Course	Hours	Description
OTAT 2205	2	Fieldwork IIA
OTAT 2215	6	Fieldwork IIB
<p>*A felony conviction may affect a graduate's ability to take the NBCOT Certification examination or attain state licensure. The National Board for Certification in Occupational Therapy (NBCOT) offers an "early determination" review to individuals with a felony background who are considering entering an educational program. For further information call (301) 990-7979 or visit their website at <a href="http://www.nbcot.org">www.nbcot.org</a>.</p>		

## ABOUT THIS PROGRAM

Total Hours: 63

### ADMISSION CRITERIA

1. Completed Applications
2. High School Diploma or GED (as evidenced by transcript)
3. Minimum college GPA 2.5 (cumulative)
4. Documentation of Minimum of 8 hours of observation experience with Occupational Therapist or Occupational Therapy Assistant
5. Completion of:

BIOL 1114 General Biology  
BIOL 2104 Human Anatomy  
BIOL 2114 Human Physiology  
ENGL 1113 English Comp I  
ENGL 1213 English Comp II  
PSYC 1113 General Psychology  
PSYC2313 Developmental Psych  
NURS 1003 Medical Terminology

Additional 3 credit hours from the following courses\*:

MATH 1513 College Algebra  
POLS 1113 Amer. Fed. Govt.  
HIST 1483 or HIST 1493

All courses must have been completed with a "C" or higher.

\*Completion of all courses will be required for degree and must be completed prior to completion of technical course work. Connors State College will conduct transcript reviews for approval of all course work. Applicants must be accepted for admission by Connors State College. Approved admission to CSC, however, does not guarantee admission to the Occupational Therapy Program at ICTC.

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### Certification and Licensure

Upon the program receiving accreditation from ACOTE, graduates who complete credit/degree requirements will be eligible to take the National Certification Exam, to be administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam the individual will be a Certified Occupational Therapy Assistant (COTA). Presently the cost of the exam is \$620 and is paid directly to NBCOT. After completing the certification exam, each applicant must request in writing from the Oklahoma State Board of Medical Licensure and Supervision an application for State licensure. The current fee for state licensure for a COTA in Oklahoma is \$100, paid directly to the state board. Costs of the certification exam and licensure are the responsibility of the graduate and will be paid directly to the appropriate entities.



# CONNORS

— STATE COLLEGE —  
Building Futures One At A Time Since 1908

## Spring 2018 Off-Campus Courses

### **Muskogee High School**

Strategies for Success  
English Comp II  
Intro to Oral Communication  
History of U.S. Since 1865  
General Psychology  
College Algebra  
General Humanities II

### **Hilldale High School**

Strategies for Success

### **Warner High School**

English Comp II  
World Literature

### **Stigler High School (ITV) evenings**

General Humanities II  
History of U.S. to 1865

### **Wagoner High School (ITV) daytime**

College Algebra  
General Humanities I

### **Jess Dunn Correctional Center**

Psychology of Personality  
College Algebra  
US History Since 1865  
Math Readiness  
English Comp I  
Psychology of Adjustment  
Sociology of the Family  
American Federal Government  
Introduction to Social Services  
Fundamentals of Computer Usage  
Strategies for Success  
Christian Ethics & Social Thought  
Microeconomics  
New Testament  
Principles of Listening  
General Humanities I  
General Psychology  
Managerial Accounting  
Introduction to Geography

### **Eddie Warrior Correctional Center**

US History since 1865  
Psychology of Personality  
College Algebra  
Strategies for Success  
Principles of Business  
Managerial Accounting  
English Comp II  
General Psychology  
Marriage & Family Development  
New Testament  
Principles of Sociology  
Introduction to Oral Communication  
Principles of Listening  
Microeconomics  
Sociology of the Family  
Math Readiness  
Fundamentals of Computer Usage  
General Humanities I



**SUMMARY OF OUT-OF-STATE TRAVEL FOR THE PERIOD OF OCTOBER 2017**

FUND SOURCE	TRAVEL THIS MONTH		CORRESPONDING MONTH LAST CALENDAR 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	\$ 364.09	0	0.00	4	\$ 2,573.76	0	0.00
FEDERAL	2	\$ 6,364.71	1	\$ 1,469.25	2	\$ 6,364.71	1	\$ 1,469.25
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>\$ 6,728.80</b>	<b>1</b>	<b>\$ 1,469.25</b>	<b>6</b>	<b>\$ 8,938.47</b>	<b>1</b>	<b>\$ 1,469.25</b>

**OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION****Return by December 1, 2017****Electronic submission with President's signature is preferred (to [sbeauchamp@osrhe.edu](mailto:sbeauchamp@osrhe.edu)).****Institution: Connors State College****ACADEMIC CALENDAR FOR 2018-2019****Summer Session (2018):**

Semester begins (first day of 8-week classes)	<u>June 04, 2018</u>
1 <sup>st</sup> 4-week session (begins and ends)	<u>June 04 – June 28, 2018</u>
2 <sup>nd</sup> 4-week session (begins and ends)	<u>July 02 – July 26, 2018</u>
Please list dates of all holidays and breaks (no classes)	<u>July 04, 2018</u>
Semester ends (last day of 8-week classes including final exams)	<u>July 26, 2018</u>
Commencement date (graduation ceremony-if applicable)	<u>NA</u>

**Fall Semester (Fall 2018):**

Semester begins (first day of 16-week classes)	<u>August 13, 2018</u>
1st 8-week session (begins and ends)	<u>August 13 - October 05, 2018</u>
2nd 8-week session (begins and ends)	<u>October 08 – December 06, 2018</u>
1st 4-week session (begins and ends)	<u>NA</u>
2nd 4 week session begins and ends)	<u>NA</u>
3rd 4-week session (begins and ends)	<u>NA</u>
4th 4 week session (begins and ends)	<u>NA</u>
Please list dates of all holidays and breaks (no classes)	<u>Labor Day - September 03, 2018</u> <u>Fall Break – October 19, 2018</u> <u>Thanksgiving – November 19-23, 2018</u>
Semester ends (last day of 16-week classes including final exams)	<u>December 06, 2018</u>
Commencement date (graduation ceremony-if applicable)	<u>NA</u>

**Spring Semester (Spring 2018):**

Semester begins (first day of 16-week classes)	<u>January 14, 2019</u>
1st 8-week session (begins and ends)	<u>January 14 – March 08, 2019</u>
2nd 8-week session (begins and ends)	<u>March 11 – May 09, 2019</u>

1st 4-week session (begins and ends)	<u>NA</u>
2nd 4 week session begins and ends)	<u>NA</u>
3rd 4-week session (begins and ends)	<u>NA</u>
4th 4 week session begins and ends)	<u>NA</u>
Please list dates of all holidays and breaks (no classes)	<u>MLK Day – January 21, 2019</u> <u>Spring Break – March 18-22, 2019</u>
Semester ends (last day of 16-week classes including final exams)	<u>May 09, 2019</u>
Commencement date (graduation ceremony)	<u>May 10, 2019</u>

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

	Fall 2018 (between summer 2018 and fall 2018)	Spring 2019 (between Fall 2018 and spring 2019)	Summer 2019 (between spring 2019 and summer 2019)
Intersession begins	<u>July 30, 2018</u>	<u>December 10, 2018</u>	<u>May 13, 2019</u>
Intersession ends (including final exams)	<u>August 10, 2018</u>	<u>January 4, 2019</u>	<u>May 23, 2019</u>

Summer 2018 (if applicable):

Final add/drop date 8 week/first 4 week classes: June 07, 2018

Final add/drop date 2nd 4 week classes: July 05, 2018

Fall 2018 (if applicable):

Final add/drop date 16 week/first 8 week classes: August 24, 2018

Final add/drop date 2nd 8 week classes: October 12, 2018

Spring 2019 (if applicable):

Final add/drop date 16 week/first 8 week classes: January 25, 2019

Final add/drop date 2nd 8 week classes: March 15, 2019

Alternative Schedules (please describe any alternative schedules)

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

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





CONNORS

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**2017 CONNORS STATE  
COLLEGE ANNUAL  
SECURITY AND FIRE SAFETY  
REPORT**

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## **Sex Offender Registration**

### **Statistics**

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**Campus Crime Statistics**

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**Crime Statistics (Crimes Reported to CSC Police)**

**Crime Statistics (Crimes Reported by University Officials or other Law Enforcement)**

### **Annual Fire Safety Report**

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**Health and Safety Inspections**

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## **A Message from the Chief**

**Welcome to Connors State College!**

As an organization, the CSC Police Department commits to working continually to earn the confidence of the students, faculty, staff and visitors of CSC. A confidence that will not be taken for granted. The department fulfills this commitment by providing the best and most professional services possible, and by striving to build a culture of trust, and open and honest dialogue, with the community it serves and among the people it employs.

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act is the landmark federal law that requires colleges and universities across the country to disclose information about crime on campus and around their campuses. The “Clery Act” is named in memory of 19 year old Lehigh University freshman Jeanne Ann Clery who was sexually assaulted and murdered while asleep in her residence hall room in April 1986. For more information on the Clery Act visit the US Department of Education at <http://www2.ed.gov/admins/lead/safety/campus.html>

The CSC Police Department prepares this report to comply with the Clery Act. This report is prepared in cooperation with local law enforcement agencies in the area, Housing and Student Development, additional security authorities and other departments which may have information necessary to comply with the Clery Act. Each entity provides updated information on their educational efforts and programs to comply with the Act. Campus crime, arrests and referral statistics include those reported to the Campus Police, designated campus officials (including but not limited to campus security authorities), and local law enforcement agencies. Crime statistics are collected from public property immediately adjacent to campus and all off campus locations either owned or controlled by the college. Copies of this report may be obtained at the following locations:

Connors Warner Campus-----700 College Rd. Warner, OK 74469  
Connors West Campus----2404 West Shawnee Ave. Muskogee, OK 74401  
Connors Port Campus-----4060 State College Drive Muskogee, OK 74403

The 2014 Annual Security Report is published to provide information about programs, services and statistical information in compliance with the Jeanne Clery Disclosure of Campus Policy and Crime Statistics Act. If you have any questions, or need additional information please contact the CSC Police Department at 918-463-6375 or E-mail [cscpolice@connorsstate.edu](mailto:cscpolice@connorsstate.edu) .

Respectfully,  
James Mendenhall  
Chief of Police

### **Reporting**

#### ***Police Services:***

The Connors State College Police Department is responsible for law enforcement, security and emergency response on campus. Investigations may lead to the arrest of suspects, recovery of lost/stolen property and clearance of suspects of any wrong action, or recommendation and action to improve the safety of the college community.

The CSC Police Department is linked to city, county, state and federal criminal justice agencies. This relationship provides access to criminal records, wanted persons, stolen property and vehicle information. All crimes reported to the Connors State College Police Department are investigated and are referred for prosecution through the offices of the County Attorney and District Attorney when appropriate. Criminal matters involving students may also be referred to the college administration for disciplinary action.

Connors State College Police Officers are certified by the Oklahoma Law Enforcement Education and Training Standards (C.L.E.E.T.) and meet the established training Requirements of the State of Oklahoma.

All college peace officers operate under the authority of Title 74 Section 360.18, are armed with firearms and have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus, areas immediately adjacent to the campus, and all property that is owned, leased, rented or otherwise under the control of CSC.

#### **Security Officers**

Campus Security officers are responsible for crime reports, emergencies, traffic, and enforcement of laws regulating under-age drinking, the use of controlled substances, weapons, and other incidents which require police assistance. Security officers have a responsibility to remove alcohol from campus at any time and report it to the proper authority.

In the event a crime is reported on campus, the Campus Security responds immediately. All reported crimes are investigated. Follow-up investigations are conducted by CSC Police Department as necessary.

#### ***Crime Reporting:***

Crime victims and witnesses to a crime, regardless of the crime, are encouraged to promptly report incidents to the Connors State College Police Department or other appropriate police agencies. To report a crime, the victim, if he or she elects to, or witness needs only to call the police and a police officer will meet them to gather information. An official report will be made with copies available to the victim after a completed investigation. Each month, the number of incidents in each category of crime are counted and reported to the Oklahoma State Bureau of Investigation, which in turn provides the information to the Federal Bureau of Investigation.

Each year, the FBI publishes a book of crime statistics, "Crime in the United States," which includes accurate accounting of the criminal incidents that occurred on the Connors State College campus.

To report a crime in progress, dial 911, or dial extension 6375 from a campus phone or call (918)463-6375 when off campus or using a cell phone.

#### ***Crimes in Progress:***

To report a crime in progress, a person, victim or witness can dial 911, use one of the outside emergency telephones or

call one of the listed police phone numbers provided. Any reporting method will stimulate the response of police, fire, ambulance or other first responders. In addition, the victim of a serious crime can request support personnel, such as ministers and rape crisis or domestic violence counselors, during or after reporting the incident.

Additionally, crime victims may be eligible for funds through victims' compensation laws administered by the local district attorney.

Prompt reporting of criminal activity to the police enables a quick response, a timely warning, and makes the campus safer for everyone.

*If you are the victim of a crime or witness to one, you should do the following:*

1. **Call the police immediately:** Dial 911 for emergencies or call Connors State College Police Department (918)463-6375.
2. **Obtain a description:** Attempt to obtain a description of the offender(s), including gender, age, race, hair, clothing and distinguishing features. Also attempt to obtain a description and license number of any vehicle(s) involved. Note the direction of travel of any offender(s) or vehicle(s) and report these to the police.
3. **Preserve the crime scene:** Do not touch any items involved in the incident. Close off the area of the incident, and do not allow anyone in the crime area until police arrive.

***Types of Crimes Reported to Police:***

- 1) **Sexual Assault:** If you are a sexual assault victim, report it to the police immediately. Preserve the physical evidence. Do not bathe, douche, use the toilet, or change clothing. If you have been raped, you should seek medical treatment immediately, regardless of whether you report the matter to the police.
- 2) **Telephone Harassment:** Obscene or threatening telephone calls should be reported to the police immediately. Other harassing phone calls should be reported if they persist. If you receive such a call, remain calm and hang up. Always record the exact time and date you received the call. This information will assist police investigators.
- 3) **Bomb Threats:** If you know of a bomb threat, contact CSC Police at 918-463-6375 or 911. Notify your supervisor, department head, or residential advisor and wait for further instructions. Record as much information about the call as you can remember.
- 4) **Burglary and Larceny:** Property crimes are the highest reported crimes on the CSC campus. To aid police in locating property, we recommend you always record the serial numbers of any items of value (such as computers, cell phones, televisions, etc.). If you feel you have been a victim of a property crime, report the incident immediately to the CSC Police at 463-6375
- 5) **Assault and Battery:** The best thing to do when confronted in an assault and battery situation is to try and escape and immediately notify the police by dialing 911.
- 6) **Other Crimes:** There are many other crimes which occur on campus. Generally, you should protect yourself and others and report information to police as soon as practical.

**Crime Disclosure:**

Connors State College policies and procedures require the publication of annual crime statistics. Included in this report are crimes reported to the Connors State College Police Department and other campus officials, including College Counseling Services, Residential Life, and Student Conduct Services, and local law enforcement.

The tables on pages 37,38 (Campus Crime Report) comply with the Clery Act.

The crime and arrest statistics reported are those that occurred within the jurisdictional boundaries of campus. They do not include off-campus private housing, which are within the Warner Police jurisdiction. Connors State College does report crime and arrest statistics for fraternities and sororities although they are within the jurisdictional boundaries of Warner. Crimes occurring on public property immediately adjacent to campus are also reported when available. Crime statistics concerning other locations are available at the Warner Police Department.

### **Confidential Reporting of Crime:**

Confidential reporting of crimes is allowed at Connors State College. If, for a personal reason, a person does not wish to report an on-campus crime or suspected crime to the police, that person may anonymously report it by submitting the Anonymous Crime Tips form on the Connors State College Website or by calling any of the following numbers:

CSC Police Department..... (918)463-6375  
Coordinator of Residential Life..... (918)463-6296  
Vice-President of Academic and Student Affairs ..... (918)463-6328  
Dean of Students..... (918)463-6351

### **Reporting Suspicious Activity:**

- If you see any suspicious activity or person on or near the College campus, it is your responsibility to call the College Police at 918-463-6375 or 911 for emergencies.
- Do not assume what you see is an innocent activity or that another individual has already called the police. Do not worry about being embarrassed; rather, think about what could happen if you do not act.

### **Suspicious persons may include:**

- Person loitering about at unusual hours and locations.
- Person running, especially if the person is carrying something of value.
- Person exhibiting unusual mental or physical symptoms. Person could be under the influence of drugs or needing medical or psychiatric assistance.
- Person carrying property that might be suspicious, depending on the circumstances.
- Person going from room to room trying door knobs.
- Person going from door to door trying to gain access into a building.

### **Other unusual situations:**

- Open or broken doors or windows.
- Unusual noises — anything suggestive of foul play, danger, or illegal activity.
- Person sitting in parked vehicle for an extended period of time.
- Vehicles driving slowly in a parking lot at night.
- Any person not affiliated with the College community.
- Do not assume the person may be a visitor or College staff that you have not seen before. Call the College Police immediately.

### **Campus Security Authorities:**

The U.S. Department of Education defines campus security authorities as:

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.

### **DESIGNATED CAMPUS SECURITY AUTHORITIES**

The following individuals are designated campus security authorities:

Director of Public Safety

All Sworn Police Officers  
 All Communication Officers  
 Director of Athletic Programs  
 Head Coaches for Athletic Teams  
 Assistant Coaches for Athletic Teams  
 Chief Facility Office  
 Manager of International Students and Scholars  
 Coordinator of Leadership Development  
 Advisors of Sports Clubs  
 Career Services  
 Residential Life  
 Residence Assistants  
 Health Services and Wellness Center  
 Campus Life Administration  
 Counseling Services  
 Student Disability Services  
 College Conduct Officers  
 Advisors for Student Groups (who are also affiliated with the college)  
 Directors of Physical Plant Services  
 Managers of Physical Plant Services  
 Academic Advisors  
 Vice President for Student Affairs  
 Coordinator for Special Events

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. A professional counselor is defined as “An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

### ***Timely Warnings:***

The CSC Police carefully review all reports of criminal activity and, when appropriate, warn the CSC community of serious crimes or threats occurring on or near campus.

Upon completion of reviewing all information, the CSC Police may provide warnings to the CSC community. These warnings are posted on the Campus website located at <http://www.connorsstate.edu>. Depending on the nature and level of the threat, other forms of media may be also used to disseminate timely warnings. These may be sent via voice mail, or timely warnings sent electronically to campus email accounts. Timely warnings will be made as soon as is safely practical.

Timely warnings now include changes in homeland security as threat levels are elevated or reduced. Current warnings, including the level of threat and pertinent information are posted on the website.

### ***Emergency Notification System:***

In the event of a campus emergency, Connors State College may use a variety of tools to communicate to the campus and the public. Depending on the nature of the emergency, CSC may use all or some of the following:

- **Text Alerts** – The “Cowboy Alert” system is available to all campus faculty, staff, and students. You can register your cell phone to receive a text message through your C-key account at <https://app.it.okstate.edu/okey/connors/>.
- **PA System** – Various campus buildings have PA systems that can alert those in the building of an emergency situation and provide response details.
- **College Group Email** – The College may send “urgent” e-mails to the entire campus providing notification

and directions during an emergency.

- **Social Media** – CSC will use Facebook, Twitter, and other social media tools to provide updates on campus closures or emergency situations.
- **Cable TV/Campus Monitors** – CSC has the ability to override the campus cable system, providing emergency notification via the campus TV system in many College buildings and residential housing.
- **Local Media** – The CSC Communications office works with local media – radio, television, and newspapers – to help announce and update campus closures or emergency situations.
- **Weather Radios** – Various offices across campus have weather radios that provide the latest in severe weather information.
- **Patrol Car Announcements** – Campus police vehicles are equipped with PA systems that allow officers to communicate during emergencies.
- **Calling Trees** – Many College departments and organizations have call trees in place to notify their employees and students of an emergency situation.

The CSC Police Department and the Vice President for Administration or designee are typically the ones who deliver emergency information to College administration. Upon receiving information, administration will without delay, and taking into account the safety of the community, determine the content of any emergency notification and initiate a notification, unless issuing a notification will, in the professional judgement of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In emergency situations where immediate action is required, CSC Police may activate sirens and employ other resources.

Connors State College campus could be subjected to a situation requiring evacuation at any time. Because of this the CSC Department of Public Safety has developed an evacuation plan in collaboration with a number of College and community partners. The plan was developed to outline an evacuation procedure that protects the health, safety and welfare of all students, faculty, staff and visitors. Authority to issue a campus evacuation order rests with the President of the College or designee and is based on the situational observations by the CSC Department of Public Safety. Once an evacuation has been ordered the College Emergency Operations Center will be activated and will lead and manage the process. In addition to notifying the campus community, the College will also inform the local community as soon as reasonably practical. CSC Communications will coordinate all messaging to both on and off campus communities as well as media outlets. CSC's Manager of Emergency Preparedness works with the College's Information Technology Department, the City of Warner, Muskogee and Muskogee County to maintain our emergency communication system(s) and schedule routine tests on at least an annual basis of each method available to the campus.

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### ***Missing Student Notification:***

In accordance with Section 485 of the Higher Education Act, 20 U.S.C. § 1092(j), Connors State College has developed this investigation and notification policy regarding students who reside in on-campus housing and have been reported as missing.

Any report to a College official or campus security authority indicating that a student who resides in on-campus housing is missing shall be referred immediately to the Connors State College Police Department, and an investigation shall be conducted. If the initial investigation determines that the student is missing, the following persons shall be notified:

#### **1) *A confidential contact person designated by the student:***

Students have the option of identifying a person of their choice to be contacted in the specific case they are determined missing. Students can choose to identify the same person as their general emergency contact or identify a different person who is more likely to know their whereabouts if determined missing (for example a roommate, close friend, or in-town relative might be more familiar with your daily movements than out-of-town family or friends). Their choice can be entered and kept updated on their C-Key account services page at <https://app.it.okstate.edu/okey/connors/>. The person you designate and their contact information shall be



considered confidential and is only to be accessed by College officials after the student has been reported missing. This confidential contact person database can be used by any CSC student, whether they live on-campus or not.

2) ***The student's custodial parent(s) or legal guardian(s), if the student is under 18 and not an emancipated minor.***

3) ***Local law enforcement authorities:***

The Connors State College Police Department will work with other law enforcement agencies, if necessary, once a student is determined to be missing.

College officials may elect to notify additional persons determined to be appropriate and consistent with the Family Education Rights and Privacy Act, 20 § 1232(g).

**IMPORTANT:** Students are encouraged to share pertinent information with family and friends when leaving campus or taking trips. Sharing this information will enable College staff, as well as family and friends, to contact you if the need arises. In addition, students are encouraged to periodically update their emergency contact information in C-Key.

## **Safety**

### ***Harassing Phone Calls:***

Telephone harassment is both a nuisance and a crime and will not be tolerated on the Connors State College campus.

**If you are a victim of telephone harassment, please follow these steps:**

- 1) As soon as you realize the nature of the call, HANG UP. Remain calm and replace the receiver on the telephone as you would for any call.
- 2) Do not talk or try to discover the caller's identity.
- 3) If calling persists, or if any call is obscene or threatening, call CSC Police at 918-463-6375. If off campus, call the agency within the jurisdiction you live and report the activity.
- 4) If calling persists, keep a time log of calls received, what was said by all parties, and a description of the voice.

### ***Medical Emergencies:***

#### ***Steps to take in medical emergencies:***

- 1) Do not move the patient unless his or her life is in danger.
- 2) Have someone stay with the patient until help arrives.
- 3) If on campus, call CSC Police at 918-463-6375 or 911. If off campus, call Warner, Muskogee Police Department at 911. Tell them your name, your exact location, and a brief description of the problem. Do not hang up until told to do so.
- 4) Meet emergency personnel to guide them to the patient.

### ***Medical Illness and Minor Injuries:***

The Health & Wellness Center Services is a primary (outpatient) healthcare facility designed to provide cost-effective healthcare and health information to the students at Connors State College.

***Location:*** 806 N Campbell, Warner

#### ***Hours accessible:***

8:00 a.m. - 5:00 p.m. Monday-Friday, throughout the year

***For appointments call 918-463-2837.***

For all other medical services or major medical emergencies, go to the EASTSTAR Emergency Room, located at 300 Rockefeller Dr. Muskogee, OK or call 918-682-5501 for further information.

### ***Natural Disasters:***

The following information is offered as a guideline to aid you in determining what action you should take in the event of severe weather.

**Tornado WATCH:** This means conditions are such that storms capable of producing a tornado may develop.



**Tornado WARNING:** This means that either a tornado has been sighted or it is highly probable that one will develop.

The **TORNADO TAKE COVER SIGNAL** is a 3 to 5 minute **STEADY** sound on the storm sirens. This signal will be sounded on the large sirens located in the College area, on the main campus, and those installed throughout the City of Warner, Muskogee. If the sirens sound again, it is further warning – NOT an all-clear signal.

Persons should seek **IMMEDIATE** shelter in a basement or lower floor, interior corridors, or interior rooms. If you are in an open-span area such as a gymnasium, auditorium, or warehouse, go to the wall farthest from windows or glass, crouch down against the wall, and protect your head with your arms. **STAY AWAY** from windows and exterior doors. If caught outside a building, lie flat on the ground, face down, preferably in a ditch or depression, but be alert for flash floods.

The CSC Police will open designated “**SEVERE WEATHER REFUGE**” areas in case of storm activity after regular hours. Use caution when traveling to these buildings. A list of designated “**SEVERE WEATHER REFUGE LOCATIONS**” areas can be found at: <http://connorsstate.edu/wp-content/uploads/2011/09/Emergency-Preparedness-Guide-2014.pdf>.

Persons with disabilities and persons who are mobility impaired must also make plans. If a power outage occurs during severe weather, elevators may not work. Always go to an interior room or closet.

#### ***Facilities Access:***

Connors State College is comprised of many buildings that serve varied functions and satisfy the diverse needs of its students, faculty, and staff. These facilities are readily accessible to students, faculty, and staff during normal working hours.

It is CSC policy to lock the doors of buildings that are not in use. Many buildings, including residence halls, have key or electronic door locks for after-hours security. However, when working or studying in buildings after normal working hours, it is suggested that individual offices be locked, based upon the assumption that unrestricted access to the building is possible.

Some buildings on campus are rarely locked, at the department’s request, since students study and work on projects all hours of the day and night. Again, individual offices should be locked by the user on the presumption that the building is accessible.

Residence halls have open access between the hours of 6 a.m. to midnight, Sunday through Thursday, and 6 a.m. to 2 a.m. on Friday and Saturday. During non-access hours, most residence hall doors are locked, although instances of propped doors have occurred. Residents are encouraged to take security precautions in the halls and rooms. Individual rooms should be locked at all times for your safety.

#### ***Persons with Disabilities:***

If a classroom, office, or meeting space is physically inaccessible, contact the Coordinator of Student Disability Services for information and assistance at 918-683-6215.

#### ***Lost and Found:***

The Connors State College Lost and Found is located at the CSC Police Department. Additionally, there are lost and found areas located in other campus buildings. After a certain period of time, all buildings and offices are encouraged to forward any found items to the CSC Police Department to maintain a central location for persons seeking lost property.

The CSC Police Department will maintain a database of items reported missing and cross-check them with items submitted to lost and found. The identified owners will be notified immediately, and arrangements will be made to return the property. Any unidentifiable or unclaimed property will be held for six months and then disposed of or sold at auction.

#### ***Transportation:***

##### ***Safety Tips for Vehicle Operators***

- Always stop for pedestrians in crosswalks.
- Watch your “blind spot” for other traffic, such as bicycles and pedestrians, overtaking you when making right turns.
- Always behave in a predictable manner and use turn signals. Other traffic may not always see you or recognize your intentions.
- Oversized vehicles must watch for bicycles, pedestrians, and other traffic when turning.
- Always be mindful of the speed limit. The posted speed limits on campus are much slower than regular city streets due to the close quarters of campus and the high volume of pedestrians.
- The State of Oklahoma currently has a “Distracted Driving” law. This law prohibits a driver from using anything which would distract the driver from devoting their full time and attention to the operation of the automobile.

### ***Pedestrian Right of Way***

Walking is a primary mode of transportation around Connors State College, so it is important for pedestrians to remember that they are also subject to traffic control signals. While vehicles must yield to pedestrians in a clearly marked crosswalk or intersection, pedestrians must yield to vehicles when crossing anywhere else. Even though vehicles are required to yield, always remember to make eye contact with the driver before proceeding into the path of an oncoming vehicle. Pedestrians are also required by law to obey Pedestrian Control Signals (PCS) when crossing at an intersection where those are in use. Only cross at an intersection when the PCS signifies for them to cross. A green light for motor vehicles does not allow a pedestrian to cross if the PCS is present.

### ***Seatbelt Safety***

The state law in Oklahoma requires both the driver and the front seat passenger to have a properly fastened safety belt when the vehicle is in motion. Since this is a State College owned by the State of Oklahoma, all traffic ways are considered public thus requiring seat belts at all times a vehicle is in motion. All passengers under the age of 13 are required to wear seatbelts or be placed in a child passenger restraint system and the safest place for them is the back seat.

### ***Bikes on Campus***

In Oklahoma, a bicycle is considered a vehicle when operated on the roadway. As a result, bicycles are subject to the same responsibilities and regulations as motorists. The same fines apply to motorists and bicyclists for traffic violations, such as failing to yield to pedestrians, running a stop sign or red light, going the wrong way on a one way street, or riding on the wrong side of the road. Additionally, there are laws specific to bicycle operators, such as a mandatory white front light and red rear light if the bicycle is being ridden between sunset and sunrise and an allowance for only one person per permanently affixed seat.

### ***Homeland Security:***

#### ***National Terrorism Advisory System:***

The National Terrorism Advisory System, or NTAS, replaced the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

### **NTAS Alerts**

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other federal entities, whether an NTAS Alert should be issued. NTAS Alerts will only be issued when credible information is available.

These alerts will include a clear statement that there is an **imminent threat** or **elevated threat**. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

The NTAS Alerts recognize that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do. Connors State College will strive to maintain a regular class schedule; however, the campus may find itself under a state of high alert necessitating increased security to help ensure the safety of all campus residents and visitors.

When a state of high alert exists, CSC will strictly follow Homeland Security guidelines in implementing greater protective measures for all of those concerned. There will be an increased presence of police officers and security in and around all campus facilities, residence halls, and classrooms. As conditions warrant, CSC's Emergency Operations Center will be activated where key staff will assemble to make appropriate decisions for further increases in security measures.

It is a simple fact of life that people lose things. While frustrating at the best of times, the "loss" can be costly if the item lost was a set of keys or swipe card for a "secure" environment. This loss could be significant if the security breach leads to theft, vandalism, or sabotage; but, it can be dire if it leads to a terrorist obtaining access to a secure area of a water treatment plant, a power distribution center, or a biological or chemical laboratory. Any loss of keys or swipe cards should be reported to the CSC Police immediately.

Everyone is encouraged to be especially vigilant about unexplained or suspicious packages in their areas. At special events or large gatherings, purses, packages, and briefcases will be subject to search. Everyone should be prepared for emergencies and interruptions and review emergency and evacuation plans for their areas.

Please keep in mind that one of the objectives of terrorism is to frighten and disrupt activities of the College. To the extent possible, we want to continue normal activities of the College, but with a greater level of caution.

## **Prevention**

### ***Alcohol and Drug Awareness:***

Connors State College seeks to encourage and sustain an academic environment that respects individual freedoms and promotes the health, safety, and welfare of its students, faculty, staff, and visitors. These participants are expected to know and follow the applicable laws and all College rules and regulations. Each person is responsible for his/her own behavior.

Connors State College complies with the Drug-Free Schools and Communities Act Amendments of 1989. This act requires that Connors State College certify it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees in order to remain eligible for federal financial assistance. As set forth in local, state, and federal laws, and the rules and regulations of the College, Connors State College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees in buildings, facilities, grounds, or other property owned and/or controlled by the College or as part of College activities. With limited exceptions, beer and alcohol are not allowed on campus. Since July 1, 2000, students who are convicted of an offense involving the sale or possession of a controlled substance may become ineligible for federal student aid. For the College's complete drug and alcohol policy regarding the Drug-Free School and Communities Act, request the Connors State College Student Code of Conduct, Connors State College Drug and Alcohol Policy, or the CSC Dangers of Drugs and Alcohol Abuse pamphlets.

Any student or employee of the College who has violated this prohibition shall be subject to disciplinary action including, but not limited to, suspension, expulsion, termination of employment, referral for prosecution and/or completion, at the individual's expense, of an appropriate rehabilitation program. Any disciplinary action shall be taken in accordance with applicable policies of the College.

### ***Other resources:***

Local Drug/Alcohol Treatment Resources  
Green Country Behavioral Health Services

619 N. Main  
Muskogee, OK 74401  
918-682-8407

MCCOYS Counseling  
4009 Eufaula Ave  
Muskogee, OK 74401  
918-682-2841

Monarch Inc.  
2310 W. Broadway  
Muskogee, OK 74401  
918-682-7210

### *Crime Prevention:*

Crime prevention is defined as the anticipation, recognition, and appraisal of a crime risk, and the initiation of some action to remove or reduce that risk. Many campuses around the country investigate and make public the nature and quantity of crimes, as well as how crimes are investigated. Connors State College subscribes to that approach and further believes that the public should know how active the CSC Police are in crime prevention and detection. CSC has experienced success at reducing and preventing crime. Some of the notable efforts are:

- Emergency 911 dialing
- 24-hour preventive patrols
- Campus patrolled by uniformed officers on foot
- Campus patrolled by officers on Gators side-by-side carts.
- Burglar alarms in key areas
- staff in residence halls
- Custodial staff occupies academic buildings after hours and provides information to the CSC Police about suspicious activity or persons in or around the buildings
- Crime prevention seminars and presentations conducted each semester with staff and student groups
- Sexual assault presentations and seminars conducted upon request on a continual basis
- Safe Walk escort service on campus.
- Crime prevention pamphlets provided to students and employees
- Some parking lots and areas monitored by surveillance cameras
- Lighting surveys
- Beginning with the fall 2015 semester all students are required to complete a 45 minute, online, interactive training that addresses the prevention of sexual misconduct and effective bystander intervention techniques to help combat sexual misconduct in the CSC community. Failure to complete the training will result in students being unable to enroll in classes in subsequent semesters. Faculty and staff are required to complete a similar training as well.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to seminars, information is disseminated to students and employees through crime prevention awareness packets, security alert posters, displays, videos, and articles and advertisements in College and student newspapers.

In addition to preventing crime, considerable effort is devoted to crime intervention. All reported crimes are investigated immediately. Follow-up investigations occur to identify the offenders. Where multiple incidents occur, surveillance techniques may be implemented to help apprehend violators. When caught, offenders are dealt with through the Muskogee County court system or Warner City court system and CSC Student Conduct Education and Administration, when appropriate. The CSC Police Department encourages the accurate and prompt reporting of criminal incidents, no matter how insignificant or small. Victims are encouraged to assist in police investigation and subsequent filing of charges. Through these measures, CSC will become a safer community.

To schedule a crime prevention visit or presentation, please Call: 918-463-6377.

### ***Safety Tips:***

#### ***Property Protection:***

- 1) Lock your door whenever you leave your room for any length of time or when sleeping.
- 2) Secure your vehicle. Close all windows and lock all doors.
- 3) Never prop open any door.
- 4) Adequately protect all valuables in your room, such as wallets, jewelry, credit cards, cash, and computers. Do not leave valuables or cash in plain view.
- 5) Protect your books and put your name in them. Do not leave them in public places.
- 6) Do not loan your keys to anyone.
- 7) Never hide your keys outside your apartment or room. Do not put your name or address on your key rings.
- 8) Take all valuable items home with you during vacations.
- 9) When in a public place, keep valuable possessions out of sight. If you must leave an area for any length of time, take personal items with you.
- 10) Participate in "Operation Identification" in cooperation with the CSC Police Department.

***Operation Identification*** is a crime prevention project to protect your possessions from theft.

- 1) Obtain Operation Identification materials from the CSC Police.
- 2) Itemize your possessions on a file card. Record the descriptions and serial numbers of valuables.
- 3) Retain file cards in a safe location in the event the information is needed.
- 4) The CSC Police has available an electric engraver that you may use to engrave your license number or other identifying marks on your valuables.
- 5) Refrain from using social security numbers due to increased incidents of identity theft.

**Note:** Computers, Blu-ray players, iPods, computer game systems, bicycles, cash, and jewelry are items particularly susceptible to theft.

### ***Personal Safety:***

#### ***At home, in an apartment building, or in a residence hall:***

- 1) Keep your room door locked when you are napping or sleeping.
- 2) Never let unauthorized persons come into your room, enter residence halls, or enter apartment security doors. Always ask to see proper identification.
- 3) Never prop open inside or outside doors.
- 4) Do not hide keys outside of your room or apartment. Do not put your name or address on your key rings.
- 5) Avoid working or studying alone in a campus building.
- 6) Never dress in front of a window. Close blinds or curtains after dark.
- 7) If you are awakened by an intruder inside your room, do not attempt to apprehend the intruder. Try to get an accurate description of the intruder and then call the police.
- 8) Any suspicious activity should be reported to the CSC Police immediately.

#### ***When driving:***

- 1) Have your car keys in hand when approaching your vehicle so you can enter quickly.
- 2) Always check underneath your car upon approach and in the rear seat for intruders before entering your automobile.
- 3) Lock your doors and keep windows rolled up whenever possible.
- 4) Drive on well-traveled and well-lit streets.

- 5) Never hitchhike, and never pick up hitchhikers.
- 6) If someone tries to enter your stopped vehicle, sound the horn and drive to a safe area such as a convenience store.
- 7) If your vehicle breaks down, ask any person who stops to help to call the police. Do not allow any person access to you or inside your car. Roll down your window no more than an inch. Be aware that an accident may be staged to provide the other driver an opportunity to commit a criminal act.
- 8) Leave enough room between your car and the one ahead so you can drive around it if necessary.
- 9) Call ahead when driving to your home or apartment late at night and have someone watch you walk from your car to the residence.
- 10) Limit distractions such as cell phones, and do not text and drive.

***While walking or jogging:***

- 1) Avoid walking or jogging alone, and try not to walk or jog after dark.
- 2) Avoid dark or vacant areas. Walk along well-lit routes.
- 3) Be alert to your surroundings. If you suspect you are being followed: Run in a different direction, go to the other side of the street and yell for help, or move quickly to a lighted area, a group of people, or a emergency phone.
- 4) Have your keys ready when returning to your residence hall or apartment. Keep your personal or valuable items concealed and close to your body.
- 5) Avoid wearing headphones when walking or jogging. Always be aware of your surroundings and practice risk avoidance techniques.
- 6) Limit distractions such as cell phones and avoid texting.

**Sexual Violence**

Connors State College takes acts of sexual harassment, which include sexual violence, extremely seriously and believes that 1 victim is 2 many. The following information, consistent with U.S. Department of Education Title IX guidance, provides details on the College response, resources, and remedies to sexual violence. The College hopes that you will help us in our efforts to maintain a safe and productive environment for all members of our community to live, learn and be successful by uniting as a community committed to ending sexual violence and sexual harassment.

Sexual harassment and sexual violence are forms of gender discrimination that are not tolerated at CSC. The College strongly encourages victims to report all acts of gender discrimination. Additionally, students have the option of filing a formal complaint with Student Conduct Education and Administration as well as with the police. Please be aware that even if an individual chooses not to file a formal complaint, the College may take interim measures, such as changing academic schedules and housing arrangements. These measures may be taken to provide safety for the victim in the educational setting.

Connors State College does not discriminate on the basis of race, color, national origin, sex, qualified disability, religion, sexual orientation, gender identity, veterans' status, genetic information or age in its program and activities. Therefore, the College will address all complaints of sexual harassment, including sexual violence, the same, regardless of whether the complainant (person filing the complaint) or respondent (person the complaint is filed against) is of a protected class or sex.

Where it is determined that sexual misconduct is more likely than not to have occurred, College conduct sanctions can include suspension or expulsion. Even if law enforcement and criminal justice authorities choose not to prosecute a particular incident, the College may still pursue the incident through the student conduct process. All student conduct processes are separate from law enforcement investigations. In instances where gender discrimination is not addressed through the student conduct system, the College still has the obligation under Title IX to take immediate action to eliminate the harassment, prevent its recurrence and address its effects, irrespective of formal legal processes.

***Sexual Harassment***

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other verbal or physical contact or communication of a sexual nature when:

- a. Submission to such conduct or communication is made either explicitly or implicitly as a term or condition of



educational benefits, employment, academic evaluations or other academic opportunities,

- b. Submission to or rejection of such conduct or communication by an individual is used as the basis for an employment decision or academic decision affecting such individual, or
- c. Such conduct is sufficiently severe, pervasive or persistent and objectively offensive that it has the effect of creating an intimidating, hostile or offensive environment that negatively affects an individual's academic or employment environment.

Sexual harassment does not include verbal expressions or written materials that are relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the College's educational mission.

Sexual harassment can create a hostile environment. Sexual harassment should be reported even if it doesn't reach the point of creating a hostile environment. A hostile environment is defined as subjectively and objectively offensive and sufficiently severe or pervasive to alter the conditions of the victim's educational, employment or College environment.

Sexual harassment could occur off-campus and still have an effect on an individual's educational, employment or College environment as well as create a hostile environment. A one-time non-consensual contact could also create a hostile environment.

Examples of behavior that could be sexual harassment:

- Unwelcomed sexual flirtation, advances or propositions of sexual activities.
- Asking about someone else's personal, social or sexual life or about their sexual fantasies, preferences or history.
- Discussing your own personal sexual fantasies, preferences or history.
- Repeatedly asking for a date from a person who is not interested.
- Whistles, cat calls or insulting sounds.
- Sexually suggestive jokes, innuendoes or turning discussions into sexual topics.
- Sexually offensive or degrading language used to describe an individual or remarks of a sexual nature to describe a person's body or clothing.
- Calling a person a "hunk," "doll," "babe," "sugar," "honey," or similar descriptive terms.
- Displaying sexually demeaning or offensive objects and pictures.
- Making sexual gestures with hands or body movements.
- Rating a person's sexuality.
- Unwelcomed touching of a person's body including massaging a person.

### ***Sexual Violence***

Sexual violence is physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including sexual misconduct, stalking, dating violence, and domestic violence.

### ***Sexual Misconduct***

Sexual misconduct is a broad term encompassing any non-consensual contact of a sexual nature. Sexual misconduct may vary in severity and consists of a range of behavior or attempted behavior including, but not limited to, the following examples of prohibited conduct:

#### **a. Unwelcome sexual touching**

The touching of an unwilling or non-consensual person's intimate parts (such as genitalia, groin, breast, buttocks, mouth or clothing covering same); touching an unwilling person with one's own intimate parts; or forcing an unwilling person to touch another's intimate parts.

#### **b. Exposure**

Engaging in indecent exposure, sexual acts in a public place, voyeurism, or non-consensual sharing of sexually explicit images.

#### **c. Non-consensual sexual assault**

Penetrating any bodily opening of an unwilling or non-consensual person with any object or body part.

**d. Forced sexual assault**

Penetrating any bodily opening of an unwilling or non-consensual person with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another's mental or physical condition (such as lack of consciousness, incapacitation due ingestion of drugs or alcohol, age, or mental disability) of which the respondent was aware or should have been aware.

***Sexual assault:***

- a. rape, or rape by instrumentation, as defined in Sections 1111, 1111.1 and 1114 of [Title 21], or
- b. forcible sodomy, as defined in Section 888 of [Title 21].

21 Okla. Stat. § 142.20.

***Rape (as used in the definition for "sexual assault"):***

A. Rape is an act of sexual intercourse involving vaginal or anal penetration accomplished with a male or female who is not the spouse of the perpetrator and who may be of the same or the opposite sex as the perpetrator under any of the following circumstances:

1. Where the victim is under sixteen (16) years of age;
2. Where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent;
3. Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person;
4. Where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit;
5. Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;
6. Where the victim submits to sexual intercourse under the belief that the person committing the act is a spouse, and this belief is induced by artifice, pretense, or concealment practiced by the accused or by the accused in collusion with the spouse with intent to induce that belief. In all cases of collusion between the accused and the spouse to accomplish such act, both the spouse and the accused, upon conviction, shall be deemed guilty of rape;
7. Where the victim is under the legal custody or supervision of a state agency, a federal agency, a county, a municipality or a political subdivision and engages in sexual intercourse with a state, federal, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim, or the subcontractor or employee of a subcontractor of the contractor of the state or federal government, a county, a municipality or a political subdivision that exercises authority over the victim
8. Where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in sexual intercourse with a person who is eighteen (18) years of age or older and is an employee of the same school system; or
9. Where the victim is nineteen (19) years of age or younger and is in the legal custody of a state agency, federal agency or tribal court and engages in sexual intercourse with a foster parent or foster parent applicant.

B. Rape is an act of sexual intercourse accomplished with a male or female who is the spouse of the perpetrator if force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person.



***Rape by instrumentation (as used in the definition of “sexual assault”):***

Rape by instrumentation is an act within or without the bonds of matrimony in which any inanimate object or any part of the human body, not amounting to sexual intercourse is used in the carnal knowledge of another person without his or her consent and penetration of the anus or vagina occurs to that person. Provided, further, that at least one of the circumstances specified in Section 1111 of this title has been met; further, where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in conduct prohibited by this section of law with a person who is eighteen (18) years of age or older and is an employee of the same school system, or where the victim is under the legal custody or supervision of a state or federal agency, county, municipal or a political subdivision and engages in conduct prohibited by this section of law with a federal, state, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim, consent shall not be an element of the crime. Provided, further, that at least one of the circumstances specified in Section 1111 of this title has been met; further, where the victim is nineteen (19) years of age or younger and in the legal custody of a state agency, federal agency or tribal court and engages in conduct prohibited by this section of law with a foster parent or foster parent applicant. Except for persons sentenced to life or life without parole, any person sentenced to imprisonment for two (2) years or more for a violation of this section shall be required to serve a term of post-imprisonment supervision pursuant to subparagraph f of paragraph 1 of subsection A of Section 991a of Title 22 of the Oklahoma Statutes under conditions determined by the Department of Corrections. The jury shall be advised that the mandatory post-imprisonment supervision shall be in addition to the actual imprisonment.

21 Okla. Stat. § 1111.1.

***Forcible sodomy (as used in the definition of “sexual assault”):***

A. Any person who forces another person to engage in the detestable and abominable crime against nature, pursuant to Section 886 of this title, upon conviction, is guilty of a felony punishable by imprisonment in the custody of the Department of Corrections for a period of not more than twenty (20) years. Except for persons sentenced to life or life without parole, any person sentenced to imprisonment for two (2) years or more for a violation of this subsection shall be required to serve a term of post-imprisonment supervision pursuant to subparagraph f of paragraph 1 of subsection A of Section 991a of Title 22 of the Oklahoma Statutes under conditions determined by the Department of Corrections. The jury shall be advised that the mandatory post-imprisonment supervision shall be in addition to the actual imprisonment. Any person convicted of a second violation of this section, where the victim of the second offense is a person under sixteen (16) years of age, shall not be eligible for probation, suspended or deferred sentence. Any person convicted of a third or subsequent violation of this section, where the victim of the third or subsequent offense is a person under sixteen (16) years of age, shall be punished by imprisonment in the custody of the Department of Corrections for a term of life or life without parole, in the discretion of the jury, or in case the jury fails or refuses to fix punishment then the same shall be pronounced by the court. Any person convicted of a violation of this subsection after having been twice convicted of a violation of subsection A of Section 1114 of this title, a violation of Section 1123 of this title or sexual abuse of a child pursuant to Section 843.5 of this title, or of any attempt to commit any of these offenses or any combination of said offenses, shall be punished by imprisonment in the custody of the Department of Corrections for a term of life or life without parole.

B. The crime of forcible sodomy shall include:

1. Sodomy committed by a person over eighteen (18) years of age upon a person under sixteen (16) years of age; or
2. Sodomy committed upon a person incapable through mental illness or any unsoundness of mind of giving legal consent regardless of the age of the person committing the crime; or
3. Sodomy accomplished with any person by means of force, violence, or threats of force or violence accompanied by apparent power of execution regardless of the age of the victim or the person committing the crime; or

4. Sodomy committed by a state, county, municipal or political subdivision employee or a contractor or an employee of a contractor of the state, a county, a municipality or political subdivision of this state upon a person who is under the legal custody, supervision or authority of a state agency, a county, a municipality or a political subdivision of this state, or the subcontractor or employee of a subcontractor of the state or federal government, a county, a municipality or a political subdivision of this state;

5. Sodomy committed upon a person who is at least sixteen (16) years of age but less than twenty (20) years of age and is a student of any public or private secondary school, junior high or high school, or public vocational school, with a person who is eighteen (18) years of age or older and is employed by the same school system;

6. Sodomy committed upon a person who is at the time unconscious of the nature of the act, and this fact should be known to the accused; or

7. Sodomy committed upon a person where the person is intoxicated by a narcotic or anesthetic agent administered by or with the privity of the accused as a means of forcing the person to submit.

21 Okla. Stat. § 888 (effective June 6, 2016).

**Effective consent** is informed, freely and actively given, using mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Initiators of sexual activity are responsible for obtaining effective consent. Silence or passivity is not effective consent. The use of intimidation, coercion, threats, force or violence negates any consent obtained. Consent is not effective if obtained from an individual who is incapable of giving consent due to lack of consciousness, age, mental disability or incapacitation due to ingestion of drugs or alcohol.

This definition of consent is the exclusive definition used in the Student Code of Conduct. It is also used for Title IX purposes throughout the College.

Individuals who commit acts of sexual misconduct assume responsibility for their behavior and must understand that the use of alcohol or other drugs does not reduce accountability for their actions.

Examples of sexual misconduct violations include but are not limited to:

- Ignoring an individual's protest and engaging in sexual activity.
- Convincing somebody to have sex likely constitutes intimidation or coercion. If someone is coerced, the consent is not effective consent.
- Drinking and/or drug use may render an individual incapable of giving consent for sexual activity. For example, someone who is incapacitated may agree to have sex at the time, but have no memory of the consent. This person may have been functioning in a "blackout" and could not give effective consent.
- Holding a person down or preventing a person from leaving the room and forcing him or her to engage in sexual activity against the person's will.

#### **Definitions under Oklahoma law:**

##### **Consent:**

The term "consent" means the affirmative, unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter which can be revoked at any time. Consent cannot be:

1. Given by an individual who:

- a. is asleep or is mentally or physically incapacitated either through the effect of drugs or alcohol or for any other reason, or
- b. is under duress, threat, coercion or force; or

2. Inferred under circumstances in which consent is not clear including, but not limited to:

- a. the absence of an individual saying “no” or “stop”, or
- b. the existence of a prior or current relationship or sexual activity.

21 Okla. Stat. § 113 (effective June 6, 2016).

### ***Stalking***

Stalking refers to one who engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others; or suffer substantial emotional distress.

Stalking is defined to mean two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial emotional distress would include significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Actions that a stalker takes to contact, harass, track or frighten another could include repeatedly:

- following
- unsolicited visits or communication
- using online social media inappropriately
- damaging property
- showing up at places an intended victim frequents
- sending unsolicited mail, e-mail, texts and pictures
- creating a website about a target of stalking
- sending unsolicited gifts
- stealing things that belong to intended victim
- calling repeatedly.

Stalking can occur by someone that is known casually, a current boyfriend or girlfriend, someone dated in the past or a stranger.

### ***Dating Violence***

Dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the following factors:

- Length of the relationship
- Type of relationship
- Frequency of interaction between the persons involved in the relationship.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts that meet the definition of domestic violence.

***Dating violence is not defined in Oklahoma;*** however, violence against a person with whom the perpetrator is in a dating relationship is considered domestic violence, defined below. A ***dating relationship*** is defined as: a courtship or engagement relationship. For purposes of this act, a casual acquaintance or ordinary fraternization between persons in a business or social context shall not constitute a dating relationship.

22 Okla. Stat. § 60.1.

### ***Domestic Violence***

Domestic violence is a crime of violence committed by a:

- current or former spouse or intimate partner of the victim,
- person with whom the victim shares a child in common,
- person who is cohabitating with or has cohabitated with the victim as a spouse or person similarly situated to a spouse of the victim.

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic or psychological actions or threat of actions that influence another person.

Definition consistent with Violence Against Women Act.

**Domestic violence is not defined in Oklahoma law.** However, the criminal definition of *domestic abuse* is defined as: Any person who commits any assault and battery against a current or former spouse, a present spouse of a former spouse, a former spouse of a present spouse, parents, a foster parent, a child, a person otherwise related by blood or marriage, a person with whom the defendant is or was in a dating relationship as defined by Section 60.1 of Title 22 of the Oklahoma Statutes, an individual with whom the defendant has had a child, a person who formerly lived in the same household as the defendant, or a person living in the same household as the defendant shall be guilty of domestic abuse.

21 Okla. Stat. § 644.

### ***Retaliation***

The College will not tolerate retaliation against a person who, in good faith, brings a complaint forward. Retaliation against an individual who has brought a complaint forward or against an individual who has participated in an investigation or conduct process is prohibited. See Board of Regents for the Oklahoma Agricultural and Mechanical Colleges Policy Manual, 3.11 Non-Retaliation, for more information.

### ***What to do if you are a Victim of Sexual Violence***

- If you are not safe and need immediate help, call the police. If the incident happened on campus, call the CSC Police Department at 918-463-6375. If the incident occurred elsewhere in Warner, Muskogee, call the Warner, Muskogee Police Department at 911. If the incident happened anywhere else, call the law enforcement agency that has jurisdiction in the location where it occurred.
- Do what you need to do to feel safe. Go to a safe place or contact someone with whom you are comfortable. You can call the **24-hour Rape Crisis Line (1-800-522-7233)** to get advice and discuss options for how to proceed.
- CSC students can also call a **Sexual Assault Victim Advocate at 918-682-7878**.
- Do not shower, bathe, douche, change or destroy clothes, eat, drink, smoke, chew gum, take any medications or straighten the room or place of the incident. Preserving evidence is critical for criminal prosecution. Although you may not want to prosecute immediately after the incident, that choice will not be available without credible evidence. The evidence collected can also be useful in the campus conduct process.
- Go to the Muskogee Medical Center to receive care for any physical injuries that may have occurred. While in the emergency room, treatment will be provided for sexually transmitted diseases and to prevent pregnancy. These services are free of charge. If you choose not to obtain a Sexual Assault Nurse Examination but want testing or treatment for potential sexually transmitted infections, you can visit Muskogee County Health Department free of charge or Health & Wellness Center for low cost options.
- Upon arrival at Muskogee Medical Center, you will be taken to a private exam area. A Sexual Assault Nurse Examiner (SANE), as well as a Sexual Assault Response Advocate (SARA) and police officer will be available

for support. You will be examined by the nurse in order to treat any injuries and to gather evidence. **Note, a sexual assault exam can be performed up to 120 hours (5 days) after the assault.**

- g. With your permission, the Sexual Assault Response Advocate will support you throughout the entire exam, which will be performed by the nurse. The Advocate will provide a packet of written materials that contains information about common reactions to sexual assault, follow-up medical needs and support services.

### **Support Services**

#### ***Student Conduct Education and Administration:***

Cases involving students who are accused of non-academic misconduct might be assigned to Student Conduct Education and Administration. Persons found responsible for sexual misconduct could be suspended from CSC. The complainant and respondent (if any) have the same right to have others present during a campus disciplinary proceeding. The accuser and accused shall be notified of the outcome of a campus disciplinary proceeding. You may obtain further information by contacting Student Conduct Education and Administration at 918-463-6351. A copy of the Student Code of Conduct can also be obtained at various locations on campus and at <http://connorsstate.edu/students/files/2015/05/2016.09.09StudentHandbook.pdf>.

#### ***College Counseling Services:***

Connors State College Counseling Services provides individual and group counseling services for those victimized by sexual or physical assault. Services are available to all Connors State College students and their partners. Domestic Violence Services are also available to assist victims of sexual assault. See "Other Resources" for telephone numbers.

The psychological and emotional trauma after a sexual assault can be painful. Possible symptoms include: eating disorders, sleep disturbances, lack of trust, feelings of guilt, depression, mood swings, and relationship and communication problems. Incidents of sexual assault can only be reduced when men and women understand the dynamics involved in sexual assaults and are willing to participate in educational programming and ongoing communication.

### ***Accommodations***

- a. **Assistance in Reporting:** Student Conduct can assist in filing a complaint with the College conduct process and the appropriate law enforcement agencies against the student(s) who caused harm.
  - i. **College Complaint Process:** A complaint is an official report to the College alleging that an CSC student has violated the Student Code of Conduct. You can go online to <https://cm.maxient.com/reportingform.php?ConnorsState> to submit a complaint online or to complete a paper complaint form.
  - ii. **Police Report Process:** A police report begins the moment you contact the authorities about a given situation, whether it be a crime that was committed earlier, or a crime currently in progress. The CSC Police Officer will obtain basic information from you about the incident and relay the information to patrol officers working in your area. You can have the officers meet you on scene or you can request they meet you at the police department in an effort to resolve the issue, document the facts of the incident, and begin investigating the case if follow-up is required. By simply calling the CSC Police at 918-463-6375, the reporting process begins. The CSC Police Department operates 24 hour a day, 7 days a week, including all holidays and College breaks.
- b. **No Contact Order:** Student Conduct can put in place a No Contact Order between the complainant and the respondent, which would prohibit contact between both parties through any means of communication, as well as prohibit others from making contact on their behalf. Students will need to visit Student Conduct in 141 Student Union for this order to be put in place. If a No Contact Order is believed to be violated, the complainant should contact Student Conduct immediately at 918-463-6351. The College and not the police enforce No Contact Orders. Violations

of a No Contact Order will result in disciplinary action where suspension from the college will be considered as a possible sanction.

- c. **Emergency Protective Order:** Student Conduct, along with WISH, can assist victims in filing for an Emergency Protective Order. This is a court-ordered petition that prohibits contact between the complainant and respondent. WISH is located in Muskogee, Oklahoma. WISH is the designated location in Muskogee County to assist in completing the petition and filing the petition with the county court clerk. Granted protective orders should be provided to the CSC Police Department who will honor the order and assist in any intervention needed. If a granted protective order is believed to be violated by the respondent, the complainant should contact the local police. If the incident happened on campus, call the CSC Police Department at 918-463-6375. If the incident happened anywhere else, call the law enforcement agency that has jurisdiction in the location where it occurred.
- d. **Safety Measures:** Student Conduct can coordinate any reasonable arrangements that are necessary for ongoing safety. This includes transportation arrangements or providing an escort.
- e. **Living Arrangements:** Student Conduct can assist in changing on-campus living arrangements or that of the respondent to ensure safety and a comfortable living situation.
- f. **Academic Arrangements:** Student Conduct can assist in adjusting academic schedules as well as assist in providing access to academic support services.
- g. **Other Interim Measures:** Student Conduct can coordinate reasonable arrangements to address the effects of sexual violence, including connecting victims with counseling, health care or academic support resources.

The College will provide written notification to victims about options for available accommodations. Additionally, the College will maintain as confidential any protective measures or accommodations that are put in place, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the accommodations or protective measures. Any necessary disclosure of information will be communicated to the complainant in compliance with the Family Educational Rights and Privacy Act (FERPA).

### **Student Conduct Process for Allegations of Sexual Violence**

We want you to be knowledgeable about the process that occurs once a complaint with Student Conduct is filed. The following describes the investigation process, the hearing and the outcome of the hearing. Student Conduct will be available to explain the process as requested. The Student Conduct process will be prompt, fair, and impartial. This means the process will be completed within a reasonable timeframe as designated below and without undue delay. The process will be conducted in a manner that is consistent with the College's policies and will be transparent to all parties. Lastly, the Student Conduct process will be conducted by officials who do not have conflict of interest or bias for or against the complainant or respondent.

#### ***Investigation***

- a. You will be notified of receipt of your complaint and the actions the College official will take.
- b. A College official will meet with you to discuss the complaint submitted, review the investigation and hearing process, and determine the outcome you desire from your complaint.
- c. An investigation will be conducted by a non-biased Title IX Investigator. This investigation will include:
  - meeting personally with the complainant,
  - meeting personally with the student(s) accused,
  - meeting personally with any witnesses, and
  - reviewing any documentary evidence.

- d. The investigation of complaints will be adequate, reliable and impartial. The Title IX Investigator will compile an investigation report.
- e. The investigation process can take up to 60 days. If at any point either party would like an update of the investigation process all they need to do is ask and an update will be provided.
- f. The College official will determine if a conduct hearing is possible based on the available information.
- g. If it is determined that the College will proceed with a formal conduct hearing, the complainant and the responding student(s) will be notified of the hearing date.

### ***Hearing***

- a. Hearing notification will occur at least five days in advance and include the hearing date, time and location. Hearings will be scheduled around academic schedules.
- b. Allegations of sexual misconduct, sexual harassment, dating violence, domestic violence, and stalking will be heard by the Conduct Committee Hearing Panel which is comprised of a faculty member, a staff member and a student who receive annual training. Training includes but is not limited to the following topics:
  - definitions and issues related to dating violence, domestic violence, sexual assault, retaliation, and stalking;
  - hearing process, due process the process that protects the safety of survivors and promotes accountability;
  - relevant evidence, how it should be used during a hearing, and how to weigh evidence;
  - proper techniques for asking questions;
  - preponderance of the evidence standard;
  - avoiding actual and perceived conflicts of interest;
  - trauma-informed investigations and hearing procedures;
  - impact of alcohol use in sexual assault; and
  - writing facts and rationales.
- c. The hearing includes opening statements, presentation of the investigation report, information about the incident, presentation of information by witnesses, and closing statements.
- d. Each party is permitted to have a person of their choosing to accompany them throughout the hearing as an advisor.
- e. All parties are permitted to be present during the hearing (except during deliberations of the panel). All parties can be in the same room in a pre-arranged, non-threatening set-up or in separate rooms with a video conference set up.
- f. All parties are permitted to make statements and present witnesses and information during the hearing. Witnesses and information need to be directly related to the incident.
- g. The standard of proof used in all College conduct hearings is preponderance of the evidence, which means the determination to be made is whether it is more likely than not a violation occurred. This is significantly different than proof beyond a reasonable doubt, which is required for a criminal prosecution.

### ***Outcome***

- a. Possible outcomes include Conduct Expulsion, Conduct Suspension, Conduct Probation, Residence Hall Status Change, No Contact Order, Class Removal, Educational and Behavioral Change Requirement, and Restrictions. Detailed definitions of these sanctions are listed in the *Student Code of Conduct*. When it is determined that sexual misconduct is more likely than not to have occurred, the outcome can include separation from the College.

- b. Parties have the right to be informed of the outcome. Both parties will be notified within two business days after the hearing at the same time. Upon written request from the victim to Student Conduct Education and Administration, the report on the results of any disciplinary proceeding against the respondent will be provided to the victim. If the victim is deceased as a result of such a crime or offense, the next of kin of the victim shall be treated as the victim for purposes of disclosure.
- c. Both parties have the right to appeal the decision reached through the hearing proceedings within seven business days after the hearing.

### ***On and Off Campus Resources***

Sexual harassment and sexual violence can be emotionally disruptive, and it takes time to come to terms with such major stress. In addition to support that may be found in family and friends, the following agencies and departments can serve as resources.

Upon notification or request, the College will provide to students and employees information about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available for victims both within the College and in the community.

It is important to be aware that different individuals who one may contact for assistance following an incident may have different responsibilities regarding confidentiality, depending on their position. Under state law, some individuals can assure the victim of confidentiality, including counselors and certified victims' advocates. In general, however, any other College employee cannot guarantee complete confidentiality, unless specifically provided by law. Colleges must balance the needs of the individual victim with an obligation to protect the safety and well-being of the community at large. See Reporting for more information.

CSC will protect the identity of victims and other necessary parties. The College is required to complete publicly available record keeping data on crimes that occur on campus. In these reports, personally identifying information about the victim is excluded.

#### **WISH Sexual Assault Victim Advocates- Confidential Reporting Option**

WISH's Victim Advocate that can confidentially provide students with information about on and off campus resources available to victims.

**WISH Sexual Assault Victim Advocates  
918-682-7878 (24hr.a day 7 days a week)**

#### **Counseling Resources- Confidential Reporting Options**

**Green Country Behavioral Health Services  
619 N. Main  
Muskogee, OK 74401  
918-682-8407**

**MCCOYS Counseling  
4009 Eufaula Ave  
Muskogee, OK 74401  
918-682-2841**



**Monarch Inc.**  
**2310 W. Broadway**  
**Muskogee, OK 74401**  
**918-682-7210**

**Other Local Services Available To Victims- Non-Confidential Reporting Options**

**CSC Police Department**  
700 College Rd.  
Warner, OK  
918-463-6375

**Warner Police Department**  
1000 64 Hwy.  
Warner, OK  
918-463-3911

**Muskogee Police Department**  
112 S 3<sup>rd</sup> St.  
Muskogee, OK  
918-683-8000

**CSC Student Conduct**  
700 College Rd.  
Warner, OK  
918-463-6351

**Title IX Coordinator**  
700 College Rd.  
Warner, OK  
918-463-6206

**Medical Services**

It is important to have a thorough medical examination after a sexual assault even if the victim does not have any apparent physical injuries. Medical providers can treat injuries and test for sexually transmitted infections.

**Health & Wellness Center**  
806 N Campbell  
Warner, OK  
918-463-2837

**EASTAR Health System**  
300 Rockefeller Dr.  
Muskogee, OK  
918-682-5501

Also, reference <http://notalone.gov> for more information and resources.

***Victim Bill of Rights***

- Survivors shall be notified of their options to notify law enforcement and campus authorities, which includes the option not to notify such authorities.
- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.

- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

When a student or employee reports that they have been a victim of dating violence, domestic violence, sexual assault, or stalking, whether on or off campus, the College will provide a written explanation of the student's or employee's rights and options.

### Definitions under Oklahoma Law

**Consent:** The term "consent" means the affirmative, unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter which can be revoked at any time. Consent cannot be:

1. Given by an individual who:
  - a. is asleep or is mentally or physically incapacitated either through the effect of drugs or alcohol or for any other reason, or
  - b. is under duress, threat, coercion or force; or
2. Inferred under circumstances in which consent is not clear including, but not limited to:
  - a. the absence of an individual saying "no" or "stop", or
  - b. the existence of a prior or current relationship or sexual activity.

21 Okla. Stat. § 113 (effective June 6, 2016).

**Dating violence** is not defined by the state of Oklahoma; however, violence against a person with whom the perpetrator is in a dating relationship is considered domestic violence, defined below. A **dating relationship** is defined as: a courtship or engagement relationship. For purposes of this act, a casual acquaintance or ordinary fraternization between persons in a business or social context shall not constitute a dating relationship.

22 Okla. Stat. § 60.1.

**Domestic violence** is not defined in Oklahoma law. However, the criminal definition of **domestic abuse** is defined as: Any person who commits any assault and battery against a current or former spouse, a present spouse of a former spouse, a former spouse of a present spouse, parents, a foster parent, a child, a person otherwise related by blood or marriage, a person with whom the defendant is or was in a dating relationship as defined by Section 60.1 of Title 22 of the Oklahoma Statutes, an individual with whom the defendant has had a child, a person who formerly lived in the same household as the defendant, or a person living in the same household as the defendant shall be guilty of domestic abuse.

21 Okla. Stat. § 644.

#### **Sexual assault:**

- a. rape, or rape by instrumentation, as defined in Sections 1111, 1111.1 and 1114 of [Title 21], or
- b. forcible sodomy, as defined in Section 888 of [Title 21].

21 Okla. Stat. § 142.20.

#### **Rape (as used in the definition for "sexual assault"):**

- A. Rape is an act of sexual intercourse involving vaginal or anal penetration accomplished with a male or female who is not the spouse of the perpetrator and who may be of the same or the opposite sex as the perpetrator under any of the following circumstances:
  1. Where the victim is under sixteen (16) years of age;
  2. Where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent;
  3. Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person;
  4. Where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit;
  5. Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;

6. Where the victim submits to sexual intercourse under the belief that the person committing the act is a spouse, and this belief is induced by artifice, pretense, or concealment practiced by the accused or by the accused in collusion with the spouse with intent to induce that belief. In all cases of collusion between the accused and the spouse to accomplish such act, both the spouse and the accused, upon conviction, shall be deemed guilty of rape;
  7. Where the victim is under the legal custody or supervision of a state agency, a federal agency, a county, a municipality or a political subdivision and engages in sexual intercourse with a state, federal, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim;
  8. Where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in sexual intercourse with a person who is eighteen (18) years of age or older and is an employee of the same school system; or
  9. Where the victim is nineteen (19) years of age or younger and is in the legal custody of a state agency, federal agency or tribal court and engages in sexual intercourse with a foster parent or foster parent applicant.
- B. Rape is an act of sexual intercourse accomplished with a male or female who is the spouse of the perpetrator if force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person.

21 Okla. Stat. § 1111

***Rape by instrumentation (as used in the definition of “sexual assault”):***

Rape by instrumentation is an act within or without the bonds of matrimony in which any inanimate object or any part of the human body, not amounting to sexual intercourse is used in the carnal knowledge of another person without his or her consent and penetration of the anus or vagina occurs to that person. Provided, further, that at least one of the circumstances specified in Section 1111 of this title has been met; further, where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in conduct prohibited by this section of law with a person who is eighteen (18) years of age or older and is an employee of the same school system, or where the victim is under the legal custody or supervision of a state or federal agency, county, municipal or a political subdivision and engages in conduct prohibited by this section of law with a federal, state, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim, consent shall not be an element of the crime. Provided, further, that at least one of the circumstances described in Section 1111 of this title has been met; further, where the victim is nineteen (19) years of age or younger and in the legal custody of a state agency, federal agency or tribal court and engages in conduct prohibited by this section of law with a foster parent or foster parent applicant. Except for persons sentenced to life or life without parole, any person sentenced to imprisonment for two (2) years or more for a violation of this section shall be required to serve a term of post-imprisonment supervision pursuant to subparagraph f of paragraph 1 of subsection A of Section 991a of Title 22 of the Oklahoma Statutes under conditions determined by the Department of Corrections. The jury shall be advised that the mandatory post-imprisonment supervision shall be in addition to the actual imprisonment.

21 Okla. Stat. § 1111.1.

***Forcible sodomy (as used in the definition of “sexual assault”):***

- A. Any person who forces another person to engage in the detestable and abominable crime against nature, pursuant to Section 886 of this title, upon conviction, is guilty of a felony punishable by imprisonment in the custody of the Department of Corrections for a period of not more than twenty (20) years. Except for persons sentenced to life or life without parole, any person sentenced to imprisonment for two (2) years or more for a violation of this subsection shall be required to serve a term of post-imprisonment supervision pursuant to subparagraph f of paragraph 1 of subsection A of Section 991a of Title 22 of the Oklahoma Statutes under conditions determined by the Department of Corrections. The jury shall be advised that the mandatory post-imprisonment supervision shall be in addition to the actual imprisonment. Any person convicted of a second violation of this section, where the victim of the second offense is a person under sixteen (16) years of age, shall not be eligible for probation, suspended or deferred sentence. Any person convicted of a third or subsequent violation of this section, where the

victim of the third or subsequent offense is a person under sixteen (16) years of age, shall be punished by imprisonment in the custody of the Department of Corrections for a term of life or life without parole, in the discretion of the jury, or in case the jury fails or refuses to fix punishment then the same shall be pronounced by the court. Any person convicted of a violation of this subsection after having been twice convicted of a violation of subsection A of Section 1114 of this title, a violation of Section 1123 of this title or sexual abuse of a child pursuant to Section 843.5 of this title, or of any attempt to commit any of these offenses or any combination of said offenses, shall be punished by imprisonment in the custody of the Department of Corrections for a term of life or life without parole.

**B. The crime of forcible sodomy shall include:**

1. Sodomy committed by a person over eighteen (18) years of age upon a person under sixteen (16) years of age;
2. Sodomy committed upon a person incapable through mental illness or any unsoundness of mind of giving legal consent regardless of the age of the person committing the crime;
3. Sodomy accomplished with any person by means of force, violence, or threats of force or violence accompanied by apparent power of execution regardless of the age of the victim or the person committing the crime;
4. Sodomy committed by a state, county, municipal or political subdivision employee or a contractor or an employee of a contractor of the state, a county, a municipality or political subdivision of this state upon a person who is under the legal custody, supervision or authority of a state agency, a county, a municipality or a political subdivision of this state;
5. Sodomy committed upon a person who is at least sixteen (16) years of age but less than twenty (20) years of age and is a student of any public or private secondary school, junior high or high school, or public vocational school, with a person who is eighteen (18) years of age or older and is employed by the same school system;
6. Sodomy committed upon a person who is at the time unconscious of the nature of the act, and this fact should be known to the accused; or
7. Sodomy committed upon a person where the person is intoxicated by a narcotic or anesthetic agent administered by or with the privity of the accused as a means of forcing the person to submit.

21 Okla. Stat. § 888 (effective June 6, 2016).

***Stalking:***

Any person who willfully, maliciously, and repeatedly follows or harasses another person in a manner that:

1. Would cause a reasonable person or a member of the immediate family of that person as defined in subsection F of this section to feel frightened, intimidated, threatened, harassed, or molested; and
2. Actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed, or molested, upon conviction, shall, upon conviction, be guilty of the crime of stalking, which is a misdemeanor punishable by imprisonment in a county jail for not more than one (1) year or by a fine of not more than One Thousand Dollars (\$1,000.00), or by both such fine and imprisonment

**F. For purposes of this section:**

1. "Harasses" means a pattern or course of conduct directed toward another individual that includes, but is not limited to, repeated or continuing unconsented contact, that would cause a reasonable person to suffer emotional distress, and that actually causes emotional distress to the victim. Harassment shall include harassing or obscene phone calls as prohibited by Section 1172 of this title and conduct prohibited by Section 850 of this title. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose;
2. "Course of conduct" means a pattern of conduct composed of a series of two or more separate acts over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of "course of conduct";
3. "Emotional distress" means significant mental suffering or distress that may, but does not necessarily require, medical or other professional treatment or counseling;
4. "Unconsented contact" means any contact with another individual that is initiated or continued without the consent of the individual, or in disregard of that individual's expressed desire that the contact be avoided or discontinued. Constitutionally protected activity is not included within the meaning of unconsented contact. Unconsented contact includes but is not limited to any of the following:
  - a. following or appearing within the sight of that individual,
  - b. approaching or confronting that individual in a public place or on private property,

- c. appearing at the workplace or residence of that individual,
  - d. entering onto or remaining on property owned, leased, or occupied by that individual,
  - e. contacting that individual by telephone,
  - f. sending mail or electronic communications to that individual, and
  - g. placing an object on, or delivering an object to, property owned, leased, or occupied by that individual; and
5. "Member of the immediate family", for the purposes of this section, means any spouse, parent, child, person related within the third degree of consanguinity or affinity or any other person who regularly resides in the household or who regularly resided in the household within the prior six (6) months.

21 Okla. Stat. § 1173.

### **Preventive Measures**

The College encourages students to help in preventing harmful and negative incidents by being responsible for their own personal safety, intervening if they are a bystander of such incidents, and educating themselves through College sponsored trainings.

#### ***Awareness Education***

Connors State College takes acts of sexual violence and sexual harassment seriously. In an effort to educate students and comply with the Violence Against Women Act and the Office for Civil Rights federal guidelines, **all students are required to complete online training on sexual violence prevention**. A hold will be placed on your account, which will affect enrollment for the subsequent semester, until the training has been completed. Training should take around 40 minutes.

To complete the training follow these steps:

1. Go to <http://connorsstate.edu/everfi/>.
2. Log-in with your C-key account information.

Additionally, Student Conduct provides education on sexual violence to any group of students, faculty or staff upon request. Topics include but are not limited to sexual assault, sexual harassment, the conduct process for sexual misconduct, how to support a victim, bystander intervention, prevention strategies and resources available for victims.

#### ***Bystander Intervention***

To prevent sexual violence, it is important that people are approached as potential witnesses or bystanders to behaviors related to sexual violence. As a witness to these behaviors, there are certain ways to step up to prevent a risky situation from escalating.

In order to intervene, someone has to:

##### **1. Notice the incident**

Bystanders first must notice the incident taking place. It is important to become attuned to what situations may be risky (e.g. if you're at a party, and you see someone stumbling as they're being led into a different room, this is a risky situation).

##### **2. Interpret the incident as emergency**

By "emergency," we mean a situation wherein there is risk of sexual or physical violence occurring in the near future.

##### **3. Assume responsibility for intervening**

It has been found that often, people believe that someone else will help in a situation where there are many people around. However, it is important to realize that others may also be thinking the same thing. If you're unsure if you should do something, ask a friend what they think – it might be the case that they've been thinking the same thing.

#### **4. Have the bystander intervention skills to help**

There are a number of different techniques that someone can use to intervene in a risky situation.

#### ***Sex Offender Registration:***

In accordance with applicable state and federal laws, information about registered sex offenders who may be attending or working at CSC is available to the campus community at CSC Police Department.

#### ***Report of Statistics:***

Connors State College has been reporting its crime statistics to the Federal Bureau of Investigation (FBI) according to their Uniform Crime Reporting guidelines since 1971. The statistics are published annually in the publication, "Crime in the United States," from the U.S. Department of Justice. The tables located on page 17 and 18, (Campus Crime Report) comply with Title II of the Federal Campus Crime Awareness and Campus Security Act of 1990 and 1998, and subsequent revisions effective July 1, 2000.

Campus crime, arrest, and referral statistics include those reported to the CSC Police, designated campus security authorities, and local law enforcement agencies. When a campus security authority becomes aware of a crime, they are required to complete a report which does not contain any personally identifying information about the students or persons involved. The report is then submitted to CSC Police who are responsible for compiling and preparing the statistics.

#### ***Campus Crime Statistics:***

When comparing crime at CSC to other institutions of similar size, you will find CSC's crime rate to be one of the lowest.

The crime and arrest statistics reported are those which occurred within the jurisdictional boundaries of campus. They do not include off campus private housing, which are within the Warner or Muskogee Police Department jurisdiction.

#### ***Crimes Disclosed to Pastoral or Mental Health Counselor:***

To be exempt from disclosing reported offenses, pastoral or professional counselors must be acting in their roles of pastoral or professional counselors. This exemption does not relieve counselors of the duty to exercise reasonable care to protect a foreseeable victim from danger posed by the person being counseled or to make reports mandated by law. When speaking to a victim or witness to a crime, counselors are encouraged to inform the individual of options to report the crime to the police.

A pastoral counselor is a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

A mental health counselor is a person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.

#### ***Definitions of Criminal Offenses:***

The following definitions are those used in the Uniform Crime Reporting System of the United States Department of Justice, Federal Bureau of Investigation:

#### ***Aggravated Assault:***

An unlawful attack of one person by another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.

***Arson:***

Any willful or malicious attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, or aircraft, personal property of another. Only fires determined through investigation to have been willfully or maliciously set are classified as arson.

***Burglary:***

The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with the intent to commit a larceny or felony; breaking and entering with the intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

***Dating Violence:***

Dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with another person. The existence of such relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes but is not limited to sexual or physical abuse or the threat of such abuse. Dating violence does not include acts that meet the definition of domestic violence.

***Domestic Violence:***

Domestic violence is a felony or misdemeanor crime of violence committed by a:

- current or former spouse or intimate partner of the victim,
- person with whom the victim shares a child in common,
- person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner,
- person similarly situated to a spouse of the victim under the domestic or family violence laws of Oklahoma; or
- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Oklahoma.

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic or psychological actions or threats of actions that influence another person.

***Drug Law Violations:***

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

***Hate Crimes:***

A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this definition, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

***Larceny:***

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another without use of force or violence. It includes shoplifting, pocket-picking, purse snatching, thefts from motor vehicles, to include parts and accessories, bicycles, and computer thefts.

***Liquor Law Violations:***

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. Drunkenness and driving under the influence are not included in this definition.



***Manslaughter by Negligence:***

The killing of another person through gross negligence.

***Motor Vehicle Theft:***

The theft or attempted theft of a motor vehicle by someone other than the registered owner.

***Murder and Non-negligent Manslaughter:***

The willful (non-negligent) killing of one human being by another.

***Robbery:***

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

***Sex Offenses:***

Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

***Sexual assault:***

An offense that meets the definition of rape, fondling, incest, or statutory rape, defined as follows:

- **Rape** means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** means the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** means non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** means non-forcible sexual intercourse with a person who is under the statutory age of consent (age 16).

***Stalking:***

Stalking refers to one who engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

- **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.
- **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

***Weapon Law Violations:***

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; alien possessing deadly weapons; and all attempts to commit any of the aforementioned. CSC policy prohibits deadly weapons on the College campus with limited exceptions. Firearms on campus must be stored at the CSC Police Department.

***Definition of Terms for Statistical Charts:***

The term “CSC Campus” means any building or property owned or controlled by “Connors State College,” within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution related to, the institution's educational purposes, including residence halls. It also includes property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institution purposes (such as food or other retail vendor).

“Res.” includes those buildings and parking lots designated as Residence Halls and College Apartments area.

“Other” is any non-Res. area on campus.



**“Non-Campus Building or Property”** includes building or property owned or controlled by a student organization, such as a fraternity or sorority, recognized by the institution, and any building or property (other than a branch campus) owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is used by students and is not within the same reasonable contiguous geographical area of the institution.

**“Public Property”** is defined as all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, or other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution, if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

***Definition of Campus:***

Connors State College Police Department serves a community of approximately 3,500 faculty, staff and students. Connors State College is located in the City of Warner and Muskogee and covers approximately 300 square acres on the main campus, including over 25 buildings plus outlying agricultural and recreational areas.

**“Campus”** is defined as “any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in the direct support of, or related to, its educational purposes.”

## Crimes Reported by Connors State College Police Department – 2015-2016<sup>1</sup>

This chart includes offenses that were reported to the CSC Police Department in accordance with the Uniform Crime Reporting procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Offense Type (includes attempts)	Year	On Campus	Non-Campus	Public Property	Total	Residential Facilities <sup>2</sup>
Murder/Non-negligent Manslaughter	2016	0	0	0	0	0
	2015	0	0	0	0	0
Manslaughter by Negligence	2016	0	0	0	0	0
	2015	0	0	0	0	0
Sex Offenses						
Rape	2016	0	0	0	0	0
	2015	2	0	0	2	2
Fondling	2016	3	0	0	3	0
	2015	0	0	0	0	0
Incest	2016	0	0	0	0	0

<sup>1</sup> 2015-2016 statistics are reported separately because the Violence Against Women Act, which was reauthorized in March of 2013, reclassified certain crimes and added other crimes that must be included in the statistical information reported for 2015 and 2016. Statistics for 2014 are reported in a separate table on page \_\_\_\_

<sup>2</sup> Campus residential facilities are a subset of the “On Campus” category. Statistical data included in this column is also included in the “On Campus” column.

	2015	0	0	0	0	0
Statutory Rape	2016	0	0	0	0	0
	2015	0	0	0	0	0
Robbery	2016	0	0	0	0	0
	2015	0	0	0	0	0
Aggravated Assault	2016	0	0	0	0	0
	2015	0	0	0	0	0
Burglary	2016	0	0	0	0	0
	2015	0	0	0	0	0
Motor Vehicle Theft	2016	0	0	0	0	0
	2015	0	0	0	0	0
Arson	2016	0	0	0	0	0
	2015	0	0	0	0	0
Dating Violence	2016	0	0	0	0	0
	2015	0	0	0	0	0
Domestic Violence	2016	1	0	0	1	1
	2015	0	0	0	0	0
Stalking	2016	1	0	0	1	0
	2015	0	0	0	0	0
Liquor Law Arrests	2016	0	0	0	0	0
	2015	0	0	0	0	0
Drug Law Arrests	2016	1	0	0	1	1
	2015	0	0	0	0	0
Weapons Law Arrests	2016	0	0	0	0	0
	2015	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2016	61	0	0	61	60
	2015	30	0	0	30	30
Drug Law Violations Referred for Disciplinary Action	2016	13	0	0	13	13
	2015	7	0	0	7	7
	2016	1	0	0	1	1

Weapons Law Violations Referred for Disciplinary Action	2015	0	0	0	0	0
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No hate crimes were reported for 2015 or 2016.



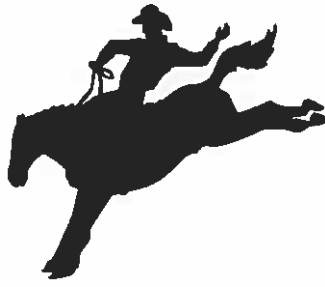
## Crimes Reported by Connors State College Police Department – 2014

This chart includes offenses that were reported to the CSC Police Department in accordance with the Uniform Crime Reporting procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

<b>Offense Type (includes attempts)</b>	<b>Year</b>	<b>On Campus</b>	<b>Non-Campus</b>	<b>Public Property</b>	<b>Total</b>	<b>Residential Facilities<sup>3</sup></b>
Murder/Non-negligent Manslaughter	2014	0	0	0	0	0
Manslaughter by Negligence	2014	0	0	0	0	0
<b>Sex Offenses</b>						
Forcible	2014	0	0	0	0	0
Non-Forcible	2014	0	0	0	0	0
Robbery	2014	0	0	0	0	0
Aggravated Assault	2014	0	0	0	0	0
Burglary	2014	0	0	0	0	0
Motor Vehicle Theft	2014	1	0	0	1	1
Arson	2014	0	0	0	0	0
Dating Violence	2014	1	0	0	1	1
Domestic Violence	2014	0	0	0	0	0
Stalking	2014	0	0	0	0	0
Liquor Law Arrests	2014	0	0	0	0	0
Drug Law Arrests	2014	1	0	0	1	1
Weapons Law Arrests	2014	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2014	22	0	0	22	22
Drug Law Violations Referred for Disciplinary Action	2014	12	0	0	12	12
Weapons Law Violations Referred for Disciplinary Action	2014	0	0	0	0	0

<sup>3</sup> Campus residential facilities are a subset of the "On Campus" category. Statistical data included in this column is also included in the "On Campus" column.

No hate crimes were reported for 2014.



# CONNORS

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## 2017 ANNUAL FIRE SAFETY REPORT

### **Fire**

#### **Annual Fire Safety Report**

Institutions are required to keep a fire log that states the nature of the fire, date, time, and general location of each fire in on-campus student housing facilities. Connors State College complies with this rule by including all fire-related incidents in the Annual Fire Safety Report and Fire Log maintained by Safety and Security Department.

The Annual Housing Fire Safety Report is required by the Higher Education Opportunity Act (HEOA) for any Title IV institution that maintains an on-campus student housing facility. Per HEOA, an institution that maintains an on-campus student housing facility must collect fire statistics, publish an Annual Fire Safety Report, and keep a fire log.

The Clery Act was amended by HEOA in 2008, requiring future reports to begin including campus housing fire safety statistics as well.

#### ***Steps To Follow If You See A Fire:***

- 1) Activate the nearest fire alarm.
- 2) If on campus, call CSC Police at 911.
- 3) Calmly alert people in the building, and evacuate the building by following EXIT signs.

#### ***Steps To Follow If You Are Caught In A Fire:***

- 1) Remain calm.
- 2) Before opening a door, feel it with the back of your hand. If it is hot:
  - A) Do not open the door.
  - B) Open the windows. If possible, lower the top half of the window to let out heat and smoke and raise the lower

half to let in fresh air.

C) Seal crack around door with towels, linens or clothes. Soak these items in water if possible.

D) To attract attention, hang objects out the window. Shout for help.

E) Keep low to the floor. Take short breaths to avoid inhaling smoke. Place a wet towel over your nose and mouth. Keep your head six (6) to eight (8) inches off the floor.

3) If the door is **not hot**, brace yourself against the door and open it slowly. If hot air or fire rushes in, close the door and refer to Step 2A.

4) If you can leave, close all doors behind you and proceed to the nearest safe exit. Leave the building and stand clear of the fire. Provide directions to police and fire personnel when they arrive.

#### ***Steps To Follow For Fire Prevention:***

1) Know every regular and emergency exit. Know how to activate the alarm system and what it sounds like. Know the location of fire extinguishers and how to operate them.

2) Arrange the contents of your room with fire safety in mind. Maintain clear and unobstructed access to your room door, from both inside and outside.

3) Do not overload electrical outlets. Do not use broken, frayed, or cracked electrical cords. Do not suspend lamps or lights by their own cords.

4) If you smoke, exercise care when smoking and do not smoke in bed. CSC is a tobacco free campus.

5) Do not allow excess clutter of flammable materials.

#### ***Fire Reporting:***

Per federal law, Connors State College is required to annually disclose statistical data on all fires that occur in on-campus housing facilities. Listed below are the **non-emergency** phone numbers to call to report fires that have **already** been extinguished in on-campus student housing. These phone numbers are for fires for which you are unsure whether the CSC Police may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

☐ CSC Police – 918-463-6375

☐ CSC Housing and Residential Life 918-463-6351

When calling, please provide as much information as possible about the location, date, time, and cause of the fire. It is critical to document all reports of residential fires in the annual report.

#### ***Fire Safety Education and Training Programs:***

Connors State College strives to provide a safe and friendly environment for all of our campus community. To assist in this manner, several measures are taken. These include regular fire and life safety inspections in all campus facilities, various education programs targeted at specific groups (Residential Community Educators, Community Mentors, etc.) ongoing education and safety awareness, and the development of College rules and standard administrative procedures regarding fire safety.

#### ***Housing and Residential Life Fire Safety Policies:***

To provide for the safety of all residents, Housing and Residential Life has developed an extensive set of guidelines and policies for all student housing. These documents are available electronically on the Housing and Residential Life web page at: <http://connorsstate.edu/students/files/2015/05/2016.09.09StudentHandbook.pdf>. This publication covers all policies for Residential Life facilities and includes information pertinent to fire safety.

Each residence hall has a designated Point of Assembly for residents to gather in the event of an emergency resulting in fire alarm activation. Residents are to evacuate the residence hall in the event of fire alarm activation. Information regarding Points of Assembly are outlined for staff in their training manual and located in their on call bag. Residents are informed that fire drills are conducted each semester to prepare them for an actual emergency. The Residence Life Handbook available online at <http://connorsstate.edu/students/files/2015/05/2016.09.09StudentHandbook.pdf> includes a section on Fire Safety and evacuation procedures, which each resident is to follow in the event of an emergency.

### ***Housing and Residential Life Prohibited Items and Equipment:***

Any prohibited or misused appliances or equipment will be confiscated by the hall staff, and individuals responsible will be subject to disciplinary action.

#### ***Appliances:***

Prohibited appliances are: open coil cooking appliances, electric griddles, and George Foreman Grills (except in Bost, Davis, Kamm, Peterson-Friend, Morsani-Smith, Sitlington, and Young Halls). Also prohibited are portable heaters, air conditioners, large amplifiers (public address system, oversize stereo, and musical instrument), wireless routers, and halogen lamps. Students may have one microwave oven in any residence hall room. Microwaves must be rated 900 watts or less at the highest setting. Cooking appliances may only be operated in kitchen areas.

Any electrical extension cord that is used must be 14 gauge or heavier. Do not nail extension cords to walls, place them under rugs or beds, string them on pipes, etc. Periodically inspect all cords and appliances for cracks or other defects. Please be aware that overloading an electric circuit with too many appliances can cause problems. Some appliances or furnishings have a higher likelihood of contributing to unsafe environments for community living. Housing and Residential Life regulates the use of these appliances to ensure the safety and security of the community.

#### ***Open Flames/Candles/Incense:***

Burning candles and incense, as well as kerosene lamps and other flammable liquid fueled devices, are prohibited in all College owned housing. Decorative candles must have non-burned, clipped wicks, or be wickless. The number one cause of residence hall and apartment fires is open flames.

#### ***Fireworks and Explosives:***

Under state and federal law, fireworks and explosives are prohibited in Housing and Residential Life buildings and on College grounds.

#### ***Refrigerators:***

Refrigerators are permitted with a limit of 3 amps and 5 cubic feet per room. The College is not responsible for loss of items due to power outages.

#### ***Decorations:***

For the safety of the community, no live cut Christmas trees or greenery are permitted, lighting/wiring may not stretch across doorways or across common areas, and decorative lighting must be turned off when unattended. Decorations may not cover more than 1/3 (33%) of door and surface area, be three dimensional, nor obstruct the peep hole or the room number. Decorations deemed unsafe by Housing and Residential Life may be removed.

#### ***Windows/Air Vent Blockage:***

No items should be hung outside the windows, placed on the ledges, or on balcony or patio railings in any Housing and Residential Life facilities.

#### ***Emergency/Safety Equipment:***

Tampering, damaging, or inhibiting the use of emergency/safety equipment, including exterior residence hall doors, in any residence hall is prohibited. Residents may not use emergency equipment for any purpose other than emergency use. Residents involved in such activities will be subject to disciplinary action and may be removed from College housing. This regulation includes, but is not limited to, fire extinguishers, heat and smoke detectors, exit signs, fire alarm pull stations, or locked exterior doors.

#### ***Smoking/Tobacco Use:***

Oklahoma State University is a tobacco free environment therefore all residence halls and apartments are smoke-free. No smoking or tobacco use is permitted on College property.

#### ***Motor Vehicles:***

Motor vehicles, including recreational vehicles, are prohibited in Housing and Residential Life buildings and on College grounds. These items must be kept in the parking lots.



### ***Hoverboards and Drones:***

Hoverboards (also known as self-balancing scooters) and drones, including possession and use, are prohibited in all campus housing. This applies to all residence halls and campus apartments.

### ***Health & Safety Inspections:***

Each semester Housing and Residential Life staff will inspect rooms for safety concerns. When performing Health and Safety checks, staff will:

- Post notification for the community at least twenty-four (24) hours prior to the inspection, when possible.
- Knock and announce themselves before entering.
- Enter rooms in pairs.
- Inspect only items that are in plain view (no closets, drawers, or refrigerators will be opened).
- Look for – Unsafe cord placement (over doors, across door jams), unclean environment (rotting food, mold, offensive odor), doorway obstruction, electrical outlet overloading, maintenance concerns, pests, and paper covering more than 1/3 of door/walls.
- Document any policy violations.

### ***Fire Safety***

#### ***Fire Drills:***

For the protection and safety of our community, announced and unannounced fire drills will be held at the direction of the CSC Housing Department during the academic year. To become familiar with evacuation routes, cooperation is mandatory. Anytime the alarm sounds residents are to leave the building. Participation in fire evacuations is required by state law.

#### ***Fire Alarm Instructions:***

To ensure the safety of all persons within the residence hall or apartment, occupants should be familiar with proper procedures in responding to fire alarms. These procedures include:

- In inclement weather, wear a coat and shoes and carry a towel.
- Close windows and leave lights on in room. Take room key.
- Leave door closed and walk to exit. If smoke is encountered, stay low for air.
- Do not use an elevator.

Physical assistance for evacuation: - Call the CSC Police at 918-463-6375 or 911

- If unable to leave room, place a towel under the door if smoke is either seen or smelled.
- Hang a towel out of the window, indicating to a person below that a person is in that room.
- Await assistance in the room or area of refuge.

#### ***Smoke Detector & Sprinkler System:***

Each residence hall room is equipped with a smoke detector. Smoke detectors in rooms are inspected regularly by Facilities Management.

Sprinkler systems have been installed for added safety in all residence facilities. To make the sprinkler system as effective as possible:

- Sprinklers must never be painted;
- Nothing may be hung from the sprinkler piping or sprinkler heads;
- Sprinkler heads may never be obstructed or altered;
- Nothing may be stored within 18 inches from the sprinkler head;
- Frisbees, footballs, baseballs, etc., are not to be thrown in rooms, hallways, or other public areas;
- Report any damages to the sprinkler system to the Police Department immediately.

By a mandate of the State Fire Marshal, an action plan has been adopted by CSC and Housing and Residential Life. Regulations are in effect regarding tampering with any fire safety equipment. This includes, but is not limited to smoke detectors, sprinkler heads, fire alarms, and fire extinguishers. The first offense of tampering will result in the student(s) being assessed a fine of \$500 (if the room is double occupancy, then each student will be assessed \$250). The student(s) will also be placed on Housing and Residential Life Probation, and receive an educational sanction. On the second offense, a \$500 fine will be assessed (\$500 to each resident if double occupancy); the student(s) will be removed from College housing, and the contract(s) must be paid in full; an incident report will be forwarded to CSC Police Department

and Safety and Security for a code violation citation with a potential fine of \$5,000 and one year imprisonment; and student(s) will be referred to the Student Conduct Education and Administration.

If at any time the smoke detector starts beeping periodically, it may mean that the battery is low. If this happens, please call the Residential Life Facilities Management Office at 918-463-6351, and they will send someone to replace the battery. Please do not replace the battery yourself.

The following chart lists the on-campus residential facilities and shows Fire Safety Systems within each of those facilities. The additional charts provide information about fires that have occurred in a residential facility and whether there were any injuries, deaths, or damage attributed to the fire.

Statistics and Related Information Regarding Fires in Residential Facilities						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment in a Medical Facility	Number of Deaths Related to a Fire	Value of Property Caused by Fire Damages (in Dollars)
Millers Crossing	0	0	0	0	0	0
McClarren	0	0	0	0	0	0

NORTHEASTERN OKLAHOMA A&M COLLEGE, MIAMI, OKLAHOMA

President Jeff Hale and members of the Northeastern Oklahoma A&M College (NEO) administration appeared before the Board of Regents to present the business of the College and review the Agenda for members of the Board.

Dr. Hale thanked Chairman Burns for his kind comments and his challenge issued for all of the institutional presidents. He believes that is a critical thing for the presidents to keep front and center in the way they perform their jobs, and the presidents are committed to this effort. Regent Burns said Dr. Hale is very well equipped and his competence is appreciated.

Dr. Hale said the new Physical Therapy Building at Langston University is beautiful. On a personal note, when his wife Donna was injured nine months ago, they experienced a lot of physical therapy over a period of several months. The State of Oklahoma has a great asset in this building at Langston University to train and educate students to become physical therapists, which is an important thing for people to recognize. He congratulated President Smith and his team for the great work that they do.

President Hale said Dr. Faltyn's comments regarding social media were well-stated and thought-provoking. He said several of the ideas shared were new to him and opened his eyes a bit regarding communication considerations. One of the basic things he learned about research in graduate school was that previous success is the best predictor of future success. If it is desired to find strategies to help people and organizations be successful, look around to see who has already been successful. One of the first things he did when arriving in Miami, Oklahoma, nearly ten years ago was to study the College to find the pockets of success. It was an easy leadership decision to feed those areas within the College which were already demonstrating high levels of success. What is confusing to him about higher education in Oklahoma is that a system for higher education has been built over the past 50 years that has produced high levels of success, yet the institutions seem to be the only ones to recognize and acknowledge this fact. He hears very few other people talk about the level of success of the colleges and universities. He has never understood that dynamic, and wonders why the legislators do not speak to the success of Oklahoma higher education. He said Dr. Faltyn mentioned some critical statistics regarding the return on investment being five to one; he has never heard a legislator state that fact. Regent Burns asked if it is because the legislators do not know the facts. Dr. Hale said his personal opinion is that the Chancellor of the Oklahoma State Regents for Higher Education and the higher education lobbyists have worked hard to share the information, but the legislators do not want to know or acknowledge the information being provided. It seems there is a firmly entrenched attitude that higher education needs to be put in its place, or that there is a high waste level. Regent Burns said the public needs to know so they can reply to that resistance. Dr. Hale said there needs to be a more aggressive approach in how information is shared about higher education.

President Hale highlighted stories in the *NEO Update* publication. He said this year was his 10<sup>th</sup> fall season at NEO, and it was the most enjoyable semester he has experienced on campus, mostly because the faculty, staff, and students are enjoying lots of success. They have been given assets and tools to perform at a higher level, and the opportunity for him to share in that success is what has made it the most enjoyable term of his presidency at NEO.

## E Instructional Programs

President Hale said NEO has a four-step process to make program modifications. After the faculty meets in September to discuss and determine program modifications, the department chairs review those recommendations, then the Vice President of Academic Affairs reviews them, and finally President Hale reviews them before recommending them to the Board for approval. (These requests are items E-1, E-2, and E-3 in the NEO Agenda, which is attached to this portion of the minutes.)

Regent Anthony moved and Regent Callahan seconded to approve the program option deletions, modifications, and curricular changes as presented.

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

### I-1 Ratification of Interim Approval for Construction of Metal Building at Synar Farm

Regent Reese moved and Regent Callahan seconded to ratify the interim approval for the construction of a metal building at Synar Farm as presented.

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

Dr. Hale thanked Mr. Ramsey for his time and for his helpful advice. He said Mr. Ramsey and his team are deserving of recognition for the success of the institutions. Regent Burns expressed appreciation for that compliment, and said Dr. Hale and his team are doing a wonderful job.

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

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

Miami, Oklahoma  
December 1, 2017

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

Dear Board Members:

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

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

#### **1. President's Remarks**

December 2017 "NEO Update"

### **PART B - RESOLUTIONS**

None

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

None

### **PART D - PERSONNEL ACTIONS**

None

### **PART E - INSTRUCTIONAL PROGRAMS**

Board approval is requested for the following modifications to existing academic programs to include: program option deletions, program modifications, and information items for curricular changes to be effective fall semester 2018. The request for the modifications will be submitted to the Oklahoma State Regents for Higher Education pending approval of the Board. An executive summary outlining the requested modifications is attached (Reference Document #1).

**PART E - INSTRUCTIONAL PROGRAMS****1. Program Option Deletion****a. *Art – Graphic Design Option***

Delete the Graphic Design Option in the Associate in Arts degree in Art due to limited enrollment and challenges in hiring qualified faculty to teach the advanced graphic design courses. The introductory graphic design course will continue to be taught by an adjunct faculty member, as part of the Art program.

**b. *Art – Art Option***

Delete the Art Option in the Associate in Arts degree in Art. There are two options in Art: Graphic Design and Art. Upon approval to delete the Graphic Design Option, there will only be one plan of study for Art, thus, eliminating the needs for options.

**c. *Equine and Ranch Management – Beef Cattle Option***

Delete the Beef Cattle Option in the Associate in Applied Science degree Equine and Ranch Management due to low enrollment. The Beef Cattle Option is a duplication of the Ranch Management Option. Students interested in Beef Cattle Ranch Management may complete all the courses as part of the Ranch Management Option.

**2. Program Modifications****a. *Agriculture Programs (AA, AS, AAS, and Certificate Programs)***

Modify the agriculture and agriculture related programs. Students in the Agriculture Department take AG 2112 Microcomputer Techniques in Agriculture to meet the computer literacy requirements. Students in other programs take CS 1103 Computers in Society. The courses are similar in content. The request for change is to replace AG 2112 with CS 1103 in all program requirements, thus eliminating the duplication of courses.

**b. *Physical Education***

Modify the Physical Education degree requirements. The request is to delete HHP 1713 Introduction to Athletic Training from the required core courses and to add this course to the program electives. Introduction to Athletic Training only transfers to other colleges as an elective course because students must complete a graduate degree in preparation for a career in athletic training. The introductory course will be offered as an elective in the physical education program for students interested in exploring athletic training as a potential field of study.

**PART E - INSTRUCTIONAL PROGRAMS****3. Information items for Curricular Changes**

Following are information items regarding course additions, deletions, and modifications. These changes will be submitted to the Oklahoma State Regents for Higher Education as information items.

**a. Course Additions**

*ART 1303 3-Dimensional Foundations*

*ART 1113 Drawing II*

**b. Course Deletions**

*AG 2112 Microcomputer Techniques in Agriculture*

**c. Course Modifications**

*ART 1103 Studio Art I: Drawing* – change name to Drawing I

*ART 1943 Studio Art II: Painting* – change name to Painting I

*ART 2243 Studio Art III: Sculpture* – change name to Sculpture I

*ART 1933 Studio Art IV: Ceramics* – change name to Ceramics I

*ART 1203 Basic Color and Design* – change name to 2-Dimensional Foundations

*BIOL 2114 Anatomy and Physiology* – change prerequisite to BIOL 1604 or CHEM 1144 or CHEM 1215 or PHYS 1025

*CHEM 1215 Principles of Chemistry* – change prerequisite to MATH 0115 or MATH 0123 or higher

*MATH 1493 General College Math* – change prerequisite to MATH 0115, MATH 0123 or placement in MATH 1513

*MCRO 2124 Introduction to Microbiology* – change prerequisites to One Semester of Chemistry (1114, 1215 or 1314) and BIOL 1604 or BIOL 2114 or equivalent. Students may take BIOL 2114 and MCRO 2124 concurrently with approval of the department chair.

*PHYS 1014 General Physical Science* – change prerequisite to MATH 0115 or MATH 0123 or higher

*NURS 2102 Nursing Care of the Childrearing Family* – change course number to NURS 1212 to be consistent with the sequencing of courses in the first year of the nursing program

*NURS 1202 Nursing Care of the Childbearing Family* – change course number to NURS 2132 to be consistent with the sequencing of courses in the first year of the nursing program

**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**

1. Interim Approval – Construction of Metal Building at Synar Farm.

We request ratification of previously granted interim approval to solicit bids and award the best and lowest bidder a purchase order to provide and erect a 60' x 100' pre-engineered metal building at Synar Farm.

**PART J - PURCHASE REQUESTS**

None

**PART K - STUDENT SERVICES/ACTIVITIES**

None

**PART L - NEW BUSINESS UNFORSEEN AT TIME AGENDA WAS POSTED**

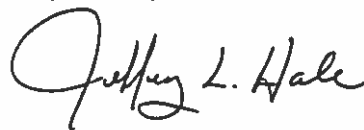
None

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

1. Out-of-State Travel Summary

The Summary for Out-of-State Travel for October 2017 is attached.

Respectfully Submitted,



Dr. Jeffery L. Hale  
President



## Northeastern Oklahoma A&amp;M College

Summary of Out-of-State Travel as of **Oct-17**

Column (1): Travel This Month

Column (2): Corresponding Month Last FY

Column (3): Amount Expended Current FY

Column (4): Amount Expended Prior FY

Fund Source	No. Trips (1)	Amount Expended (1)	No. Trips (2)	Amount Expended (2)	No. Trips (3)	Amt. Exp Current FY (3)	No. Trips (4)	Amt. Exp Prior FY (4)
Revolving								
State Approp.	0	\$0.00	1	\$51.00	9	\$1,896.29	2	\$535.50
Federal	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Private								
Auxiliary	1	\$178.50	0	\$0.00	5	\$774.33	0	\$0.00
Other								
<b>Total</b>	<b>1</b>	<b>\$178.50</b>	<b>1</b>	<b>\$51.00</b>	<b>14</b>	<b>\$2,670.62</b>	<b>2</b>	<b>\$535.50</b>

**NORTHEASTERN OKLAHOMA A&M COLLEGE  
EXECUTIVE SUMMARY  
PROGRAM AND COURSE CHANGES**

**Agriculture Department**

**All Agriculture and Agriculture Related Programs**

**Program Modification: Modify plans of study**

Agriculture – Agriculture Business Option (AS)  
Agriculture – Animal Science Option (AS)  
Agriculture – Agriculture Education Option (AS)  
Agriculture – Equine Option (AS)  
Agriculture – Agriculture General Option (AS)  
Equine and Ranch Management – Equine Production Option (AAS)  
Equine and Ranch Management – Ranch Management Option (AAS)  
Equine and Ranch Management – Two-year Certificate  
Natural Resources Ecology and Management (AA)  
Natural Resources Ecology and Management – Two-year Certificate  
Natural Resources Ecology and Management – One-year Certificate  
Veterinary Science-Pre (AS)

Northeastern Oklahoma A&M College requests deletion of AG 2112 Microcomputer Techniques in Agriculture from all the plans of study for degree and certificate program in the Agriculture Department. AG 2112 is a duplication of CS 1103 Computers in Society. If approved, CS 1103 will replace AG 2112 in the plans of study. Agriculture faculty currently teaching AG 2112 Microcomputer Techniques in Agriculture will be available to teach other agriculture courses. The Business and Technology (BAT) Department chair agreed to this request. The BAT Department will offer additional sections of CS 1103 as needed.

**Equine and Ranch Management**

**Program Option Deletion: Deletion of Beef Cattle Option**

Northeastern Oklahoma A&M College requests deletion of the Beef Cattle Option in the Equine and Ranch Management degree program. Enrollment in the Beef Cattle Option is consistently low. Additionally, the Beef Cattle Option curriculum is a duplication of the Ranch Management curriculum. Upon approval of the option deletion, students interested in a career in Beef Cattle Ranch Management will be able to take all of the same courses as part of the Ranch Management Option in Equine and Ranch Management.

**Communications and Fine Arts Department**

**Art**

**Program Option Deletion: Deletion of Graphic Design Option**

Northeastern Oklahoma A&M College requests the deletion of the Graphic Design Option in Art. No students have completed this option since its inception, primarily due to the challenges in hiring a qualified adjunct instructor to teach the advanced graphic design courses. Upon approval to delete the Graphic Design Option, the Art Program will continue to offer the introductory graphic design course for students interested in exploring a potential career in the field of graphic design.

*Program Option Deletion: Deletion of Art Option*

Northeastern Oklahoma A&M College requests the deletion of the Art Option in Art. There are two options in the Art program: Art and Graphic Design. Upon approval to delete the Graphic Design Option, there will only be one plan of study for Art, thus, eliminating the needs for options.

*Program Modification: Modify plan of study*

Northeastern Oklahoma A&M College requests modification to the plan of study for the Art program. The requested change is to add two new courses, 3-Dimensional Foundations and Drawing II, to the choice of art electives and to change the names of the core art courses to be consistent with the names art courses at other colleges and in the Oklahoma State Regents for Higher Education transfer project.

**Nursing, Allied Health and Physical Education Department**

**Physical Education**

*Program Modification: Modify plan of study*

Northeastern Oklahoma A&M College requests modification to the Physical Education degree program plan of study. Currently, students may choose between HHP 1753 Introduction to Physical Education and HHP 1713 Introduction to Athletic Training to meet one of the core program requirements. The request is to delete HHP 1713 Introduction to Athletic Training from the core requirements and to add it to the physical education electives. All students will be required to take HHP 1753 Introduction to Physical Education.

Introduction to Athletic Training only transfers to other colleges as an elective course because students must complete a graduate degree in preparation for a career in athletic training. The Physical Education Program will continue to offer the introductory course as an elective for students interested in exploring athletic training as a potential field of study.

**Additional Changes**

The following are additional changes that will be presented to the Oklahoma State Regents for Higher Education for information purposes.

- a. Course Additions
  - ART 1303 3-Dimensional Foundations*
  - ART 1113 Drawing II*
- b. Course Deletions
  - AG 2112 Microcomputer Techniques in Agriculture*
- c. Course Modifications

*ART 1103 Studio Art I: Drawing* – change name to Drawing I

*ART 1943 Studio Art II: Painting* – change name to Painting I

*ART 2243 Studio Art III: Sculpture* – change name to Sculpture I

*ART 1933 Studio Art IV: Ceramics* – change name to Ceramics I

*ART 1203 Basic Color and Design* – change name to 2-Dimensional Foundations

*BIOL 2114 Anatomy and Physiology* – change prerequisite to BIOL 1604 or CHEM 1144 or CHEM 1215 or PHYS 1025

*CHEM 1215 Principles of Chemistry* – change prerequisite to MATH 0115 or MATH 0123 or higher

*MATH 1493 General College Math* – change prerequisite to MATH 0115, MATH 0123 or placement in MATH 1513

*MCRO 2124 Introduction to Microbiology* – change prerequisites to One Semester of Chemistry (1114, 1215 or 1314) and BIOL 1604 or BIOL 2114 or equivalent. Students may take BIOL 2114 and MCRO 2124 concurrently with approval of the department chair.

*PHYS 1014 General Physical Science* – change prerequisite to MATH 0115 or MATH 0123 or higher

*NURS 2102 Nursing Care of the Childrearing Family* – change course number to NURS 1212 to be consistent with the sequencing courses in the first year of the nursing program

*NURS 1202 Nursing Care of the Childbearing Family* – change course number to NURS 2132 to be consistent with the sequencing of courses in the first year of the nursing program

LANGSTON UNIVERSITY, LANGSTON, OKLAHOMA

President Kent Smith and members of the Langston University (LU) administration appeared before the Board of Regents to present the business of the University and review the Agenda for members of the Board.

Regent Burns thanked Dr. Smith on behalf of the Board for the wonderful dinner last evening. Dr. Smith said his team did all the hard work, and he expressed appreciation for their many months of hard work in preparing to host the Board meeting and related events. Regent Burns asked Dr. Smith to express to the choir and its director that the concert was a wonderful experience.

Dr. Smith introduced the University's new Dean of Agriculture, Dr. Wesley Whittaker. He thanked Dr. Coon for his assistance during the search process. Dr. Smith said he has not seen as much energy in LU's Department of Agriculture during his entire time as president as he has in the past two months since Dr. Whittaker began work.

President Smith congratulated LU's Director of Athletics Donnita Drain Rogers for being selected as the 2016-2017 Athletic Director of the Year for the Red River Athletic Conference, as well as her involvement in Langston's football team having an undefeated season. The football team is 10-0 for only the second time in the University's history; the last time they had such a record was in 1973. Dr. Smith introduced Mr. Quinton Morgan, the Langston University men's football coach, and presented Mr. Morgan with a Central States Football League (CSFL) Conference Championship plaque. LU will also recognize Coach Morgan with a banner in the stadium. Coach Morgan expressed appreciation and said this opportunity has been a blessing. Dr. Smith introduced Mr. Jamarae Finnie, one of the team's senior captains. Coach Morgan noted that Mr. Finnie was named the First-Hand Defensive Lineman as well as Defensive Player of the Year for the CSFL, and he was also nominated by that conference as an All-American. Mr. Finnie was also awarded Defensive Lineman and Defensive Player of the Year by OklahomaSports.net. Mr. Finnie said the entire year has been a blessing to him, and he expressed appreciation to Coach Morgan, President Smith, and Athletic Director Drain Rogers for believing in him. Dr. Smith expressed appreciation to Dr. Faltyn for his push in creating the rivalry between OPSU and LU, which is very special. The bell that was won at the rivalry game was at the meeting, and Dr. Smith asked Mr. Finnie to ring it for all in attendance to hear.

H-1 Approval to Adopt a Capital Projects Agreement

President Smith requested approval for Langston University to adopt a Capital Projects Agreement between the City of Tulsa, Langston University, and Oklahoma State University Long Range Facilities Planning for the design and construction of the Langston University – Tulsa Allied Health Complex. (The Capital Projects Agreement is on file in the Board of Regents' Office as Document No. 2-12-01-17.)

H-2 Approval to Amend the Charter of Langston Hughes Academy

President Smith requested approval to amend the charter of the Langston Hughes Academy for Arts & Technology Charter School of Tulsa to ensure the charter's alignment with the Oklahoma Charter Schools Act.

Regent Davis moved and Regent Milner seconded to authorize the Langston University administration to adopt a Capital Projects Agreement and to amend the charter for the Langston Hughes Academy for Arts & Technology Charter School of Tulsa, as presented in the Agenda.

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

**I-2 Approval to Select an Architectural Firm to Assist the University with the Design and Construction of the Langston University – Tulsa Allied Health Complex**

President Smith requested approval to select an architectural firm to assist the University with the design and construction of the Langston University – Tulsa Allied Health Complex. The selection committee received proposals from seven firms, and the University administration recommends the selection of Beck Design as the architectural firm. He noted that this item was discussed with the Fiscal Affairs and Plant Facilities Committee at its meeting earlier this morning.

Regent Link said the Committee met with the LU administration to consider the selection of an architectural firm to assist the University with the design and construction of the Langston University – Tulsa Allied Health Complex. The Committee acted to recommend Board approval of Beck Design of Tulsa, Oklahoma.

Regent Link moved and Regent Reese seconded to approve the selection of Beck Design of Tulsa, Oklahoma, as the architectural firm to assist the University with the design and construction of the Langston University – Tulsa Allied Health Complex.

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

**I-3 Approval to Select a Construction Management Firm to Assist the University with the Design and Construction of the Langston University – Tulsa Allied Health Complex**

President Smith requested approval to select a construction management firm to assist the University with the design and construction of the Langston University – Tulsa Allied Health Complex. Dr. Smith said the selection committee interviewed five firms, and the University administration recommends selection of Flintco as the construction management firm. He noted that this item was discussed with the Fiscal Affairs and Plant Facilities Committee at its meeting earlier this morning.

Regent Link said the Committee met with the LU administration to consider the selection of a construction management firm to assist the University with the design and construction of the Langston University – Tulsa Allied Health Complex. The Committee acted to recommend Board approval of Flintco of Tulsa, Oklahoma.

Regent Link moved and Regent Reese seconded to approve the selection of Flintco of Tulsa, Oklahoma, as the construction management firm to assist the University with the design and construction of the Langston University – Tulsa Allied Health Complex.

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

#### Balance of the Agenda

Regent Link moved and Regent Milner seconded to approve the balance of the Langston University Agenda, subject to the availability of funds and/or the limitations of the budget.

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

Dr. Smith announced that the University's traditional Board lunch of catfish will be served in the lobby of the Physical Therapy Building immediately following the meeting.

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

**BOARD OF REGENTS FOR THE OKLAHOMA A&M COLLEGES****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 Mr. Scott Schlotthauer, Chief Procurement Officer.

**A. GENERAL INFORMATION/REPORTS REQUIRING NO ACTION BY THE BOARD: NONE****B. RESOLUTIONS: NONE****C. POLICY AND OPERATIONAL PROCEDURES: NONE****D. PERSONNEL ACTION:**

1. Approval is respectfully requested to change the status of Dr. Elicia Pollard **from** Associate Professor with tenure, on a 12-month basis, at an annual salary of \$83,150.00, **to** Acting Dean, School of Physical Therapy/Associate Professor with tenure, on a 12-month basis, at an annual salary of \$120,000.00, effective August 27, 2017.
2. Approval is respectfully requested to change the status of Dr. Aliya Chaudry **from** Dean, School of Physical Therapy/Professor with tenure, on a 12-month basis, at an annual salary of \$120,000.00, **to** Professor with tenure, on a 12-month basis, at an annual salary of \$86,500.00, effective August 27, 2017.

**E. INSTRUCTIONAL PROGRAMS:**

1. Approval is respectfully requested for the Langston University School of Education and Behavioral Sciences to make a departmental name change **from** Department of Rehabilitation Counseling and Disabilities Studies **to** Department of Rehabilitation and Disabilities Studies. This modification will allow the department to remain consistent with other leading institutions offering similar programs and reflects the broadened scope of experience in disability related areas represented within the department itself. Additional information regarding this request is included in Attachment A.
2. Approval is respectfully requested for the Langston University School of Education and Behavioral Sciences to offer a new course within the Department of Rehabilitation Counseling and Disabilities Studies for the Licensed Professional Counseling Program option in order to meet a new requirement set by the Oklahoma State Board of Behavioral Health. Attachment A includes greater detail regarding this request.



3. Approval is respectfully requested for the Langston University School of Nursing and Health Professions to make program modifications to the Public Health curriculum to re-configure the credit hour requirements and provide greater flexibility for students. A reconfiguration of the curriculum will align with the accreditation standards set forth by the Council on Education in Public Health and will remain consistent with credit hour requirements set by the Langston University School of Nursing and Health Professions. Additional information regarding this request is included in Attachment B.

**F. BUDGETARY ACTION: NONE**

**G. OTHER BUSINESS AND FINANCIAL MATTERS: NONE**

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

1. Approval is respectfully requested to adopt a Capital Projects Agreement between the City of Tulsa, Langston University, and Oklahoma State University Long Range Facilities Planning (LRFP) for the design and construction of the Langston University – Tulsa Allied Health Complex, pending final approval by the Office of Legal Counsel. The agreement will allow Langston University and LRFP to oversee the design and construction of the facility utilizing Vision 2025 funding from the City of Tulsa. The agreement is included for your review in Attachment C.
2. Approval is respectfully requested to amend the charter of Langston Hughes Academy for Arts & Technology Charter School of Tulsa to ensure the charter's alignment with the Oklahoma Charter Schools Act, Article III, Section 3-124, concerning funding. The amendment will allow for Langston Hughes Academy for Arts & Technology Charter School to borrow funds in addition to the funding provided by the state. The existing agreement between Langston University and Langston Hughes Academy prohibits the borrowing of funds. The amendment of the charter will be completed in consultation with the Office of Legal Counsel.

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

1. Approval is respectfully requested for Langston University to remove and replace the synthetic turf for the football and track fields. The estimated cost for this project is \$650,000.00, which will be obtained through available funds from the Langston University Endowment account.

2. Approval is respectfully requested for Langston University to select an Architectural Firm to assist the University with the Design and Construction of the Langston University - Tulsa Allied Health Complex. The firms listed below, in order of receipt of Letters of Interest, are all qualified to work on this project:

**Beck Design, Tulsa, OK**

**Fritz Baily, Tulsa, OK**

**Hastings & Chivetta Architects, Tulsa, OK**

The new facility will serve a critical need in attracting enrollment for Langston University – Tulsa in the allied health disciplines. Permission to begin the selection process was given at the September 8, 2017 Board meeting. Seven (7) registered firms responded to the Project Notification with a Letter of Interest. The selection committee reviewed all Letters of Interest and all five firms were invited for interview on November 9, 2017. At the conclusion of the interview, the selection committee determined to recommend the firms listed above for Board consideration. The planned costs for this project are not expected to exceed \$16,500,000.00, which will be made available through City of Tulsa Vision 2025 funding. This project will be coordinated by Mike Buchert, Director, Long Range Facilities Planning, and Helen Rambo, Acting Vice President, Fiscal and Administrative Affairs at Langston University.

3. Approval is respectfully requested for Langston University to select a Construction Management Firm to assist the University with the Design and Construction of the Langston University - Tulsa Allied Health Complex. The firms listed below, in order of receipt of Letters of Interest, are all qualified to work on this project:

**Flintco, Tulsa, OK**

**Crossland Construction, Tulsa, OK**

**JE Dunn, Oklahoma City, OK**

The new facility will serve a critical need in attracting enrollment for Langston University – Tulsa in the allied health disciplines. Permission to begin the selection process was given at the September 8, 2017 Board meeting. Five (5) registered firms responded to the Project Notification with a Letter of Interest. The selection committee reviewed all Letters of Interest and all five firms were invited for interview on November 9, 2017. At the conclusion of the interview, the selection committee determined to recommend the firms listed above for Board consideration. The planned costs for this project are not expected to exceed \$16,500,000.00, which will be made available through City of Tulsa Vision 2025 funding. This project will be coordinated by Mike Buchert, Director, Long Range Facilities Planning, and Helen Rambo, Acting Vice President, Fiscal and Administrative Affairs at Langston University.

**J. PURCHASE REQUESTS: NONE**

**K. STUDENT SERVICES/ACTIVITIES: NONE**

**L. NEW BUSINESS UNFORSEEN 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 September 30, 2017:**

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)
St. Approp.	6	\$3,376.70	3	\$8,357.94	12	\$18,235.55	6	\$38,963.94
Federal	18	\$86,645.64	30	\$56,280.44	47	\$165,067.57	61	\$105,184.31
Private								
Auxiliary	3	\$1,747.61	3	\$37,224.99	8	\$5,844.07	19	\$53,816.57
Other								
<b>TOTAL</b>	<b>27</b>	<b>\$91,769.95</b>	<b>36</b>	<b>\$101,863.37</b>	<b>67</b>	<b>\$189,147.19</b>	<b>86</b>	<b>\$197,961.82</b>

## 2. Summary of Out-of-State Travel as of October 31, 2017:

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)
St. Approp.	18	\$14,962.46	6	\$15,575.70	30	\$33,198.01	12	\$54,539.64
Federal	23	\$40,929.14	12	\$36,862.47	70	\$205,996.71	73	\$142,043.78
Private								
Auxiliary	14	\$35,596.38	15	\$99,326.12	22	\$41,440.45	34	\$153,142.69
Other								
TOTAL	55	\$91,487.98	33	\$151,764.29	122	\$280,635.17	119	\$349,726.11

All items listed above are respectfully submitted for your approval.

Sincerely,



KENT J. SMITH, JR.  
PRESIDENT  
LANGSTON UNIVERSITY

**Request for Program Modification*****Oklahoma State Regents for Higher Education***Institution submitting request: Langston UniversityContact person: Dr. Corey MooreTitle: Chairperson of Rehabilitation Counseling ProgramPhone number: 405-962-1670Current title of degree program (Level II): Rehabilitation Counseling and Disability Studies

Current title of degree program (Level III): \_\_\_\_\_

State Regent's three-digit program code: 057Degree Granting Academic Unit: School of Education and Behavioral SciencesWith approved options in: A. LPC Track

B. \_\_\_\_\_

C. \_\_\_\_\_

D. \_\_\_\_\_

E. \_\_\_\_\_

**TYPE OF REQUEST:** Check all appropriate types of changes and complete ***ONLY*** the appropriate page(s). ***Excluding program deletions and suspensions, to be considered for State Regents' approval, the program must be current in the 5-year program review cycle.*** The Degree Program Review schedule can be found at <http://www.osrhe.edu/oeis/ProductivityReport/RevParams.aspx>

Date of last review for the program \_\_\_\_\_

☐ (1) Program Deletion☐ (2) Program Suspension☒ (3) Change of Program Name and/or Degree Designation☐ (4) Option Addition☐ (5) Option Deletion☐ (6) Option Name Change☐ (7) Program Requirement Change☐ (8) Other Degree Program Modification

***Complete and return ONLY this cover sheet AND the appropriate page(s) specifying the requested modification!***

***NOTE: Information not included in the requested modification may cause a delay in processing.***

Signature of President: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Governing Board Approval: \_\_\_\_\_

**(6) Option Name Change**

**Oklahoma State Regents for Higher Education  
REQUEST FOR PROGRAM MODIFICATION  
(continued)**

Institution submitting request: Langston University

Program name and State Regents' three-digit program code of program to be modified:

Department of Rehabilitation Counseling and Disability Studies/057

**(6) OPTION NAME CHANGE**

**NOTE: Information not included on the requested action may cause a delay in processing.**

Current option name: Department of Rehabilitation Counseling and Disability Studies

Proposed option name: Department of Rehabilitation and Disability Studies

Will requested change affect curriculum? ☒ No ☐ Yes

*If yes, please also complete a Program Requirement Change form. Indicate the changes clearly. Note any courses deleted from the course inventory. Asterisk any courses new to the course inventory.*

Will requested change require additional funds? ☒ No ☐ Yes

*If yes, please specify the amount of the additional costs, the source of the funds, and how funds will be expended (if explanation exceeds space provided, attach no more than one page).*

Reason for requested action: Proposed Department name is consistent with other related department names at leading institutions such as Southern University and Michigan State University. Moreover, the proposed department name will broaden the scope of experience, recognizing our faculty and students research efforts that expand beyond "Rehabilitation Counseling" to other disability related areas.

#### (4) Option Addition

*Oklahoma State Regents for Higher Education*  
**REQUEST FOR PROGRAM MODIFICATION**  
(continued)

Institution submitting request: Langston University

State Regents' three-digit program code and Program name of program to be modified:

057

**NOTE: Information not included on the requested action may cause a delay in processing.**

#### (4) PROGRAM OPTION ADDITION

Name of new option(s): A: LPC (Track)

B: \_\_\_\_\_

C: \_\_\_\_\_

D: \_\_\_\_\_

New option(s) objective(s): for students to be qualified/eligible to set for State LPC exam

Will the new option be offered via electronic media? ☒ No ☐ Yes

Mode of delivery to be used: Classroom instruction

If yes, will the majority of the program (defined as 100% of the required courses in the major or advertised as available online) under which this option is to be offered available to students via electronic media? ☒ No ☐ Yes

Is this degree program already approved for electronic delivery? ☒ No ☐ Yes

*(If no, the process for requesting approval to offer an existing program via electronic media must be followed. See 3.16.11.)*

Reason for requested action: for students to be qualified/eligible to set for State LPC exam  
(attach documentation if necessary)

Will requested change require additional funds? ☒ No ☐ Yes

*If yes, please specify the amount of the additional costs, the source of the funds, and how they will be expended (if explanation exceeds space provided, attach no more than one page).*

Attach a list of courses that will support the (se) option(s) on the attached form, noting the common core for the option added, the proposed curriculum, and asterisk any new courses. **NOTE: All options within a degree program must share an approximate 50% common core of related course requirements EXCLUSIVE OF GENERAL EDUCATION as required by policy (3.4.2 and 3.4.3.A.4).**

*Please provide a copy of current degree requirements and list the proposed curriculum requirements for the new option in the right column, noting the common core of courses with the main program in the left column.\**

Common Core (list courses required by <b>ALL</b> options)	Proposed Curriculum
RC 5803 Individual Testing Techniques RC 5823 Abnormal Behavior/Diagnostics RC 5833 Advanced Addictions and Counseling RC 5843 Crisis Intervention	RC 5853 Multicultural Counseling for Diverse Populations

Proposed Course Number: RC 5853

Proposed Course Title: Multicultural Counseling for Diverse Populations

**Course Description:** The purpose of this course is to familiarize students with the concepts and paradigms used in counseling diverse populations and the development of multicultural competencies. Students will study the main characteristics and needs of multicultural groups including but not limited to African Americans, Asian Americans, Hispanic American, Native Americans, women, LGBTQIA, people in poverty, people with disabilities, people who are gifted and talented, and people who are elderly. Completion of this course will provide the students with an understanding of current theories, trends, and issues in counseling special populations; relevant skills to work with diverse populations; and strategies for studying and changing organizations and communities understanding, attitudes, and behaviors towards multicultural groups.



## Request for Program Modification

### Oklahoma State Regents for Higher Education

Institution submitting request: Langston University  
Contact person: Dr. Teressa Hunter  
Title: Dean, School of Nursing and Health Profession  
Phone number: 405-466-3274

Current title of degree program (Level II): Public Health Program  
Current title of degree program (Level III): \_\_\_\_\_  
State Regent's three-digit program code: 071  
Degree Granting Academic Unit: \_\_\_\_\_  
With approved options in: A. Minority Health & Health Disparities  
B. Nutrition & Wellness  
C. \_\_\_\_\_  
D. \_\_\_\_\_  
E. \_\_\_\_\_

**TYPE OF REQUEST:** Check all appropriate types of changes and complete ***ONLY*** the appropriate page(s). ***Excluding program deletions and suspensions, to be considered for State Regents' approval, the program must be current in the 5-year program review cycle.*** The Degree Program Review schedule can be found at <http://www.osrhe.edu/oeis/ProductivityReport/RevParams.aspx>

- Date of last review for the program \_\_\_\_\_
- ☐ (1) Program Deletion
- ☐ (2) Program Suspension
- ☐ (3) Change of Program Name and/or Degree Designation
- ☐ (4) Option Addition
- ☐ (5) Option Deletion
- ☐ (6) Option Name Change
- ☒ (7) Program Requirement Change
- ☐ (8) Other Degree Program Modification

***Complete and return **ONLY** this cover sheet **AND** the appropriate page(s) specifying the requested modification!***

***NOTE: Information not included in the requested modification may cause a delay in processing.***

Signature of President: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Governing Board Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Oklahoma State Regents for Higher Education**  
**REQUEST FOR PROGRAM MODIFICATION**  
 (continued)

Institution submitting request: Langston University

Program name and State Regents' three-digit program code to be modified:

Public Health Program (3-digit code: 071)

**(7) PROGRAM REQUIREMENT CHANGES**

**NOTE: Information not included on the requested action may cause a delay in processing.**

- ☒ Course requirement change (change in number of core courses, electives, general education, etc. Changes in course prefixes that do not effect content should be reported, but do not require approval.)
- ☒ Degree program requirement change (i.e. prerequisites, minimum GPA for admission or other admission criteria changes, graduation criteria change, etc.)
- ☒ Total credit hours for the degree will **NOT** change.
- ☐ Total credit hours for the degree **WILL** change from \_\_\_\_\_ to \_\_\_\_\_.

Explain: The Public Health program seeks to be responsive to the new guidelines for undergraduate public health programs established by the Council on Education for Public Health (CEPH) and changes within the interdisciplinary core School of Nursing and Health Professions curriculum, which did not sufficiently meet the public health majors needs or accreditation standards. The new curricular requirements for accreditation by CEPH include a more robust focus on core public health concepts.

Summary of changes (attach no more than one page if space provided is inadequate, as well as the form showing the current and proposed curriculum):

The primary changes focus on the composition of the curriculum which will allow students greater flexibility and aligns with accreditation standards by the Council on Education in Public Health.

The program was approved for 124 credit hours comprised of 50 hours of general education coursework, 53 hours of core public health coursework, 6 hours of elective coursework, and 15 hours within a concentration track (Minority Health & Health Disparities or Nutrition & Wellness). The public health program has two concentration tracks.

The proposed changes will re-configure the constitution of the 124 credit hours, as follows:

- Reduce the core public health coursework from 53 hours to 38 hours
- Increase the hours of elective coursework from 6 to 24
- Decrease the hours in the concentration area coursework from 15 credit hours to 12
- Addition of pre-requisite to 4 courses
- Deletion of pre-requisite from 3 courses

Number of new courses being added to course inventory: 0

Number of courses being deleted from course inventory: 1- (PUH 3363 Nutrition, Fitness, Wellness)

Reason for requested action (attach no more than one page if space provided is inadequate):

The Langston University School of Nursing and Health Professions is undergoing curriculum revisions that will impact courses required by the Public Health Program. Additionally, the Council on Education for Public Health (CEPH), the national accrediting body for public health education, finalized guidance for undergraduate public health programs seeking national accreditation. The program plans to apply for national accreditation from the Council on Education for Public Health in 2018. Because the existing curriculum was informed by the organization, the changes are minimal. These proposed changes will strengthen the public health curriculum and align with accreditation standards.

Will requested change require additional funds from the State Regents? ☒ No ☐ Yes

*If yes, please specify the number of the additional costs, the source of the funds, and how they will be expended (attach no more than one page if space provided is inadequate).*

*Attach current and proposed degree program requirements and degree program objectives (on no more than three pages). Indicate the changes clearly. Note any courses deleted from the course inventory. Asterisk any courses new to the course inventory.*

Please list the current curriculum requirements in the left column and the proposed curriculum requirements in the right column.

The changes to the curriculum requirements for the Bachelor of Science in Public Health program are minimal, with a major move to allow students greater flexibility in choosing elective coursework. The changes reflect the guidance from the Council for Education in Public Health accreditation

**Courses Marked for Deletion from Current Plan of Study**

- PUH 3363 Nutrition, Fitness, Wellness

**Courses to be Added to the Current Plan of Study (for a concentration in Nutrition & Wellness)**

- HD 2603 Personal Health

**Courses Marked for Removal from Current Plan of Study**

- NR 3323 Conceptual Found of Prof. Practice (remove)

**Courses Marked to Change to Elective designations = \*\***

- FCS 3343 Cultural Food Pat. In Health & Wellness\*\*
- PUH 4333 Issues in Minority Health\*\*
- PUH 2433 Health Literacy \*\*
- PUH 2403 Food Sanitation & Safety \*\*
- PUH 4433 Fund in Public Health Policy \*\*
- PUH 3353 Women's Health Issues\*\*

**Pre-Requisite Added to Courses:**

- **PUH 3233 Organization and Administration of Health Services** —This course focuses on the organizational structure of health care systems in the United States with emphasis on management and supervision of health care programs. Topical areas include organizational and administration structures in hospitals, nursing homes, clinics, and hospice. **Pre-req. PUH 3333**
- **PUH 3333 Community Health** —This interdisciplinary course provides the student with opportunities to apply knowledge of the community and the group as client with a focus on at-risk populations. The student will explore health behaviors and values related to culture, lifestyle, and developmental stage. The student is introduced to and examines the concepts of epidemiology

and healthcare delivery from a community perspective. This course includes a service learning component **Pre-req. PUH 2313**

- **PUH 4313 Foundations of Public Health Law and Ethics** -- This course will explore the legal foundations of the American public health system and the resulting struggle between individual liberties and the government's interest in providing for its citizen's collective health and well-being. The course will examine the legal foundations of the American public health system as well as the legal and ethical issues that arise from balancing individual liberties with the government's interest in protecting all citizens' well-being. **Pre-req. PUH 3233**
- **PUH 4413 Public Health Practice/Fieldwork**-- Experiential learning through classroom activities and off-site professional work experiences rooted in public health and its aims. Builds essential skills of service, learning, and reflection through discussion, journal writing, and research. The fieldwork experience will be tailored to the students' area of concentration. **Pre-req. PUH 2313, PUH 2413, PUH 3333, PUH 3303, PUH 3413, and permission of instructor**

**Pre-Requisite Deleted from Courses:**

- **PUH 2433 Health Literacy**-- Focuses on the linkages between health and literacy and between health and adult education theory and methods. Participants hone skills assessing literacy demands in health communications. Structured fieldwork includes observation studies, interviews, and small projects.
- **PUH 3003 Nutrition in the Lifespan**--This course is designed to provide recognition of the relationships among the physiological, biochemical, psychological, and sociological factors that affect nutrient requirements and recommendations over the life cycle.
- **PUH 3373 Health Disparities and Inequality** --Socioeconomic inequalities in health are large, widespread and persistent. The aims of this course are: to review the major theories of social stratification - from economic, political, and sociologic perspectives; to examine the epidemiologic evidence on social class, gender, and racial disparities in health and illness; and to develop an inter-disciplinary approach to analyze the problem of inequality.

**Course Descriptions:**

- \* **HA 1002 Medical Terminology**--A study of the language of medicine with emphasis on body systems, prefixes suffixes, root terms, pronunciation, and spelling. Language for procedures, diseases, laboratory tests, clinical procedures, and abbreviations for each system will be covered. Terms related to cancer medicine, radiology, nuclear medicine, pharmacology, psychiatry, systemic disorder, surgical instrumentation, and autopsy proceedings will be included.

This course is designed to teach the structure of medical language and integrate a spectrum of information needed in order to interact with health care providers and consumers. **Pre-requisites:** none Open to Health Administration, Nursing, Public Health majors and permission from instructor.

- **HD 2603 Personal Health**-- Considers important principles, practices, and latest developments that will assist individual in safeguarding and improving one's health.

**Current Curriculum****Structure of Curriculum**

General Education	50 credit hours
Public Health Core Courses	53 credit hours
Public Health Electives	6 credit hours
Specific Area of Concentration within Public Health	15 credit hours
<i>Total</i>	<i>124 credit hours</i>

**General Education**

CS 1103 Intro to Info Processing  
 EG 1113 English Comp I  
 EG 1213 English Comp II  
 EG 2053 Technical Writing  
 FCS 2123 Intro to Nutrition  
 General Elective (3)  
 HT 1483 US History  
 HU 2103 Survey of Western Humanities  
 MG 3763 Principles of Marketing  
 MT 1513 College Algebra  
 MT 2013 Elementary Statistics  
 NB 1114 Natural Science (Biological)  
 NP 1113 Physical Science  
 PS 1113 US Government  
 PY 1111 Personal & Social  
 Development  
 PY 1113 Intro to Psychology  
SP 2713 Intro to Speech  
**50 credit hours**

**Public Health Core Courses**

NR 3323 Conceptual Found of Prof. Practice  
 (remove)  
 PUH 2313 Intro to Global Health  
 PUH 2413 Health & Environment  
 PUH 3333 Community Health  
 PUH 4333 Issues in Minority Health\*\*  
 PUH 2433 Health Literacy \*\*  
 PUH 2403 Food Sanitation & Safety \*\*  
 PUH 3303 Essentials of Epidemiology  
 PUH 3343 Principles of Health Education &  
 Health Promotion  
 PUH 3413 Introduction to Biostatistics  
 PUH 3323 Health Disparities & Inequality  
 PUH 3233 Organization & Administration of  
 Health Services  
 PUH 3423 Program Planning & Evaluation  
 PUH 3003 Nutrition in the Lifespan  
 PUH 4313 Public Health Law & Ethics  
 PUH 4413 Public Health Practice/Fieldwork  
 PUH 4312 Public Health Leadership Seminar  
PUH 4433 Fund in Public Health Policy \*\*

**Proposed Curriculum (beginning fall 2015)****Structure of Curriculum**

General Education	50 credit hours
Public Health Core Courses	38 credit hours
Electives	24 credit hours
Specific Area of Concentration within Public Health	12 credit hours
<i>Total</i>	<i>124 credit hours</i>

**General Education**

CS 1103 Intro to Info Processing  
 EG 1113 English Comp I  
 EG 1213 English Comp II  
 EG 2053 Technical Writing  
 FCS 2123 Intro to Nutrition  
 General Elective (3)  
 HT 1483 US History  
 HU 2103 Survey of Western Humanities  
 MG 3763 Principles of Marketing  
 MT 1513 College Algebra  
 MT 2013 Elementary Statistics  
 NB 1114 Natural Science (Biological)  
 NP 1113 Physical Science  
 PS 1113 US Government  
 PY 1111 Personal & Social  
 Development  
 PY 1113 Intro to Psychology  
SP2713 Intro to Speech  
**50 credit hours**

**Public Health Core Courses**

PUH 2313 Intro to Global Health  
 PUH 2413 Health & Environment  
 PUH 3333 Community Health  
 PUH 3303 Essentials of Epidemiology  
 PUH 3343 Principles of Health Education &  
 Health Promotion  
 PUH 3413 Introduction to Biostatistics  
 PUH 3323 Health Disparities & Inequality  
 PUH 3233 Organization & Administration of  
 Health Services  
 PUH 3423 Program Planning & Evaluation  
 PUH 3003 Nutrition in the Lifespan  
 PUH 4313 Public Health Law & Ethics  
 PUH 4413 Public Health Practice/Fieldwork  
PUH 4312 Public Health Leadership Seminar  
**38 credit hours**

ATTACHMENT B

Page 5 of 6

53 credit hours

*Public Health Electives-select 6 credit hours*

HD 2602 First Aid and Safety  
 MG 3703 Fundamentals of Management  
 MG 3763 Principles of Marketing  
 PUH 2303 Computer Applications for Public Health  
 NR 3433 Case Management  
 PUH 2343 Communication in Public Health  
 PUH 2311 Public Health Survey  
 PUH 3300 Current Issues in Public Health  
 PUH 3400 Current Issues in Public Health  
 PUH 4300 Current Issues in Public Health  
 PUH 4400 Current Issues in Public Health  
 PY 3113 Psychology of Aging  
 RS 3663 Intro to Mental Health

*Public Health Concentration Areas*Minority Health & Health Disparities

PUH 3353 Women's Health Issues\*\*  
 PUH 4323 Community Health Assessments  
 PUH 3313 Human Sexual Behavior  
 PUH 4403 Complementary & Alternative Medicine  
PUH 4423 Cultural Competence in Healthcare

15 credit hours

Nutrition & Wellness

FCS 4012 Nutrition Counseling & Education  
 FCS 3453 Community Nutrition  
 FCS 3343 Cultural Food Pat. In Health & Wellness\*\*  
 PUH 3363 Nutrition, Fitness, Wellness (delete)  
PUH 4454 Medical Nut. Therapy

15 credit hours

**TOTAL 124 credit hours***Electives—select 24 credit hours*

FCS 3343 Cultural Food Pat. In Health & Wellness\*\*  
 HA 1002 Medical Terminology  
 HD 2602 First Aid and Safety  
 MG 3703 Fundamentals of Management  
 MG 3763 Principles of Marketing  
 NR 3433 Case Management  
 PUH 2303 Computer Applications for Public Health  
 PUH 2311 Public Health Survey  
 PUH 2403 Food Sanitation & Safety\*\*  
 PUH 2343 Communication in Public Health  
 PUH 2433 Health Literacy \*\*  
 PUH 3353 Women's Health Issues\*\*  
 PUH 4333 Issues in Minority Health\*\*  
 PUH 4433 Fund in Public Health Policy \*\*  
 PUH 3300 Current Issues in Public Health  
 PUH 3400 Current Issues in Public Health  
 PUH 4300 Current Issues in Public Health  
 PUH 4400 Current Issues in Public Health  
 PY 3113 Psychology of Aging  
 RS 3663 Intro to Mental Health

*Public Health Concentration Areas*Minority Health & Health Disparities

PUH 4323 Community Health Assessments  
 PUH 3313 Human Sexual Behavior  
 PUH 4403 Complementary & Alternative Medicine  
PUH 4423 Cultural Competence in Healthcare

12 credit hours

Nutrition & Wellness

HD2603 Personal Health (add)  
 FCS 4012 Nutrition Counseling & Education  
 FCS 3453 Community Nutrition  
PUH 4454 Medical Nut. Therapy

12 credit hours

**TOTAL 124 credit hours**

### PUBLIC COMMENTS

Chairman Burns 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.

Ms. Lauren Gipson introduced herself as a Senator for the Oklahoma State University Student Government Association (SGA). There were several resolutions recently passed by the SGA that she would like to call to the attention of the Board. The first is a joint resolution passed by both OSU Senate and by the OU Congress to bring suicide prevention and mental health awareness to the Cowboy and Sooner families. This resolution was sent to both the OU administration and the OSU administration. The second resolution passed is a resolution to bring suicide prevention and mental health awareness to the Cowboy family. This resolution was sent to the OSU administration as well. Finally, a resolution was passed to present a recommendation to rename Murray Hall and North Murray Hall. The resolution recommends the pursuit of a donation from an alumnus to rename the two Halls, as well as the designation of the Murray Hall Parlor after a historically significant Oklahoman in order to uphold the history of the site.

Ms. Gipson said the Board members will all receive copies of the passed legislation in the coming weeks, and authors of the bills will be present to discuss the bills and answer any questions from the Regents at the next Board meeting. She thanked the Board for its time.

Regent Burns expressed appreciation for Ms. Gipson's comments.

There being no others who wished to come forward, the Board continued with its business.

MATTERS PERTAINING TO THE BOARD OF REGENTS FOR THE  
OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES  
OF INTEREST TO ALL THE UNIVERSITIES/COLLEGES

Audit, Risk Management and Compliance Review Committee

Regent Callahan said the Committee met yesterday afternoon and received comments by representatives of Arledge & Associates, P.C., and BKD, LLP, as well as a report by the Chief Audit Executive concerning the Office of Internal Audit, status of the FY-2018 Audit Plan, and a recommendation regarding revisions to the Joint Resolution between Oklahoma State University, Oklahoma State University Foundation, and Cowboy Athletics, Inc.

The Committee met with the representatives of Arledge & Associates to review the FY-2017 audits for Northeastern Oklahoma A&M College, Langston University, Oklahoma Panhandle State University, and Connors State College. The Committee acted to recommend acceptance of these audit reports.

Regent Callahan moved and Regent Davis seconded to accept the FY-2017 audit reports for Northeastern Oklahoma A&M College, Langston University, Oklahoma Panhandle State University, and Connors State College, as presented.

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

Regent Callahan noted that the auditing firm provided a lot of positive comments regarding the staff of the colleges and universities and their work to accommodate a thorough audit, as well as Ms. Finley and her team and their cooperation with the process.

Regent Burns said he was able to attend most of that Committee meeting yesterday, and he expressed appreciation for all of the hard work of the institutions and the outside auditors. He knows it is a very difficult process, but the auditing process is one of the most important functions. The Board is appreciative to all of those who worked hard in making that happen.

Regent Davis said effects of the budget crisis were not lost on the external auditors. The auditors are aware of the cuts that have been made in staff at the institutions and the effects of those cuts. The budget cuts place strain on the current staff and add potential vulnerabilities. He believes this is a message that needs to be continuously delivered—a message which even the external auditors can see. The cuts cannot continue without having effects on the overall product of higher education. Regent Burns said budgets have been cut for nine years in a row, and it is predicted the cuts will continue. Oklahoma is basically on a trend of defunding any public support for higher education in the state and, frankly, that is not sustainable. It is very important that this message is told to the public. The trend must be reversed; otherwise, major catastrophic results will occur as a result of the cuts. This issue troubles him deeply, and he asked that everyone help spread this message.



Regent Callahan said the Committee also met with the representatives of BKD to review the FY-2017 audits for Oklahoma State University and its constituent budget agencies, and receive information regarding applicable institutional-related foundation audits. The Committee acted to recommend acceptance of these audit reports.

Regent Callahan moved and Regent Anthony seconded to accept the FY-2017 audit reports for Oklahoma State University and its constituent budget agencies and the receipt of information regarding applicable institutional-related foundation audits, as presented.

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

Regent Callahan said the Committee received a recommendation from the Chief Audit Executive regarding the Joint Resolution between Oklahoma State University, the Oklahoma State University Foundation, and Cowboy Athletics, Inc. The Committee acted to recommend Board approval of the revised Joint Resolution. (The revisions to the Joint Resolution are reflected in ATTACHMENT A, which is attached to this portion of the minutes.)

Regent Callahan moved and Regent Anthony seconded to approve the revised Joint Resolution between Oklahoma State University, the Oklahoma State University Foundation, and Cowboy Athletics, Inc., as presented.

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

#### Academic Affairs, Policy and Personnel Committee

Regent Anthony said in addition to other items that the Committee acted on for Oklahoma State University, the Committee also received a report from OPSU President Tim Faltyn regarding concurrent enrollment. It was a very positive and encouraging report. The pilot program that was discussed is providing opportunities for students to seek and achieve degrees. Concurrent education is a wonderful way to help students not only move through school more quickly, but it is a bargain for the students and their families. This seems to be a win-win scenario. Better funding through the Oklahoma State Regents for Higher Education is encouraged in order to help subsidize some of the costs of these programs.

#### Fiscal Affairs and Plant Facilities Committee

All business discussed by the Committee was presented during the business of Langston University.

Personnel Actions

Mr. Ramsey presented a personnel action for the Office of Internal Audit, which is the appointment of Philip Norwood as a Senior Auditor. (A copy of the summary of personnel actions is attached to this portion of the minutes as ATTACHMENT B.)

Regent Callahan moved and Regent Anthony seconded to approve the personnel action for the Office of Internal Audit, as presented.

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

Approval of Revisions to Board Policy 2.05 Naming University Facilities  
at Oklahoma State University

Mr. Ramsey noted that these policy and rule revisions were suggested by the OSU administration and have been reviewed by the Office of Legal Counsel. He said Brandee Hancock in the Office of Legal Counsel has been the lead person working with OSU on these revisions. (A copy of the revisions to Board Policy 2.05 *Naming University Facilities at Oklahoma State University* is attached to this portion of the minutes as ATTACHMENT C.)

Regent Callahan moved and Regent Anthony seconded to approve revisions to Board Policy 2.05 *Naming University Facilities at Oklahoma State University*, as presented.

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

Approval of Revisions to Board Rule 30:10-01-11 Disposal of Surplus or Obsolete Property

(A copy of the revisions to Board Rule 30:10-01-11 *Disposal of Surplus or Obsolete Property* is attached to this portion of the minutes as ATTACHMENT D.)

Regent Reese moved and Regent Watkins seconded to approve revisions to Board Rule 30:10-01-11 *Disposal of Surplus or Obsolete Property*, as presented.

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

Approval of a Firm to Conduct a Quality Assurance Review of the Office of Internal Audit

Ms. Finley presented this item and said the Office of Internal Audit is required to have a Quality Assurance Review (QAR) every three years in order to comply with standards. The firms who submitted proposals were reviewed with members of the Audit, Risk Management and Compliance

Review Committee. Ms. Finley requested Board approval to engage Baker Tilly as the firm to perform the QAR for the Office of Internal Audit.

Regent Reese moved and Regent Callahan seconded to approve the engagement of Baker Tilly as the firm to conduct a Quality Assurance Review of the Office of Internal Audit, as presented.

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

Approval to Increase the Budget for Additional Hours in Order for BKD's Forensic Team to Complete a Previously Approved Project

Regent Davis moved and Regent Link seconded to approve an increase in the budget for additional hours in order for BKD's Forensic Team to complete a previously approved project.

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

Chairman Burns said he would like to see follow-up on the suggestions from Dr. Faltyn regarding shared services for social media outlets. He said social media is an area that he does not participate in, but he recognizes its power and influence. It truly is the primary form of communication by people aged 40 and younger and, consequently, it would be foolish not to take advantage of those outlets. He requested Dr. Faltyn help the Board to recognize those that may need to assist with the task of coalescing a group that can bring to the Board ideas and specifics on how to move forward. Dr. Faltyn said he would be honored to assist with that effort.

Adjournment

At approximately 12:21 p.m. the meeting was adjourned by Chairman Burns.

## JOINT RESOLUTION

WHEREAS, the Oklahoma State University Foundation (the "Foundation") was established in 1961 with Oklahoma State University (the "University") as the sole beneficiary for the purpose of promoting and benefiting the University through the development and management of private resources on behalf of the University; and

WHEREAS, the Foundation's status as a separate non-profit corporation under management of an independent Board of Trustees offers certain advantages both to donors and to the University with regard to the contribution, management, and disbursement of private funds; and

WHEREAS, in recognition of these advantages, the Board of Regents for Oklahoma State University and the Agricultural and Mechanical Colleges ("Board of Regents") adopted a resolution on November 4, 1966, directing that, to the fullest extent permitted by law and by any controlling documents, all gifts and donations to the University be managed, invested, reinvested and distributed by and through the Foundation and that all persons or corporations desiring to make gifts for the benefit of the University make such gifts to the Foundation, rather than to the University or Board of Regents; and

WHEREAS, Cowboy Athletics, Inc. ("Cowboy Athletics") is a 501(c)(3) not for profit corporation organized under the laws of the State of Oklahoma whose principal purpose is to support the University's intercollegiate athletic programs and is governed by its Board of Directors ("Board of Directors"); and

WHEREAS, although broad University participation in development activities is required, a professionally coordinated and managed development program serves the best interests of both donors and the University and is essential to developing the maximum amount of private support for the University; and

WHEREAS, the Foundation, with appropriate input from and consultation with the University, is suited to coordinate and manage the development program for non-athletic gifts in an effective and cost-efficient manner; and

WHEREAS, Cowboy Athletics, with appropriate input from and consultation with the University, is suited to coordinate and manage the development program for athletic gifts in an effective and cost-efficient manner; and

WHEREAS, the University, with appropriate input from and consultation with the Foundation and Cowboy Athletics, is suited to establish near-term and long-term development priorities for the University and facilitate coordinated development efforts by the Foundation and Cowboy Athletics; and

WHEREAS, on December 7, 1984, the Board of Regents adopted a resolution authorizing the Foundation to administer on behalf of the University certain assets which come to the University as private gifts and bequests and which are subject to control of the Board of Regents; and

WHEREAS, a joint resolution of the Board of Regents and the Board of Trustees of the Oklahoma State University Foundation (the "Board of Trustees") was adopted on September 14, 1990, setting out standards of management and accountability by the Foundation; and

WHEREAS, a joint resolution of the Board of Regents and the Board of Trustees was adopted on July 24, 1992, reaffirming the continuing commitment to a beneficial relationship between the University and the Foundation; and

WHEREAS, the Board of Regents has determined that it is in the best interest of the University that the Foundation continue to receive and receipt all gifts for the benefit of the University but that gifts intended for use by University Athletics may be transferred in all respects to Cowboy Athletics if the donor so directs or is so informed on promotional materials; and

WHEREAS, the Board of Regents, the Board of Trustees and the Board of Directors wish to affirm and communicate their commitment to a cooperative and mutually beneficial relationship among the University, the Foundation and Cowboy Athletics;

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT:

1. The legal separateness of the University, the Foundation and Cowboy Athletics shall be maintained. However, to the extent possible under the law, the University, the Foundation and Cowboy Athletics will conduct all activities with each other and with their various publics in a cooperative spirit with the Foundation and Cowboy Athletics providing a supporting role to the University's priorities.

2. The Board of Regents hereby reaffirms its position set forth in its resolution of November 4, 1966, and further directs that, to the fullest extent allowed by law, and by any controlling documents, all gifts for the benefit of the University should be made to the Foundation for the use and benefit of the University, rather than directly to the University or the Board of Regents. In this fashion, such gifts can be handled most economically and expeditiously and donor relationships managed to the greatest advantage of the University.

~~3. With respect to unrestricted or temporarily restricted funds currently held by the Foundation for the benefit of the Department of Intercollegiate Athletics or to be received by the Foundation for FY 08 athletic programs, to the extent allowed by any applicable security agreements the Board of Regents authorizes the Foundation to transfer such funds to Cowboy Athletics upon the written direction of the Vice President for Athletic Programs and Director of Intercollegiate Athletics. Such written direction may be program specific or donor specific, as applicable.~~

4.3. With respect to all ~~future~~ gifts for the benefit of the Department of Intercollegiate Athletics expressly intended by the donor, or where the donor is informed by donor promotional materials with specific intent language, <sup>+</sup> that such donations may be transferred to Cowboy Athletics, shall be received and receipted by the Foundation. The intent language to be included on donor promotional materials and gift receipts shall read: "Donations received under this program may be transferred to Cowboy Athletics, Inc. in accordance with the Joint Resolution among the Oklahoma State University, Oklahoma State University Foundation, and Cowboy Athletics, Inc." To the extent allowed by any applicable security agreements, such gifts shall be transferred upon the written direction of the Vice President for Athletic Programs and Director of Intercollegiate Athletics to Cowboy Athletics to hold in accordance with its fiduciary responsibilities. Such written direction may be program specific or donor specific, as applicable. The Foundation shall note on the donor's receipt that ownership and fiduciary responsibility for the funds have been or may be transferred to Cowboy Athletics. The Board of Regents and Board of Directors agree that the Foundation shall have no further authority over or responsibility for the funds so transferred to Cowboy Athletics. Specific procedures for recordkeeping regarding transactions between the Foundation and Cowboy Athletics shall be by mutual agreement between the parties with approval by the Board of Regent's General Counsel and the University's Vice President for Administration and Finance.

5.4. The Board of Regents hereby reaffirms the intent of its resolution of December 7, 1984, and further directs that, unless a donor specifically instructs otherwise, any gifts from private sources which are made directly to the University should, to the extent permitted by law, be placed with the Foundation for management except as provided in paragraph 3 above.

6.5. Not later than June 30 of each fiscal year, Cowboy Athletics shall provide such funds to the Department of Intercollegiate Athletics as are necessary to reflect a positive Unrestricted Net Asset balance in its accounts with the University at year end.

7.6. The Foundation shall secure an annual independent audit of the financial statements of the Foundation by a reputable certified public accounting firm regularly doing business with the public at large, preferably, with experience in auditing colleges/universities or college/university foundations, and with sufficient experienced accounting personnel on its staff to adequately consult each other on the audit engagement. Accounting firms selected to conduct audits should be a member of the AICPA Practice Section and be selected with as much attention to or concern for qualifications as given the Board of Regents in selecting auditors for examining the University's regular financial statements. Cowboy Athletics shall secure an annual independent audit of Cowboy Athletics by the same firm engaged to conduct the University's audit. Annually, the Foundation and Cowboy Athletics shall each submit to the Board of Regents a copy of the comparative audited financial statements and the audit report, ~~and management letter, together with management's response to the recommendations.~~

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~~Intent language to be included on donor promotional materials and gift receipts: "Donations received under this program may be transferred to Cowboy Athletics, Inc. in accordance with the Joint Resolution among the Oklahoma State University, Oklahoma State University Foundation , and Cowboy Athletics, Inc.——"~~



~~8.7.~~ The Foundation and Cowboy Athletics shall maintain in force policies and/or procedures that comply with all applicable federal, state and local laws and are consistent with the University's policy on gifts, grants and contracts.

~~9.8.~~ The University shall have the responsibility and authority, through appropriate administrative channels, to identify the projects and programs which shall receive priority in development activities conducted and coordinated by the Foundation and Cowboy Athletics. As these priorities are being developed, the Foundation and Cowboy Athletics shall have appropriate input regarding the potential of these projects to attract private support.

~~10.9.~~ The Foundation shall have the responsibility to coordinate and manage the development programs of the University other than Athletics and Cowboy Athletics shall have the responsibility to coordinate and manage the athletic development programs of the University. The Foundation, Cowboy Athletics and the University shall jointly develop and implement a system for coordinating development efforts conducted on behalf of the University, whether by Foundation, Cowboy Athletics or University personnel.

~~11.10.~~ The Board of Regents acknowledges the University's responsibility to support within legal and financial constraints the expense of the development efforts which are conducted on its behalf by the Foundation and Cowboy Athletics.

~~12.11.~~ As the University's chief spokesperson for the case for private support, the President of the University, or his/her designee, is expected to will attend and participate in all regular meetings of the Board of Trustees and the Board of Directors as an invited guest as well as the Foundation's Board of Governors' meetings and other Foundation and Cowboy Athletics functions.

~~13.12.~~ As the Foundation's chief spokesperson for the case of private support for non-athletic gifts, the Foundation's President is invited to attend and participate as appropriate in regular meetings of the Board of Regents and other appropriate University functions. As Cowboy Athletics' spokesperson for the case of private support for athletic gifts, Cowboy Athletics' President is invited to attend and participate as appropriate in regular meetings of the Board of Regents and other appropriate University functions.

~~14.13.~~ The Board of Trustees will invite University representatives to participate as appropriate on Foundation committees, and the University will invite Foundation representatives to participate as appropriate on University committees which deal with matters pertinent to development efforts.

~~14.~~ The President of the University, the President of Cowboy Athletics and the President of the Foundation will ~~prepare an annual written statement~~ regularly discuss enumerating the development priorities and needs of the University. ~~The President of the Foundation will prepare an annual written report on~~ and the activities and programs of the Foundation and Cowboy Athletics.

~~15.~~ The President of Cowboy Athletics will prepare an annual written report on the



~~activities and programs of Cowboy Athletics. These documents will be furnished to the Board of Regents, the Board of Trustees and the Board of Directors.~~

~~16. Although the University, the Foundation and Cowboy Athletics shall retain ultimate authority over their respective personnel, the University will work cooperatively with each of the Foundation and Cowboy Athletics to develop a process for seeking annual evaluations of their respective employees who interact with the other entity in a regular and substantive way.~~

~~17. The OSU Senior Vice President for Administration and Finance and the Board's Department of Internal Audits shall annually review the governance structure, policies and procedures and audited financials of the Foundation and Cowboy Athletics for compliance with this Joint Resolution and Board policies and to ascertain that adequate safeguards are in place to ensure the financial integrity of their respective operations. Written reports of their findings shall be submitted to the Chair of the Board of Regents on or before October 15 each year.~~

~~18.15.~~ This resolution supersedes and replaces all prior joint resolutions of the parties.

BE IT FURTHER RESOLVED, that a copy of this Joint Resolution be forwarded to the respective Presidents of the University, the Foundation and Cowboy Athletics.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2017.

BOARD OF REGENTS FOR OKLAHOMA  
AGRICULTURAL & MECHANICAL COLLEGES

By: \_\_\_\_\_  
Doug Burns, Chair

ATTEST: \_\_\_\_\_  
Jason Ramsey, Chief Executive Officer

Adopted this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

OKLAHOMA STATE UNIVERSITY FOUNDATION

By: \_\_\_\_\_  
Lyndon C. Taylor, Chairman

ATTEST: \_\_\_\_\_  
Robyn Baker, Corporate Secretary

Adopted this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

COWBOY ATHLETICS, INC.

By: \_\_\_\_\_  
J. Mike Holder

ATTEST: \_\_\_\_\_  
Jason Lewis, Corporate Secretary

December 1, 2017, Board Meeting

## **PERSONNEL ACTIONS**

### **BOARD OF REGENTS (OFFICE OF INTERNAL AUDIT)**

#### **EMPLOYMENT**

- **NORWOOD, Philip**, Senior Auditor (effective Dec. 4, 2017) at a salary of \$68,000.

#### **RESIGNATION**

- **McGILL, Cindy**, Senior Audit Manager (effective Dec. 1, 2017).

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

**Board Policy on Naming University Facilities at Oklahoma State University**

**Policy 2.05 Requested Change Summary**

1. Updated names of applicable committee and University departments.
2. Revised the definition of “Facilities” in Section 2.3.
3. Added Section 5.3 to provide that Board approval is not required for naming spaces within buildings, such as rooms, suites, or offices. Any such naming actions will be submitted to the Board as informational items.
4. Added the Board’s preference that plaques memorializing the senior administration involved in the approval of new buildings be recognized on the exterior of the building when constructed.
5. Added a new Section 9.3 to require that the Board’s Office of Legal Counsel be consulted when a Facility financed by tax exempt bonds is being named in order to ensure compliance with Internal Revenue Services rules or guidelines.
6. Revised date is updated.

# Naming University Facilities at Oklahoma State University

## 2.05

It is the policy of the Board for Oklahoma State University to promote the historical significance of facilities named in the past, maintain uniformity in facility names, and provide procedures for naming future facilities and for renaming existing facilities when that becomes necessary. In some instances, buildings and other facilities have been named in honor of friends, benefactors, and other persons who have made significant contributions to Oklahoma State University, or to education in Oklahoma or the nation. Other University buildings and facilities have been named to describe their general functions or use. Nothing in this policy is intended to restrict the Board of Regents from initiating and approving a naming action for any naming opportunity covered by this policy. The following guidelines will apply for naming University facilities (A separate policy applies to Connors State College, Langston University, Northeastern Oklahoma A&M College, and Oklahoma Panhandle State University – See Policy Statement 2.06.):

### **1. Policy Implementation.**

- 1.1 Oklahoma State University's Facilities Planning and Space Utilization Committee is responsible for implementing the requirements contained in this policy [see OSU Policy 1-0123].
- 1.2 Oklahoma State University shall maintain such other policies as required for the orderly maintenance of Facility names in relationship to OSU's overall physical facilities inventory [see OSU Policy 1-0111]. Such policies shall not supersede the guidelines and procedures outlined in this Board policy.

### **2. Definitions.**

- 2.1 In all instances where the words "person," "individual," or "donor" are used in this policy to relate to persons in whose honor Facilities are named, the same shall be deemed to include corporations or other appropriate legal entities.
- 2.2 "The Committee" or "FPSU Committee" refers to the Facilities Planning and Space Utilization Committee.
- 2.3 For the purpose of this policy, "Facilities" refers to buildings, malls, plazas, architectural landscapes, and streets.

### **3. Qualifications and Procedures for Selecting Honorees.**

- 3.1 In cases when Facilities are named after individuals, the credentials, character, and reputation of each individual for whom Facilities are named shall be carefully scrutinized and evaluated. The Board expects discretion of the highest caliber to be exercised in such deliberations. Nominations submitted to the Board for consideration and action must be accompanied by appropriate supporting documentation.
- 3.2 Facilities may be named for persons who have rendered significant service to education in Oklahoma or the nation; or who have distinguished themselves in the work of a college, campus, discipline, or department at OSU or elsewhere; or who are indigenous to the area and hold a unique place in history.
- 3.3 Facilities also may be named for persons who have made a substantial gift to the University through the Oklahoma State University Foundation. A "substantial gift" is usually defined as at least 50 percent of the cost of a construction project, although it is appropriate to negotiate this percentage with the University through the OSU Foundation. A financial gift will not necessarily result in the naming of a building in honor of the donor.
- 3.4 University Facilities shall not be named for persons active as OSU faculty, staff or administrators, active members of the Board, or persons active in positions relating to University operations, such as legislators and members of the Oklahoma State Regents for Higher Education.

#### **4. The Naming of Buildings.**

- 4.1 To facilitate navigation and record keeping (including but not limited to space inventory, equipment inventory, building maintenance, utilities, and insurance records) an official building name shall be assigned to each (1) building existing or constructed by OSU on any property either owned or leased by OSU; (2) building presently owned, occupied, or constructed by government agencies or other groups or associations on OSU owned or leased properties, whether or not it reverts to OSU ownership when vacated; (3) building in which OSU rents or leases space; (4) building owned or occupied by University-related organizations that exist solely for the benefit of the University's mission.
- 4.2 Without specific action by the Board, the name of a new building will be the name that was assigned as the project building name, which appears on the construction documents at the time of their final approval and bidding. The project name will be assigned by Facilities Management or Long Range Facilities Planning ("LRFP") during the design phase of the project in consultation with appropriate University administrators and in consultation with the University department or departments

sponsoring the project. The FPSU Committee or Board may request a review of the building name.

- 4.3 Once a building name is assigned and made part of the official University building inventory, its name will not change unless a request for change is considered, evaluated, and accepted through the procedures outlined in this policy [see sections 9.1-9.10]. Because of the large amount of staff work involved in changing inventory and maintenance records, and because of the potential for confusion and the cost of replacing signage, stationery, class schedules, maps, and other published material, the names of buildings should not be changed without careful deliberation and without offering a well-documented benefit to OSU.
- 4.4 No Facility will be renamed without considering the historical or other meaningful significance of the Facility's present name related to the University's existence and/or past development. Additionally, the potential costs of any and all structural changes to the Facility and other less tangible costs to the University's image or reputation brought about by a name change must be considered.
- 4.5 To minimize exterior lettering and space required for listings in databases, directories, mailing addresses, class schedules, and so forth, the Board prefers (but does not require) that a building name assigned to honor an individual should include the person's surname only, such as "Bennett Memorial Chapel," "Iba Hall," and "The McKnight Center for the Performing Arts."
- 4.6 When buildings are named to honor individuals, the designation of "Hall" also should be considered. Examples of this are "McElroy Hall" (changed from "Veterinary Medicine") and "Stout Hall." In some instances, the "Hall" designation is not appropriate. In those cases, it may be best to include in the building name a reference to its use or function, e.g., "Bennett Memorial Chapel."
- 4.7 Because its use in building names is redundant in most cases, the word "Building" should not appear in a building's official name. The designation "Building" may be added to the name if it is determined that, without it, the name would be unusual or cumbersome.
- 4.8 Incorporation of a building's use in its name is appropriate in many instances, e.g., "Noble Research Center" and "Civil Engineering Laboratory." However, because a building's use may change over its lifetime, it is suggested that a building not be given a strict use-dependent name if the name assigned could not logically endure a foreseeable change in building function.

## **5. The Naming of Portions of Buildings.**

- 5.1 Major Portions of Buildings. A recognizable subunit, section, or wing of a new or existing building may be named separately from the official building name to recognize an outstanding individual or a donor wishing to contribute the cost of a portion of a building, major equipment item, major art features, and so forth [see section 7.3].
- 5.2 Suites and Rooms. Donors who wish to construct or furnish lounges, suites of offices, laboratories, classrooms, conference rooms, and so forth, or outstanding individuals recognized by a department may be honored by having their names associated with the subject areas [see section 7.4].
- 5.3 Board Approval Not Required. Recognition of a donor or association of a donor's name pursuant to sections 5.1 and 5.2 shall not require Board approval, but shall be submitted to the Board as informational items.

## **6. The Naming of Other Facilities.**

- 6.1 Malls, Plazas and Architectural Landscapes. The Board prefers that Malls, Plazas and Architectural Landscapes (such as the "International Mall" and "Theta Pond") should not be named for individuals.
- 6.2 Streets. The names of streets within University property may be changed to honor historical events, places, or persons. However, such a change must be taken with great care and only after much deliberation. Street names should be changed only when the change will present OSU with a significant and well-documented advantage. In authorizing the change of a street name, the Board must consider not only possible effects on University property but also surrounding community interests. As changes in street names are considered, OSU authorities will consult with the appropriate representatives of local government(s) (such as the City of Stillwater) to consider any concerns that these officials may have with the proposed change.

## **7. Signage and Memorials.**

- 7.1 To the extent feasible, a uniform system of external marking of buildings with their names will be adopted. Metallic, non-corrosive letters that are affixed to the exterior of a building as approved by OSU University Architect at LRFP shall be used. The LRFP University Architect shall also approve the specific location of the placement of the building name on the exterior of the building.
- 7.2 A suitable plaque recognizing the name of an honoree whose name appears in a building name should be located in the lobby of the building or other appropriate interior location. The plaque shall give the full name and brief biography of the



honoree. Plaques should be consistent in size and design and shall be approved by the LRFP University Architect.

- 7.3 In the case of portions of buildings [see section 5.1], the name of an honoree should be recognized with a suitable memorial plaque located in an appropriate interior location. The plaque shall acknowledge the honoree and include a short description of the honoree's background and relationship with the University. The size and design of such plaques should be consistent with each other and shall be approved by the LRFP University Architect. Unless the name of the individual honoree is included in the official name of the building (such as "Smith" or "Morsani" in "Morsani-Smith Hall"), the name of the individual should not appear in signage on the exterior of the building or in official building lists, directories, mailing addresses, class schedules, or maps.
- 7.4 Individuals recognized by having their names associated with suites and rooms [see section 5.2] should be honored with an attractive plaque installed on the entry door or another appropriate interior location. The plaque shall acknowledge the reason for recognition and be consistent with that described in section 7.3, above.
- 7.5 The name of an academic department or other organizational unit of the University shall not appear in signage affixed to the exterior of a building unless the name is included in the official name of the building.
- 7.6 Any signage or exterior memorials to recognize the names and historical significance of malls, plazas, architectural landscapes, and any exceptions to section 7.4, above, shall be approved only after the FPSU Committee has made a thorough investigation into the implications of their construction on campus character, beautification, safety, and site maintenance.
- 7.7 All new buildings should include an exterior memorial plaque which recognizes the senior leadership involved in bringing the building to fruition, including the members of the Board of Regents at the time the building was approved. Other than building name lettering affixed to the exterior of a building conforming to section 7.1, other external memorials to a building name's honoree in the form of free-standing statuary, kiosks, signs, pedestals, and so forth are discouraged.
- 7.8 All signage and memorials addressed in this policy shall be constructed or installed only by OSU Facilities Management or its designated agent(s).

## **8. Retirement of Facility Names.**

- 8.1 When OSU buildings and other Facilities are demolished, their names shall be retired from service for historical purposes except as provided in section 8.2.

- 8.2 The names of minor buildings (barns, sheds, storage buildings, garages, and other simple or rural structures with little or no historical significance) may be re-used when the building is demolished and replaced with a new structure.

**9. Procedure.**

- 9.1 Except as otherwise provided in this policy, Facility names must be approved by the Board.
- 9.2 Facility naming requests shall be presented to the FPSU Committee. After the FPSU Committee has made its determination, the Committee's recommendation will be delivered to the President of the University for consideration. The President will present final recommendations for Facility names to the Board for final action.
- 9.3 Before any Facility (including, but not limited to, buildings, gyms, stadiums, arenas, plazas, rooms, etc.) that is financed or funded by issuance of tax exempt bonds is named in honor of a person or entity, University administrators shall consult with the Board's Office of Legal Counsel to ensure that any applicable Internal Revenue Service rules or guidelines are complied with, so as to not negate the tax exempt status of the bonds.
- 9.4 Communications with FPSU Committee should be made through the Committee's Chairperson.
- 9.5 Recommendations for naming a Facility assigned to a specific academic or administrative unit will normally originate from that particular unit. Requests for naming Facilities also may be submitted by other internal or external individuals or organizations, including the OSU Foundation and the OSU Alumni Association.
- 9.6 The FPSU Committee, in its oversight role, may act on its own initiative and generate recommendations to the President. In those cases, the Committee will seek input from relevant University sources, and other sources as may be necessary, to aid them in forming their recommendations.
- 9.7 Minor buildings (barns, sheds, storage buildings, garages, and other simple or rural structures); buildings in which OSU rents or leases space but does not own the buildings; and buildings owned, constructed, and occupied by others on University property (when OSU has no direct or continuing interest in the function within the buildings) may be added to the official building inventory list with names assigned to them administratively without submission to, or action by, the FPSU Committee or the Board.

- 9.8 Buildings on OSU branch campuses outside of the Stillwater area may be added to OSU's official building inventory with names assigned to them administratively without submission to, or action by, the FPSU Committee or Board. Names for the buildings should be supplied by officials on the branch campuses. Policies and procedures for naming facilities on respective branch campuses shall apply.
- 9.9 Corrections to Facility names necessitated by misspellings or inaccurate content in FPSU Committee or Board communications or minutes may be made administratively without further action by either the Committee or Board when the intent of the content or initial action is clearly understood and followed.
- 9.10 All administrative actions relative to those described in paragraphs 9.7, 9.8, and 9.9, above, will be performed under the auspices of the Director of Facilities Management, whose appointed representative will perform the actions in concert with the Office of Budget and Asset Management and in close consultation with the department to which the affected Facility is assigned. All administrative actions to change building names or add buildings to the official building inventory as allowed in this policy are subject to review by the FPSU Committee or the Board at the request of the Committee, Board, or department.

Revised Date:  
December 1, 2017

## Naming University Facilities at Oklahoma State University

### 2.05

It is the policy of the Board for Oklahoma State University to promote the historical significance of facilities named in the past, maintain uniformity in facility names, and provide procedures for naming future facilities and for renaming existing facilities when that becomes necessary. In some instances, buildings and other facilities have been named in honor of friends, benefactors, and other persons who have made significant contributions to Oklahoma State University, or to education in Oklahoma or the nation. Other University buildings and facilities have been named to describe their general functions or use. Nothing in this policy is intended to restrict the Board of Regents from initiating and approving a naming action for any naming opportunity covered by this policy. The following guidelines will apply for naming University facilities (A separate policy applies to Connors State College, Langston University, Northeastern Oklahoma A&M College, and Oklahoma Panhandle State University – See Policy Statement 2.06.):

#### 1. Policy Implementation.

- 1.1 Oklahoma State University's Facilities Planning and Space ~~Utilization Committee~~ is responsible for implementing the requirements contained in this policy [see OSU Policy 1-0123].
- 1.2 Oklahoma State University shall maintain such other policies as required for the orderly maintenance of Facility names in relationship ~~to~~ OSU's overall physical facilities inventory [see OSU Policy 1-0111]. Such policies shall not supersede the guidelines and procedures outlined in this Board policy.

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#### 2. Definitions.

- 2.1 In all instances where the words "person," "individual," or "donor" are used in this policy to relate to persons in whose honor Facilities are named, the same shall be deemed to include corporations or other appropriate legal entities.
- 2.2 "The Committee" or "FPSU Committee," ~~refers to~~ the Facilities Planning and Space Utilization Committee.
- 2.3 For the purpose of this policy, "Facilities" refers to buildings, malls, plazas, architectural landscapes, and streets.

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#### 3. Qualifications and Procedures for Selecting Honorees.

- 3.1 In cases when Facilities are named after individuals, the credentials, character, and reputation of each individual for whom Facilities are named shall be carefully scrutinized and evaluated. The Board expects discretion of the highest caliber to be exercised in such deliberations. Nominations submitted to the Board for consideration and action must be accompanied by appropriate supporting documentation.
- 3.2 Facilities may be named for persons who have rendered significant service to education in Oklahoma or the nation; or who have distinguished themselves in the work of a college, campus, discipline, or department at OSU or elsewhere; or who are indigenous to the area and hold a unique place in history.
- 3.3 Facilities also may be named for persons who have made a substantial gift to the University through the Oklahoma State University Foundation. A "substantial gift" is usually defined as at least 50 percent of the cost of a construction project, although it is appropriate to negotiate this percentage with the University through the OSU Foundation. A financial gift will not necessarily result in the naming of a building in honor of the donor.
- 3.4 University Facilities shall not be named for persons active as OSU faculty, staff or administrators, active members of the Board, or persons active in positions relating to University operations, such as legislators and members of the Oklahoma State Regents for Higher Education.

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#### 4. The Naming of Buildings.

- 4.1 To facilitate navigation and record keeping (including but not limited to space inventory, equipment inventory, building maintenance, utilities, and insurance records) an official building name shall be assigned to each (1) building existing or constructed by OSU on any property either owned or leased by OSU; (2) building presently owned, occupied, or constructed by government agencies or other groups or associations on OSU owned or leased properties, whether or not it reverts to OSU ownership when vacated; (3) building in which OSU rents or leases space; (4) building owned or occupied by University-related organizations that exist solely for the benefit of the University's mission.
- 4.2 Without specific action by the Board, the name of a new building will be the name that was assigned as the project building name, which appears on the construction documents at the time of their final approval and bidding. The project name will be assigned by Facilities Management or Long Range Facilities Planning ("LRFP") during the design phase of the project in consultation with appropriate University administrators and in consultation with the University department or departments

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sponsoring the project. The FPSU Committee or Board may request a review of the building name.

- 4.3 Once a building name is assigned and made part of the official University building inventory, its name will not change unless a request for change is considered, evaluated, and accepted through the procedures outlined in this policy [see sections 9.1-9.10]. Because of the large amount of staff work involved in changing inventory and maintenance records, and because of the potential for confusion and the cost of replacing signage, stationery, class schedules, maps, and other published material, the names of buildings should not be changed without careful deliberation and without offering a well-documented benefit to OSU.
- 4.4 No Facility will be renamed without considering the historical or other meaningful significance of the Facility's present name related to the University's existence and/or past development. Additionally, the potential costs of any and all structural changes to the Facility and other less tangible costs to the University's image or reputation brought about by a name change must be considered.
- 4.5 To minimize exterior lettering and space required for listings in databases, directories, mailing addresses, class schedules, and so forth, the Board prefers (but does not require) that a building name assigned to honor an individual should include the person's surname only, such as "Bennett Memorial Chapel," "Iba Hall," and "The McKnight Center for the Performing Arts."
- 4.6 When buildings are named to honor individuals, the designation of "Hall" also should be considered. Examples of this are "McElroy Hall" (changed from "Veterinary Medicine") and "Stout Hall." In some instances, the "Hall" designation is not appropriate. In those cases, it may be best to include in the building name a reference to its use or function, e.g., "Bennett Memorial Chapel."
- 4.7 Because its use in building names is redundant in most cases, the word "Building" should not appear in a building's official name. The designation "Building" may be added to the name if it is determined that, without it, the name would be unusual or cumbersome.
- 4.8 Incorporation of a building's use in its name is appropriate in many instances, e.g., "Noble Research Center" and "Civil Engineering Laboratory." However, because a building's use may change over its lifetime, it is suggested that a building not be given a strict use-dependent name if the name assigned could not logically endure a foreseeable change in building function.

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## 5. The Naming of Portions of Buildings.

5.1 Major Portions of Buildings. A recognizable subunit, section, or wing of a new or existing building may be named separately from the official building name to recognize an outstanding individual or a donor wishing to contribute the cost of a portion of a building, major equipment item, major art features, and so forth [see section 7.3].

5.2 Suites and Rooms. Donors who wish to construct or furnish lounges, suites of offices, laboratories, classrooms, conference rooms, and so forth, or outstanding individuals recognized by a department may be honored by having their names associated with the subject areas [see section 7.4].

5.3 Board Approval Not Required. Recognition of a donor or association of a donor's name pursuant to sections 5.1 and 5.2 shall not require Board approval, but shall be submitted to the Board as informational items.

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## 6. The Naming of Other Facilities.

6.1 Malls, Plazas and Architectural Landscapes. The Board prefers that Malls, Plazas and Architectural Landscapes (such as the "International Mall" and "Theta Pond") should not be named for individuals.

6.2 Streets. The names of streets within University property may be changed to honor historical events, places, or persons. However, such a change must be taken with great care and only after much deliberation. Street names should be changed only when the change will present OSU with a significant and well-documented advantage. In authorizing the change of a street name, the Board must consider not only possible effects on University property but also surrounding community interests. As changes in street names are considered, OSU authorities will consult with the appropriate representatives of local government(s) (such as the City of Stillwater) to consider any concerns that these officials may have with the proposed change.

## 7. Signage and Memorials.

7.1 To the extent feasible, a uniform system of external marking of buildings with their names will be adopted. Metallic, non-corrosive letters that are affixed to the exterior of a building as approved by OSU University Architect at LRFP shall be used. The LRFP University Architect shall also approve the specific location of the placement of the building name on the exterior of the building.

7.2 A suitable plaque recognizing the name of an honoree whose name appears in a building name should be located in the lobby of the building or other appropriate interior location. The plaque shall give the full name and brief biography of the

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honoree. Plaques should be consistent in size and design and shall be approved by the LRFP University Architect.

- 7.3 In the case of portions of buildings [see section 5.1], the name of an honoree should be recognized with a suitable memorial plaque located in an appropriate interior location. The plaque shall acknowledge the honoree and include a short description of the honoree's background and relationship with the University. The size and design of such plaques should be consistent with each other and shall be approved by the LRFP University Architect. Unless the name of the individual honoree is included in the official name of the building (such as "Smith" or "Morsani" in "Morsani-Smith Hall"), the name of the individual should not appear in signage on the exterior of the building or in official building lists, directories, mailing addresses, class schedules, or maps.

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- 7.4 Individuals recognized by having their names associated with suites and rooms [see section 5.2] should be honored with an attractive plaque installed on the entry door or another appropriate interior location. The plaque shall acknowledge the reason for recognition and be consistent with that described in section 7.3, above.

- 7.5 The name of an academic department or other organizational unit of the University shall not appear in signage affixed to the exterior of a building unless the name is included in the official name of the building.

- 7.6 Any signage or exterior memorials to recognize the names and historical significance of malls, plazas, architectural landscapes, and any exceptions to section 7.4, above, shall be approved only after the FPSU Committee has made a thorough investigation into the implications of their construction on campus character, beautification, safety, and site maintenance.

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- 7.7 All new buildings should include an exterior memorial plaque which recognizes the senior leadership involved in bringing the building to fruition, including the members of the Board of Regents at the time the building was approved. Other than building name lettering affixed to the exterior of a building conforming to section 7.1, other external memorials to a building name's honoree in the form of free-standing statuary, kiosks, signs, pedestals, and so forth are discouraged.

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- 7.8 All signage and memorials addressed in this policy shall be constructed or installed only by OSU Facilities Management or its designated agent(s).

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## 8. Retirement of Facility Names.

- 8.1 When OSU buildings and other Facilities are demolished, their names shall be retired from service for historical purposes except as provided in section 8.2.

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- 8.2 The names of minor buildings (barns, sheds, storage buildings, garages, and other simple or rural structures with little or no historical significance) may be re-used when the building is demolished and replaced with a new structure.

## 9. Procedure.

- 9.1 Except as otherwise provided in this policy, Facility names must be approved by the Board.

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- 9.2 Facility naming requests shall be presented to the FPSU Committee. After the FPSU Committee has made its determination, the Committee's recommendation will be delivered to the President of the University for consideration. The President will present final recommendations for Facility names to the Board for final action.

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- 9.3 Before any Facility (including, but not limited to, buildings, gyms, stadiums, arenas, plazas, rooms, etc.) that is financed or funded by issuance of tax exempt bonds is named in honor of a person or entity, University administrators shall consult with the Board's Office of Legal Counsel to ensure that any applicable Internal Revenue Service rules or guidelines are complied with, so as to not negate the tax exempt status of the bonds.

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- 9.4 Communications with FPSU Committee should be made through the Committee's Chairperson.

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- 9.5 Recommendations for naming a Facility assigned to a specific academic or administrative unit will normally originate from that particular unit. Requests for naming Facilities also may be submitted by other internal or external individuals or organizations, including the OSU Foundation and the OSU Alumni Association.

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- 9.6 The FPSU Committee, in its oversight role, may act on its own initiative and generate recommendations to the President. In those cases, the Committee will seek input from relevant University sources, and other sources as may be necessary, to aid them in forming their recommendations.

- 9.7 Minor buildings (barns, sheds, storage buildings, garages, and other simple or rural structures); buildings in which OSU rents or leases space but does not own the buildings; and buildings owned, constructed, and occupied by others on University property (when OSU has no direct or continuing interest in the function within the buildings) may be added to the official building inventory list with names assigned to them administratively without submission to, or action by, the FPSU Committee or the Board.

9.8 Buildings on OSU branch campuses outside of the Stillwater area may be added to OSU's official building inventory with names assigned to them administratively without submission to, or action by, the FPSU Committee or Board. Names for the buildings should be supplied by officials on the branch campuses. Policies and procedures for naming facilities on respective branch campuses shall apply.

9.9 Corrections to Facility names necessitated by misspellings or inaccurate content in FPSU Committee or Board communications or minutes may be made administratively without further action by either the Committee or Board when the intent of the content or initial action is clearly understood and followed.

9.10 All administrative actions relative to those described in paragraphs 9.7, 9.8, and 9.9, above, will be performed under the auspices of the Director of Facilities Management, whose appointed representative will perform the actions in concert with the Office of Budget and Asset Management and in close consultation with the department to which the affected Facility is assigned. All administrative actions to change building names or add buildings to the official building inventory as allowed in this policy are subject to review by the FPSU Committee or the Board at the request of the Committee, Board, or department.

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Revised Date:  
December 1, 2017

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

**Board rule on Disposal of surplus or obsolete property**

**Rule 30:10-01-11 Requested Change Summary**

1. Revise title of Board Rule to include Removal of Existing Structures.
2. Subsection (a) adds an additional paragraph specifically addressing removal of existing structures.
3. Subsection (e) is added directing each University/College that removal of existing structures requires advance approval of the Board of Regents. Each University/College President is directed to cause written procedures to be developed to include additional provisions to support such requests. The provisions include four points of information that should be provided in the agenda item submitted to the Board. This section also states exemption of the OSU system from seeking advance approval on structures where the cost to demolish is under a \$250,000 cost threshold or are located in an area identified for expansion as part of an institutional plan. Information about structures meeting the prescribed criteria shall be provided to the Board as an informational item.
4. Revised date is updated.

## **Disposal of surplus or obsolete property; Removal of Existing Structures**

30:10-01-11

- (a) It is the policy of the OSU/A&M Board of Regents that previous to the sale or transfer of any item of property, each university/college shall notify all of its departments of any items to be declared surplus or obsolete and such departments shall be given preference for the utilization of same. The president of each university/college shall ensure that appropriate written administrative procedures are established to control any relocation of properties within the institution. Such procedures shall ensure that inventory records are properly maintained and any necessary accounting adjustments are established useful for the prudent fiscal and business management of the institution. It is not necessary for the Board of Regents to be notified of internal transfers or relocations of properties within a single institution within the provisions of this policy statement.

For removal of existing structures at each university/college, the Board of Regents shall be notified of such removals at a regularly scheduled Board Meeting.

- (b) A Surplus Equipment Report will be maintained in the appropriate institutional proponent office and available for audit review. The report will contain such information as follows:

- (1) List of all items which have been disposed of, sold, or transferred.
- (2) Description of condition of each item.
- (3) Estimated value of each item.
- (4) Reasons why such items were no longer useful to the institution and were disposed.
- (5) Methods of disposal used: i.e., live public auction, online auctions, sealed bids, or other public sale methods (e.g., tag sale, garage sale, special sales through campus stores or other similar sales open to the general public) or means as approved by the Board in section (c)(13).
- (6) Examples of sale notices, a list of the publications and publication dates, and current mailing lists used to attract attention of potential buyers.
- (7) All institutions under the governance of the OSU/A&M Board of Regents will be supplied adequate notice of any items of property for disposal and the consideration for

same may be negotiated between institutional representatives so authorized by the president (advance approval of the Board of Regents not required). Provided, however, notice of such a sale or transfer between such institutions must be presented to the Board of Regents at a regular meeting of the Board. Information presented should include the provisions stated above in (1), (2), (3), and (4) of this subsection, the amount of any consideration realized and the name of the receiving institution. In such instances the president of both institutions shall cause adequate internal procedures to be established to maintain the integrity of institutional accounting and inventory records pertaining to such items of property sold, transferred, or received.

(c) The president of each university/college shall cause written procedures to be developed to include the following additional provisions:

- (1) Designation of responsible institutional personnel to supervise any approved disposal of property.
- (2) Awarding of receipts to buyers or receivers of disposed property (successful bidders or buyers must have an official university/college receipt representing full payment for any item of property before possession of same can be realized).
- (3) Maintenance of adequate records to properly account for cash receipts in accord with applicable laws and regulations of Oklahoma and policies of the Board of Regents.
- (4) Maintenance of appropriate institutional records reflecting items of property disposed, date of disposal, and the method of disposal.
- (5) Compliance with other requirements of applicable laws and regulations of Oklahoma and policies of the Board of Regents including the remission of sales taxes and sales tax reports, etc.
- (6) In the event properties are to be sold through live public auction, the firm or individual to conduct the auction shall be selected by sealed competitive bids. Use of online auction sites shall be determined between Asset Management office coordinating surplus sales and department with surplus, giving consideration to which online site best meets the needs of the said department and has the potential to obtain the best rate of return on its surplus sale.
- (7) In the event properties are to be sold through sealed bids, such bids shall be opened publicly and the date, time, and place of such opening shall be publicly stated at the time bids are solicited.
- (8) Adequate publicity shall be accomplished through newspaper advertising and use of appropriate mailing lists when announcing public auctions or soliciting competitive bids.

- (9) Small items or small quantity of items should be held in storage until sufficient accumulation is realized to enable a public auction or solicitation of competitive bids.
- (10) Each institutional administration is authorized and directed to implement such written procedures as necessary to make this policy effective and to accomplish any other necessary institutional objectives not contrary to the provisions of this policy. Such written procedures shall be filed with the Chief Executive Officer (CEO) of the Board of Regents.
- (11) If any part of this policy is considered not feasible or practical for any particular situation, this shall be brought to the attention of the Board of Regents for special consideration well in advance of any action to waive any requirement of this policy.
- (12) Worthless items of property exempt from being listed on official inventory records under the laws of Oklahoma or policies of the Board of Regents may be discarded without Board approval under institutional written policies approved by the President and filed with the CEO of the Board of Regents.
- (13) Oklahoma State University and the A & M Institutions may make excess surplus property available to a public school district without compensation, or to other Oklahoma governmental agencies in lieu of disposal by public auction or sealed bid. This would occur at the conclusion of the prescribed time that surplus equipment is available to University departments and other A & M institutions and will be accomplished according to state statute. Surplus property may also be reutilized to assist Oklahoma governmental agencies in acquisition of computer, educational, and office equipment. Educational agencies and programs will be given first preference. Records of such disposals shall be included in the Surplus Equipment Report maintained by the institution.
- (d) A copy of the complete list of information utilized in making any advertisement or notice of a sealed bid or auction will be maintained in the appropriate institutional proponent office. The list will include all sources where advertisements were published. Copies of notices sent to other universities/colleges under the jurisdiction of the Board of Regents pertaining to surplus or obsolete property will also be maintained for audit review. A monthly report of reutilized items and the public schools and state agencies benefiting from such will be provided to the CEO of the Board by each A&M institution.
- (e) To remove existing structures from an institution's property, advance approval by the Board of Regents is required except as otherwise set forth herein. The President of each A&M institution shall cause written procedures to be developed which shall include the following additional provisions to support a request for removal of a structure:

- (1) Name and number of the structure to be removed;
- (2) Reason for removal;

- (3) Source of funding for removal, if needed; and,
- (4) Supporting justification for the removal of the structure.

Board approval is not required for removal of OSU system structures when: 1) the cost to remove the structure is less than or equal to \$250,000.00; or 2) the structure is within an area previously identified and designated for future expansion as part of an official institutional plan. However, documentation prescribed in (e) (1-4) shall be provided for removal of structures not requiring Board approval at a regularly scheduled Board Meeting as an informational item.

Revised Date:  
December 1, 2017  
February 24, 2012  
January 20, 2012  
Amended Date:  
December 4, 1998

## Disposal of surplus or obsolete property; Removal of Existing Structures

30:10-01-11

(a) It is the policy of the OSU/A&M Board of Regents that previous to the sale or transfer of any item of property, each university/college shall notify all of its departments of any items to be declared surplus or obsolete and such departments shall be given preference for the utilization of same. The president of each university/college shall ensure that appropriate written administrative procedures are established to control any relocation of properties within the institution. Such procedures shall ensure that inventory records are properly maintained and any necessary accounting adjustments are established useful for the prudent fiscal and business management of the institution. It is not necessary for the Board of Regents to be notified of internal transfers or relocations of properties within a single institution within the provisions of this policy statement.

For removal of existing structures at each university/college, the Board of Regents shall be notified of such removals at a regularly scheduled Board Meeting.

(b) A Surplus Equipment Report will be maintained in the appropriate institutional proponent's office and available for audit review. The report will contain such information as follows:

- (1) List of all items which have been disposed of, sold, or transferred.
- (2) Description of condition of each item.
- (3) Estimated value of each item.
- (4) Reasons why such items were no longer useful to the institution and were disposed.
- (5) Methods of disposal used: i.e., live public auction, online auctions, sealed bids, or other public sale methods (e.g., tag sale, garage sale, special sales through campus stores or other similar sales open to the general public) or means as approved by the Board in section (c)(13).
- (6) Examples of sale notices, a list of the publications and publication dates, and current mailing lists used to attract attention of potential buyers.
- (7) All institutions under the governance of the OSU/A&M Board of Regents will be supplied adequate notice of any items of property for disposal and the consideration for

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same may be negotiated between institutional representatives so authorized by the president (advance approval of the Board of Regents not required). Provided, however, notice of such a sale or transfer between such institutions must be presented to the Board of Regents at a regular meeting of the Board. Information presented should include the provisions stated above in (1), (2), (3), and (4) of this subsection, the amount of any consideration realized and the name of the receiving institution. In such instances the president of both institutions shall cause adequate internal procedures to be established to maintain the integrity of institutional accounting and inventory records pertaining to such items of property sold, transferred, or received.

(c) The president of each university/college shall cause written procedures to be developed to include the following additional provisions:

- (1) Designation of responsible institutional personnel to supervise any approved disposal of property.
- (2) Awarding of receipts to buyers or receivers of disposed property (successful bidders or buyers must have an official university/college receipt representing full payment for any item of property before possession of same can be realized).
- (3) Maintenance of adequate records to properly account for cash receipts in accord with applicable laws and regulations of Oklahoma and policies of the Board of Regents.
- (4) Maintenance of appropriate institutional records reflecting items of property disposed, date of disposal, and the method of disposal.
- (5) Compliance with other requirements of applicable laws and regulations of Oklahoma and policies of the Board of Regents including the remission of sales taxes and sales tax reports, etc.
- (6) In the event properties are to be sold through live public auction, the firm or individual to conduct the auction shall be selected by sealed competitive bids. Use of online auction sites shall be determined between Asset Management office coordinating surplus sales and department with surplus, giving consideration to which online site best meets the needs of the said department and has the potential to obtain the best rate of return on its surplus sale.
- (7) In the event properties are to be sold through sealed bids, such bids shall be opened publicly and the date, time, and place of such opening shall be publicly stated at the time bids are solicited.
- (8) Adequate publicity shall be accomplished through newspaper advertising and use of appropriate mailing lists when announcing public auctions or soliciting competitive bids.

(9) Small items or small quantity of items should be held in storage until sufficient accumulation is realized to enable a public auction or solicitation of competitive bids.

(10) Each institutional administration is authorized and directed to implement such written procedures as necessary to make this policy effective and to accomplish any other necessary institutional objectives not contrary to the provisions of this policy. Such written procedures shall be filed with the Chief Executive Officer (CEO) of the Board of Regents.

(11) If any part of this policy is considered not feasible or practical for any particular situation, this shall be brought to the attention of the Board of Regents for special consideration well in advance of any action to waive any requirement of this policy.

(12) Worthless items of property exempt from being listed on official inventory records under the laws of Oklahoma or policies of the Board of Regents may be discarded without Board approval under institutional written policies approved by the President and filed with the CEO of the Board of Regents.

(13) Oklahoma State University and the A & M Institutions may make excess surplus property available to a public school district without compensation, or to other Oklahoma governmental agencies in lieu of disposal by public auction or sealed bid. This would occur at the conclusion of the prescribed time that surplus equipment is available to University departments and other A & M institutions and will be accomplished according to state statute. Surplus property may also be reutilized to assist Oklahoma governmental agencies in acquisition of computer, educational, and office equipment. Educational agencies and programs will be given first preference. Records of such disposals shall be included in the Surplus Equipment Report maintained by the institution.

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(d) A copy of the complete list of information utilized in making any advertisement or notice of a sealed bid or auction will be maintained in the appropriate institutional proponent office. The list will include all sources where advertisements were published. Copies of notices sent to other universities/colleges under the jurisdiction of the Board of Regents pertaining to surplus or obsolete property will also be maintained for audit review. A monthly report of reutilized items and the public schools and state agencies benefiting from such will be provided to the CEO of the Board by each A&M institution.

(e) To remove existing structures from an institution's property, advance approval by the Board of Regents is required except as otherwise set forth herein. The President of each A&M institution shall cause written procedures to be developed which shall include the following additional provisions to support a request for removal of a structure:

(1) Name and number of the structure to be removed:

(2) Reason for removal:

(3) Source of funding for removal, if needed; and

(4) Supporting justification for the removal of the structure.

Board approval is not required for removal of OSU system structures when: 1) the cost to remove the structure is less than or equal to \$250,000.00; or 2) the structure is within an area previously identified and designated for future expansion as part of an official institutional plan. However, documentation prescribed in (e) (1-4) shall be provided for removal of structures not requiring Board approval at a regularly scheduled Board Meeting as an informational item.

Revised Date:

December 1, 2017

February 24, 2012

January 20, 2012

Amended Date:

December 4, 1998

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MEETING OF THE A & M BOARD OF REGENTS

**December 1, 2017**

Multipurpose Room  
142 School of Physical Therapy  
Langston University  
Langston, Oklahoma

**ORDER OF BUSINESS**

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

Secretary of State meeting notice was filed on September 13, 2016.

Approval of Order of Business

Approval of Minutes of Regular Board Meeting of October 20, 2017

**DATES OF NEXT REGULAR MEETINGS**

For **Information** Purposes Only:

January 19, 2018 -- Okmulgee, Oklahoma – State Room, Hospitality Services Building,  
OSU Institute of Technology-Okmulgee

For **Consideration** of Approval:

March 2, 2018 -- Stillwater, Oklahoma – Council Room, 412 Student Union,  
Oklahoma State University

**BUSINESS WITH COLLEGES AND UNIVERSITIES**

- |  |                          |
|--|--------------------------|
| 1. Oklahoma State University           | 4. Connors State College |
| 2. Oklahoma Panhandle State University | 5. Langston 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. Chief Audit Executive

## **AGENDA**

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

**December 1, 2017 -- 10:00 a.m.\***

Multipurpose Room  
142 School of Physical Therapy  
Langston University  
Langston, Oklahoma

*Notice of this meeting was filed with the Secretary of State on September 13, 2016. At the time this agenda is posted, detailed institutional agendas are available in the Office of the Board of Regents for review.*

- Approval of Order of Business
- Approval of Minutes of Regular Board Meeting of October 20, 2017
- Announcement of meeting on January 19, 2018, in the State Room, Hospitality Services Building, OSU Institute of Technology-Okmulgee, Okmulgee, Oklahoma
- Approval of meeting on March 2, 2018, in the Council Room, 412 Student Union, Oklahoma State University, Stillwater, Oklahoma

### **OKLAHOMA STATE UNIVERSITY**

- General Information/Reports Requiring No Action by the Board
  - Opening comments by President Hargis
- Policy and Operational Procedures
  - Approval for OSU Athletics to conduct a pilot program for serving alcohol in public seating at athletic venues
  - Ratification of interim approval to award the Henry G. Bennett Distinguished Service Award to Jim and Ann Halligan
- 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.

\* The Board will have breakfast on Friday, December 1, 2017, at 7:30 a.m. in the lower level of the White House, Langston University, Langston, Oklahoma, with Langston University President Kent Smith, Oklahoma State University President Burns Hargis, and possibly other OSU administrators and representatives of affiliated entities 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 lobby of the Physical Therapy Building on the campus of Langston University.

**OKLAHOMA STATE UNIVERSITY (cont'd)**

- Instructional Programs
  - Approval of proposed new degrees and program modifications
- Other Business and Financial Matters
  - Approval of peace officer's commission
  - Approval of financial advisor for 2018 series general revenue bonds new money project financing
  - Ratification of interim approval to install lockers in Cowgirl Stadium and to enter into a gift-in-kind agreement
- Contractual Agreements
  - Approval of changes to Oklahoma State University and OSU/A&M Retirement Plans
  - Approval to grant right of way easement for Entomological Livestock Research Facility
  - Approval to grant right of way easement for Center for Veterinary Health Sciences Ranch Facility
- New Construction or Renovation of Facilities
  - Approval to begin the selection process for an architectural firm to assist the University with the programming and conceptual design of renovations to the library on the OSU-Tulsa campus
- Purchase Requests (purchase 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

**OKLAHOMA PANHANDLE STATE UNIVERSITY**

- General Information/Reports Requiring No Action by the Board
  - Remarks by President Faltyn
- Personnel Actions RE: appointments, reappointments, changes in salary, change in title, resignations, terminations, suspensions, retirement, personnel leaves, etc. More detailed information identifying the personnel involved, their job titles, and their salaries, where applicable, will be available upon request at the meeting and prior thereto at the Office of the Board of Regents.
- Instructional Programs
  - Approval of modifications to degree plans in order to comply with Complete College America goals
- New Business Unforeseen At Time Agenda Was Posted
- Other Informational Matters Not Requiring Action of the Board at this Meeting
  - Out-of-state travel summary

**NORTHEASTERN OKLAHOMA A&M COLLEGE**

- General Information/Reports Requiring No Action by the Board
  - Remarks by President Hale
- Instructional Programs
  - Approval of program option deletion
  - Approval of program modifications
  - Information items for curricular changes
- New Construction or Renovation of Facilities
  - Ratification of interim approval to construct metal building at Synar 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 summary

**CONNORS STATE COLLEGE**

- General Information/Reports Requiring No Action by the Board
  - Remarks by President Ramming
- Resolutions
  - Approval of memorial resolution for Ed Hardeman
- Personnel Actions RE: appointments, reappointments, changes in salary, change in title, resignations, terminations, suspensions, retirement, personnel leaves, etc. More detailed information identifying the personnel involved, their job titles, and their salaries, where applicable, will be available upon request at the meeting and prior thereto at the Office of the Board of Regents.
- Instructional Programs
  - Approval of modification to Occupational Therapy Assistant curriculum
  - Approval of off-campus course offerings
- New Business Unforeseen At Time Agenda Was Posted
- Other Informational Matters Not Requiring Action of the Board at this Meeting
  - Out-of-state travel summary
  - 2018-19 Academic Calendar
  - 2017 CSC Annual Security and Fire Safety Report

## **LANGSTON UNIVERSITY**

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

Remarks by President Smith

--Personnel Actions RE: appointments, reappointments, changes in salary, change in title, resignations, terminations, suspensions, retirement, personnel leaves, etc. More detailed information identifying the personnel involved, their job titles, and their salaries, where applicable, will be available upon request at the meeting and prior thereto at the Office of the Board of Regents.

### **--Instructional Programs**

Approval of departmental name change within the School of Education and Behavioral Sciences

Approval of new course offering

Approval of program modifications

### **--Contractual Agreements (other than construction and renovation)**

Approval to adopt a capital projects agreement between the City of Tulsa, Langston University, and OSU Long Range Facilities Planning for the design and construction of the Langston University – Tulsa Allied Health Complex

Approval to amend the charter of Langston Hughes Academy for Arts & Technology Charter School of Tulsa

### **--New Construction or Renovation of Facilities**

Approval to remove and replace synthetic turf for the football and track fields

Approval to select an architectural firm to assist the University with the design and construction of the Langston University – Tulsa Allied Health Complex

Approval to select a construction management firm to assist the University with the design and construction of the Langston University – Tulsa Allied Health Complex

### **--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

## **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**

Consideration of information and a possible recommendation regarding FY-2017 audits for Northeastern Oklahoma A&M College, Langston University, Oklahoma Panhandle State University, and Connors State College

Consideration of information and a possible recommendation regarding FY-2017 audits for Oklahoma State University and its constituent budget agencies, and receive information regarding applicable institutional-related foundation audits

Consideration of amendments to the Joint Resolution between Oklahoma State University, Oklahoma State University Foundation, and Cowboy Athletics, Inc.

Report concerning Office of Internal Audit and status of the Audit Plan for FY-2018

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

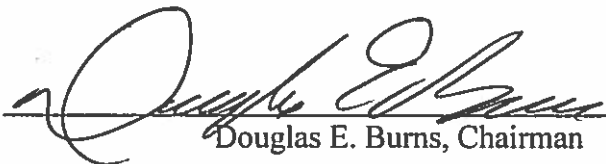
### **Fiscal Affairs and Plant Facilities Committee**

## **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.
- Other Business Matters Requiring Action of the Board
- Reports/comments/recommendations by Chief Executive Officer
  - Approval of revisions to Board Policy 2.05 *Naming University Facilities at Oklahoma State University*
  - Approval of revisions to Board Rule 30:10-01-11 *Disposal of Surplus or Obsolete Property*
- Reports/comments/recommendations by General Counsel
- Reports/comments/recommendations by Chief Audit Executive
  - Approval to increase the budget for additional hours in order for BKD's Forensic Team to complete a previously approved project
  - Recommendation of firm to conduct Quality Assurance Review of the Office of Internal Audits
- New Business Unforeseen At Time Agenda Was Posted

December 1, 2017

BOARD OF REGENTS FOR THE OKLAHOMA  
AGRICULTURAL AND MECHANICAL COLLEGES

By:   
Douglas E. Burns, Chairman

ATTEST:

  
Jason Ramsey, Chief Executive Officer

Certified correct minutes subject to approval of the Board of Regents for the Oklahoma  
Agricultural and Mechanical Colleges on January 19, 2018.

  
Kyla Eldridge  
Executive Administrative Associate