



MINUTES

of the

**BOARD OF REGENTS *for the* OKLAHOMA
AGRICULTURAL & MECHANICAL COLLEGES**

for the

April 21, 2023

Regular Board Meeting

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

April 21, 2023

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**MINUTES OF THE REGULAR MEETING OF THE BOARD OF REGENTS
FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES
APRIL 21, 2023**

Notice of this meeting was filed with the Oklahoma Secretary of State on November 17, 2022.

The Board of Regents for the Oklahoma Agricultural and Mechanical Colleges met in the Ballroom of the Student Union on the campus of the Oklahoma Panhandle State University in Goodwell, Oklahoma, on April 21, 2023.

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

Absent: None.

Others in attendance: Mr. Jason Ramsey, Chief Executive Officer; Mr. Steve Stephens, General Counsel; Ms. Michelle Finley, Chief Audit Executive; Ms. Jessica Russell, Director of Public Policy; Ms. Karlee Belle Gholson, Deputy Director of Public Policy; Ms. Kyla Eldridge, Executive Assistant to the CEO; and Ms. Nicole Nixon, Executive Administrative Associate.

Board Chair Jarold Callahan called the meeting to order at approximately 10:01 a.m. and affirmed with Mr. Ramsey that a quorum was present and all documents had been appropriately filed.

I. BOARD OF REGENTS' BUSINESS

A. Approval of Order of Business

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

Regent Taylor moved and Regent Harrel seconded to approve the Order of Business as presented.

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

B. Approval of minutes of Regular Board Meeting held February 24, 2023

Regent Hall moved and Regent Davis seconded to approve the minutes of the Regular Board Meeting held February 24, 2023, as presented.

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

C. Announcement of next Regular Board Meeting to be held on June 16, 2023

Chair Callahan stated that the next Regular Board Meeting will be held on June 16, 2023, in Conference Room 304, 3rd Floor Student Center, 900 N. Portland Avenue, Oklahoma State University-Oklahoma City, Oklahoma City, Oklahoma.



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

April 21, 2023

Ballroom, Student Union
Oklahoma Panhandle State University
Goodwell, Oklahoma

A Secretary of State notice for this meeting was filed on November 18, 2022.

BOARD BUSINESS:

1. Approval of Order of Business
2. Approval of Minutes for February 24, 2023 Regular Board Meeting
3. Announcement of next regular meeting:
June 16, 2023 -- Conference Room 304, 3rd Floor Student Center
900 N. Portland Ave.
OSU-Oklahoma City
Oklahoma City, Oklahoma

BUSINESS WITH COLLEGES AND UNIVERSITIES:

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

PUBLIC COMMENTS

COMMITTEE REPORTS:

1. Academic Affairs, Policy and Personnel Committee
2. Audit, Risk Management and Compliance Review Committee
3. Fiscal Affairs and Plant Facilities Committee
4. Planning and Budgets Committee

OTHER BOARD BUSINESS:

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



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

April 21, 2023 – 10:00 a.m.

Ballroom
Student Union
Oklahoma Panhandle State University
Goodwell, Oklahoma

Notice of this meeting was filed with the Secretary of State on November 17, 2022. At the time this agenda is posted, detailed institutional agendas are available in the office of the Board of Regents.

I. BOARD OF REGENTS' BUSINESS

- A. Approval of Order of Business
- B. Approval of minutes for Regular Board Meeting held February 24, 2023
- C. Announcement of next Regular Board Meeting to be held on June 16, 2023, in Conference Room 304, 3rd Floor Student Center, 900 N. Portland Ave., OSU-Oklahoma City, Oklahoma City, Oklahoma

II. NORTHEASTERN OKLAHOMA A&M COLLEGE

- A. General Information/Reports Requiring No Action by the Board
 - 1. Remarks by President Kyle Stafford
 - a. Highlights of NEO Update newsletter
- B. Resolutions
 - None*
- C. Policy and Operational Procedures
 - 1. Request approval to consolidate sick leave into one accrual rate for all faculty and staff
- D. Personnel Actions
 - RE: appointments, reappointments, changes in salary, change in title, resignations, terminations, suspensions, retirement, personnel leaves, etc. More detailed information identifying the personnel involved, their job titles, and their salaries, where applicable, will be available upon request at the meeting and prior thereto at the Office of the Board of Regents.
 - 1. Request approval of personnel actions; items not requiring Board action are included for informational purposes only

E. Instructional Programs

1. Request approval for program curricular changes

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

None

G. Other Business and Financial Matters

1. Request approval to expend grant funds, including payment of administrative allowance at year-end, according to grant guidelines
2. Request approval for peace officer commission for Larry Shirley

H. Contractual Agreements (other than construction and renovation)

1. Request approval to enter into an agreement with Crawford and Associates to provide services related to the preparation of financial statements and financial consulting assistance

I. New Construction or Renovation of Facilities

None

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

1. Request approval for purchase orders over \$75,000
2. Request approval of Special Request purchasing item
3. Request approval to engage the appropriate on-call provider through the Oklahoma A&M System contract for the restoration of facilities affected by a hailstorm in March 2023

K. Student Services/Activities

None

L. New Business Unforeseen at Time Agenda was Posted

M. Other Informational Matters Not Requiring Action of the Board

1. Out-of-state travel summaries for February and March 2023
2. OSRHE FTE report for fiscal quarter ending March 2023

III. CONNORS STATE COLLEGE

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

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

B. Resolutions

None

C. Policy and Operational Procedures

None

D. Personnel Actions

RE: appointments, reappointments, changes in salary, change in title, resignations, terminations, suspensions, retirement, personnel leaves, etc. More detailed information identifying the personnel involved, their job titles, and their salaries, where applicable, will be available upon request at the meeting and prior thereto at the Office of the Board of Regents.

1. Request approval of personnel actions; items not requiring Board action are included for informational purposes only

E. Instructional Programs

1. Request approval for program modifications; name change and course additions to the Associate of Arts in Pre-Elementary Education

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

1. Request approval to accept additional \$300,000 in (CARES) ARPA Funds being managed by State of Oklahoma/HWTC

G. Other Business and Financial Matters

None

H. Contractual Agreements (other than construction and renovation)

None

I. New Construction or Renovation of Facilities

None

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

None

K. Student Services/Activities

None

L. New Business Unforeseen at Time Agenda was Posted

M. Other Informational Matters Not Requiring Action of the Board

1. Out-of-State Travel for February and March 2023
2. FTE Employee Report for March 2023

IV. LANGSTON UNIVERSITY

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

1. Remarks by President Kent Smith

B. Resolutions

1. Adoption of Memorial Resolution for Helene Dunn
2. Adoption of Memorial Resolution for Sydneria Griffin

C. Policy and Operational Procedures

1. Request approval to bestow the Honorary Doctorate of Humane Letters (L.H.D.) to Marc J. Spears

D. Personnel Actions

RE: appointments, reappointments, changes in salary, change in title, resignations, terminations, suspensions, retirement, personnel leaves, etc. More detailed information identifying the personnel involved, their job titles, and their salaries, where applicable, will be available upon request at the meeting and prior thereto at the Office of the Board of Regents.

1. Request approval of personnel actions; items not requiring Board action are included for informational purposes only
2. Request ratification of interim approval to modify the appointment of Chris Wright, Head Men's Basketball Coach

E. Instructional Programs

1. Request approval to submit program modifications for the Bachelor of Arts in Psychology

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

None

G. Other Business and Financial Matters

1. Request approval to name the new Allied Health Facility at the LU-Tulsa Campus in honor of former Tulsa City Council Member, Jack Henderson

H. Contractual Agreements (other than construction and renovation)

1. Request approval to amend the competitively bid 10-year contract with HES Facilities Management that was awarded in May 2021 to include Custodial and Groundskeeping Services only, pending a final draft and approval by the Office of Legal Counsel
2. Request approval to solicit competitive bids and award a contract(s) to the best value supplier(s) to provide campus as-needed mechanical services
3. Request approval to solicit competitive bids and award a contract(s) to the best value supplier(s) to provide campus facility maintenance and light construction services
4. Request approval to hire suppliers as needed to provide Summer Make Ready services and equipment including but not limited to services such as facilities maintenance, light construction, mechanical and custodial where needed

I. New Construction or Renovation of Facilities

1. Request approval to proceed with the selection process for an architect and construction manager at-risk to assist in the building envelope repair of the Allied Health Building on the Langston Campus

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

1. Request approval to solicit public bids and process a purchase order to the selected vendor for the purchase of furniture Young Hall Dormitory
2. Request approval to procure summer make-ready supplies for residential housing units on the Langston Campus

K. Student Services/Activities

None

L. New Business Unforeseen at Time Agenda was Posted

M. Other Informational Matters Not Requiring Action of the Board

1. FTE Report for quarter ending March 31, 2023

V. OKLAHOMA STATE UNIVERSITY

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

1. Remarks by President Kayse Shrum

B. Resolutions

1. Request adoption of Memorial Resolutions for Joseph "Paul" Devlin, Judith Elise Dobson, and David F. Hitzeman

C. Policy and Operational Procedures

None

D. Personnel Actions

RE: appointments, reappointments, changes in salary, change in title, resignations, terminations, suspensions, retirement, personnel leaves, etc. More detailed information identifying the personnel involved, their job titles, and their salaries, where applicable, will be available upon request at the meeting and prior thereto at the Office of the Board of Regents.

1. Request approval of personnel actions; items not requiring Board action are included for informational purposes only

E. Instructional Programs

1. Request approval curricular changes including new degrees, program modifications, etc.

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

1. Request approval of new OSUOnline OneRate

G. Other Business and Financial Matters

1. Request approval of amendment to lease between KOSU and GTP Acquisition Partners II, LLC
 2. Request approval to rename a section of street in student residential housing
 3. Request approval to grant temporary easement and permanent easement to the city of Oklahoma City (OSU-OKC)
- H. Contractual Agreements (other than construction and renovation)
1. Request approval to provide conference support services to the OSU-Center for Health Sciences Alumni Association (OSU-CHS)
- I. New Construction or Renovation of Facilities
1. Request approval to select an architectural firm to assist the University with the design and construction of a new human performance facility
 2. Request approval to select a construction management firm to assist the University with the design and construction of a new human performance facility
 3. Request approval to select an architectural firm to assist the University with the design and construction of a new pharmaceutical and medical sciences facility (OSU-CHS)
 4. Request approval to select a construction management firm to assist the University with the design and construction of a new pharmaceutical and medical sciences facility (OSU-CHS)
- J. Purchase Requests (purchase of equipment, supplies, materials, professional services, etc.)
1. Request approval of sole source and special request purchasing items (OSU-System)
 2. Request approval of revolving and appropriated funds (OSU-System)
 3. Request approval of auxiliary enterprises funds
 4. Request approval of plant fund purchasing items
- K. Student Services/Activities
1. Request approval of housing and residential life rate increase
 2. Request approval to increase the rate for University dining services meal plan
 3. Request approval of increase room and board rates (OSUIT)
- L. New Business Unforeseen at Time Agenda was Posted
- M. Other Informational Matters Not Requiring Action of the Board
1. Recognition agreements for interior spaces

VI. OKLAHOMA PANHANDLE STATE UNIVERSITY

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

B. Resolutions

None

C. Policy and Operational Procedures

None

D. Personnel Actions

RE: appointments, reappointments, changes in salary, change in title, resignations, terminations, suspensions, retirement, personnel leaves, etc. More detailed information identifying the personnel involved, their job titles, and their salaries, where applicable, will be available upon request at the meeting and prior thereto at the Office of the Board of Regents.

1. Request approval of personnel actions; items not requiring Board action are included for informational purposes only

E. Instructional Programs

1. Request approval of a new program, A.S. in Education

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

None

G. Other Business and Financial Matters

None

H. Contractual Agreements (other than construction and renovation)

None

I. New Construction or Renovation of Facilities

None

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

None

K. Student Services/Activities

None

L. New Business Unforeseen at Time Agenda was Posted

M. Other Informational Matters Not Requiring Action of the Board

1. Services have been awarded to hire suppliers to provide HVAC and plumbing services to replace the previous performance service agreement on the OPSU campus
2. 2023 Out of State Travel
3. FTE Report

VII. PUBLIC COMMENTS

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

A. Individuals scheduled to speak:

1. Ms. Paitlyn Anderton, Ms. Brandi Patterson, Dr. Billy Clay, Dr. John Otto, Mr. Mark Magazu II, and Dr. Lee Denney

VIII. COMMITTEE REPORTS

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

A. Academic Affairs, Policy and Personnel Committee

(All business discussed by this Committee was presented during the business of Northeastern Oklahoma A&M College, Oklahoma Panhandle State University, and Oklahoma State University.)

B. Audit, Risk Management and Compliance Review Committee

1. Recommendation regarding FY 2022 audits for Oklahoma State University
2. Recommendation regarding FY 2022 audits for Northeastern Oklahoma A&M College
3. Recommendation regarding revised FY 2023 Audit Plan for the Office of Internal Audit

C. Fiscal Affairs and Plant Facilities Committee

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

D. Planning and Budgets Committee

IX. OTHER BOARD OF REGENTS' BUSINESS

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

None

B. Resolutions

None

C. Policy and Operational Procedures

1. Proposed revisions to Board Policy 3.01, Board Review of Personnel Actions for OSU Constituent Budget Agencies

D. Personnel Actions

RE: appointments, reappointments, changes in salary, change in title, resignations, terminations, suspensions, retirement, personnel leaves, etc. More detailed information identifying the personnel involved, their job titles, and their salaries, where applicable,

will be available upon request at the meeting and prior thereto at the Office of the Board of Regents.

1. Personnel actions for the offices of the Board of Regents and Interim President for Langston University

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

None

F. Other Business Matters Requiring Action of the Board

G. Reports/Comments/Recommendations by Chief Executive Officer

1. Appointment of members of the Regents Steering Committee for the Langston University Presidential Search

2. Executive Session, if approved by the required number of Board members present, for the purpose of considering evaluation/assessment and other information relevant to the employment of Oklahoma A&M institutional presidents. (Oklahoma Open Meeting Act §307B.1.)

3. Consider or take action(s), if any, with reference to the matters contained in the immediately preceding item

H. Reports/Comments/Recommendations by General Counsel

I. Reports/Comments/Recommendations by Chief Audit Executive

J. New Business Unforeseen at Time Agenda was Posted

K. Other Informational Matters Not Requiring Action of the Board

None

L. Meeting adjournment

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

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

President Stafford said it is a busy time of year on the NEO campus. There are many awards banquets, receptions, and other events honoring students beginning prior to spring break through commencement.

He said NEO had students in the top six of Love's Entrepreneurship Cup, and NEO's Small Business Team won first place in the Small Business Division. The five students on the team were Kailee Davis, Kaitlyn Stephens, Abby Keller, Chelsie Wilmoth, and Jadrian Gibbs. Calvin Becker, who is the Department Chair of the Business and Technology Department and the coach of the team, helped the students put together a marketing and business plan to do a food truck. As a result of winning first place, the students won \$10,000. Kaitlyn Stephens also won the Paulsen Award, bringing home \$5,000 for an essay and interview about entrepreneurship in Oklahoma and how she believes Oklahoma can foster that spirit. He and Dr. Dustin Grover, Vice President for Academic Affairs, both had a great night supporting their students at the Oklahoma History Center. Chair Callahan asked President Stafford to extend congratulations to the team on behalf of the Board.

There have been approximately 250-300 freshman enrolled at NEO over the past week. NEO has a Higher Learning Commission (HLC) new site location visit scheduled for next week that is very routine in nature. NEO has expanded its nursing program operations to the Northeast Tech campus in Kansas, Oklahoma, and it is routine for HLC to do a site visit and verify that the College is doing everything it should do on-site. On March 2, 2023, there was a massive hailstorm in Miami, Oklahoma, which caused a lot of damage to roofs and vehicles. NEO's roof damage from that storm is approximately \$2.5 million. The College placed a claim with the Oklahoma Office of Management and Enterprise Services (OMES). There were two roofs that had already reached life expectancy for which the College will pay 50 percent, but the other six roofs will be replaced with funding from the OMES insurance claim. President Stafford distributed a photo to the Regents showing NEO's new bus and said it will serve as a moving billboard with the large NEO branding on its side. He then highlighted various articles of interest in the *NEO Update*.

C-1 Approval to consolidate sick leave into one accrual rate for all faculty and staff

President Stafford said this Item was discussed with members of the Academic Affairs, Policy & Personnel (AAPP) Committee during its meeting earlier in the week.

Committee Chair Harrel said the Committee acted to recommend Board approval of the administration's request.

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

Chair Callahan asked President Stafford to explain the details of the Item. President Stafford said NEO has been reviewing policies and procedures, and currently there are two different accrual rates for sick leave; one for exempt and one for non-exempt employees. This recommendation is to make the accrual rate the same for all full-time employees.

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

D-1 Approval of personnel actions

President Stafford noted the appointment of an Interim I.T. Director.

Chair Callahan asked whether the State Opioid Response Coordinator is a position that is required by law. President Stafford said that position is not required by law but is part of a grant program. Dr. Grover confirmed the position is funded by a grant received from the State of Oklahoma.

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

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

E-1 Approval of program curricular changes

Dr. Grover said there are several option deletions, as well as several curricular changes that are mostly housekeeping matters within the Agriculture Department. The option deletions are due to a lack of need for marketing purposes. NEO is moving to one plan of study in each degree program. Those options were previously used to recruit in the market, but deleting the options makes it a more efficient plan of study. There is a program modification request in the Pre-Elementary Education Associate in Arts Degree, which is a housekeeping item. In the Nursing Department, they are requesting a name change of their Pre-Nursing program; it is a pre-BSN not a pre-RN program, and the new name will bring clarity to that difference. The minor curricular changes listed for the nursing program are routine in nature.

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

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

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

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

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

G-2 Approval of peace officer commission for Larry Shirley

Commission:

<u>Name</u>	<u>Commission No.</u>
Larry Shirley	815

Regent Milner moved and Regent Davis seconded to approve Item G-2 as presented in the NEO Agenda.

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

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

President Stafford said this is a service NEO has utilized for several years to help NEO close out the year and prepare for the annual audit. Chair Callahan asked how long NEO has been using Crawford and Associates for this service. President Stafford said the use of this service predates his tenure as president. Ms. Finley said she believes it has been at least nine years. Mr. Rick Brewster, Assistant Chief Audit Executive, said this has been the arrangement since 2012. Ms. Finley said this service has been very beneficial to the A&M institutions.

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

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

J-1 Approval of purchase orders over \$75,000

President Stafford said these purchase orders are for three items, including a new chiller and boiler system for Ables Hall. Chair Callahan asked President Stafford to provide an update regarding the Graduation Alliance. President Stafford said Graduation Alliance is NEO's online recruitment and retention support to help the College attract students and assist students enrolled in online courses. This request is a funding increase to help position the College for the upcoming year. It has been a successful program thus far.

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

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

J-2 Approval of Special Request purchasing item

President Stafford said this purchase is for a life safety system to be installed in Dyer Hall. He said the desire is to have the same life safety systems across all dormitories.

Regent Harrel moved and Regent Milner seconded to approve Item J-2 as presented in the NEO Agenda.

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

J-3 Approval to engage the appropriate on-call provider through the Oklahoma A&M System contract for the restoration of facilities affected by a hailstorm in March 2023

Chair Callahan asked where the funding will come from for the difference that insurance doesn't pay on this claim. President Stafford said it will come out of NEO's reserves.

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

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

Regent Baetz asked how many students' cars were impacted. President Stafford said every single car that was not under a cover was damaged. Unfortunately, every one of the ten vehicles NEO had purchased over the past two years was damaged except for one that was under cover. If those vehicles had been insured through OMES, the out-of-pocket cost would be a \$3,500 deductible per car. After many conversations earlier in his tenure, it was felt insuring those vehicles through OMES was not worth it due to those high deductible amounts. The deductible for facilities through OMES is \$50,000 for all facilities across campus, outside of the ones that were depreciated.

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



NORTHEASTERN OKLAHOMA A&M COLLEGE

Miami, Oklahoma

Agenda for the Regular Meeting of the Board of Regents for OSU and the A&M Colleges

April 21, 2023

Dear Board Members:

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

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

1. President Dr. Kyle Stafford Remarks
 - a. Highlights of NEO Update

B – RESOLUTIONS- None

C - POLICY AND OPERATIONAL PROCEDURES-

1. Board authorization is requested to consolidate sick leave into one accrual rate for all faculty and staff (Reference Document C-1).

D - PERSONNEL ACTIONS-

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

E - INSTRUCTIONAL PROGRAMS-

1. Board authorization is requested for program curricular changes outlined in Reference Document E-1.

F - BUDGETARY ACTIONS- None**G - OTHER BUSINESS AND FINANCIAL MATTERS-**

1. Board authorization is requested to expend grant funds, including payment of administrative allowance at year-end, according to grant guidelines (Reference Document G-1).
2. Board authorization is requested for peace officer commission for Larry Shirley is CLEET certified.

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

1. Board authorization is requested to enter into an agreement with Crawford and Associates to provide services related to the preparation of financial statements and financial consulting assistance. Authorization is requested for up to \$85,000, and will be paid from legally available funds (Reference Document H-1).

I - NEW CONSTRUCTION OR RENOVATION OF FACILITIES- None**J - PURCHASE REQUESTS –**

1. Board authorization is requested for purchase orders over \$75,000. All purchases will comply with the Board of Regents for the Oklahoma Agricultural and Mechanical College Policies and Procedures, as well as applicable state statutes. The funding for these expenditures will come from legally available funds (Reference Document J-1).
2. Board authorization is requested for Special Request purchasing item (Reference Document J-2).
3. Board authorization is requested to engage the appropriate on-call provider through the Oklahoma A&M System contract for the restoration of facilities affected by a hailstorm in March 2023 (Reference Document J-3).

K - STUDENT SERVICES/ACTIVITIES- None**L - NEW BUSINESS UNFORESEEN AT TIME AGENDA WAS POSTED- None****M - OTHER INFORMATIONAL MATTERS NOT REQUIRING ACTION OF THE BOARD**

1. Out-of-state travel summary for February and March 2023 (Reference Document M-1).
2. OSRHE FTE report for fiscal quarter ending March 2023 (Reference Document M-2).



April 17, 2023

Executive Summary

Northeastern Oklahoma A&M College requests board authorization to consolidate sick leave accrual into one category, effective July 1, 2023. The current sick leave accrual rates are different by employee classification. Currently, exempt staff and faculty accrue at one rate, while non-exempt staff accrue at a lower rate. NEO proposes 21 days per year for all full-time employees.

NEO Sick			Proposed Sick Leave		
Years of Service	Hours per Month	Days per Year	Type	Hours per Month	Days per Year
<u>Non-Exempt</u>			Faculty/Staff	14	21
0+	8	12			
<u>NEO Exempt/Faculty</u>					
0+	14	21			



D. PERSONNEL ACTIONS-

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

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

Name	Action	Effective Date	Salary/Rate
Chris Smith	Interim Information Technology Director	4/22/2023	\$50,000.00 annually

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

Name	Action	Effective Date	Salary/Rate
Evan Lassiter	Employ Offensive Coordinator & Recruitment Coordinator	2/20/2023	\$45,000.00 annually
Chase Johnson	Promotion Defensive Coordinator/Strength & Conditioning	2/26/2023	\$45,000.00 annually
Richard Stammetti	Employ Assistant Football Coach	3/2/2023	\$32,000.00 annually
Lisa Owen	Employ State Opioid Response Coordinator	3/6/2023	\$17,784.00 annually
Larry Shirley	Employ Police Officer	3/6/2023	\$12,272.00 annually
Jacquelynn Clapp	Employ Administrative Assistant Business Department	3/7/2023	\$11,824.80 annually
Cristen Knight	Salary Change - Title Administrative Asst. Success Center	3/19/2023	\$22,880.00 annually
Billie Clarkson	Employ Library Assistant	3/27/2023	\$10,725.00 annually
Mathis Thomas	Employ Assistant Football Coach/Strength & Conditioning	3/30/2023	\$45,000.00 annually
Fortune Kede	Employ Women's Assistant Soccer Coach	4/1/2023	\$15,000.00 annually

Enoch Smith	Employ Assistant Football Coach/Resident Director Dyer	4/12/2023	\$25,000.00 annually
Misty Rhinehart	Temporary Additional Online Course Development	4/16/2023	\$1,200.00 annually
Christina Manion	Resignation Library Assistant	2/16/2023	\$8,320.00 annually
Chase Johnson	Resignation Defensive Coordinator Strength & Conditioning	3/9/2023	\$45,000.00 annually
Damon Frenchers	Resignation Asst. Football Coach & Asst, Resident Director Russell	3/18/2023	\$20,000.00 annually
Todd Parenteau	Resignation Farm Maintenance	3/31/2023	\$24,960.00 annually
Zach Lawson	Resignation Information Technology Director	4/30/2023	\$58,000.00 annually
Janina Eads	Resignation Instructor of Chemistry	5/31/2023	\$51,675.00 annually
Kathryn Wenzel	Retirement Tutoring Center Coordinator	5/31/2023	\$39,227.34 annually
Terry DeCoster	Resignation Special Projects	5/31/2023	\$45,500.00 annually

**NORTHEASTERN OKLAHOMA A&M COLLEGE
EXECUTIVE SUMMARY
PROGRAM and CURRICULAR CHANGES**

Northeastern Oklahoma A&M (NEO) College requests approval of the following academic program and curricular changes. Upon approval, NEO College will submit the change requests to the Oklahoma State Regents for Higher Education for approval.

Program Modifications

Agriculture Department

Agriculture - AS Degree

Agriculture Business - Delete Option

Agriculture Education -Delete Option

Animal Science – Delete Option

Equine – Delete Option

General Agriculture – Delete Option

Agriculture will now have one plan of study. The multiple options were confusing for students and used mainly for marketing purposes.

Program changes include requiring MATH 1513 College Algebra in General Education core and updating course inventory to align with current curriculum.

Equine and Ranch Management - AAS Degree

Equine Production - Delete Option

Ranch Management -Delete Option

Equine and Ranch Management will now have one plan of study. The multiple options were confusing for students and used mainly for marketing purposes.

Program changes include updating course inventory to align with current curriculum.

Program required hours would not change.

Pre-Veterinary Medicine - AS Degree

Program changes include updating course inventory to align with current curriculum.

Communication and Fine Arts Department

Elementary Education – Pre – AA Degree

Program changes include updating General Education course requirements and program course inventory to align with current curriculum.

Program required hours would not change.

Nursing, Allied Health, and Physical Education Department

Nursing – Pre BSN - AS Degree

Change name of program to **Health Sciences – Pre**. Currently the name (Nursing – Pre) is confusing to students who believe they are on the path for the ADN program. The name of Health Sciences – Pre is more comprehensive and intuitive for students as they are selecting a program.

Nursing – Pre BSN - AS Degree

Change General Education and program requirements to align better for articulation with four-year institutions. The program currently has no prescribed core courses and the curricular change defines a total of 11 hours for required program courses and another 11 hours for program electives. No change to the number of total program hours.

Fasttrack Nursing – AAS Degree

NURS 1121 and NURS 1131 to become NURS 1122

NURS 1121 is currently required for all applicants to the Fast Track Program. NURS 1131 is currently required in addition to NURS 1121 for all Paramedics applying to the Fast Track Program. Creating a two-credit hour course (NURS 1122) for all applicants (both LPNs and Paramedics) will allow more time for review of course material to transition applicants into the ADN Program.

AGRICULTURE GENERAL OPTION

AGRICULTURE

ASSOCIATE IN SCIENCE DEGREE

This curriculum is designed to prepare the student for transfer to a Bachelor's program in **Agriculture or related field**. By proper advisement in the selection of electives, students may also prepare for a four-year program in **Ag Communication, Ag Economics, Ag Engineering, Agronomy, Animal Science, Entomology, Equine-Landscape Architecture**, or other agriculture related field. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Agriculture Department at neoagriculture@neo.edu, neoag@neo.edu or call (918) 540-6368.**

TOTAL PROGRAM HOURS: 60

General Education Requirements Hours: 38

<i>Communication</i>	<i>6 hours</i>	ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II
<i>History</i>	<i>3 hours</i>	HIST 1483 or 1493 American History
<i>Political Science</i>	<i>3 hours</i>	POLS 1113 American Government
<i>Humanities</i>	<i>6 hours</i>	Select from HUM listing on p. 62.
<i>Lab Science</i>	<i>8 hours</i>	Any Two Lab Science courses on p. 62-63.
<i>College Math</i>	<i>3 hours</i>	College level MATH course on p. 63. MATH 1513 or Higher
<i>Required Elective</i> Language, Fine Arts (Art, Music, Drama), Social Sciences	<i>3 hours</i>	One course from the following: Psychology, Foreign
<i>General Ed Elective(s)</i>	<i>3 hours</i>	Additional liberal arts and science courses
<i>Computer Proficiency</i>	<i>3 hours</i>	CS 1103 Computers in Society

Program Requirements: Hours: 22

Core Requirements: 11 hours

FYE	1011	Freshman Year Experience
AGEC	1113	Introduction to Agriculture Economics
ANSI	1124	Introduction to Animal Science
PLNT	1213	Introduction to Plant and Soil Science

11 hours as directed by advisor

ACCT	2103	Financial Accounting
ACCT	2203	Managerial Accounting
AG	2281	Agriculture Capstone
AG	2440	Agriculture Internship (variable credit 1- 6 hours)
AGCM	2103	Communications in Agriculture

AGEC	2203	Principles of Economics Applied in Agriculture
AGLE	1511	Introduction to Leadership in Ag Sciences and Natural Resources
AGLE	2303	Personal Leadership Skills in Agriculture
ANSI	2112	Live Animal Evaluation
ANSI	2123	Livestock Feeding
ANSI	2253	Meat Animal & Carcass Evaluation
ECON	2013	Introduction to Macroeconomics
ECON	2023	Introduction to Microeconomics
BIOL	1114	Introduction to Biology
HORT	1013	Principles of Horticulture Science
MATH	1483	Mathematical Functions and Their Uses
MATH	1513	College Algebra
MATH	2103	Elementary Calculus
MCAG	1413	Introduction to Engineering in Ag
PLNT	2013	Applied Plant Science
SOIL	2124	Fundamentals of Soil Science
STAT	2023	Elementary Statistics in Business and Economics
		Livestock Selection Courses, Rodeo Activities Courses
		Approved Electives (maximum 10 hours)

RANCH-MANAGEMENT-OPTION
EQUINE AND RANCH MANAGEMENT
ASSOCIATE IN APPLIED SCIENCE DEGREE

This curriculum is designed to prepare the student for a career in ranch management upon graduation. Students may also select an option in **Equine Science** (see page 95). For more information contact the Agriculture Department at neoagriculture@neo.edu neoag@neo.edu or call (918) 540-~~6069~~. 6368

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 18

Communication	6 hours	ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II
<i>History</i>	<i>3 hours</i>	<i>HIST 1483 American History or HIST 1493 American History</i>
<i>Political Science</i>	<i>3 hours</i>	<i>POLS 1113 American Government</i>
<i>General Ed Elective</i>	<i>3 hours</i>	<i>Approved liberal arts and/or science course(s).</i>
<i>Computer Proficiency*</i>	<i>3 hours</i>	<i>CS 1103 Computers in Society</i>

Program Requirements:

Hours: 42

Technical/Occupational Specialty: at least 27-28 (25 – 27) hours as directed by advisor

FYE	1011	Freshman Year Experience
ANSI	1124	Introduction to Animal Science
ANSI	2112	Livestock Animal Evaluation or
EQNE	1101	Equine Selection
ANSI	2123	Livestock Feeding
FRMT	1003	Equine and Livestock Business Management
FRMT	2123	Breeding Management of Farm Animals <u>or</u>
EQNE	2133	Equine Reproduction
FRMT	1113	Farm Animal Health <u>or</u>
EQNE	2123	Equine Health Disease
FRMT	1222	Equine and Livestock Sales Management and Marketing
FRMT	2221	Farm and Ranch Management Capstone
		Change to AG2281 Agriculture Capstone (already approved)
FRMT	1013	Pasture and Range Management
FRMT	2223	Livestock Production
AG	2281	Agriculture Capstone

Additional hours to meet minimum 42 as directed by advisor

AGEC	1113	Introduction to Agriculture Economics
MCAG	1413	Introduction to Engineering in Agriculture
PLNT	1213	Introduction to Plant and Soil Systems
SOIL	2124	Fundamentals of Soil Science
FRMT	2203	Feedlot Management
BIOL	1114	Introductory Biology
CHEM	1215	Principles of Chemistry-I
EQNE	1103	Introduction to Equine
EQNE	1112	Basic Horseshoeing
EQNE	2012	Basic Horsemanship
EQNE	2022	Advanced Horsemanship
EQNE	2112	Advanced Horseshoeing
EQNE	2124	Equine Training Management I
EQNE	2234	Equine Training Management II
FRMT	1213	Beef Production
MATH	1513	College Algebra
		Livestock Selection courses
		Approved Electives (maximum of 10 hours)
SOIL	2124	Fundamentals of Soil Science

FRMT	1222	Equine and Livestock Sales Management and
ANSI	2253	Marketing
HORT	1013	Meat Animal & Carcass Evaluation
PLNT	2013	Principles of Horticulture Science
SOIL	2023	Applied Plant Science

**VETERINARY SCIENCE – PRE
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to fulfill in part the course requirements for entry into a school of Veterinary Science. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Agriculture Department at neoagriculture@neo.edu, neoag@neo.edu or call (918) 540-6368.**

TOTAL PROGRAM HOURS: 60

General Education Requirements Hours: 38

<i>Communication</i>	<i>6 hours</i>	<i>ENGL 1113 Freshman Composition I</i>
		<i>ENGL 1213 Freshman Composition II</i>
<i>History</i>	<i>3 hours</i>	<i>HIST 1483 or 1493 American History</i>
<i>Political Science</i>	<i>3 hours</i>	<i>POLS 1113 American Government</i>
<i>Humanities</i>	<i>6 hours</i>	<i>Select from HUM listing on p. 62.</i>
<i>Lab Science</i>	<i>8 hours</i>	<i>Any Two Lab Science courses on p. 62-63.</i>
<i>College Math</i>	<i>3 hours</i>	<i>Any college level MATH course on p. 63.</i>
<i>Required Elective</i>	<i>3 hours</i>	<i>One course from the following: Psychology, Foreign</i>
<i>Language, Fine Arts (Art, Music, Drama), Social Sciences</i>		
<i>General Ed Elective(s)</i>	<i>3 hours</i>	<i>Additional liberal arts and science courses</i>
<i>Computer Proficiency</i>	<i>3 hours</i>	<i>CS 1103 Computers in Society</i>

Program Requirements:

Hours: 22

22 hours as directed by advisor:

FYE	1011	Freshman Year Experience
AG	2112	Microcomputer Techniques in Ag
AG	2281	Agriculture Capstone
	1113	Introduction to Ag Economics
ANSI	1124	Introduction to Animal Science
ANSI	2253	Meat Animal & Carcass Evaluation
BIOL	1114	Introduction to Biology <u>or</u>
BIOL	1414	Cellular Physiology <u>or</u>
BIOL	2114	Anatomy and Physiology
BIOL	1604	Animal Biology
CHEM	1315	General Chemistry I
CHEM	1515	General Chemistry II
EQNE	1103	Introduction to Equine
CHEM	2345	Organic Chemistry
MATH	1513	College Algebra
MATH	1613	Trigonometry <u>or</u>
STAT	2023	Elementary Statistics in Business and Economics
MCRO	2124	Introduction to Microbiology
PHYS	1114	Principles of Physics I
PHYS	1214	Principles of Physics II
PLNT	1213	Introduction to Plant and Soil Systems
SPCH	2713	Introduction to Speech Communication
BIOL	1124	Principles of Biology
BIOL	1134	Principles of Biology II
		Approved Electives (maximum 6 (10) hours)

ELEMENTARY EDUCATION (Pre)

ASSOCIATE IN SCIENCE DEGREE

This curriculum is designed to prepare the student for transfer to a Bachelor's program in Elementary Education. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact: (918) 540-6265.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 38

<i>Communication</i>	6 hours	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST 1483 American History <u>or</u>
		HIST 1493 American History
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>Humanities</i>	6 hours	Select from HUM listing on p. 62.
<i>Life Science</i>	4 hours	BIOL 1114 Introductory to Biology
<i>Physical Science</i>	4 hours	PHYS 1014 General Physical Science
<i>College Math</i>	3 hours	Any college-level MATH course on p.63.
<i>Required Elective</i>	3 hours	ART 1803 Introduction to Art
		PSYC 1113 General Psychology
<i>General Ed Elective</i>	3 hours	Additional liberal arts and science course(s).
		SPCH 2713 Introduction to Speech
<i>Computer Proficiency</i>	3 hours	CS 1103 Computers in Society

Program Requirements:

Hours: 22

Core Requirements: 7 hours

PSYC	1113	General Psychology
FYE	1011	Freshman Year Experience
SPCH	2713	Introduction to Speech Communication
FRCD	2013	Literature for Children
NUTR	1113	Nutrition OR
HHP	2003	Total Wellness

15 Additional hours as directed by advisor:

ECON	1113	Economics of Social and Contemporary Issues
ENGL	2413	Introduction to Literature
FRCD	1113	Foundations of Early Childhood
FRCD	2013	Literature for Children
GEOG	1013	World/Regional Geography
HHP	2603	Total Wellness
PSYC	1603	Developmental Psychology
SOCI	1113	Introduction to Sociology
SPAN	1113	Spanish I
Any Life	OR	Physical Science

Approved Electives (6) hours

NURSING--PRE-BSN- Health Sciences - Pre

ASSOCIATE IN SCIENCE DEGREE

This curriculum is designed to prepare the student for transfer to a Bachelor's program in Nursing. By proper advisement in the selection of electives, students may prepare for other four- year programs in professional health science related fields. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and Pre BSN degree programs. **For more information contact the Nursing Program at (918) 540-6316.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 38

<i>Communication</i>	<i>6 hours</i>	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	<i>3 hours</i>	HIST 1483 American History <u>or</u>
		HIST 1493 American History
<i>Political Science</i>	<i>3 hours</i>	POLS 1113 American Government
<i>Humanities</i>	<i>6 hours</i>	Select from HUM listing on p. 62.
<i>Lab Science</i>	<i>8 hours</i>	BIOL 2114 Anatomy & Physiology
		MCRO 2124 Introduction to Microbiology
<i>College Math</i>	<i>3 hours</i>	MATH 1513 College Algebra
	<i>3 hours</i>	PSYC 1113 General Psychology
<i>General Ed Elective</i>	<i>3 hours</i>	Additional liberal arts and science course(s)
<i>Computer Proficiency*</i>	<i>3 hours</i>	CS 1103 Computers in Society

Core Requirements

Hours: 11

CHEM 1215	Principles of Chemistry
or	
CHEM 1314	General Chemistry
or	
CHEM 1144	Chemistry for Health Sciences

PSYC 1603	Developmental Psychology

NUTR 1113	Nutrition
or	
OIS 1113	Medical Terminology
or	
HHP 2603	Total Wellness

FYE 1011	Freshman Year Experience

Program Requirements

As directed by advisor

BIOL	1604	Animal Biology
BIOL	2101	Animal Biology Lab
BIOL	2114	Anatomy and Physiology
BIOL	2124	Anatomy and Physiology Lab
BIOL	2534	Advanced Physiology
CHEM	1144	Chemistry for Health Sciences
CHEM	1215	Principles of Chemistry I
CHEM	1315	General Chemistry I
ECON	2013	Introduction to Macroeconomics
HHP	2603	Total Wellness
HIST	1063	History of the American Indian
MCRO	2124	Introduction to Microbiology
MCRO	2301	Introduction to Microbiology Lab
NUTR	1113	Nutrition
PSYC	1603	Developmental Psychology
SOCI	1113	Introduction to Sociology
SOCI	2123	Social Problems
SOCI	2353	Cultural Anthropology
SPCH	2713	Introduction to Speech Communication
STAT	2023	Elementary Statistics in Business and Economics

Approved Electives (maximum 6 hours)

**ASSOCIATE DEGREE NURSING (RN)
FAST TRACK (LPN/Paramedic)
ASSOCIATE IN APPLIED SCIENCE DEGREE**

For more information, contact the Nursing Program at (918) 540-6316.

TOTAL PROGRAM HOURS: 66

General Education Requirements:

Hours: 18

Communication	6 hours	ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II
History	3 hours	HIST 1483 American History <u>or</u> HIST 1493 American History
Political Science	3 hours	POLS 1113 American Government
Controlled Electives	6 hours	PSYC 1113 General Psychology PSYC 1603 Developmental Psychology

Program Requirements: HOURS: 49-50

Technical/Occupational Support: 12 hours

CHEM	1144	Chemistry for Health Sciences <u>or</u>
CHEM	1215	Principles of Chemistry I <u>or</u>
CHEM	1315	General Chemistry I
BIOL	2114	Anatomy and Physiology (includes lab)
MCRO	2124	Introduction to Microbiology (includes lab)

Technical/Occupational Specialty: 26-27 hours

NURS	1121	Transition to Associate Degree Nursing (LPN & Paramedic)
NURS	1131	Expanded Transition to Associate Degree Nursing (Paramedic)
NURS	1122	Transition to Associate Degree Nursing (LPN & Paramedic)
NURS	1217	Medical Surgical Nursing I
NURS	2102	Nursing Care of the Childrearing Family
NURS	2137	Medical Surgical Nursing II
NURS	2242	Mental Behavioral Health Nursing
NURS	2243	Transition to Professional Practice
NURS	2244	Nursing Care of Patients with Multisystem Disorders

Advanced Standing Credit for LPN and Paramedic: 11 hours

NURS	1101	Pharmacology (ATI Assessment)
NURS	1112	Health Assessment (ATI Assessment)
NURS	1116	Introduction to Nursing (ATI Assessment)
NURS	1202	Nursing Care of the Childbearing Family (ATI Assessment)

G. Other Business and Financial Matters-

1. Board authorization is requested to expend funds, including payment of administrative allowance at year-end, according to grant/program guidelines for:

Carl Perkins Grant Postsecondary Allocation- The Oklahoma Department of Vocational and Technical Education advised the award for the Carl D. Perkins Vocational & Technical Education Act of 1991 for Fiscal Year 2023-2024 is \$43,499. These funds are used to develop the academic, vocational, and technical skills of secondary students and postsecondary students that elect to enroll in vocational and technical education programs.

April 4, 2023

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

Dear President Stafford:

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

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

Scope of Services

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

Scope of Available Services

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

Northeastern Oklahoma A&M College
Accounting and Consulting Services Engagement Letter
April 4, 2023
Page 2 of 5

Initial Services Requested

Preparation of Annual Financial Statements and Financial Consulting Assistance:

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

Services Related to the Preparation of Annual Financial Statements

You have requested that we prepare the annual financial statements of the financial reporting entity of the College as of and for the year ended June 30, 2023. Such financial statements will include:

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

Crawford & Associates' Responsibilities

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

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

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

Northeastern Oklahoma A&M College
Accounting and Consulting Services Engagement Letter
April 4, 2023
Page 3 of 5

Management Responsibilities

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

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

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

Other Requested and Available Services

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

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

Northeastern Oklahoma A&M College
Accounting and Consulting Services Engagement Letter
April 4, 2023
Page 4 of 5

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

Access to Working Papers and Reports

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

Fees and Costs

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

Standard Hourly Rates:

- Firm President \$265
- Shareholders \$180
- Senior Managers \$160
- Managers \$140
- Senior Professional Staff \$120
- Professional Staff \$80
- Clerical Staff \$50

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

Northeastern Oklahoma A&M College
Accounting and Consulting Services Engagement Letter
April 4, 2023
Page 5 of 5

The term of this engagement is a period from the date of acceptance of this engagement letter through the date of issuance of the College's financial statements for the period ended June 30, 2023. Crawford & Associates may perform additional services upon receipt of a formal request and an authorized purchase order or other form of authorization documentation with terms and conditions that are acceptable to both parties.

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

Acceptance

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

Respectfully submitted and agreed to by,



Frank Crawford
Crawford and Associates, P.C.

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

By: _____

Title: _____

Date: _____



J - PURCHASE REQUESTS –

1. Board authorization is requested for purchase orders over \$75,000. All purchases will comply with the Board of Regents for the Oklahoma Agricultural and Mechanical College Policies and Procedures, as well as applicable state statutes. The funding for these expenditures will come from Legally available funds.
- Supplier/Vendor has not been identified at time of request. New chiller and boiler system for Ables Hall, estimated at \$700,000.
 - Supplier/Vendor not identified at time of request. New carpeting for Shipley Hall, Library and NEO A&M Suites, estimated at \$250,000.
 - Graduation Alliance- Increase amount of previously approved (June 2021). Estimated up to \$550,000 renewable upon mutual agreement. Expenses are dependent upon the success of the program and will be offset with revenue generated.



J - PURCHASE REQUESTS –

2. Board authorization is requested for Special Request Purchasing Item. Funding for this expenditure will come from legally available funds.
- Elite System, Inc.- life safety system to be installed in Dyer Hall. Estimated cost is \$125,000. Four other dormitories already have or will have the same system by the end of the summer from prior request approvals. Approval will allow all dormitories to be on the same life safety system to ensure compatibility with existing network.



J - PURCHASE REQUESTS –

3. Board authorization is requested to engage the appropriate contractors as preferred by Board policy and state statutes through the Oklahoma A&M System contract for the restoration of facilities damaged by a hailstorm in March 2023. The total number of areas impacted on campus is nine (9) locations with varying degrees of damage requiring build-back. The estimated cost of restoration not to exceed \$2,500,000.

NEO A&M College will front the full cost of the necessary restoration with the expectation of being reimbursed by our insurance provider. The college has filed a claim (Claim #2350031807) with our insurance carrier, making the expected final out-of-pocket deductible cost \$50,000, plus 50% of the cost associated with four roofs that have exceeded the warranty due to age. Funding for this expenditure will come from legally available funds.

M - OTHER INFORMATIONAL MATTERS NOT REQUIRING ACTION OF THE BOARD**1. Out-of-state travel summary for February and March 2023 (Reference Document M-1).**

Northeastern Oklahoma A&M College

Summary of Out-of-State Travel as of

Jan-23

Column (1): Travel This Month

Column (3): Amount Expended Current FY

Column (2) Corresponding Month Last FY

Column (4) Amount Expended Prior FY

Fund Source	No. Trips (2)	Amount Expended (2)	No. Trips (0)	Amount Expended (2)	No. Trips (3)	Amt. Exp Current FY (3)	No. Trips (4)	Amt. Exp Prior FY (4)
Revolving	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
State Approp. (290)	0	\$0.00	1	\$243.61	18	\$6,895.56	5	\$1,752.53
Federal (430)	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Private	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Auxiliary (701)	0	\$0.00	1	\$60.00	4	\$20,389.69	9	\$9,867.71
Other	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Total	0	\$0.00	2	\$303.61	22	\$27,285.25	14	\$11,620.24

Northeastern Oklahoma A&M College

Summary of Out-of-State Travel as of

Feb-23

Column (1): Travel This Month

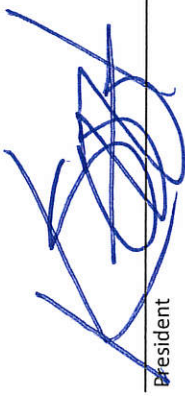
Column (3): Amount Expended Current FY

Column (2) Corresponding Month Last FY

Column (4) Amount Expended Prior FY

Fund Source	No. Trips (2)	Amount Expended (2)	No. Trips (0)	Amount Expended (2)	No. Trips (3)	Amt. Exp Current FY (3)	No. Trips (4)	Amt. Exp Prior FY (4)
Revolving	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
State Approp. (290)	0	\$0.00	0	\$0.00	18	\$6,895.56	5	\$1,752.53
Federal (430)	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Private	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Auxiliary (701)	0	\$0.00	0	\$0.00	4	\$20,389.69	9	\$9,867.71
Other	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Total	0	\$0.00	0	\$0.00	22	\$27,285.25	14	\$11,620.24

The Oklahoma State System of Higher Education
FTE Employee Report


President

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

From: Northeastern Oklahoma A&M College

Subject: FTE Employee Report for Fiscal Quarter Ending 03/31/2023

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

FTE Employee Categories

	Educational and General Budget Part I				Educational and General Budget Part II				Agency Accounts Other				Sub Total			Total FTE
	Faculty		Other		Faculty		Other		Faculty		Other		Faculty	Regular	Student	
			Regular	Student			Regular	Student			Regular	Student				
Current QTR	53	69	1		0	6	9		3	34	8		56	109	18	183
Prior QTR	58	72	1		0	6	13		2	34	11		60	112	25	197
INC (DEC)	-5	-3	0		0	0	-4		1	0	-3		-4	-3	-7	-14
Prior FY	56	67	1		0	8	7		5	29	7		61	104	15	180

III. CONNORS STATE COLLEGE, WARNER, OKLAHOMA

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

President Ramming highlighted various stories of interest from the *Connors Connection*. Over 2,100 students participated in the annual Aggie Days Interscholastic event, with over 1,000 students participating in the livestock judging competition alone. Regent Davis said that number is impressive.

Regent Davis said he would like to congratulate President Ramming for being named a Distinguished Alumni by the OSU Ferguson College of Agriculture. That is a very big honor. President Ramming said he was very humbled to receive that recognition.

D-1 Approval of personnel actions

President Ramming noted the appointment of Mr. Chris McBeath as CSC's new Vice President of Academic Affairs. He said Mr. McBeath has worked at the College since 2018 and quickly earned leadership roles. He was the top choice out of a very strong candidate pool. Mr. McBeath is in attendance at the meeting.

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

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

Chair Callahan welcomed Mr. McBeath to the CSC staff.

E-1 Approval for program modifications; name change and course additions to the Associate of Arts in Pre-Elementary Education

President Ramming said these modifications are an attempt to get the pre-education degree plans in line with as many of the four-year education programs as possible. The academic council and faculty worked hard on these modifications. Ultimately, this will put students in line to qualify for the Inspired to Teach Scholarship program through the Oklahoma State Regents for Higher Education (OSRHE). Chair Callahan asked whether students are tracked once they graduate from CSC, and if so, to which four-year schools do they typically transfer. President Ramming said Northeastern State University is the biggest receiver of CSC graduates, especially in the education program because of its close proximity to CSC.

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

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

F-1 Approval to accept additional \$300,000 in (CARES) ARPA Funds being managed by State of Oklahoma/HWTC

President Ramming said these funds will be used in support of the nursing program. (The grant agreement is on file in the Board of Regents' Office as Doc. No. 1-4-21-23.)

Chair Callahan asked whether this is a continuing agreement or a first-time grant. President Ramming said this is the College's first time to receive funds from this program. When the American Rescue Plan A funds became available to the State, funding was set aside specifically for healthcare programs and this is CSC's portion of those funds.

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

Those voting Aye: Board Members Arthur, Baetz, Callahan, Davis, Hall, Harrel, Milner, Taylor, and Walker. 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

Agenda for the Regular Meeting of the Board of Regents for OSU and the A&M Colleges

April 21, 2023

Dear Board Members:

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

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

1. President Dr. Ron Ramming's Remarks
 - a. Connection

B – RESOLUTIONS- None

C - POLICY AND OPERATIONAL PROCEDURES- None

D - PERSONNEL ACTIONS

1. Board approval is requested for personnel actions including appointments, reappointments, changes in salary, changes in title or rate, personnel leaves, etc. Personnel items not requiring action by the Board including resignations, terminations, suspensions, retirements, etc. are provided for informational purposes only. (Ref. Document D-1)

E - INSTRUCTIONAL PROGRAMS

1. Board approval is requested for program modifications; name change and course additions to the Associate of Arts in Pre-Elementary Education.

F - BUDGETARY ACTIONS

1. Board approval is requested to accept additional \$300,000 in (CARES) ARPA Funds being managed by State of Oklahoma/HWTC. Funds will be utilized in support of the nursing program. (Reference document F-1).

G - OTHER BUSINESS AND FINANCIAL MATTERS- None

H - CONTRACTUAL AGREEMENTS (other than construction and renovation)-None

I - NEW CONSTRUCTION OR RENOVATION OF FACILITIES-None

J - PURCHASE REQUESTS- None

K - STUDENT SERVICES/ACTIVITIES- None

L - NEW BUSINESS UNFORESEEN AT TIME AGENDA WAS POSTED- None

M - OTHER INFORMATIONAL MATTERS NOT REQUIRING ACTION OF THE BOARD

1. Out-of-State Travel for February and March 2023
2. FTE Employee Report March 2023

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'R. S. Ramming', written over a horizontal line.

Dr. Ronald S. Ramming
President



Personnel Actions

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

Name	Action	Effective Date	Salary/Rate
Martin, Jamie	Nursing Faculty	2/1/2023	\$50,500.00
McBeath, Chris	Vice President of Academic Affairs	7/1/2023	\$87,000.00

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

Name	Title	Effective Date	Service Time
Corrado, Frank	Instructor of Biology	5/16/2023	10 yrs

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

Institution submitting request: **Connors State College**

Current program name and/or degree designation and State Regents' three-digit code of program to be modified: Associate of Arts in Pre-Elementary Education; 043

(3) PROGRAM NAME CHANGE AND/OR DEGREE DESIGNATION CHANGE:

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

Proposed program name (Level III) (if different): Associate in Arts in Pre-Education

Proposed degree designation to be conferred (Levels I and II) (If different): Associate in Pre-Education

Will requested change affect curriculum? ☐ No ☒ Yes

*If yes, please also complete and submit 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).

N/A

Reason for requested action: Connors is requesting a name change from Associate in Arts in Pre-Elementary Education to Associate in Arts in Pre-Education. Connors signed education articulation agreements with a few 4-year institutions for Elementary Education, Early Childhood Education, and Special Education in August 2023 through the General Studies degree program. The articulations went through the General Studies degree program rather the Pre-Elementary Education degree program because the Pre-Elementary Education degree program didn't meet the varied requirements for the different articulation agreements. By calling the degree program Pre-Education rather than Pre-Elementary, we can place the articulation agreements within a Pre-Education degree program rather than a General Studies degree program which will better serve education students who plan to transfer to a 4-year institution in an education program after they graduate from Connors. It will also benefit education students who wish to apply for education scholarships, as well as eliminate confusion of having education program requirements in a General Studies program.

**(7) Program
Requirement Change****Oklahoma State Regents for Higher Education
REQUEST FOR PROGRAM MODIFICATION
(continued)**

Institution submitting request: **Connors State College**

Program name and State Regents' three-digit program code to be modified:
Associate in Arts in Pre-Elementary Education; 043

(7) PROGRAM REQUIREMENT CHANGES

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

Select all that apply:

- ☒ 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: [Click here to enter text.](#)

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 degree sheet for the Associate in Arts in Pre-Elementary Education shows 38 hours of General Education, 1 hour of College Orientation, and 23 hours of Program Requirements. We are requesting the Math Program Requirements be modified from 3 hours of MATH 1513 to 9 hours of Math with MATH 1493, Math 1513, STAT 2013, & Math 2113 as options. We are also requesting the 3 hours of FCHE 1213 Introduction to Nutrition or HLTH 1113 Personal Health to be modified to 3 hours SPAN 1113 or CHER 1113 to be added to the program requirements. We are requesting the listed Program Electives to be modified from 13 hours with the following options Art 1113 Fundamentals of Art, SPAN 1113 Elementary Spanish, ART 1213 Basic Drawing, HIST 1223 Early Civilization, HIST 1323 Modern Civilization, HUMN 1113 Art Appreciation, HUMN 2413 World Literature I, SPCH 1013 Principles of Listening, ENGL 2113 Creative Writing, ENGL 2883 American Literature Since 1865 to 7 hours with the following options CHDV 1113 Professional Preparation I, GEOL 1114 General Geology, HIST 1483 US History to 1865 or HIST 1493 US History Since 1865, HUMN 1113 Art Appreciation, HUMN 1123 Music Appreciation, HUMN 2113 Ancient World-Mid Ages, HUMN 2223 Renaissance-Present, HLTH 1213 First Aid/Resp. to Emer.

Number of new courses being added to course catalog/inventory: N/A

List new courses being added to course catalog/inventory: N/A
 Number of courses being deleted from course catalog/inventory: N/A
 List courses being deleted from course catalog/inventory: N/A

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

Connors is requesting the program requirements be modified to meet the specifications of varying education articulations agreements recently signed with 4-year institutions. Connors signed education articulation agreements with a few 4-year institutions for Elementary Education, Early Childhood Education, and Special Education in August 2023 through the General Studies degree program. The articulations went through the General Studies degree program rather than the Pre-Elementary Education degree program because the Pre-Elementary Education degree program didn't meet varied program requirements for the different articulation agreements. To eliminate a layer of confusion for students and help streamline them toward their future education goals, we feel the program courses needed to meet the various education articulation requirements Connors has with 4-year institutions should be placed in a Pre-Education degree program rather than a General Studies degree program. We would like students to complete an Associates of Art degree from Connors that aligns with the type of education program students choose to transfer to. By modifying the program requirements in our current Pre-Elementary program degree to a Pre-Education program to correlate with differing education articulations agreements will better serve education students who plan to transfer to a 4-year institution in an education program as well as those who wish to apply for education scholarships. The program requirements for Math, Geography and Foreign Language are common core courses in the differing articulations agreements. The program requirements that differ among the various articulation agreements are listed as program elective options. Students can work with an advisor on selecting the most appropriate options that meet the requirements of the specific education articulation agreement of the 4-year institution and education program the student plans to transfer to.

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).

[Click here to enter text.](#)

Will requested change impact an embedded certificate? ☒ No ☐ Yes

If yes, please specify the certificate name and State Regents' three-digit program code. A modification to the impacted embedded certificate(s) must accompany the modification request to the main program. [Click here to enter text.](#)

Will requested change affect a Cooperative Agreement? ☒ No ☐ Yes

If yes, a Cooperative Agreement Program Modification Form must be completed and submitted.

For undergraduate degree programs only

As part of the broader work of the Mathematics Success Initiative, the Math Pathways Task Force has identified four gateway mathematics courses that are suitable general education mathematics course options. These courses, *College Algebra/Pre-Calculus*, *Introduction to Statistics, Functions and Modeling*, and *Quantitative Reasoning*, are included on the Course Equivalency Project transfer matrix and provide rigorous mathematical content that is more relevant and appropriate for specific academic majors.

Please respond to the following questions:

1. Which mathematics course is required as part of the general education requirements? If the program allows for multiple gateway mathematics course options, provide a rationale for each.

The degree sheet currently shows a choice between 3 hours of MATH 1473 Applied Mathematics or MATH 1513 Pre-Calculus Algebra in the General Education requirements. We are not requesting changes to this General Education 3 hour Math requirement because all the articulation agreements include at least one or both of these Math courses. We are requesting 9 additional Math credit hours in the program requirements to be selected from MATH 1493 Mathematical Structures, MATH 1513 Pre-Calculus Algebra, STAT 2013 Elementary Statistics, and MATH 2113 Modeling Geom. & Measurement to meet the required math courses and hours of the various education articulation agreements. Students can work with an advisor to determine the most appropriate Math choices depending on the 4-year institution and education program they plan to transfer to after they graduate from Connors.

2. Describe how the mathematics course was selected and how it best meets the needs of the program's students.

We are requesting to add more Math options in the program requirements to meet the needs of students.

3. How does this mathematics course articulate with your partner institutions?

All the education articulation agreements require a total 12 hours of Math from these course options.

(For more information regarding the gateway mathematics courses, please contact Dr. Rachel Bates (405) 225-9168)

CURRICULAR REQUIREMENTS

Please either attach current and proposed degree program requirements or use the tables below to list the current requirements in the left column and the proposed requirements in the right column (see appendix A for example).

Indicate the changes clearly. Note any courses deleted from the course catalog/inventory. Asterisk any courses new to the course catalog/inventory.

Current Curriculum		
PREFIX AND COURSE #	COURSE TITLE Pre-Elementary Education	CR. HRS.
ENGL 1113	Comp I	3
ENGL 1213	Comp II	3
SPCH 1113	Intro to Oral Communication	3
HIST 1483 OR HIST 1493	US History to 1865 OR HIST 1493 US History since 1865	3
POLS 1113	Amer. Federal Government	3
MATH 1473 OR MATH 1513	Applied Mathematics or PreCalculus Algebra	3
BIOL 1114	General Biology with Lab	4
GPS 1103	General Physical Science	3
GPS 1101	General Physical Science Lab	1
Humanities	General Education Humanities	6
COMS 1133	Fundamentals of Computer Usage OR Microcomputers in Agriculture	3
Electives	One course from Psychology, Sociology, Foreign Language, or Fine Arts	3-4
EDUC 1111	College Orientation	1
	Core Courses-Pre-Elementary	
MATH	Modeling Geom. & Meas.	3
FCSE 1213 or HLTH 1113	Introduction to Nutrition or Personal Health	3
GEOG 2243	Introduction to Geography	3
Program Electives (see adviser for best choices)	SPAN 1113 Elementary Spanish (state cert. requirement must demonstrate Foreign Lang. Proficiency {Spanish, Sign Language, etc.} ART 1113 Fundamentals of Art ART 1213 Basic Drawing HIST 1223 Early Civilization HIST 1323 Modern Civilization HUMN 1113 Art Appreciation HUMN 2413 World Literature I SPCH 1013 Principles of Listening	13

	ENGL 2113 Creative Writing ENGL 2883 American Literature Since 1865	
	Total credit hours	61

Add additional rows as necessary

Proposed Curriculum		
PREFIX AND COURSE #	COURSE TITLE Pre-Education	CR. HRS.
ENGL 1113	Comp I	3
ENGL 1213	Comp II	3
SPCH 1113	Intro to Oral Communication	3
HIST 1483 OR HIST 1493	US History to 1865 OR HIST 1493 US History since 1865	3
POLS 1113	Amer. Federal Government	3
MATH 1473 OR MATH 1513	Applied Mathematics or PreCalculus Algebra	3
BIOL 1114	General Biology with Lab	4
GPS 1103	General Physical Science	3
GPS 1101	General Physical Science Lab	1
Humanities	General Education Humanities	6
COMS 1133	Fundamentals of Computer Usage	3
Electives	One course from Psychology, Sociology, Foreign Language, or Fine Arts	3
EDUC 1111	College Orientation	1
Core Courses	CORE COURSES: (Connors has education articulation agreements with several universities for Early Childhood, Elementary Education and Special	

	Education. Each agreement is unique. Consult your advisor for the required courses for the University and program you plan to transfer to)	
<i>(Consult CSC Advisor for best options)</i> MATH 1493, MATH 1513, STAT 2013 MATH 2113	<i>(Consult CSC Advisor for best options)</i> Mathematical Structures- Pre-Calculus Algebra Elementary Statistics Modeling Geom. & Meas.	9
GEOG 2243	Introduction to Geography	3
SPAN 1113 or CHER 1113	Elementary Spanish or Elementary Cherokee	3
Program Electives <i>(Connors has education articulation agreements with several universities for Early Childhood, Elementary Education and Special Education. Each agreement is unique. Consult your advisor for the required courses for the University and program you plan to transfer to)</i>	<i>(Consult CSC Advisor for best options)</i> CHDV 1113 Professional Preparation I GEOL 1114 General Geology HIST 1483 US History to 1865 or HIST 1493 US History since 1865 HUMN 1113 Art Appreciation HUMN 1123 Music Appreciation HUMN 2113 Ancient World-Mid Ages HUMN 2223 Renaissance – Present HLTH 1213 First Aid/Resp. to Emer.	7
	Total credit hours	61

ADMISSION AND/OR GRADUATION REQUIREMENTS

Please either attach current and proposed program admission and/or graduation requirements or use the tables below to list the current requirements in the left column and the proposed requirements in the right column (see appendix B for example).

Indicate the changes clearly. It is only necessary to complete this section if changes to the program's admission or graduation criteria are being proposed.

Current Program Admission and/or Graduation Requirements	Proposed Program Admission and/or Graduation Requirements
Click here to enter text.	No changes

SUMMARY OF OUT-OF-STATE TRAVEL FOR THE PERIOD OF FEBRUARY 28, 2023

FUND SOURCE	TRAVEL THIS MONTH		CORRESPONDING MONTH LAST FISCAL YEAR		AMOUNT EXPENDED CURRENT		AMOUNT EXPENDED PRIOR	
	NO. OF TRIPS	AMOUNT EXPENDED	NO. OF TRIPS	AMOUNT EXPENDED	NO. OF TRIPS	FISCAL YEAR	NO. OF TRIPS	FISCAL YEAR
ST. APPROP.	0	0.00	0	0.00	1	1,175.65	0	0.00
FEDERAL	0	0.00	0	0.00	0	0.00	2	2,442.04
PRIVATE	0	0.00	0	0.00	0	0.00	0	0.00
AUXILIARY	0	0.00	0	0.00	0	0.00	0	0.00
OTHER	0	0.00	0	0.00	0	0.00	0	0.00
TOTAL	-	-	-	-	1.00	1,175.65	2.00	2,442.04

SUMMARY OF OUT-OF-STATE TRAVEL FOR THE PERIOD OF MARCH 31, 2023

FUND SOURCE	TRAVEL THIS MONTH		CORRESPONDING MONTH LAST FISCAL YEAR		AMOUNT EXPENDED CURRENT		AMOUNT EXPENDED PRIOR	
	NO. OF TRIPS	AMOUNT EXPENDED	NO. OF TRIPS	AMOUNT EXPENDED	NO. OF TRIPS	FISCAL YEAR	NO. OF TRIPS	FISCAL YEAR
ST. APPROP.	0	0.00	0	0.00	1	1,175.65	0	0.00
FEDERAL	0	0.00	0	0.00	0	0.00	2	2,442.04
PRIVATE	0	0.00	0	0.00	0	0.00	0	0.00
AUXILIARY	0	0.00	0	0.00	0	0.00	0	0.00
OTHER	0	0.00	0	0.00	0	0.00	0	0.00
TOTAL	-	-	-	-	1.00	1,175.65	2.00	2,442.04

THE OKLAHOMA STATE SYSTEM OF HIGHER EDUCATION
FTE Employee Report ¹

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

From: Connors State College
Institution Dr. Ron Ramming
President

Subject: FTE Employee Report for the Fiscal Quarter Ending 03/31/2023
Mo. Day Yr.

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

Educ. & Gen Budget Part I (290)				Educ. & Gen Budget Part II (430)				Agency Accounts Other (701)				Sub-Total			Total FTE	
Faculty		Other		Faculty		Other		Faculty		Other		Faculty		Other		
		Regular	Student			Regular	Student			Regular	Student			Regular		Student
67	66	2		0	8	1		4	8	15	71	82	18	171		
92	66	3		0	8	1		4	7	21	96	81	25	202		
-25	0	-1		0	0	0		0	1	-6	-25	1	-7	-31		
77	71	3		3	6	0		4	11	15	84	88	18	190		

59^A FTE Employees for
Reported Fiscal Quarter ¹

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

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

D. Comparable
Quarter
Last Year

¹ File with State Regents' office by the tenth of the month following the end of the calendar quarter being reported.

² The term employee shall mean "a full time employee or any number of part time employees whose combined weekly hours of employment equal those of a full time employee, but shall not include seasonal employees." For this report, the number of FTE employees for the reported quarter can be calculated by dividing by 487.5 hours (162.5 hours per month multiplied by three months) the total payroll hours (excluding seasonal employees) for the quarter.

³ This figure reflects the total number of FTE Employees for the main campus, branch campus(es) and all constituent agencies.

IV. LANGSTON UNIVERSITY, LANGSTON, OKLAHOMA

President Kent Smith and members of the Langston University (LU) administration came before the Board to present the business of LU and review the Agenda. (The LU Agenda is attached to this portion of the minutes.)

President Smith said he arrived in Guymon late last night due to a meeting with the Head Men's Basketball Coach and a young man he is trying to recruit to the LU team. He expressed appreciation to the Regents planning to attend LU's commencement on May 6th, 2023.

B-1 Adoption of Memorial Resolution for Helene Dunn

B-2 Adoption of Memorial Resolution for Sydneria Griffin

Regent Davis moved and Regent Baetz seconded to approve Section B, Items 1 & 2, as presented in the LU Agenda.

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

C-1 Approval to bestow the Honorary Doctorate of Humane Letters (L.H.D.) to Marc J. Spears

President Smith said Mr. Spears, who will serve as LU's commencement speaker, is an international personality on the Entertainment and Sports Programming Network (ESPN), as well as a world-renowned author. It is a big deal to have him as LU's commencement speaker. He said Mr. Spears found out about the recent donation from Griffin Communications to LU for the journalism program, and there are some conversations happening with him about joining LU faculty as an adjunct and starting a sports journalism program. Mr. Spears will be bringing a camera crew from ESPN with him to follow his time on LU's campus for commencement and the days prior. If approved, this request will be presented to the OSRHE for approval.

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

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

D-1 Approval of personnel actions

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

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

D-2 Ratification of interim approval to modify the appointment of Chris Wright, Head Men's Basketball Coach

President Smith said this contract extension is an effort to retain Coach Wright, as several other schools have already tried to recruit him because of his success at LU. He believes extending his contract will prevent another school from recruiting him in the near future. (The Interim Approval is on file in the Board of Regents' Office as Doc. No. 2-4-21-23.)

Regent Milner moved and Regent Hall seconded to approve Item D-2 as presented in the LU Agenda.

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

E-1 Approval to submit program modifications for the Bachelor of Arts in Psychology

Regent Davis moved and Regent Milner seconded to approve Item E-1 as presented in the LU Agenda.

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

G-1 Approval to name the new Allied Health Facility at the LU-Tulsa Campus in honor of former Tulsa City Council Member, Jack Henderson

President Smith said if it had not been for Mr. Henderson, LU would not have received the necessary votes to receive \$16.2 million to build this facility.

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

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

- H-1 Approval to amend the competitively bid 10-year contract with HES Facilities Management that was awarded in May 2021 to include Custodial and Groundskeeping Services only, pending a final draft and approval by the Office of Legal Counsel
- H-2 Approval to solicit competitive bids and award a contract(s) to the best value supplier(s) to provide campus as-needed mechanical services
- H-3 Approval to solicit competitive bids and award a contract(s) to the best value supplier(s) to provide campus facility maintenance and light construction services
- H-4 Approval to hire suppliers as needed to provide Summer Make Ready services and equipment including but not limited to services such as facilities maintenance, light construction, mechanical and custodial where needed

President Smith said the economy has made it challenging to maintain a workforce. Item H-1 is requesting to modify LU's contract with them for maintenance, custodial, groundskeeping, and facilities. This amendment will keep custodial and groundskeeping under HES, and the remaining services will be bid separately to bring in new companies. Item H-2 is a request to solicit competitive bids and award a contract(s) to vendor(s) for mechanical services and to increase the spending limit from \$75,000 to \$100,000. Mr. Scott Schlotthauer, Chief Procurement Officer, was consulted regarding this Item and he advised that the boiler alone would be over \$75,000. Item H-3 was also under advisement from Mr. Schlotthauer. Item H-4 allows LU to hire suppliers as-needed to move forward with summer make ready before the Fall 2024 semester begins.

Regent Taylor moved and Regent Walker seconded to approve Section H, Items 1-4, as presented in the LU Agenda.

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

- I-1 Approval to proceed with the selection process for an architect and construction manager at-risk to assist in the building envelope repair of the Allied Health Building on the Langston Campus

President Smith said this Item was discussed with members of the Fiscal Affairs & Plant Facilities (FAPF) Committee during its meeting earlier in the week. (The supporting documentation for this Item is on file in the Board of Regents' Office as Doc. No. 3-4-21-23.)

Committee Chair Hall said the FAPF Committee met with the LU administration to discuss this Item and the Committee acted to recommended Board approval of the administration's request.

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

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

J-1 Approval to solicit public bids and process a purchase order to the selected vendor for the purchase of furniture for Young Hall Dormitory

President Smith said this is the only residence hall that the University owns outright. Up until eight years ago, this was a vacant residence hall. With the increase in enrollment, it is now a residence hall that is full every fall semester. LU is at 100 percent occupancy for the fall semester for Scholars' Inn and the Commons Apartments, and Young Hall is already 50 percent full. Young Hall can house up to 300 students.

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

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

J-2 Approval to procure summer make-ready supplies for residential housing units on the Langston Campus

Regent Davis moved and Regent Baetz seconded to approve Item J-2 as presented in the LU Agenda.

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

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



LANGSTON UNIVERSITY

Langston, Oklahoma

Agenda for the Regular Meeting of the Board of Regents for the Oklahoma A&M

Colleges

April 21, 2023

Dear Board Members:

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

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

1. Remarks by President Smith

B – RESOLUTIONS

Memorial Resolutions

1. Helene Dunn (*Reference Document B-1*)
2. Sydneria Griffin (*Reference Document B-2*)

C - POLICY AND OPERATIONAL PROCEDURES

1. Approval is requested to bestow the Honorary Doctorate of Humane Letters (L.H.D.) to Marc J. Spears. (*Reference Document C-1*)

D - PERSONNEL ACTIONS

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

2. Ratification of Interim Approval is requested to modify the appointment of Chris Wright, Head Men's Basketball Coach, allowing for the President and Director of Athletics to approve and execute any necessary contractual documents with approval of Board Legal Counsel. (*Reference Document D-2*)

E - INSTRUCTIONAL PROGRAMS

1. Approval is requested to submit program modifications for the Bachelor of Arts in Psychology. (*Reference Document E-1*)

F - BUDGETARY ACTIONS

None

G - OTHER BUSINESS AND FINANCIAL MATTERS

1. Approval is requested to name the new Allied Health Facility at the LU-Tulsa Campus in honor of former Tulsa City Council Member, Jack Henderson. (*Reference Document G-1*)

H - CONTRACTUAL AGREEMENTS (other than construction and renovation)

1. Board approval is requested to amend the competitively bid 10-year contract with HES Facilities Management that was awarded in May 2021 to include Custodial and Groundskeeping Services only, pending a final draft and approval by the Office of Legal Counsel. (*Reference Document H-1*)
2. Board approval is requested to solicit competitive bids and award a contract(s) to the best value supplier(s) to provide campus as-needed mechanical services for one year with the option to renew up to 4 additional 1-year periods with mutual agreement. (*Reference Document H-2*)
3. Board approval is requested to solicit competitive bids and award a contract(s) to the best value supplier(s) to provide campus facility maintenance and light construction services for one year with the option to renew up to 4 additional 1-year periods with mutual agreement. (*Reference Document H-3*)
4. Board approval is requested to hire suppliers as needed to provide Summer Make Ready services and equipment including but not limited to services such as facilities maintenance, light construction, mechanical and custodial where needed. (*Reference Document H-4*)

I - NEW CONSTRUCTION OR RENOVATION OF FACILITIES

1. Approval is requested to proceed with the selection process for an Architect and Construction Manager At-Risk to assist in the building envelope repair of the Allied Health Building on the Langston Campus (*Reference Document I-1*).

J - PURCHASE REQUESTS

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

1. Approval is respectfully requested to solicit public bids and process a purchase order to the selected vendor for the purchase of furniture Young Hall Dormitory. *(Reference Document J-1)*
2. Approval to procure summer make-ready supplies for residential housing units on the Langston Campus. *(Reference Document J-2)*

K - STUDENT SERVICES/ACTIVITIES

None

L - NEW BUSINESS UNFORESEEN AT TIME AGENDA WAS POSTED

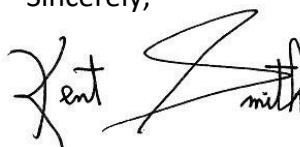
None

M - OTHER INFORMATIONAL MATTERS NOT REQUIRING ACTION OF THE BOARD

1. FTE Report – March 31, 2023 *(Reference Document M-1)*

All items listed above are respectfully submitted for your approval.

Sincerely,

A handwritten signature in black ink, appearing to read "Kent J. Smith, Jr.", with a stylized flourish at the end.

KENT J. SMITH, JR.
PRESIDENT

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

RESOLUTION

WHEREAS, it has been called to the attention of Langston University and the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges that Helene Dunn was claimed by death on Saturday, January 21, 2023; and

WHEREAS, Mrs. Dunn, by her loyalty, attention to duty, and faithful performance rendered service as a staff member of Langston University 18 years, serving as Financial Assistant II and Accounting Clerk for the Business Office. She also served as Payroll Officer and Accountant II, for the Comptroller's Office; and

WHEREAS, her friends and Langston University have suffered an irreparable loss in her passing; **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES; THAT**, it takes this method to express its appreciation for the exemplary service rendered by Mrs. Dunn to Langston University, the State of Oklahoma and its citizens, to express respect to her memory, and to extend to the family its deepest sympathy in the loss sustained, and to state that the Board and every member thereof respectfully join the friends of the deceased in mourning the passing of one of Langston University's beloved staff members.

BE IT FURTHER RESOLVED that a copy of this resolution be reflected in the minutes of the Board and a copy sent to the family of Mrs. Helene Dunn.

Adopted by the Board the 21st day of April 2023.

Regent Jarold Callahan, Chair

Jason Ramsey, Chief Executive Officer

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

RESOLUTION

WHEREAS, it has been called to the attention of Langston University and the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges that Ms. Sydneria Griffin was claimed by death on Sunday, March 12, 2023; and

WHEREAS, Ms. Griffin, by her loyalty, attention to duty, and faithful performance rendered service as a faculty member of Langston University for 6 years, serving as Instructor of Mathematics for the School of Arts and Sciences; and

WHEREAS, her friends and Langston University have suffered an irreparable loss in her passing; **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES; THAT**, it takes this method to express its appreciation for the exemplary service rendered by Ms. Sydneria Griffin to Langston University, the State of Oklahoma and its citizens, to express respect to her memory, and to extend to the family its deepest sympathy in the loss sustained, and to state that the Board and every member thereof respectfully join the friends of the deceased in mourning the passing of one of Langston University's beloved faculty members.

BE IT FURTHER RESOLVED, that a copy of this resolution be reflected in the minutes of the Board and a copy sent to the family of Ms. Sydneria Griffin.

Adopted by the Board the 21st day of April 2023.

Regent Jarold Callahan, Chair

Jason Ramsey, Chief Executive Officer

C – POLICY AND OPERATIONAL PROCEDURES

1. Approval is respectfully requested to bestow the Honorary Doctorate of Humane Letters (L.H.D.) to Marc J. Spears. Spears will serve as the speaker for the 123rd Commencement Exercises of Langston University, which will be held Saturday, May 6, 2023, at 10:00 a.m., in W. E. Anderson Stadium in Langston, Oklahoma.

Spears is the Senior NBA writer for ESPN's Andscape (formerly The Undefeated). Prior to Andscape, Spears worked for Yahoo! Sports, The Boston Globe, and The Denver Post. His earlier newspaper work began in Oklahoma at Tulsa World. Spears regularly contributes to several ESPN television and radio platforms. He has co-authored a novel recognized by The New York Times and co-produced a documentary.

Spears has achieved remarkable success in the field of journalism, most recently honored as a 2023 recipient of the Naismith Hall of Fame Curt Gowdy Media Award. We wish to bestow this honorary degree in recognition of his excellence and meritorious service to Langston University. Upon approval, the request will be submitted to the Oklahoma State Regents for Higher Education for consideration.

The Oklahoma State Regents for Higher Education
Acting Through

LANGSTON UNIVERSITY

have admitted

MARC J. SPEARS

to the degree of

HONORARY DOCTOR OF HUMANE LETTERS

and all the honors, privileges and obligations belonging thereto, and in witness thereof have authorized

the issuance of this diploma duly signed and sealed

Issued at Langston, Oklahoma on

the sixth day of May, two thousand and twenty three.



Steve Stanford
 VICE CHAIRMAN

Dennis Casey
 SECRETARY

Allison D. Harrell
 CHANCELLOR



Steve Stanford
 CHAIRMAN, BOARD OF REGENTS

Steve Stanford
 PRESIDENT OF THE UNIVERSITY

Ruth Ray Jackson
 VICE PRESIDENT OF ACADEMIC AFFAIRS

D – PERSONNEL ACTIONS

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

1. Board approval is requested for the following personnel actions: **None**

Name	Action	Effective Date	Salary/Rate
Joseph Frangenberg	Employ as Offensive Line/Assistant Football Coach, Athletics	03/24/2023	\$40,000 annually (12-month basis)

The following personnel items are listed for informational purposes only:

Name	Title	Type	Effective Date	Service Time
Lindsey Katzir	Assistant Professor, English Department	Resignation	02/14/2023	08/05/2019-02/14/2023
Kevin Griffin	Assistant Football Coach, Athletics	Resignation	02/20/2023	07/01/2019-02/20/2023
Calvin Powell	Assistant Football Coach, Athletics	Resignation	02/23/2023	3/24/2022-02/23/2023
Arthur Goetsch	Research Leader and Acting Director of the American Institute for Goat Research, SAAS	Retirement	02/28/2023	01/05/1998-02/28/2023
Gwendolyn McGarrity-McCarroll	Academic and Student Success Coach, University College	Retirement	03/31/2023	12/03/1996-03/31/2023

E – INSTRUCTIONAL PROGRAMS

1. Approval is requested for Langston University to modify the Bachelor of Arts in Psychology program. The request has been vetted through the appropriate academic units and approved by the Academic Policies and Curriculum Committee. The modification request with appropriate documentation will be submitted to the Oklahoma State Regents for Higher Education upon approval.

Request for Program Modification

Oklahoma State Regents for Higher Education

Institution submitting request: **Langston University**

Contact person: Elizabeth Anne Albright

Title: Acting Chair/Assistant Professor, Dept. of Psychology

Phone number and email address: 405-747-0426 (Cell); elizabeth.albright@langston.edu

Current title of degree program (Level II): B. A. Psychology

Current title of degree program (Level III): [Click here to enter text.](#)

State Regent's three-digit program code: 043

Degree Granting Academic Unit: School of Education & Behavioral Sciences

With approved options in: A. [Click here to enter text.](#)

B. [Click here to enter text.](#)

C. [Click here to enter text.](#)

D. [Click here to enter text.](#)

E. [Click here to enter text.](#)

TYPE OF REQUEST: Check all appropriate types of changes and complete **ONLY** the appropriate page(s). *Excluding program deletions and suspensions, for modifications 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 2004

- ☐ (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
- ☐ (9) This modification affects a Cooperative Agreement Program

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: [Click here to enter a date.](#)

**(7) Program
Requirement Change**

Revised June 2019

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:

043 Psychology

(7) PROGRAM REQUIREMENT CHANGES

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

Select all that apply:

- ☒ 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 124 to 120

Explain:

The Bachelor of Arts in Psychology seeks to reduce the total number of credit hours from 124 to 120 to remain competitive with other regional universities. The requested modifications update the direction of the program to address the needs of contemporary society, offer schedule/course flexibility and add relevant content which provides students with greater ability to pursue graduate/professional programs and behavioral and social sciences careers. The changes align with the American Psychological Association Learning Goals and Outcomes for Undergraduate Programs.

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):

1. Reduce total credit hours from 124 to 120
2. Add new, relevant courses & delete a course that is rarely offered or requested
3. Modify requirements, revise course descriptions and pre-requisites
4. Modify suggested General Education electives for General Psychology majors to align with program objectives.

Number of new courses being added to course inventory: 6

List new courses being added to the course inventory: PY2323 Introduction to Psychological Statistics; PY3012 Career Exploration & Development; PY3323 Advanced Psychological Statistics; PY4233 Psychology of Leadership; PY4243 Developmental Psychology: Race, Gender & Culture; PY4241 Senior Capstone Seminar

Number of courses being deleted from course inventory: 2

List courses being deleted from the course inventory: PY3323 Psychological Statistics; PY4233

Industrial & Organizational Psychology

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

Reduces the number of total hours consistent with State Regent policy. This change can aid retention and graduation rates (persistence rates) and financial aid eligibility. Provides a major core: PY1113 Introduction to Psychology; PY2323 Introduction to Psychological Statistics; PY3012 Career Exploration & Development; PY3313 Developmental Psychology; PY4103 Experimental Psychology; PY4241 Senior Capstone Seminar. Statistics is akin to a foreign language for many students, and can serve as a completion

barrier. The division of the statistics course into introductory and advanced courses addresses this issue. Placing the introductory course at the sophomore level is in alignment with APA recommendations. The advanced course helps prepare students for graduate study. This plan reduces major requirements from 48 hours to 42 hours (six lower-division credit hours and minimum of 36 upper-division credit hours). Students select a minimum of 24 major credit hours (foundation courses providing breadth) based on student educational goals (interests) & sequential course offerings (availability). Students select a minimum of three credit hours from three advanced-level courses (providing depth). Foundation courses will require PY1113 as a pre-requisite; only five courses will require additional pre-requisites. This streamlines the program considerably and is consistent with best practices in the discipline.

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).

[Click here to enter text.](#)

Will requested change impact an embedded certificate? ☒ No ☐ Yes

If yes, please specify the certificate name and State Regents' three-digit program code. A modification to the impacted embedded certificate(s) must accompany the modification request to the main program.

[Click here to enter text.](#)

Will requested change affect a Cooperative Agreement? ☒ No ☐ Yes

(if yes, must complete a Cooperative Agreement Program Modification Form.)

For undergraduate degree programs only

As part of the broader work of the Mathematics Success Initiative, the Math Pathways Task Force has identified four gateway mathematics courses that are suitable general education mathematics course options. These courses, *College Algebra/Pre-Calculus*, *Introduction to Statistics, Functions and Modeling*, and *Quantitative Reasoning*, are included on the Course Equivalency Project transfer matrix and provide rigorous mathematical content that is more relevant and appropriate for specific academic majors.

Please respond to the following questions:

1. Which mathematics course is required as part of the general education requirements? If the program allows for multiple gateway mathematics course options, provide a rationale for each.
MT1413 Contemporary Math or higher; MT1513 College Algebra or higher
2. Describe how the mathematics course was selected and how it best meets the needs of the program's students.
These courses provide a solid foundation in the discipline and meet the needs of the student population
3. How does this mathematics course articulate with your partner institutions?
These courses are consistent with higher education institutions in the state.

(For more information regarding the gateway mathematics courses, please contact Dr. Rachel Bates (405) 225-9168)

*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.

Current Curriculum			Proposed Curriculum		
PREFIX AND COURSE #	COURSE TITLE	CR. HRS.	PREFIX AND COURSE #	COURSE TITLE	CR. HRS.
General Education Requirements			General Education Requirements		
Items in red to be removed.			Items in green to be added. Items in blue to be modified.		
PY1111	Personal and Social Development	1	PY1111	Personal and Social Development	1
EG1113	English Composition I	3	EG1113	English Composition I	3
EG1213	English Composition II	3	EG1213	English Composition II	3
EG2033	Advanced Composition	3	EG2033	Advanced Composition	3
CS1103	Introduction to Information Processing	3	CS1103	Introduction to Information Processing	3
HT1483 or HT1493	U. S. History (I or II)	3	HT1483 or HT1493	U. S. History (I or II)	3
PS1113	U. S. Government		PS1113	U. S. Government	
NB1114	Natural Science Biology	4	NB1114 or NB1113 & NB1101	Natural Science Biology	4
NP1113	Natural Science Physical	3	NP1113	Natural Science Physical	3
MT1413 or MT1513	Contemporary Math or College Algebra		MT1413	Contemporary Math (or higher level course)	3
MT2013 or MT2603	Elementary Statistics or Finite Math	3	MT2013	Elementary Statistics (or higher level course)	3
Recommended General Education			Recommended General Education		
SO1113	Introduction to Sociology	3	SO1113	Introduction to Sociology	3
SP2713	Introduction to Speech	3	SP2713	Introduction to Speech	3
FCS2123	Introduction to Nutrition	3	FCS2123	Introduction to Nutrition	3
HU2103	Survey of Western Humanities I	3	HU2103	Survey of Western Humanities I	3
PH2113	Philosophy of Contemporary Life	3	HY2003	Survey of Western Humanities II	3
SN1113 or FL1113	Spanish I or French I	3	SN1113	Spanish I	3
Additional Electives to reach 124 required hours			Additional Electives to reach 120 required hours		
Major Courses – 45 upper division hours required			Core Major Courses – Required		
PY1113	Introduction to Psychology	3	PY1113	Introduction to Psychology	3
PY3023	Cognitive Psychology	3	PY2323	Introduction to Psychological Statistics	3
PY3033	Adolescent Behavior and Development (Elective)	3	PY3012	Career Exploration and Development	2
PY3113	Psychology of Aging	3	PY3313	Developmental Psychology	3
PY3213	Physiological Psychology	3	PY4103	Experimental Psychology Research Methods in Psychology	3
PY3223	Psychological Testing	3	PY4241	Senior Capstone Seminar	1
PY3313	Developmental Psychology	3	Guided Major I Courses – 21 hours required		
PY3323	Psychological Statistics	3	PY3023	Cognitive Psychology	3
PY4003	Seminar in Psychology	3	PY3033	Adolescent Behavior and Development	3
PY4013	Abnormal Psychology	3	PY3113	Psychology of Aging	3
PY4103	Experimental Psychology	3	PY3203	Personality	3
PY4113	History of Psychology	3	PY3213	Physiological Psychology	3
PY4123	Classic Studies in Psychology (Elective)	3	PY3223	Psychological Testing	3
PY4133	Social Psychology	3	PY4003	Seminar in Psychology	3 - 6
PY4213	Theories & Techniques of Counseling	3	PY4013	Abnormal Psychology	3
PY4223	Senior Practicum	3	PY4113	History of Psychology	3
PY4233	Industrial & Organizational Psychology (Elective)	3	PY4123	Classic Studies in Psychology	3

	Total Hours	124			
			PY4133	Social Psychology	3
			PY4213	Theories & Techniques of Counseling	3
			PY4233	Psychology of Leadership	3
			Guided Major II – 3 hours required		
			PY3323	Advanced Psychological Statistics	3
			PY4243	Developmental Psychology: Race, Ethnicity, and Culture	3
			PY4223	Senior Practicum	3
				Total Hours	120

Attachment A: Summary of Added Courses

The Psychology Department is proposing to add six (6) new courses

Course Number and Title	Course Description
PY2323 Introduction to Psychological Statistics	An introduction to elementary statistical tools to analyze psychological research questions, including descriptive and inferential techniques, data analysis, and interpretation. Statistical knowledge and skills are relevant in all fields of psychology. Pre-requisites: 3 – 6 hours mathematics course(s); PY1113
PY3012 Career Exploration and Development	An overview of traits, interests, values, goals, skills and professional qualifications related to preparation for a career in behavioral sciences and related fields. Pre-requisite: PY1113
PY 3323 Advanced Psychological Statistics	This course emphasizes critical thinking skills and competencies necessary to understand, analyze and evaluate statistical methods used in contemporary psychological and social sciences research. Pre-requisite: PY1113; PY2323
PY4233 Psychology of Leadership	A multidisciplinary overview of contemporary leadership theories, conflict resolution, and social and psychological factors in decision-making. Includes an individual assessment component. A major unit of the course examines leadership in the Civil Rights Era and its influence in today's society. Pre-requisite: PY1113
PY4243 Developmental Psychology: Race, Ethnicity and Culture	A study of the effects of race, ethnicity and culture on the cognitive, physical and psychosocial development of children and adolescents, with emphasis on the African-American child and adolescent. Concepts from psychology, multicultural education, history and sociology are explored. Pre-requisites: PY1113; PY3313.
PY4241 Senior Capstone Seminar	(Designed for enrollment in the last 15 hours of coursework) The senior capstone seminar features an overview of scholarly work that encompasses the disciplines and areas of interest. At the end of the course, students complete a comprehensive assessment. Pre-requisites: Minimum of 105 credit hours.

Attachment B: Summary of Revised Courses

The Psychology Program is proposing to revise four (4) courses.

Course Number and Title	Course Description
PY1113 Introduction to Psychology.	This course is an introduction to the scientific study of human behavior. Topics include: major schools of thought, key concepts, principles and overarching themes, research methods, and applied uses of psychology.
PY4003 Seminar in Psychology	Variable topics in psychology. Repeatable, when different topics are available, for a total of six (6) credit hours, with three (3) credit hours available in any one semester. Pre-requisite: PY1113
PY4103 Research Methods in Psychology	The purpose of the course is to develop an understanding of the experimental method as it applies to psychology. The study of research techniques and experimental design will acquaint the student with a rich background in the field of psychology. Pre-requisite: PY1113, PY2323 [Title of course and pre-requisite change ONLY]
PY4223 Senior Practicum	There are two paths within the Senior Practicum: 1) Relevant service learning or field experiences under supervision in public and/or private agency settings; 2) Psychological research or special projects under faculty supervision. Repeatable for a total of six (6) credit hours, with only three (3) credit hours available per semester. Due to the nature of this course, written departmental approval is required during the regular semester prior to enrollment. Course requires a minimum of 120 clock hours. Pre-requisites: PY1113; Senior psychology majors with a minimum of 24 upper-division credit hours in Psychology.

Attachment C: Summary of Removed Courses

The Psychology Program is proposing to remove two (2) courses.

Course Number and Title	Course Description
PY3323 Psychological Statistics	Students are introduced to the techniques appropriate for the treatment of psychological and educational data. Included are frequency distributions, percentiles, measures of central tendency and variability, the t-test, analysis of variance, and some applications of sampling theory. Prerequisites: MT 2013 or 2603; PY1113, PY 3313
PY4233 Industrial/Organizational Psychology	Students are introduced to principles, methods, and issues in industrial and organizational settings. Personnel selection, placement, evaluation, and productivity are considered. The course also covers personnel training and development, motivation, professional ethics, human engineering, worker efficiency, and job satisfaction. Prerequisite: PY 4013 and Instructor's permission.

G – OTHER BUSINESS AND FINANCIAL MATTERS

1. Approval is requested to name the newly constructed Allied Health Facility at our Langston University – Tulsa Campus in honor of Mr. Jack Henderson, the former Tulsa City Council member. Henderson championed the cause for Langston University to receive \$16.25 million in funding through the Vision Tulsa economic development initiative to construct the expansion of our Tulsa Campus.

Jack Henderson, a lifelong Tulsan, graduated from Booker T. Washington High School and from Tulsa Community College with degrees in Industrial Security and Police Science. Henderson later attended Langston University, earning a Bachelor of Science in Rehabilitation Services and a Master of Science in Rehabilitation Counseling.

A proud Air Force Veteran, Henderson served our country and enjoyed a long and successful career with AT&T, where he continued to serve Tulsa. Henderson went on to serve his community in many ways, including but not limited to the following appointments and elected offices:

President of the Tulsa Branch of the NAACP (7 years)
Co-founder of 100 Black Men Tulsa Chapter
Vice President North Tulsa Economic Development Initiative
City Councilman Tulsa District 1 (2004-2016)
Board of Directors Greenwood Chamber of Commerce
Board President Jordan Plaza 202 Housing Complex (over 25 years)
Chairman of Trustee Board First Baptist Church North Tulsa (over 40 years)

Henderson takes pride in improving quality of life for Tulsans. He assisted in securing funding for and/or working with others on the following projects:

Tulsa City Hall
North Tulsa Soccer Fields
Gilcrease Museum
Moton Comprehensive Health Center
The Shoppes on Peoria and surrounding businesses
ONEOK Field Completion
John Hope Franklin Park
Langston University – Tulsa Allied Health Facility

Education is of utmost importance to Henderson, as evidenced by his advocacy of key issues related to Carver Middle School, Booker T. Washington, and McLain High Schools and the Langston University-Tulsa Campus.

Henderson enjoys working in his church, serving on the finance committee and Brotherhood Food Ministry. Henderson and his wife, Dorothy, have 3 children including Charles Wesley, Timothy Ross and Yolanda Lynn. They are proud grandparents of Tyla Aviana, Morgan Joan, and Jacob Jawan. Henderson works to instill in his children and grandchildren the will to do what is right and to help others in whatever way they can.

H – CONTRACTUAL AGREEMENTS (other than construction and renovation)

1. Board approval is requested to amend the competitively bid 10-year contract with HES Facilities Management to include Custodial and Groundskeeping Services only, pending a final draft and approval by the Office of Legal Counsel. The amended contract will remove the responsibilities of mechanical/facilities maintenance and light construction from the agreement with HES.

The amended contract incorporates the new Oklahoma City Campus on Kelley Avenue as well as the expanded Tulsa Campus and proposes competitive wages for recruitment and retention of staff. The amended contract will be reviewed by the Office of Central Procurement and negotiated with comparable estimates from similar vendors. There may be ongoing negotiations on the draft contract intended to clearly define responsibilities. These discussions will continue to be managed by Langston University Division of Operations with assistance from the A&M Office of Central Procurement. The final agreement will be vetted for approval by the Office of Legal Counsel.

The amended contract components for Custodial and Groundskeeping would go into effect immediately upon final approval, carrying into FY24, and be extended for the original term with mutual agreement. The estimated annual cost for these services is \$3,000,000.00 annually and will come from legally available funds.



Revised Pricing Program Developed for:



AMENDMENT TO THE LANGSTON UNIVERSITY CONTRACT

This proposal outlines APPA level two and three cleaning as we have been at the three Langston University locations Main campus, Tulsa Campus and The OKC Campus. The last two years we have come to see that the level of APPA of 2.5 may not apply at all facilities, so we have custom that based on what we have been asked to do in the past and the condition of the facilities. APPA level 2 to 3 which you can see below, work during the summer months to bring the admin buildings to APPA Level 3 at the main campus, we believe by deep cleaning these facilities during the summer break we can bring that level to an APPA level 3 across the entire campus and further increase that as time goes on. We will maintain the Tulsa campus at APPA level 2. Summer and Winter will be performed by a sub-contractor managed by HES. Ground approach will be inclusive removing the pricing form and having projects as billable.

CUSTODIAL LANGSTON UNIVERSITY

ENTRANCES, LOBBIES, RECEPTION, FOYER	FREQUENCY
Tiled and linoleum floors will be dust mopped and damp mopped/washed	1x weekly
Doormats will be lifted and vacuumed.	Daily
Carpeted areas will be vacuumed, and spot cleaned.	Daily
Litter receptacles will be emptied and cleaned.	Daily
Door glass and partition glass will be cleaned both sides.	Daily
Entrance doorframes, side glass panels and top glass panels will be cleaned.	2x Monthly
Finger and other marks will be removed from wall to 2 m. high.	1x Monthly
Horizontal surfaces will be dusted.	1x weekly
Stainless steel kick plates will be cleaned.	1x Monthly
Exterior garbage containers (within 5m) will be emptied, and damp wiped.	1x Monthly

STAIRS AND LANDINGS	FREQUENCY
Stairs and landings will be swept, and damp mopped/washed	1x Monthly
Handrails will be dusted, and damp wiped	2 x Monthly
Walls will be spot cleaned to 2m high	1 x Monthly
Stainless steel kick plates will be cleaned	1x Monthly

HES FACILITIES MANAGEMENT

CORRIDORS, HALLWAYS	FREQUENCY
Tiled and linoleum floors will be dust mopped and damp mopped.	1 x weekly
Carpeted floors will be vacuumed, and spot cleaned.	Daily
Horizontal surfaces will be dusted.	1 x weekly
Waste receptacles will be emptied	Daily
Drinking fountains will be cleaned	1x weekly
Walls will be spot cleaned to 2 m. high.	1x monthly
Tiled and linoleum floors will be sprayed and buffed	1 x monthly
Door glass and partition glass will be completely cleaned both sides.	Daily

LOUNGES, STAFF ROOM	Frequency
Supplies will be replenished.	As Needed
Upholstered furniture will be vacuumed.	1x monthly
Tables will be damp wiped.	Daily
Receptacles will be emptied	Daily
Walls will be spot cleaned to 2 m. high.	1 x Monthly
Chairs will be damp wiped.	1 x Monthly
Carpet will be vacuumed, and spot cleaned.	Daily
Stainless steel sinks and counters will be cleaned.	Daily

OFFICES	FREQUENCY
Tiled and linoleum floors will be dust mopped and damp mopped.	1x weekly
Carpets will be vacuumed, and spot cleaned.	Daily
Wastebaskets will be emptied.	Daily
Furniture and horizontal ledges will be dusted.	1x monthly
Finger marks will be removed from walls and partitions will be spot cleaned to a height of 2 m.	1x monthly
Telephones will be cleaned and disinfected.	1x Quarterly
Horizontal and vertical blinds dusted.	1x Monthly
Horizontal and vertical blinds spray cleaned in the summer.	1x Yearly

WASHROOMS. SHOWERS. CHANGE ROOMS	FREQUENCY
All fixtures will be cleaned, i.e. bowls, urinals, basins, mirrors, chrome surfaces and interface.	Daily
Waste receptacles will be emptied.	Daily
All supplies will be replenished	Daily
Walls will be spot cleaned to a height of 2 m.	1x weekly
Toilet partitions will be damp wiped.	Daily
Floors will be swept and washed.	Daily
Walls and toilet partitions will be kept free of graffiti.	Daily
Floor drains will be cleaned, and floor drain lids lifted and cleaned. And coated with Enzyme	1x Weekly

HES FACILITIES MANAGEMENT

LIBRARY	FREQUENCY
Carpets vacuumed throughout and spot cleaned.	Daily
Tile and Lino floors dust mopped, and damp mopped.	Daily
Waste receptacles emptied & cleaned.	Daily
Desk, counters, sills and ledges dusted.	2x Weekly
Doors, door glass and any partition glass cleaned.	Daily
Lighting fixtures dusted.	1x Weekly
Walls, stairwells, railings, landings spot cleaned to 2 m	1x Weekly

CAFETERIA SEATING AND CIRCULATION AREAS	FREQUENCY
Floors will be swept, and damp mopped/washed.	2x Daily
Walls will be spot cleaned up to a height of 2 m.	1x Weekly (as needed for food spills)
Waste under 35 lbs will be removed to outside container	2x Daily
Horizontal ledges will be wiped.	2x Daily
Glass doors will be cleaned.	2x Daily
Chairs, tables, and table legs will be damp wiped	2x Daily
Waste containers will be cleaned - cleaning to include wiping of outside and washing inside with disinfectant.	Daily
Walk-off mats will be vacuumed.	2x Daily
Remove gum from all surfaces	1x weekly

MEETING ROOMS. CONFERENCE ROOMS. MULTI PURPOSE ROOMS	FREQUENCY
Garbage picked up.	Daily
Carpets vacuumed.	Daily or (As Needed)
Upholstered furniture vacuumed.	1x monthly
Tables damp wiped (polished daily).	Daily
Walls spot cleaned to a height of 2 m.	1x monthly
Chairs damp wiped.	1x monthly
Carpets spot cleaned.	(As needed)

CLASSROOMS. LECTURE THEATRES	FREQUENCY
Carpets will be vacuumed, and spot cleaned.	Daily
Tiled and linoleum floors will be dust mopped and damp mopped/washed.	1x weekly
Waste receptacles will be emptied	Daily
Desks, counters, sills and ledges will be dusted.	1x weekly
White boards will be cleaned.	Daily
Floor grilles will be cleaned.	1x Monthly
Door glass and partition glass will be cleaned both sides.	Daily
Horizontal and vertical blinds will be dusted.	1x Monthly
Horizontal and vertical blinds will be spray cleaned in the summer.	1x Yearly

HES FACILITIES MANAGEMENT

COMPUTER LABORATORIES	FREQUENCY
Carpets will be vacuumed, and spot cleaned.	Daily
Tiled and linoleum floors will be dust mopped and damp mopped/washed.	1x Weekly
Waste receptacles will be emptied	Daily
Desks, counters, sills and ledges will be dusted.	1x Weekly
White boards will be cleaned.	Daily
Door glass and partition glass will be cleaned both sides.	Daily
Horizontal and vertical blinds will be dusted.	1x Monthly
Horizontal and vertical blinds will be spray cleaned in the summer	1x Yearly

SCIENCE LABORATORIES	FREQUENCY
Carpets will be vacuumed, and spot cleaned.	Daily
Tiled and linoleum floors will be dust mopped and damp mopped/washed.	1 x weekly
Waste receptacles will be emptied	Daily
Desks, counters, sills and ledges will be dusted.	Daily
White boards will be cleaned.	Daily
Stainless steel sinks and counters will be cleaned	Daily
Eyewash stations will be cleaned	1x Weekly
Door glass and partition glass will be cleaned both sides.	Daily
Horizontal and vertical blinds will be dusted.	1x Monthly
Horizontal and vertical blinds will be spray cleaned in the summer.	1x Yearly

CLINIC/ FIRST AID	FREQUENCY
All fixtures will be completely cleaned, i.e. bowls, basins, mirrors and chrome surfaces.	Daily
General Trash receptacles will be emptied	Daily
Walls will be spot cleaned to a height of 2 m.	1x Monthly
Floors will be swept, and damp mopped	Daily
Sinks will be cleaned.	Daily

GENERAL OFFICE SPACE	FREQUENCY
Tiled and linoleum floors will be dust mopped and damp mopped.	1x weekly
Carpets will be vacuumed, and spot cleaned.	Daily
Wastebaskets and recycling bins will be emptied	Daily
Furniture and horizontal ledges will be dusted.	1x Monthly
Finger marks will be removed from walls and partitions will be spot cleaned to a height of 2 m.	1x Monthly
Telephones will be cleaned and disinfected.	1x Quarterly
Horizontal & vertical blinds dusted.	1x Monthly
Horizontal & vertical blinds spray cleaned in summer.	1x Yearly

HES FACILITIES MANAGEMENT

OTHER AREAS - GENERAL CLEANING SERVICES - AREAS NOT SPECIFIED	FREQUENCY
Furniture will be spot cleaned	1x Monthly
Mops to be cleaned/laundered to avoid odor	Daily
Floor will be spray buffed	1x monthly
Dust exterior doors and frames of lockers, partitions, and ledges	1x weekly
Thoroughly clean all floor drains - flush with water and an enzyme product	1x weekly
Tiled and linoleum floors will be swept with a treated dust mop; spillage will be removed	Daily
All carpets will be vacuumed, and all stains removed	Daily
Finger marks will be removed from glass desks, tabletops, door glass, and display cases	Daily
Finger marks and smudges will be removed from walls and other surfaces, where accessible	Daily
Clean and sanitize all sinks, tables and countertops	Daily
Window ledges and tracks will be dusted and wiped	1x Weekly
All metal surfaces, including push plates and kick plates will be cleaned and polished	1x monthly
Spot cleaning of ceramic tile grout	Daily
Clean the interior of all paper towel and soap dispensers	1x Monthly

SUMMER PROJECT WORK	FREQUENCY
Wash all walls in entrances, hallways and classrooms	1x yearly
Hard surfaces scrubbed and recoated (two coats)	1x yearly
Hard surfaces burnished	1x yearly
Hard surfaces stripped and refinished	1x yearly
Hard surfaces spray buffed	1x yearly
Extraction clean all carpets	1x yearly
Vacuum and clean all fabric furniture, wash all vinyl/plastic furniture	1x yearly
All interior glass unless otherwise specified	1x yearly
Clean and sanitize tables and chairs including tops and underneath surfaces, legs and arms including removing gum, etc.	1x yearly

BUILDING:	CLEANING SCHEDULE:	HOURS:	STAFFING:
Langston Tulsa	Monday - Friday	7:30 AM -4:00 PM 1:30 PM – 10:00 PM	Two Day Porters Two General Cleaners One Floor Tech One Supervisor
Langston Oklahoma City	Monday - Friday	7:30 AM -4:00 PM 1:30 PM – 10:00 PM	Two Day Porters Two General Cleaners One Floor Tech's One Supervisor

HES FACILITIES MANAGEMENT

LANGSTON GROUNDS MANAGEMENT

Manner of Performing Work and General Definitions

All work to be performed shall be done in a prompt, regular, workmanlike, safe manner to result in an attractive environment that complies with Oklahoma State law and the reasonable requirements of Langston University administration.

GROUND

The grounds team and equipment will be site based to perform services. With that in mind these specifications have been designed to meet the individual needs of Langston University. HES will supply all labor and limited equipment. **Langston University will supply equipment and supplies including but not limited to: herbicides, seed, fertilizer, annual mulch application, annual flowers and pre-emergent. HES will provide fuel and maintenance for equipment.**

GROUND MANAGEMENT PROGRAM

Mowing

All types of turf grass areas will be maintained at the recommended height for the species being managed. Other considerations will be season, use of turf and events on turf. All mowing required will be included in base price. Each mowing service will include grounds detail work, i.e. string trimming, edging, and general grounds policing, cleaning of walkways and entrances, and removing all debris created during operations.

All rotary mowing equipment will have blades replaced with sharpened blades at a minimum, on a monthly basis. Mowing height will not exceed three and a half inches (3") on general lawns.

If turf cannot be mowed due to inclement weather and turf has exceeded the "no more than one third leaf surface removal rule", mowing height must be raised and turf mowed twice.

Mechanical Edging

This service will be performed along concrete walk and curbs areas each mowing cycle, March through October. Edging with herbicides is not acceptable, however application of growth regulator on edged areas is acceptable provided edging is consistent.

Sting Trimming / Weed Eating

Sting trimming / weed eating will be performed in all areas where equipment is inaccessible. This includes along fence lines, building foundations, and all other non-living fixed objects.

HES FACILITIES MANAGEMENT

PLANT BEDS, SHRUBS, WOODY ORNAMENTAL, GROUND COVERS, AND ALL OTHER TREE CARE SPECIFICATIONS

Pruning

- All pruning and thinning will be conducted utilizing acceptable horticultural practices with the intent of retaining the plant's natural shape, original design intent, or current growth pattern.
- All ornamental plant beds will be inspected weekly for anything that would detract from aesthetics including weeds and debris.

Tree Care

- Removal of dead limbs and branches from trees shall occur on an as needed basis.
- Remove all sucker growth from trees on an as needed basis.
- Prune trees to maintain the desired uniform appearance by thinning or cutting back naturally. Pruning will be conducted so that branching is encouraged to hang over walks with adequate ground clearance. This will be conducted in the fall after spent leaves have been removed naturally.

Mulch / Weed Abatement in ornamental plant beds

- Cultivate mulched plant beds and tree wells/rings in upper 1 ½" of mulch annually to maintain a loose friable mulch.
- Remove and dispose of debris, dead and unhealthy plants on an as needed basis.
- Edge plant beds evenly to depth of 2" annually.
- Remove and eliminate perennial grass, weeds and ornamental seedlings including their roots regularly. Maintain weed free appearance (weed free is plants no taller than 2") in plant beds and tree wells. This can be managed with the use of Pre and Post emergent herbicides.
- Install fresh mulch once a year, to maintain original mulch depth in all beds that had mulch at commencement of contract. Mulch depth must not exceed 3" in beds and not more than 1" at the base of any truck including trees.

The Lake and Dam

Grass areas at Langston Lake is Approx. 23 acres excluding the dam.

- Mowing and trimming every two weeks during the months of April to October. Grass height cut at 2 ½ inches not to exceed 6 inches tall.
- Back of the dam is to be cut twice a year.
- All cracks in roads to be treated with pre-emergent/Glyphosate in the spring and fall.
- North Campground 13 acres +/- mowing and trimming.
- South Campground 10 acres +/- mowing and trimming.

*The dam, approximately 15 acres.

HES FACILITIES MANAGEMENT

LANDSCAPING MINOR PROJECTS

Minor landscape projects requested by LANGSTON UNIVERSITY can be planned, coordinated and implemented on an as needed basis. All plans, designs and work **MUST** be approved Langston University in writing before any work commences.

Policing of Grounds

The grounds will be policed to remove litter, including paper, cans, bottles, landscape debris and cigarette butts. This will occur daily.

Additional-

Note Langston MUST provide a PO to purchase supplies.

Fertilizer

Langston University will be fertilized a minimum of four times per year.

Weed Control

Langston University will receive weed control as needed to suppress / eradicate weeds detrimental to the growth of the turf or detract from aesthetics of the field.

Athletic Fields

HES will make every reasonable effort to provide a safe playing field at the softball facility. Keep in mind that Langston does not own a tarp to cover the field and it is very difficult and time consuming to prepare the field after a storm.

Irrigation

Irrigation repair and maintenance will be the responsibility of Langston University.

Tulsa Campus

Our Subcontractor will continue to provide ground services at the Tulsa Campus.

PROJECTED ANNUAL MAINTENANCE PROGRAM

FUNCTIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
MOW & TRIM	0	0	0	4	5	4	4	5	4	3	0	0	29
LEAF REMOVAL/WINTER VISITS	0	0	0	0	0	0	0	0	0	0	1	1	2
TURF FERTILIZATION	0	0	0	0	1	0	1	0	0	0	0	0	2
BED MAINTENANCE	0	0	0	4	5	4	4	5	4	3	0	0	29
SHRUB TRIM	0	0	0	1	1	1	1	1	1	1	0	0	7
MULCH BEDS	0	0	1	0	0	0	0	0	0	0	0	0	1
SPRAY WEEDS IN HARD SURFACES	0	0	0	4	5	4	4	5	4	3	0	0	29
TURF PRE EMERGENT	0	1	0	0	0	0	0	0	0	1	0	0	2
TURF POST EMERGENT	0	0	0	0	1	0	0	0	0	1	0	0	2
SPRING CLEAN UP	0	0	1	0	0	0	0	0	0	0	0	0	1

HES FACILITIES MANAGEMENT

OKC Campus

PROJECTED ANNUAL MAINTENANCE PROGRAM

FUNCTIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
MOW & TRIM	0	0	0	4	5	4	4	5	4	3	0	0	29
LEAF REMOVAL/WINTER VISITS	0	0	0	0	0	0	0	0	0	0	1	1	2
TURF FERTILIZATION	0	0	0	0	1	0	1	0	0	0	0	0	2
BED MAINTENANCE	0	0	0	4	5	4	4	5	4	3	0	0	29
SHRUB TRIM	0	0	0	1	1	1	1	1	1	1	0	0	7
MULCH BEDS	0	0	1	0	0	0	0	0	0	0	0	0	1
SPRAY WEEDS IN HARD SURFACES	0	0	0	4	5	4	4	5	4	3	0	0	29
TURF PRE EMERGENT	0	1	0	0	0	0	0	0	0	1	0	0	2
TURF POST EMERGENT	0	0	0	0	1	0	0	0	0	1	0	0	2
SPRING CLEAN UP	0	0	1	0	0	0	0	0	0	0	0	0	1

Summer/Winter Dorms Turn Overs (Make Ready)

- HES will be provide custodial service for summer/winter make ready.
- We will only go into a room once maintenance has cleared the room and we will not clean excess leftover from maintenance repair.
- There will be a bill back charge for rooms that have to go back into after cleaning was done.

Event Support

- 2 FTE I would like for these guys to be fillers when not doing set ups there are enough things
- There are 13 days of set events for Langston that are on the calendar We will plan for 15 days of events in the contract other events will be as to find below.
- For a small event defined as taking up to 16 hours for setup.
- a medium event defined as anything from 16 hours to 32 hours for setup and cleanup.
- a large event defined as anything taking over 32 hours for setup and cleanup.

HES FACILITIES MANAGEMENT

REVISED PRICING

Description	Monthly Costs
Custodial Labor	\$108,854.00
Grounds Labor	\$28,446.00
Leadership Team	\$15,500.00
Total Wages	\$152,800.00
Taxes & Insurance (16.22%)	\$25,452.18
Salary Healthcare (100% participation)	\$3,882.00
Hourly Healthcare (50% participation)	\$8,270.00
Total Taxes & Benefits	\$37,604.18
Total Wages/Taxes/Benefits	\$190,404.18
Custodial/Grounds/Maintenance Equipment (depreciation included in price)	\$11,000.00
Cleaning Supplies	\$4,497.00
Fuel	\$416.00
Uniforms	\$296.00
Communications	\$150.00
Computer/Office	\$200.00
Motivation	\$500.00
Travel	\$750.00
Background Checks	\$204.00
Consumables	\$9,025.25
Total Direct/Indirect Costs	\$27,038.25
Corporate/Regional Support/Overhead/Management Fee	\$32,223.57
Total Administrative/Management Costs	\$32,223.57
TOTAL MONTHLY BUDGET	\$249,666.00
TOTAL ANNUAL BUDGET	\$2,995,992.00



3/31/23

Ronald Marable, Regional Director

Date

H – CONTRACTUAL AGREEMENTS (other than construction and renovation)

2. Board approval is requested to solicit competitive bids and award a contract(s) to the best value supplier(s) to provide campus as-needed mechanical services for one year with the option to renew up to 4 additional 1-year periods with mutual agreement. Specifications were developed in conjunction with the Office of Central Procurement with input from Oklahoma State University Facilities Management. The funding for this expenditure will come from legally available funds and annual costs are estimated not to exceed \$2,000,000. The Office of Central Procurement will assist in soliciting and reviewing all bids before awarding the contract(s) to the selected vendor(s).

Board approval is requested to solicit competitive bids and award a contract(s) to the best value supplier(s) to provide campus as-needed mechanical services. Board approval is requested to increase approved spending level for single purchase orders related to as-needed mechanical services within the awarded competitively bid contract(s) from \$75,000.00 to \$100,000.00, due to the nature of mechanical work and current rates for materials and labor. Projects with estimated cost over \$50,000 and \$100,000 may be quoted by more than one awarded supplier. Projects exceeding \$100,000 will be bid per OK title 61 unless further board approval is requested and approved.

Specifications for the RFP were developed in conjunction with the Office of Central Procurement with input from Oklahoma State University Facilities Management. The funding for this expenditure will come from legally available funds. The Office of Central Procurement will assist in soliciting and reviewing all bids before awarding the contract to the selected vendor(s). The selection of approved vendor(s) will be shared as an informational item in a future agenda.



SPECIFICATIONS FOR AS-NEEDED MECHANICAL SERVICES

**LANGSTON UNIVERSITY
LANGSTON, OK**

OSUA&M-RFP-001390-2023

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B. QUESTION AND AMENDMENTS

- a. All questions related to the Specifications are to be submitted on the Online Q&A Board associated with the Online Solicitation.
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LANGSTON
UNIVERSITY

Dr. Kent J. Smith, Jr.
President



As-Needed Mechanical Services

OSU A&M RFP-001390-2023

1. **INTRODUCTION/BACKGROUND**

It is the intent of Langston University to secure multiple Suppliers for as-needed mechanical services based on the specifications listed below. Facilities are located on the main campus in Langston, OK, Oklahoma City, OK and Tulsa, OK. All properties in scope are listed in **APPENDIX A**.

2. **PRE-BID MEETING**

A pre-bid meeting and site inspection will be held on Thursday, April 13, 2023, at 10:00am, on the Langston University Campus. We will meet at the Scholars Inn Clubhouse located on the Langston University campus, which is located at 645 Hillview Drive in Langston, Oklahoma. The meeting will consist of a solicitation overview that will include information on how to properly bid and an inspection tour will be provided to show the areas included in this scope of service.

The pre-bid meeting is not mandatory but may be the only scheduled opportunity for a guided tour.

3. **TERM**

The contract term shall be from the date of award to June 30, 2024, with the option to renew for up to four (4) additional one-year periods depending upon satisfactory service and mutual agreement.

Notwithstanding any other provisions of this agreement, the parties acknowledge and agree that funds to be paid by the University under the terms of this contract will be available only as appropriated on a fiscal year to year basis by properly constituted legal authority. If funds are not appropriated as set forth above to make payments required under the terms of this agreement, the obligations of the University shall give prompt written notice of termination.

Each party to the contract shall have the right to terminate the contract at any time by providing 60 days' written notice of intent to terminate to the other party.

4. **SCOPE OF WORK**

The Supplier(s) shall have the obligation to provide qualified mechanical service journeyman and applied journeyman for as-needed mechanical services on the University campuses while this is not an exhaustive list it is to include but not limited to:

- Boiler Maintenance including yearly start-up/shutdown.
- Chiller Maintenance including yearly start-up/shutdown.
- Descaling of tankless hot water systems
- Electrical Service and installation
- Environmental Control Application and Service
- HVAC Service and installation
- (OQ) Operators Qualification Certifications for Natural Gas Line
- OSHA – Confined Spaces Certifications



- Plumbing Service and installation
- Preventative Maintenance
- Refrigeration Service and Installation
- Sewer Line Jetting with Video Inspection
- Sheet Metal Fabrication
- Steam Tunnel Repairs

Please prepare your proposal with the following items:

1. An overview of the supplier's business, years of service, corporate structure, and experience serving Langston, the A&M system, other universities, or businesses with similar equipment. Ideal bidders should have a minimum of 10 years' experience in facilities maintenance and light construction.
2. At least three references including name, title, company, email address and phone number.
3. The Mechanical Services Pricing Worksheet – **APPENDIX B**
4. Additional services provided.
5. Certifications & Experiences
 - i. Factory trained and qualified chiller and boiler technicians are REQUIRED. The Supplier should include documentation for any certifications held by technicians. In addition, please provide technician qualification documentation including years of experience working on similar systems (centrifugal chillers, air cooled chillers, boilers, and DDC / Niagara controls). This section to include:
 1. Work history for technicians with years of experience on similar systems
 2. Certification and training history for technicians
 - ii. (OQ) Operators Qualification Certifications for Natural Gas Line
6. Risk assessment & mitigation
 - i. Your proposal should identify the significant risks associated with delivering mechanical services for all Langston campuses. Each risk should be numbered and include a mitigation plan stating how your firm will handle the risks should it occur.
 - ii. Example Risk – Langston Oklahoma is a rural area with no business infrastructure.
Example solution – Supplier has contracts in place for materials with favorable prices delivered to Langston and immediate access to a skilled workforce.
7. Public construction contracts
 - i. Langston University is a public land grant institution of higher education under the governance of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges. As such, Langston University is subject to Board Policy and most Oklahoma Statutes. Of particular interest, Oklahoma Title 61 which governs construction and renovation of public buildings, Suppliers should be well-informed on both board policy and Oklahoma Statutes when bringing proposals.
 - Please reference Board policies at the following link and pay close attention to sections 2.07 – 2.12. <https://regents.okstate.edu/policy-manual/index.html>
 - Link to Oklahoma construction statutes;
<https://www.oscn.net/applications/oscn/Index.asp?ftdb=STOKST61&level=1>



5. PERSONNEL, EMPLOYMENT PRACTICES AND STAFFING

Describe how you will meet the following requirements.

1. In accordance with the scope of work, the Supplier must provide on an as-needed basis, mechanical service journeyman and applied journeyman for the efficient management and operation of the account within a zoned workorder system.
 - a. As Needed Mechanical Trades
 - i. Mechanical Service Journeyman (7) ****Subject to change based on active workorders****
 1. (2) – Licensed Plumber
 2. (4) – Licensed HVAC Technician
 3. (1) – Licensed Electrician
 - ii. As Needed Applied Journeyman for Preventative Maintenance (2) ****Subject to change based on active workorders****
 - b. Dynamic Staffing Timeframes – The Supplier shall provide the additional staffing to support the dynamic events below:
 - i. Summer Make Ready is a full-scale process within all housing and academic spaces to complete any mechanical needs within the 9-week summer break each year.
 1. The 9-week period begins the 2nd full week of May, and all work must be completed by the 3rd week of July.
 - ii. Winter Make Ready is a smaller scale process within all housing and academic spaces to complete specific mechanical needs within the 7-week winter break each year.
 1. The 7-week period begins the 3rd full week of November, and all work must be completed by the 1st week of January.
2. The Supplier acknowledges a per work order cap of \$100,000 with an annual cap of 2 million dollars for all awarded Suppliers for mechanical services. Any work order over \$50,000 but less than \$100,000 will be quoted by more than one of the awarded suppliers. Projects exceeding \$100,000 will be handled and bid separately as they occur.
3. The Supplier is responsible for accepting all assigned workorders via the CMMS system within 1 business day unless an emergent need, then 3 hours is the expected response time.
4. The Supplier acknowledges no work shall begin until the supplier has been provided a University purchase order and an assigned work order from the CMMS system and when the work order has been completed the work order may be invoiced, all invoices must include the Langston PO number.
5. The University reserves the right to review the qualifications of the personnel that the Supplier proposes to place at the University.
6. Normal work hours shall generally be defined as Monday through Friday, 8:00 AM to 5:00 PM, except for University recognized holidays, for Supplier during which the Supplier will be expected to perform his work. Overtime rates shall apply only if the Suppliers' employee is working on a University project for more than 40 hours and overtime must be approved by the University prior to said employee exceeding 40 hours. Exceptions to these normal work hours, for the benefit of either the University or Supplier, will be coordinated and approved by the university.
7. The Supplier shall provide copies of the State of Oklahoma Licensure for each employee providing services at the University during the term of this contract.
8. The Supplier, at its own expense, will be required to outfit its employees in proper mutually acceptable uniforms.
9. The Supplier, at its own expense, will be required to provide ID badges for all its employees.



10. The Supplier must schedule training for the CMMS system utilized by the University prior to the commencement of the contract.
11. The University reserves the right to request replacement of an employee of the Supplier who does NOT perform work in conformance with industry safety standards or with industry and Langston standards for quality or quantity of workmanship as inspected and determined by the University's representative.
12. The University may require the Supplier to remove any employee it deems incompetent, careless, insubordinate, or otherwise objectionable or whose continued employment with the Supplier is deemed by the University to be contrary to its best interests.
13. The Supplier must schedule and conduct an on-going employee training program which will ensure that all employees perform their jobs with the highest standards of efficiency, productivity, and safety.
14. The Supplier shall include in its proposal an outline of the training program that will be used for its employees. Information should be provided concerning the staff that will conduct the training, their background and qualifications and the training resources that will be made available.
15. It shall be understood that the Supplier and its employees are not employees of the University but shall adhere to university employees' rules and regulations.
16. If notified by the University of an Act of theft or dishonesty by the Supplier shall immediately reimburse the University for the University's resulting loss and take appropriate action with their employee.
17. The Supplier agrees that it shall be the distinct obligation of the Supplier not to involve the University in any labor disputes.
18. The University is not responsible for any costs, materials, service fees incurred by the Supplier from 3rd party contractors hired by the Supplier to perform work on the University campuses unless specifically approved in writing by the University.

6. **GENERAL PERFORMANCE EXPECTATIONS AND OTHER ARRANGEMENTS**

Describe how you will meet the following requirements.

1. The Supplier's Designate will report to the Langston University Facilities Director or designate to maintain communication between the University and the Supplier. Participation will be required in meetings and consultations having to do with facility operations.
2. The Supplier understands that no work shall be performed under this contract that obligates the University to pay at a higher rate than the contractual mechanical services hourly rate, unless written consent has been secured in advance from the University by Supplier.
3. The Supplier understands that quantities/amounts are estimated, and none guaranteed. Payment will be for actual services/materials ordered and received.
4. The Supplier shall conduct, at least twice per semester, a user survey to identify the degree of satisfaction with facility mechanical operations. The survey instrument, as well as results of the survey, must be made available to the University. The survey should include all University designees. Provide a sample survey with bid.
5. The Supplier shall conduct quarterly performance updates with Langston leadership. It is the responsibility of the Supplier to report on key performance indicators monthly.
6. The University shall routinely monitor and inspect Supplier's assigned work; quality control for standards of workmanship and materials being installed.
7. The Supplier agrees to complete each assigned work order once onsite work for each work order has begun, i.e., no delay in completion of a work order shall occur unless the Supplier is awaiting delivery of material and the University's representative shall be notified of each such occurrence.
8. The Supplier understands that the University may request an estimate of Supplier's hours required to perform a work order prior to the assignment of the work order.



7. EQUIPMENT, FACILITIES AND SUPPLIES

1. The Supplier will be required to provide or ensure that all employees sent to perform work under this Contract shall have sufficient tools, equipment, consumables, and safety equipment, including hard hats, eye and ear protection, gloves, and other safety devices as appropriate to serve all functions of each work order.
2. The University defines the following terms as:
 - a. Consumables – Any item that is used once and THROWN away, like trash bags, sheet plastic, rubber gloves, painters' tape.
 - b. Materials – Any item that is used and LEFT in a space, like valves, sheetrock, kitchen faucet.
3. The University reserves the right to source any materials and supplies used within the execution of this contract when it benefits the University. The Supplier must list the percentage of markup over cost on the Mechanicals Services Pricing Worksheet – **APPENDIX B**
4. The Supplier shall accommodate and coordinate with university staff for on-site inventories of materials and deliveries from university suppliers.
5. The Supplier agrees to take all reasonable measures to prevent waste or damage to supplies, materials, equipment, and premises of the University and to advise the University of all repairs and replacements that the Supplier makes to existing or subsequent Supplier procured equipment.
6. The Supplier will reimburse the University for any damages occasioned to the University's equipment and premises through the negligence or willful act of the Supplier and its employees.
7. The Supplier shall be responsible to replace their own assets and equipment.
8. The University shall provide access to all facilities.
9. The Supplier shall be responsible for all keys checked out and must return them when agreed upon with the University.
10. The Supplier shall coordinate their onsite work schedule and activities with the appropriate department and building occupants.
11. Replacement of the University's assets and equipment shall be the responsibility of the University.
12. The Supplier shall provide ample controlled access storage for all supplied tools, equipment, supplies, materials, and safety equipment purchased during the term of this contract.
13. The University shall provide an office on campus for the use of the Supplier in the performance of this contract and shall furnish same with desks, chairs, filing cabinet, and worktable. A safe is not provided. Any office equipment supplied by the Supplier must be clearly marked.

8. INSURANCE

1. The Supplier will maintain public liability insurance with liability limits of not less than \$5,000,000 for any one accident or occurrence and property damage of not less than \$5,000,000 subject to a limit of \$5,000,000.
2. In any one accident involving both public liability and property damage, and to the extent of the foregoing will hold harmless and indemnify the University against claims from injury to persons or damage to or loss of property resulting from the Supplier's acts for which it is legally liable. The Supplier shall supply to the University a certified copy of such insurance coverage annually which shall provide that such coverage shall not be terminated without sixty (60) days' prior written notice to the University. University shall be named as an additional insured. Workers' Compensation Insurance - each party shall maintain workers' compensation coverage as required by state law and Employers' liability covering all its employees employed in connection with the services' operation.
3. The Supplier shall pay all premiums relating to the coverage requirements set out above.
4. The Supplier shall pay all ordinary and usual expenses, insurance, or workers compensation claims of their employees while assigned to work at Langston University.

**9. PAYMENT TERMS AND INVOICING**

1. The payment terms are Net 30 billed after the completion of services on the 1st of each month.
2. The Supplier's monthly invoice must reference the purchase order number and detail all the labor and materials by specific workorder number completed within the billing period.

10. OTHER CONTRACTUAL PROVISIONS

1. The Supplier shall comply with all applicable provisions of federal, state, and local laws, ordinances and regulations and shall procure, at its expense, all licenses or permits necessary to lawfully operate on the University campus.
2. Effective July 1, 2008, the University is a tobacco-free environment, prohibiting the use of all tobacco products anywhere on campus. Failure to comply with this policy could result in the termination of your contract.
3. The Supplier agrees, upon termination or expiration of this contract, to vacate the premises and surrender to the University all equipment, supplies, tools, and furnishings previously received by it, in good order and condition, reasonable wear and tear expected. Any shortages will be replaced by the Supplier at its own expense.
4. The Supplier agrees not to use the name of the University in making contracts with Suppliers, or in any other manner. The Supplier shall make all contracts in its own name and the Supplier alone shall be responsible for purchases and contracts made by it. The University shall not be responsible for any goods purchased by the Supplier, nor for any other obligations or liabilities assumed or created by the Supplier. The Supplier shall not set or hold itself out to be an agent for the University and nothing herein should be construed as creating the relationship of partners, joint ventures, or agencies.
5. The Supplier agrees not to assign or transfer the contract, or any portion thereof, without written approval of the University.

11. SUGGESTED PERFORMANCE KPI'S

- Workorder completion time by repair category
- Labor costs per service type
- Workorder satisfaction surveys
- Material Costs per service type
- Quality Audits
- Corrective workorders to Preventative workorders

12. SUBMITTALS

Suppliers responding to this RFP will need to submit the following information:

1. Items indicated in the "prerequisites section" of the electronic bid.
2. Please upload your Certificate of Insurance to Question 2.6 of the Questions section of the electronic solicitation.
3. Please upload references to Question 3.1 of the Questions section of the electronic solicitation.
4. A narrative response addressing all the requirements of the RFP. Response should correspond directly to section numbers 1 through 10 in the RFP. Response must be uploaded to the "Supplier Attachments" section of the bid. Please upload your response to Question 4.1 of the Questions section of the electronic solicitation.
5. A completed copy of "Appendix B: Maintenance Services Pricing Worksheet." Please upload to Question 4.2 of the Questions section of the electronic solicitation.



13. METHOD OF AWARD / EVALUATION

1. Evaluation methodology - will be "Best Value" as defined in the terms and conditions.
2. Proposal Clarification – OCP reserves the right, at its sole discretion, to request clarifications of bids or to conduct discussions for the purpose of clarification with any or all bidders. The purpose of any such discussions shall be to ensure full understanding of the bid. If clarifications are made because of such discussion, the bidder(s) shall put such clarifications in writing. The clarification shall not alter or supplement the bid.
3. Competitive Negotiations - OCP reserves the right to negotiate with one, selected, all or none of the Bidders responding to this solicitation in-order-to obtain the best value. Negotiations could entail discussions on products, services, pricing, contract terminology or any other issue material to an award decision or that may mitigate institutional risks. OCP shall consider all issues negotiable and will not be artificially constrained by internal corporate policies. Negotiation may be with one or more Bidders, for one or all items in the Bid. Bidders that contend that they lack flexibility because of their corporate policy on a negotiation item shall face a significant disadvantage and may not be considered.
4. Negotiations may be conducted in person, in writing, or by telephone.
5. Negotiations shall only be conducted with potentially acceptable bids. OCP reserves the right to limit negotiations to those bids that received the highest rankings during the initial evaluation phase.
6. Terms, conditions, prices, methodology, or other features of the bid may be subject to negotiations and subsequent revision. As part of the negotiations, the bidder may be required to submit supporting financial, pricing, and other data to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the bid.
7. The requirements of this solicitation shall not be negotiable and shall remain unchanged unless the OCP Chief Procurement Officer determines that a change in such requirements is in the best interest of the A&M System.
8. BEST and FINAL – OCP may request best and final bids if deemed necessary and shall determine the scope and subject of any best and final request. However, the bidder should not expect an opportunity to strengthen its bid and should submit its best bid based on the terms and condition set forth in this solicitation.

14. EVALUATION CRITERIA

The evaluation methodology for this RFP will be "Best Value" as defined in the standard terms and conditions. Following are the evaluation criteria that will be used for bids received in response to this solicitation:

A. Cost Evaluation:

1. The average of all bids will be utilized to determine the baseline and establish a competitive range. The cost component will be evaluated utilizing the competitive range. The top scoring bid based on qualitative evaluation metrics will be compared to the competitive range. If the bid price is within the competitive range or is justified with performance information, the award process continues to the highest qualitative score. If performance metrics and information do not support an award, the evaluation process will continue to the next highest qualitative score.
2. Your bid should include all relevant information about your pricing proposal to justify the cost. Suppliers who do not show dominant information of performance, cost, time, etc. to prove their price is valid and justifiable are eliminated from consideration due to their pricing not being within the competitive range.

B. Qualitative Evaluation Criteria:

Compliance with required company and technician qualifications Institutional Experience/History
References/Past Performances
Staffing Plan/ Risk Mitigation

H – CONTRACTUAL AGREEMENTS (other than construction and renovation)

3. Board approval is requested to solicit competitive bids and award a contract(s) to the best value supplier(s) to provide campus facility maintenance and light construction services for one year with the option to renew up to 4 additional 1 year periods with mutual agreement.

Specifications were developed in conjunction with the Office of Central Procurement with input from Oklahoma State University Facilities Management. The funding for this expenditure will come from legally available funds and annual costs are estimated not to exceed \$1,800,000 for labor and materials. The Office of Central Procurement will assist in soliciting and reviewing all bids before awarding the contract(s) to the selected vendor(s). The selection of approved vendor(s) will be shared as an informational item in a future agenda.



SPECIFICATIONS FOR FACILITY MAINTENANCE AND LIGHT CONSTRUCTION SERVICES

**LANGSTON UNIVERSITY
LANGSTON, OK**

OSUA&M-RFP-001388-2023

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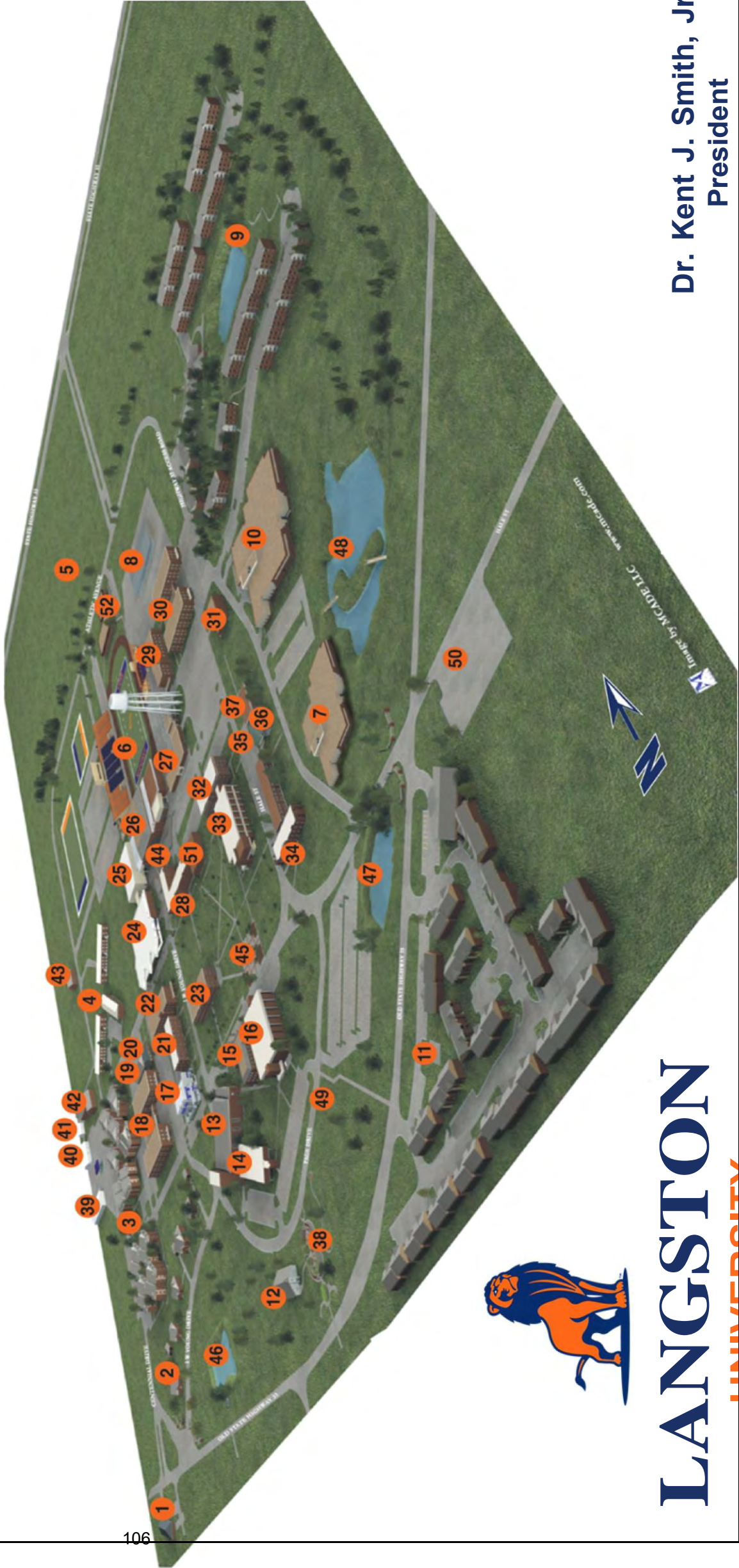
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LANGSTON
UNIVERSITY

Dr. Kent J. Smith, Jr.
President



Facility Maintenance and Light Construction Services

OSU A&M RFP-001388-2023

1. **INTRODUCTION/BACKGROUND**

It is the intent of Langston University to secure a contract for facility maintenance and light construction services based on the specifications listed below. Facilities are located on the main campus in Langston, OK, Oklahoma City, OK and Tulsa, OK. All properties in scope are listed in **APPENDIX A**.

2. **PRE-BID MEETING**

A pre-bid meeting and site inspection will be held on Thursday, April 6, 2023, at 10:00am, on the Langston University Campus. We will meet at the Scholars Inn Clubhouse located on the Langston University campus, which is located at 645 Hillview Drive in Langston, Oklahoma. The meeting will consist of a solicitation overview that will include information on how to properly bid and an inspection tour will be provided to show the areas included in this scope of service.

The pre-bid meeting is not mandatory but may be the only scheduled opportunity for a guided tour.

3. **TERM**

The contract term shall be from the date of award to June 30, 2024, with the option to renew for up to four (4) additional one-year periods depending upon satisfactory service and mutual agreement. It is anticipated that if all goes according to plan with the RFP timeline, the desired outcome would be to have the awarded supplier mobilized and on site by May 15th. Langston spring graduation is Saturday May 6th and staff would need 1 week to prepare for the arrival of the new supplier.

Notwithstanding any other provisions of this agreement, the parties acknowledge and agree that funds to be paid by the University under the terms of this contract will be available only as appropriated on a fiscal year to year basis by properly constituted legal authority. If funds are not appropriated as set forth above to make payments required under the terms of this agreement, the obligations of the University shall give prompt written notice of termination.

Each party to the contract shall have the right to terminate the contract at any time by providing 60 days written notice of intent to terminate to the other party.

4. **SCOPE OF WORK**

The Supplier shall have the obligation to provide qualified skilled tradesmen and general labor for facility maintenance and light construction services on the University campuses with responsibilities and skill sets that include but are not limited to the following:

- Ability to lift 50lbs.
- Ceiling Repairs
- Concrete Repair
- Content Manipulation – Surplus items, Special Events, furniture, and appliances
- Door Repairs



- Drywall Repairs
- Fencing Repairs
- Flooring installation – carpet, tile, wood, vinyl plank, etc.
- Furniture Assembly
- General Carpentry – Drywall, framing, cabinets, countertops, etc.
- General Maintenance
- Lighting Maintenance
- Light Plumbing
- Painting – Interior, Exterior and Traffic
- Parking Lot Maintenance
- Pressure Washing - Concrete Surfaces
- Preventative Maintenance
- Small Equipment Operation – Forklift, Skid Steer, etc.
- Street Maintenance
- Structural Repairs
- Transportation of Equipment/Materials - including transport of furniture, tools, property, and equipment between Langston University campus locations. This would include transportation of equipment for special events such as ceremonial occasions like graduation ceremonies.
- Water Mitigation
- Wayfinding/Signage Replacement
- Welding
- Window/Glass Repairs

Please prepare your proposal with the following items:

1. An overview of the supplier's business, years of service, corporate structure, and experience serving Langston, the A&M system, other universities, or businesses with similar equipment. Ideal bidders should have a minimum of 10 years' experience in facilities maintenance and light construction.
2. At least three references including name, title, company, email address and phone number.
3. The Maintenance Services Pricing Worksheet – **APPENDIX B**
4. Construction Materials Budget
 - i. Please state how we the university will receive fair and reasonable pricing for maintenance materials and supplies, furnished for Langston, for routine construction maintenance and repair, including batteries, filters, lubricants, bulbs, and other miscellaneous materials.
5. Tools, Equipment & Vehicles
 - i. Additional Tools
 - ii. Vehicles
6. Additional services provided.
7. Risk assessment & mitigation
 - i. Your proposal should identify the significant risks associated with delivering construction services for all Langston campuses. Each risk should be numbered and include a mitigation plan stating how your firm will handle the risks should it occur.
 - ii. Example Risk – Langston Oklahoma is a rural area with no business infrastructure.
Example solution – Supplier has contracts in place for materials with favorable prices delivered to Langston and immediate access to a skilled workforce.



8. Public construction contracts

- i. Langston University is a public land grant institution of higher education under the governance of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges. As such, Langston University is subject to Board Policy and most Oklahoma Statutes. Of particular interest, Oklahoma Title 61 which governs construction and renovation of public buildings, Suppliers should be well-informed on both board policy and Oklahoma Statutes when bringing proposals.

- Please reference Board policies at the following link and pay close attention to sections 2.07 – 2.12. <https://regents.okstate.edu/policy-manual/index.html>
- Link to Oklahoma construction statutes;
<https://www.oscn.net/applications/oscn/Index.asp?ftdb=STOKST61&level=1>

5. **PERSONNEL, EMPLOYMENT PRACTICES AND STAFFING**

Describe how you will meet the following requirements.

1. In accordance with the scope of work, the Supplier must maintain onsite supervision; an adequate onsite staff of skilled tradesman and general labor for the efficient management and operation of the account within a zoned workorder system.
 - a. Minimum onsite staffing requirements
 - i. One full-time supervisor
 1. The University may withhold approval of the Supervisor in which case the Supplier is required to submit other candidates for review. Such approvals will not be unreasonably withheld by the University.
 - ii. Skilled Tradesmen (5) to work M-F, 8AM-5PM (following holiday schedules) or as approved by the University.
 - iii. General Laborer (3) to work M-F, 8AM-5PM (following holiday schedules) or as approved by the University.
 - b. Dynamic staffing Timeframes – The Supplier shall provide the additional staffing to support the dynamic events below:
 - i. Summer Make Ready is a full-scale process within all housing and academic spaces to complete any maintenance needs within the 9-week summer break each year.
 1. The 9-week period begins the 2nd full week of May, and all work must be completed by the 3rd week of July.
 - ii. Winter Make Ready is a smaller scale process within all housing and academic spaces to complete specific maintenance needs within the 7-week winter break each year.
 1. The 7-week period begins the 3rd full week of November, and all work must be completed by the 1st week of January.
2. The Supplier is responsible for any additional costs for temporary labor to maintain adequate staffing levels.
3. The Supplier is responsible for accepting all assigned workorders via the CMMS system within 1 business day unless an emergent need, then 3 hours is the expected response time.
4. The University reserves the right to review the qualifications of the personnel that the Supplier proposes to place at the University.
5. Normal work hours shall generally be defined as Monday through Friday, 8:00 AM to 5:00 PM, except for University recognized holidays, for Supplier during which the Supplier will be expected to perform



the work. Overtime rates shall apply only if the Suppliers' employees are working on a University project for more than 40 hours and overtime must be approved by the University prior to said employee exceeding 40 hours. Exceptions to these normal work hours, for the benefit of either the University or Supplier, will be coordinated and approved by the university.

6. The University encourages the Supplier to employ as many students as feasible for all positions resulting from this contract at wage rates comparable with other student employment opportunities on campus.
7. The Supplier, at its own expense, will be required to outfit its employees in proper mutually acceptable uniforms.
8. The Supplier, at its own expense, will be required to provide ID badges for all its employees.
9. The Supplier must schedule training for the CMMS system utilized by the University prior to the commencement of the contract.
10. The University reserves the right to request replacement of an employee of the Supplier who does NOT perform work in conformance with industry safety standards or with industry and Langston standards for quality or quantity of workmanship as inspected and determined by the University's representative.
11. The University may require the Supplier to remove any employee it deems incompetent, careless, insubordinate, or otherwise objectionable or whose continued employment with the Supplier is deemed by the University to be contrary to its best interest.
12. The Supplier must schedule and conduct an on-going employee training program which will ensure that all employees perform their jobs with the highest standards of efficiency, productivity, and safety.
13. The Supplier shall include in its proposal an outline of the training program that will be used for its employees. Information should be provided concerning the staff that will conduct the training, their background and qualifications and the training resources that will be made available.
14. It shall be understood that the Supplier and its employees are not employees of the University but shall adhere to university employees' rules and regulations.
15. If notified by the University of an Act of theft or dishonesty by the supplier, supplier shall immediately reimburse the University for the University's resulting loss and take appropriate action with their employee.
16. The Supplier agrees that it shall be the distinct obligation of the Supplier not to involve the University in any labor disputes.
17. The University is not responsible for any costs, materials, service fees incurred by the Supplier from 3rd party contractors hired by the Supplier to perform work on the University campuses unless specifically approved in writing by the University.

6. **GENERAL PERFORMANCE EXPECTATIONS AND OTHER ARRANGEMENTS**

Describe how you will meet the following requirements.

1. The Supplier's Supervisor will report to the Langston University Facilities Director or designate to maintain communication between the University and the Supplier. Participation will be required in meetings and consultations having to do with facility operations.
2. The Supplier understands that no work shall be performed under this contract that obligates the University to pay at a higher rate than the contractual mechanical services hourly rate, unless written consent has been secured in advance from the University by Supplier.
3. The Supplier understands that quantities/amounts are estimated, and none guaranteed. Payment will be for actual services/materials ordered and received.
4. The Supplier shall conduct, at least twice per semester, a user survey to identify the degree of



satisfaction with facility maintenance operations. The survey instrument, as well as results of the survey, must be made available to the University. The survey should include all University designees. Provide a sample survey with bid.

5. The Supplier shall conduct quarterly performance updates with Langston leadership. It is the responsibility of the Supplier to report on key performance indicators monthly.
6. The University shall routinely monitor and inspect Supplier's assigned work, quality control for standards of workmanship, and materials being installed.
7. The Supplier agrees to provide continuous labor service on all assigned workorders once onsite work for each workorder has begun, i.e., no break in labor service shall occur unless the Supplier is awaiting delivery of material and the University's representative shall be notified of each such occurrence.
8. The Supplier understands that the University may request an estimate of Supplier's hours required to perform a work order prior to the assignment of the work order.

7. EQUIPMENT, FACILITIES AND SUPPLIES

1. The Supplier will be required to provide or ensure that all employees sent to perform work under this contract shall have sufficient tools, equipment, consumables, and safety equipment, including hard hats, eye and ear protection, gloves, and other safety devices as appropriate to serve all functions of each work order.
2. The University defines the following terms as:
 - a. Consumables – Any item that is used once and THROWN away, like trash bags, sheet plastic, rubber gloves, painters' tape.
 - b. Materials – Any item that is used and LEFT in a space, like drywall screws, sheetrock, kitchen faucet.
3. Langston reserves the right to source any materials and supplies used within the execution of this contract when it benefits the University. In the event, the Supplier is requested to supply light construction materials like cabinets, sheetrock, etc. the percentage of markup over cost shall be listed on the Maintenance Services Pricing Worksheet – **APPENDIX B**
4. The Supplier agrees to take all reasonable measures to prevent waste or damage to supplies, materials, equipment, and premises of the University and to advise the University of all repairs and replacements that the Supplier makes to existing or subsequent Supplier procured equipment.
5. The Supplier will reimburse the University for any damages occasioned to the University's equipment and premises through the negligence or willful act of the Supplier and its employees.
6. The Supplier shall be responsible to replace their own assets and equipment.
7. The University shall provide access to all facilities.
8. The Supplier shall be responsible for all keys checked out and must return them when agreed upon with the University.
9. The Supplier shall coordinate their onsite work schedule and activities with the appropriate department and building occupants.
10. Replacement of the University's assets and equipment shall be the responsibility of the University.
11. The Supplier shall provide ample controlled access storage for all supplied tools, equipment, supplies, materials, and safety equipment purchased during the term of this contract.
12. The University shall provide an office on campus for the use of the Supplier in the performance of this contract and shall furnish same with desks, chairs, filing cabinet, and worktable. A safe is not provided. Any office equipment supplied by the Supplier must be clearly marked.

**8. INSURANCE**

1. The Supplier will maintain public liability insurance with liability limits of not less than \$5,000,000 for any one accident or occurrence and property damage of not less than \$5,000,000 subject to a limit of \$5,000,000.
2. In any one accident involving both public liability and property damage, and to the extent of the foregoing will hold harmless and indemnify the University against claims from injury to persons or damage to or loss of property resulting from the Supplier's acts for which it is legally liable. The Supplier shall supply to the University a certified copy of such insurance coverage annually which shall provide that such coverage shall not be terminated without sixty (60) days' prior written notice to the University. University shall be named as an additional insured. Workers' Compensation Insurance - each party shall maintain workers' compensation coverage as required by state law and Employers' liability covering all its employees employed in connection with the services' operation.
3. The Supplier shall pay all premiums relating to the coverage requirements set out above.
4. The Supplier shall pay all ordinary and usual expenses, insurance, or workers compensation claims of their employees while assigned to work at Langston University.

9. PAYMENT TERMS AND INVOICING

1. Langston University payment terms are net 30 billed after the completion of services on the 1st of each month.
2. The Supplier's monthly invoice must reference the purchase order number, labor detail, material detail, and specific workorder number completed within the billing period.

10. OTHER CONTRACTUAL PROVISIONS

1. The Supplier shall comply with all applicable provisions of federal, state, and local laws, ordinances and regulations and shall procure, at its expense, all licenses or permits necessary to lawfully operate on the University campus.
2. Effective July 1, 2008, the University is a tobacco-free environment, prohibiting the use of all tobacco products anywhere on campus. Failure to comply with this policy could result in the termination of your contract.
3. The Supplier agrees, upon termination or expiration of this contract, to vacate the premises and surrender to the University all equipment, supplies, tools, and furnishings previously received by it, in good order and condition, reasonable wear and tear expected. Any shortages will be replaced by the Supplier at its own expense.
4. The Supplier agrees not to use the name of the University in making contracts with Suppliers, or in any other manner. The Supplier shall make all contracts in its own name and the Supplier alone shall be responsible for purchases made. Langston University shall not be responsible to subcontractors or 3rd parties for goods purchased by the Supplier, nor for any other obligations or liabilities assumed or created by the Supplier. The Supplier shall not set or hold itself out to be an agent for the University and nothing herein should be construed as creating the relationship of partners, joint ventures, or agencies.
5. The Supplier agrees not to assign or transfer the contract, or any portion thereof, without written approval of the University.

**11. SUGGESTED PERFORMANCE KPI'S**

- Workorder completion time by repair category
- Labor costs per service type
- Workorder satisfaction surveys
- Structural & Preventative inspections
- Quality Audits
- Corrective workorders to Preventative workorders

12. EVALUATION CRITERIA

The evaluation methodology for this RFP will be "Best Value" as defined in the standard terms and conditions. Following are the evaluation criteria that will be used for bids received in response to this solicitation:

A. Cost Evaluation:

1. The average of all bids will be utilized to determine the baseline and establish a competitive range. The cost component will be evaluated utilizing the competitive range. The top scoring bid based on qualitative evaluation metrics will be compared to the competitive range. If the bid price is within the competitive range or is justified with performance information, the award process continues to the highest qualitative score. If performance metrics and information do not support an award, the evaluation process will continue to the next highest qualitative score.
2. Your bid should include all relevant information about your pricing proposal to justify the cost. Suppliers who do not show dominant information of performance, cost, time, etc. to prove their price is valid and justifiable are eliminated from consideration due to their pricing not being within the competitive range.

B. Qualitative Evaluation:

Institutional Experience / History
Staffing Plan / Risk Mitigation
References / Past Performances

13. SUBMITTALS

Suppliers responding to this RFP will need to submit the following information:

1. Items indicated in the "prerequisites section" of the electronic bid.
2. References. Please upload references to Question 3.1 of the Questions section of the electronic solicitation.
3. A narrative response addressing all the requirements of the RFP. Response should correspond directly to section numbers 1 through 11 in the RFP. Please upload your narrative to Question 4.1 of the Questions section of the electronic solicitation.
4. A completed copy of "Appendix B: Maintenance Services Pricing Worksheet." Please upload to Question 4.2 of the Questions section of the electronic solicitation.

H – CONTRACTUAL AGREEMENTS (other than construction and renovation)

4. Board approval is requested to hire suppliers as needed to provide Summer Make Ready services and equipment including but not limited to services such as facilities maintenance, light construction, mechanical and custodial where needed.

This request is a contingency measure until competitively bid contracts can be awarded and will only be utilized in the event that additional resources are needed as vendor(s) are transitioning and to ensure a successful Summer Make Ready process. The funding for this expenditure will come from legally available funds. This item will be coordinated by the Langston University Division of Operations with assistance from the A&M Office of Central Procurement.

J – PURCHASE REQUESTS

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

1. Approval is respectfully requested to solicit public bids and process a purchase order to the selected vendor for the purchase of furniture for the renovated Young Hall Dormitory. Furniture to be procured will include modular desks and updated chairs to enhance the student living experience. Young Hall will undergo a renovation throughout Summer 2023.

The new furniture will add to the updated look and feel of the residential community, which will be completed in the Summer of 2023. Specifications for the RFP will be developed in conjunction with the Office of Central Procurement with input from Oklahoma State University Facilities Management. The funding for this expenditure will come from legally available funds through the Housing budget (L-326100). The Office of Central Procurement will assist in soliciting and reviewing all bids before awarding the contract to the selected vendor.

J – PURCHASE REQUESTS

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

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

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

From: _____ Institution _____ President

Subject: FTE Employee Report for Fiscal Quarter Ending ____/____/____
Mo. Day Yr.

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

FTE EMPLOYEE CATEGORIES

Educational & General Budget Part I				Educational & General Budget Part II				Agency Accounts: Other				Sub-Total				Total FTE
Faculty		Other		Faculty	Other		Faculty	Other		Faculty	Other		Regular	Student		
		Regular	Student		Regular	Student		Regular	Student							

A. FTE Employees for Reported Fiscal Quarter
17

B. FTE Employees for Fiscal Quarter Immediately Preceding Reported Quarter¹

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

D. Comparable Quarter Last Year

¹File with State Regents' office by the tenth of the month following the end of the calendar quarter being reported.

²The term employee shall mean "a full-time employee or any number of part-time employees whose combined weekly hours of employment equal those of a full-time employee, but shall not include seasonal employees." For this report, the number of FTE employees for the reported quarter can be calculated by dividing by 519 hours (173 hours per month multiplied by three months) the total payroll hours (excluding seasonal employees) for the quarter.

³This figure reflects the total number of FTE employees for the main campus, branch campus(es), and all constituent agencies.

V. OKLAHOMA STATE UNIVERSITY, STILLWATER, OKLAHOMA

President Kayse Shrum and other members of the Oklahoma State University (OSU) administration came before the Board to present the business of OSU and review the Agenda. (The OSU Agenda is on file in the Board of Regents' Office as Doc. No. 4-4-21-23 and is considered a part of these minutes.)

President Shrum said Capitol Cowboys was this past Wednesday at the Oklahoma State Capitol, and there was a sea of orange. She thanked the OSU Alumni Association for putting on the event. Staff, students, and alumni were able to connect with legislators and thank them for their support of OSU. She said she thinks the legislators truly enjoy the opportunity to visit with the students and make a personal connection.

Capitol Cowboys was timely on Wednesday, as a bill was passed in both the Senate and the House creating the OSU College of Veterinary Medicine (CVM) Authority, which is now on its way to Oklahoma Governor Kevin Stitt for his signature. This legislation secures a permanent funding mechanism for the College and the future of veterinary medicine in the State of Oklahoma, and aligns the veterinary college with other State medical institutions like the OSU-Center for Health Sciences (OSU-CHS) and the University of Oklahoma College of Medicine by providing CVM the authority to establish a dependable source of funding. President Shrum recognized Senator Chris Kidd and Representative Kevin Wallace for their efforts in moving this legislation forward. The passage of this bill demonstrates the overwhelming vote of confidence for the future of the OSU College of Veterinary Medicine.

President Shrum said OSU is taking on decreasing student debt in a spectacular way with the help of one of OSU's most famous alumni, singer-songwriter Garth Brooks. Mr. Brooks recently performed two concerts at the McKnight Center for the Performing Arts and raised \$2 million for student scholarships.

On April 7th, OSU hosted the United States (U.S.) Secretary of Energy Jennifer Granholm, the U.S. Second Gentleman Doug Emhoff, and Oklahoma Governor Kevin Stitt. During that visit, Secretary Granholm announced that OSU's Industrial Assessment Center (IAC) will serve as the Great Plains Center of Excellence (GPCoE) for the Department of Energy's IAC Program. The GPCoE will receive nearly \$7 million in funding and is one of five competitively selected higher education institutions from across the Nation to serve as a CoE.

She said there was a ceremonial groundbreaking for the new \$70 million Oklahoma Psychiatric Care Center in Tulsa's Academic Medical District. The 106-bed care center is the culmination of a historic public-private partnership between OSU-CHS, the Oklahoma Department of Mental Health and Substance Abuse Services, philanthropic organizations lead by the Anne & Henry Zarrow Foundation, the City of Tulsa, and the County of Tulsa.

OSU graduate and current Buffalo Bills Assistant Athletic Trainer Denny Kellington became a household name as his quick actions helped save the life of the Buffalo Bills player Demar Hamlin when he collapsed during a live football game. On May 13th, Mr. Kellington will return to Stillwater to speak at OSU's spring commencement ceremonies. He is the epitome of the Cowboy Code, and they are honored to welcome him back to campus.

President Shrum said in an effort to improve online recruitment and retention, the OSU Brand Management Web Team has worked with Enrollment Management over the past year to improve the University's website and online experience for students. They recently engaged Carnegie-Dartlet—an industry leader in higher education marketing and enrollment strategy—to conduct a third-party audit of OSU's website. She said she is pleased to report that the University's website passed all measured categories with flying colors, and Carnegie-Dartlet shared they have never seen scores as high as OSU's at other institutions. The audit results confirm that the improvements made to OSU's website over the past few years measure up to the highest standards.

She said OSU-Oklahoma City (OSU-OKC) has selected Mr. John Lopez as its spring commencement speaker. Mr. Lopez is the Chief Operating Officer of Lopez Foods, which is one of the largest Hispanic-owned food companies in the U.S. Also at OSU-OKC, the Project Soar Director, Deborah Morgan, received the Making it Work Day Spotlight Award from the Oklahoma Career and Technical Education Equity Council. She was one of 20 Oklahomans honored at the Capitol for her work. Ms. Morgan has worked with Project Soar since 2014.

President Shrum said OSU-Institute of Technology's (OSUIT) spring graduation is this afternoon in Okmulgee, Oklahoma, for which OSRHE Chancellor Allison Garrett is the commencement speaker. On March 31st, OSUIT graduated its first cohort of Tulsa-based students from the Fiberoptic Technician Training Program through OSU's Workforce and Economic Development department. A series of OSUIT classes held on the OSU-Tulsa campus is a part of the OSU System's effort to be Oklahoma's advanced technology leader.

At OSU-CHS, the Center for Rural Health was awarded \$3 million as a part of the Oklahoma Partnership to Address Health Disparity and Equity Initiative (OPAHDEI) funded by the Centers for Disease Control (CDC). The funding will be divided among three key areas to improve and expand healthcare in rural and underserved communities in Oklahoma.

B-1 Adoption of Memorial Resolutions for Joseph "Paul" Devlin, Judith Elise Dobson, and David F. Hitzeman

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

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

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

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

D-1 Approval of personnel actions

Provost Mendez said the personnel actions include 50 new faculty appointments, 15 changes in appointment, and ten sabbatical requests. Nine retirements and six separations are listed for informational purposes only.

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

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

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

Provost Mendez said the changes included in this Item are for programs on the campuses of OSU-Stillwater, OSUIT, and OSU-OKC. There are multiple course and program changes listed, as well as a new program request for a Bachelor of Professional Studies in Healthcare Administration at OSU-Tulsa. If approved, these curricular changes will be presented to the OSRHE for approval.

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

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

F-1 Approval of new OSUOnline OneRate

Provost Mendez said after conducting an analysis of online rates at peer and aspirational institutions, a proposal was presented to the OSU Council of Deans to create a revenue neutral OneRate that would make the cost of online programs more competitive for non-resident students. Additionally, a OneRate will provide a more straightforward approach when communicating program costs to students. She noted this Item was discussed with members of the AAPP Committee during its meeting earlier in the week.

Committee Chair Harrel said the Committee acted to recommend Board approval of this Item.

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

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

- K-1 Approval of housing and residential life rate increase
- K-2 Approval to increase the rate for University dining services meal plan
- K-3 Approval to increase room and board rates (OSUIT)

Provost Mendez said she is presenting Items from Section K, which are related to student services. At the recommendation of Vice President of Student Affairs Doug Hallenbeck, modest increases are requested for housing and residential life rates and meal plans on the OSU-Stillwater campus. These rates were last increased in FY 2019. Additionally, OSUIT President Bill Path and the OSUIT leadership team are proposing modest increases to the room and board rates on their campus. These rates have only increased once since FY 2020. She noted these Items were discussed with members of the AAPP Committee during its meeting earlier in the week.

Committee Chair Harrel said the Committee acted to recommend Board approval of the items listed in Section K.

Regent Harrel moved and Regent Taylor seconded to approve Section K, Items 1-3, as presented in the OSU Agenda.

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

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

- G-1 Approval of amendment to lease between KOSU and GTP Acquisition Partners II, LLC
- G-2 Approval to rename section of street in student residential housing
- G-3 Approval to grant temporary easement and permanent easement to the city of Oklahoma City (OSU-OKC)

Regent Baetz moved and Regent Harrel seconded to approve Section G, Items 1-3, as presented in the OSU agenda.

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

- H-1 Approval to provide conference support services to the OSU-Center for Health Sciences Alumni Association (OSU-CHS)

Chair Callahan asked Mr. Weaver to provide further detail for this Item. Mr. Weaver said this Item will authorize OSU-CHS to make payments to the OSU-CHS Alumni Association for registration fees generated through their continuing medical education conference program. This is an annual contract with a cost of approximately \$100,000.

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

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

Mr. Weaver said all Items in Section I were discussed with members of the FAPF Committee members during its meeting earlier in the week.

I-1 Approval to select an architectural firm to assist the University with the design and construction of a new human performance facility

FAPF Committee Chair Hall said the Committee met with the OSU administration to discuss this Item. Costs for this project are not expected to exceed \$100 million, and \$50 million of the cost will be covered by ARPA funds. The Committee acted to recommend Board approval to select Populous of Kansas City, Missouri, and KKT Architects of Tulsa, Oklahoma, as the architectural firms for this project.

Regent Hall moved and Regent Baetz seconded to approve Populous and KKT Architects as the architectural firms to assist with this project, as presented in the OSU agenda.

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

I-2 Approval to select a construction management firm to assist the University with the design and construction of a new human performance facility

FAPF Committee Chair Hall said the Committee met with the OSU administration to discuss this Item. The Committee acted to recommend Board approval to select Manhattan Construction of Tulsa, Oklahoma, as the construction management firm for this project.

Regent Hall moved and Regent Baetz seconded to approve Manhattan Construction as the construction management firm to assist with this project, as presented in the OSU agenda.

Regent Davis said these are sizeable projects and while the Board often rolls through these types of items relatively quickly at its meetings, he wanted to make the point that there is a lot of work done leading up to these items' presentations to the Board. He asked Mr. Weaver to give the Board a reminder of the detailed vetting process these types of items go through prior to being brought to the Board for approval. Mr. Weaver said OSU typically receives applications from six to eight

architectural firms and five construction management firms for projects such as these. Those applications are then reviewed by members of the OSU administration. The firms are then interviewed by a team comprised of not only facilities staff, but members of the administration for the project location such as Athletics or OSU-CHS. The firms are then ranked using a metrics system, and using these rankings the selection team makes a recommendation to Mr. Weaver, who then makes a recommendation to President Shrum. Once that internal process is complete, the firms are then discussed in detail with members of the FAPF Committee.

Regent Davis said he appreciates the explanation and feels it is helpful to be reminded of how the selection process works and that these firms aren't recommended to the Board without a lot of investigative work done first. Mr. Weaver said OSU spends a lot of time ensuring a fair vetting process and thorough review of the firms. Aspects considered when evaluating firms are whether the firm has worked with OSU before, how they performed, whether the firm is supporting OSU by hiring graduates, whether they are an Oklahoma based firm, etc.

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

I-3 Approval to select an architectural firm to assist the University with the design and construction of a new pharmaceutical and medical sciences facility (OSU-CHS)

FAPF Committee Chair Hall said the Committee met with the OSU administration to discuss this Item. Costs for this project are not expected to exceed \$75 million, with \$50 million covered by ARPA funds and the remainder paid by the OSU Medical Trust. The Committee acted to recommend Board approval to select Dewberry Architects of Tulsa, Oklahoma, as the architectural firm for this project.

Regent Hall moved and Regent Baetz seconded to approve Dewberry Architects as the architectural firm to assist with this project, as presented in the OSU agenda.

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

I-4 Approval to select a construction management firm to assist the University with the design and construction of a new pharmaceutical and medical sciences facility (OSU-CHS)

FAPF Committee Chair Hall said the Committee met with the OSU administration to discuss this Item. The Committee acted to recommend Board approval to select Flintco LLC of Tulsa, Oklahoma, as the construction management firm for this project.

Regent Hall moved and Regent Baetz seconded to approve Flintco LLC as the construction management firm to assist with this project, as presented in the OSU agenda.

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

J-1 Approval of sole source & special request purchasing items (OSU-System)

J-2 Approval revolving and appropriated funds (OSU-System)

J-3 Approval of auxiliary enterprises funds

J-4 Approval of plant fund purchasing items

Mr. Weaver noted that any purchasing items marked with an asterisk are items that were approved by the Board in prior fiscal years.

Regent Milner moved and Regent Taylor seconded to approve Section J, Items 1-4, as presented in the OSU Agenda.

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

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

MEMORIAL RESOLUTION

ATTACHMENT A

WHEREAS, it has been called to the attention of the Board of Regents for Oklahoma State University and the Agricultural and Mechanical Colleges that Dr. Joseph P. Devlin, Professor, Emeritus, Chemistry, was claimed by death on January 26, 2023; and

WHEREAS, Dr. Devlin, by his loyalty, attention to duty, and faithful performance rendered service as a faculty member of Oklahoma State University from September 1, 1961, to the date of his retirement, September 1, 1996, and as a citizen worthy of commemoration and respect; and

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

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

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

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

Adopted by the Board on the 21st day of April 2023.



Jarold Callahan, Chair

MEMORIAL RESOLUTION

WHEREAS, it has been called to the attention of the Board of Regents for Oklahoma State University and the Agricultural and Mechanical Colleges that Dr. Judith E. Dobson, Professor, Emeritus, Behavioral Studies, was claimed by death on December 8, 2022; and

WHEREAS, Dr. Dobson, by her loyalty, attention to duty, and faithful performance rendered service as a faculty member of Oklahoma State University from September 1, 1971, to the date of her retirement, December 31, 1994, and as a citizen worthy of commemoration and respect; and

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

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

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

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

Adopted by the Board on the 21st day of April 2023.


Jarold Callahan, Chair

MEMORIAL RESOLUTION

WHEREAS, it has been called to the attention of the Board of Regents for Oklahoma State University and the Agricultural and Mechanical Colleges that Dr. David F. Hitzeman, Professor, Emeritus, Osteopathic Medicine, was claimed by death on December 14, 2022; and

WHEREAS, Dr. Hitzeman, by his loyalty, attention to duty, and faithful performance rendered service as a faculty member of Oklahoma State University from September 10, 1984, to the date of his retirement, February 1, 2013, and as a citizen worthy of commemoration and respect; and

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

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

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

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

Adopted by the Board on the 21st day of April 2023.


Jarold Callahan, Chair

VI. OKLAHOMA PANHANDLE STATE UNIVERSITY, GOODWELL, OKLAHOMA

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

Chair Callahan said the food and hospitality shown by OPSU for this board meeting has been excellent. President Dinger expressed appreciation to her Administrative Assistant, Calandra Rose, for her hard work in preparing everything for the meeting.

President Dinger highlighted various articles of interest from the *Panhandle Magazine*.

D-1 Approval of personnel actions

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

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

E-1 Approval of a new program, A.S. in Education

President Dinger said this Item was discussed with members of the AAPP Committee during its meeting earlier in the week.

AAPP Committee Chair Harrel said the Committee recommended Board approval.

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

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

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



OKLAHOMA PANHANDLE STATE UNIVERSITY

Goodwell, Oklahoma

Agenda for the Regular Meeting of the Board of Regents for OSU and the A&M Colleges

April 21, 2023

Dear Board Members:

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

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

1. Remarks by President Dr. Dinger
2. Panhandle Magazine

B - RESOLUTIONS

None

C - POLICY AND OPERATIONAL PROCEDURES

None

D - PERSONNEL ACTIONS

1. Board approval is requested for personnel actions including appointments, changes in salary, changes in title or rate, personnel leaves, etc. (*Reference Document D-1*)

E - INSTRUCTIONAL PROGRAMS

1. Board approval is requested for the following new program: (*Reference Document E-1*)
 - a. A.S. Education

F - BUDGETARY ACTIONS

None

G - OTHER BUSINESS AND FINANCIAL MATTERS

None

H - CONTRACTUAL AGREEMENTS (other than construction and renovation)

None

I - NEW CONSTRUCTION OR RENOVATION OF FACILITIES

None

J - PURCHASE REQUESTS

None

K - STUDENT SERVICES/ACTIVITIES

None

L - NEW BUSINESS UNFORESEEN AT TIME AGENDA WAS POSTED

None

M - OTHER INFORMATIONAL MATTERS NOT REQUIRING ACTION OF THE BOARD

1. Services have been awarded to hire suppliers to provide HVAC and plumbing services to replace the previous performance service agreement on the OPSU campus. (*Reference Document M-1*)
2. 2023 Out of State Travel (*Reference Document M-2*)
3. FTE (*Reference Document M-3*)

New Appointment

Name	Title	Type	Effective Date	Salary	Contract Term
Miller, Corbett	Head Football Coach	New Hire	3/6/2023	\$65,000	12 months
Serowski, Nicholas	Head Volleyball Coach	New Hire	3/6/2023	\$38,000	12 months
Belt III, Charles	Head Basketball Coach	New Hire	3/29/2023	\$50,000	12 months
Fox, JD	Director of Meat Lab	New Hire	3/6/2023	\$43,000	12 months
Stover, Kari	Controller	New Hire	5/15/2023	\$65,000	12 months

Change in Appointment

Name	Title	Type	Effective Date	Salary	Contract Term
Brown, Brigitte	Director of Admissions	Change in Appointment	2/27/2023	\$48,000	12 months
Kimball, Catherine	Interim Director of Human Resources	Change in Appointment	3/27/2023	\$60,000	12 months
Goosen, Dr. Karen	Assistant Professor of Business Admin	Change in Appointment	7/1/2023	\$45,800	9 months
Maille, Dr. Patrick	Professor of History/Dept Chair Social & Behavior Science	Change in Appointment	7/1/2023	\$54,383	9 months
McMurphy, Elizabeth	Interim Controller/Vice President of Fiscal Affairs	Change in Appointment	2/4/2023	\$160,000	Interim Controller appointment ending 5/14/2023
McMurphy, Elizabeth	Vice President of Fiscal Affairs	Change in Appointment	5/15/2023	\$110,000	12 months

Retirement or Separation – For Information Only

Name	Title	Type	Effective Date
Laird, Mark	Head Men's Basketball Coach	Separation	3/2/2023
Majeski, Bob	Head Men's Football Coach	Separation	2/22/2023
Branstine, Matthew	Instructor of Biology	Separation	3/23/2023

Newman, Chad	Director of IT	Separation	4/5/2023
Woods, Rane	Upward Bound Project Facilitator	Separation	5/31/2023



OKLAHOMA PANHANDLE STATE UNIVERSITY

COLLEGE OF ARTS and EDUCATION

Associate of Science – Education

Proposed

Education (AS)	60	
General Education	37	
<u>Student Success Seminar</u>		
UCSS 1111-Student Success Seminar	1	
<u>Communications</u>	6	
ENGL 1113-Freshman Composition I		
ENGL 1213-Freshman Composition II		
<u>Mathematics</u>	3	
MATH 1523-Modeling and Basic Statistics OR		
MATH 1513-College Algebra OR		
MATH 1473-Quantitative Reasoning		
<u>American History and Government</u>	6	
HIST 1313-U.S. History 1492-1877 OR		
HIST 1323-American History 1877-Present		
POLS 1013-American Government		
<u>Social Science</u>	6	
Economics		
Social Science		
<u>Natural Sciences</u>	8	
Physical Science (lab course)		
BIOL 1304-Principles of Biology I		
<u>Humanities</u>	6	
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.		
<u>Liberal Arts and Science Electives</u>	1	
Education Core	14	
<u>Pre-Professional Education</u>	10	
EDUC 2001-Education Seminar		
EDUC 2113-Introduction to Education OR		
MUED 2113-Introduction to Music Education		
EDUC 2213-Human Development		
EDUC 2233-Diversity in Education		
<u>Foreign Language Requirement</u>	4	
SPAN 1114-Elementary Spanish I OR		
SPAN 1224-Elementary Spanish II		
Major Emphasis	9	
<u>Choose 9 hours from any of the following Emphases:</u>		
<u>Elementary Education Emphasis options:</u>		
EDUC 2623-Children's Literature		
MATH 2213-Primary Structural Concepts		
MATH 2223-Intermediate Structural Concepts		
Math elective		
Geography elective		
Science elective		
<u>Agricultural Education Emphasis options:</u>		
AG 1011-Introduction to Agriculture Industry		
AG 1124-Farm and Ranch Management		
		AGRN 1213-Fundamentals of Plant Science
		AGRN 2124-Fundamentals of Soil Science
		ANSI 1124-Introduction to Animal Science
		ANSI 2212-Intro. to Live Animal Evaluation OR
		ANSI 2182-Meat Evaluation, Classification and Grade
		ANSI 2124-Livestock Feeding
		English Education Emphasis options:
		ENGL 2413-Introduction to Literature
		ENGL 2453-Young Adult Literature
		ENGL 2423-The Short Story
		Music Education Emphasis Options
		MUAP 1112-Class Piano I
		MUAP 1122-Class Piano II
		MUAP 1132-Class Piano III
		MUAP 1142-Class Piano IV
		MUSI 1521-Theory of Music I (Lab)
		MUSI 1523-Theory of Music I
		MUSI 1531-Theory of Music II (Lab)
		MUSI 1533-Theory of Music II
		MUPI 1XX0-Private Lesson – Lower Division – four semesters of
		1 credit each
		Health and Physical Education Emphasis options:
		BIOL 2205-Human Physiology
		HPE 1001-Lifetime Wellness
		HPE 2003-Introduction to Management and Instruction in
		Physical Activities
		HPE 2102-First Aid
		HPE 2122-Care and Prevention of Athletic Injury
		HPE 2212-School and Community Health
		HPE 2222-Personal Health and Drug
		HPE 2253-Foundations of Physical Education
		BIOL 1123-Nutrition
		HPE 2012-Fundamentals and Coaching of Football
		HPE 2022-Fundamentals and Coaching of Basketball
		HPE 2032-Fundamentals and Coaching of Baseball and Softball
		HPE 2052-Fundamentals and Coaching of Track and Field
		Mathematics Education Emphasis options:
		MATH 1513-College Algebra
		MATH 1613-Trigonometry OR
		MATH 1715-College Algebra and Trigonometry
		MATH 1824-Calculus I
		MATH 2424-Calculus II
		MATH 2434-Calculus III
		CIS 2123-Programming I
		CIS 1983-Logic and Design



HVAC and Plumbing Services Bid Award

Total HVAC Services Bid Award

Up to \$1,000,000 annually

Services and Bid Award Overview

Services have been awarded per board approval received on October 21, 2022 to hire suppliers to provide HVAC and plumbing services and equipment to replace the previous performance service agreement on the OPSU campus.

Harrison Energy Partners has been awarded a maintenance agreement for HVAC services up to \$1,000,000 annually, and HVAC services on an as needed basis not to exceed \$50,000 per job.

Total Plumbing Services Bid Award

Up to \$250,000 annually

Services and Bid Award Overview

McMichael's Plumbing has been awarded for plumbing services on an as needed basis not to exceed \$50,000 per job.

Board approval will be requested in June on an annual basis for HVAC and plumbing services purchase requests over \$75,000 annually.

OKLAHOMA PANHANDLE STATE UNIVERSITY
INSTITUTION

SUMMARY OF OUT-OF-STATE TRAVEL AS OF Feb-23
MONTH

FUND SOURCE	FY23		FY22		FY23		FY22		FY23		FY22	
	TRAVEL THIS MONTH		CORRESPONDING MONTH		TRAVEL THIS YEAR		CORRESPONDING YEAR		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	NUMBER OF TRIPS	AMOUNT EXPENDED	NUMBER OF TRIPS	AMOUNT EXPENDED
REVOLVING												
ST APPRO	9	\$ 2,233.62	5	\$ 2,352.45	50	\$ 15,990.63	33	\$ 12,490.28				
FEDERAL	2	\$ 796.20			5	\$ 2,010.83						
PRIVATE												
AUXILIARY	4	\$ 1,168.17	1	\$ 189.25	12	4,864.45	31	\$ 18,672.65				
OTHER												
TOTAL	15	\$ 4,197.99	6	\$ 2,541.70	67	\$ 22,865.91	64	\$ 31,162.93				

OKLAHOMA PANHANDLE STATE UNIVERSITY
INSTITUTION

SUMMARY OF OUT-OF-STATE TRAVEL AS OF
Mar-23
MONTH

FUND SOURCE	FY23		FY22		FY23		FY22		FY22	
	TRAVEL THIS MONTH		CORRESPONDING MONTH		TRAVEL THIS YEAR		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	NUMBER OF TRIPS	AMOUNT EXPENDED
REVOLVING										
ST APPRO	8	\$ 2,103.39	12	\$ 4,954.44	58	\$ 18,094.02	45	\$ 17,444.72		
FEDERAL	0	\$ -			5	\$ 2,010.83				
PRIVATE										
AUXILIARY	5	\$ 1,792.32	5	\$ 1,404.44	17	10,353.05	36	\$ 20,077.09		
OTHER										
TOTAL	13	\$ 3,895.71	17	\$ 6,358.88	80	\$ 30,457.90	81	\$ 37,521.81		

THE OKLAHOMA STATE SYSTEM OF HIGHER EDUCATION
FTE Employee Report ⁽¹⁾

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

From: Oklahoma Panhandle State University Dr. Julie Dinger
Institution President

Subject: FTE Employee Report for Fiscal Quarter Ending 3/31/2023
Month Day Year

The following information is provided pursuant to 74 O.S. 1298.1, Section 3602 (2)

	Educational & General Budget Part I			Educational & General Budget Part II			Agency Accounts			Sub-Total			Total FTE		
	Faculty	Other		Faculty	Other		Faculty	Other		Faculty	Other				
		Regular	Student		Regular	Student		Regular	Student		Regular	Student			
A. FTE Employees for Reported Fiscal Quarter	47	71	13				2	0	6		7	47	82	22	151
B. FTE Employees for Fiscal Quarter Immediately Preceding Reported Quarter ⁽³⁾	45	72	11												154
C. Increase or Decrease in FTE Employees (Item A minus Item B)*	2	-1	2												-3
D. Comparable Quarter Last Year	45	72	11												154

1. File with the State Regents' office by the tenth of the month following the end of the calendar quarter being reported.
2. The term employee shall mean "a full-time employee or any number of part-time employees whose combined weekly hours of employment equal those of a full-time employee, but shall not include seasonal employees." For this report, the number of FTE employees for the reported quarter can be calculated by dividing 519 hours (173 hours per month multiplied by three months) the total payroll house (excluding seasonal employees) for the quarter.
3. This figure reflects the total number of FTE employees for the main campus, branch campus(es), and all constituent agencies.
- *Decrease reflected in Line C is due to adjunct faculty personnel changes by employment agreement for the Fall 2022 semester. The 4th Quarterly Report will reflect the rehiring of adjunct personnel for the Spring 2023 semester. OPSU now has a 1st eight-week, 2nd eight-week, and a 16 week adjunct employment period.
- * Decrease reflected in Line D is due to staff employment separations.

At approximately 11:27 a.m., Chair Callahan announced a short recess before moving to the next Section on the Agenda.

Chair Callahan called the meeting back to order at approximately 11:36 a.m.

VII. PUBLIC COMMENTS

Chair Callahan said in accordance with Board Policy 1.17, time is provided for individuals to appear before the Board in order to provide comments on issues directly affecting institutions governed by the Board. He noted there were six speakers registered to comment, the names of whom are listed on the Agenda. Chair Callahan welcomed the first speaker to address the Board. (Note: with permission from the Board Chair, the speakers did not come before the Board in the appointed order on the agenda, but each was given the opportunity to speak as scheduled.)

A. Individuals scheduled to speak:

1. Ms. Paitlyn Anderton, Ms. Brandi Patterson, Dr. Billy Clay, Dr. John Otto, Mr. Mark Magazu II, and Dr. Lee Denney

Comments Regarding OSU College of Veterinary Medicine

Ms. Brandi Patterson came before the Board and distributed a binder of information. (The binder provided by Ms. Patterson is on file in the Board of Regents' Office as Doc. No. 5-4-21-23.) She said she is confident that each Board Member will absorb the facts presented and take immediate action to address the serious matters listed in the binder, which include but are not limited to the lack of leadership from President Shrum, Provost Mendez, Dean Carlos Risco, and the management team below Dean Risco. The egregious, negligent care of animals, lack of communication with patient owners, and toxic work environment for the staff and students are what have brought her to the meeting today to voice her concerns and urge immediate action from the Board. The unsystematic recordkeeping is the result of a lack of leadership. OSU is supposed to be a place of higher education, and the experience and results experienced by her thus far have been very disappointing. She said she can only conclude that what has happened is a result of incompetent administration. Many told her that the Board would listen to her concerns, thank her for her comments, and move on from the matter, dismissing the unavoidable liabilities at hand; however, she believes the Board will look at the evidence and act. She highlighted Tab 2 of the binder, noting the necessary steps she and her daughter took to reach out to administration at OSU regarding their dog, Bentley. They first went to Dean Risco, then Provost Mendez, then President Shrum. When they did not receive the desired results, they emailed President Shrum and have yet to receive any response from her. She referenced Tab 3 and said the contents show their concerns regarding Bentley's care during his time at CVM, including the hours-long wait, improper care, lack of communication regarding Bentley's status, and the lack of recordkeeping. She said Bentley was not taken outside to use the restroom or given water during his wait for care at CVM. She also described her and her daughter's interactions with Ms. Melissa Magazu, an employee of the CVM at the time. She said Ms. Magazu was very professional and helpful to them during their time there with Bentley. She thanked the Board for their time and said she hopes the Board will consider the

seriousness of this matter. She said they will not stop speaking up until change is made; the students deserve it. Chair Callahan thanked Ms. Patterson for her comments.

Ms. Paitlyn Anderton came before the Board and thanked them for allowing her time to speak. She said last November she had no choice but to ask her boyfriend to take her dog, Bentley, to CVM due to seizures. Her gut said this was not the best choice, but it was the only choice she had. She prayed Bentley would be in good hands and would receive love until she could get to him, but her prayers were not answered. Little did she know she would never be the same after that night. Her heart broke because of the treatment her dog received at CVM. She said he was not given water, his vitals were not taken at regular intervals, and nurses told her, "I'll fix it later" when she voiced concerns about his treatment. Her experience there stunned her. She complimented Ms. Magazu's care toward both her and her dog. She said she is haunted by November 14, 2022, Bentley's last day alive. She comforted Bentley and watched him take his last breath as he was being euthanized, and afterward they told CVM staff they would take Bentley's body home that night. She said Dr. Asitha Vasudevan Pillai's exact response was, "Oh good, I don't have to charge you a freezer fee." Those words have never left her, and she struggles every day to be okay. She is now in psychiatry and therapy trying to find herself again and come to terms with how someone can be okay with what happened to her dog. Though she chose to take Bentley out of his misery because of his brain tumor, he did not deserve to be neglected by CVM. To this day, nobody from CVM has apologized for their actions. She said she thinks the abandonment he must have felt overwhelmed her. Bentley was left to endure poor and demeaning conditions. She wonders if he was lonely, hurting, or confused, wondering why he was left in such poor conditions. Wondering if he had done something wrong to be left with strangers who didn't give him the quality, peace, and comfort his family did. Those questions make her think back to the first night Bentley was at the CVM hospital, when he was licking her. She now wonders whether those kisses were a sign of love or a cry for help. She thanked the Board again for their time and said she would like to finish her comments with a code she chose to live by four years ago: "We end the day knowing we gave it everything we had. We dream as big as the sky. We know challenges come with pain, but pain will not win. We have the passion to do what's right, even when it's hard. We stand for what matters even if we stand alone. We finish what we start. Being a Cowboy isn't in our clothes, it's in our character." Chair Callahan thanked her for her comments.

Mr. Mark Magazu came before the Board and said he wanted to give context to bring together the very different experiences of those scheduled to speak today. All of them have had experiences with CVM from different angles: as alumni, clients, pet parents, employees, job applicants, and donors. He said they each came to the same place not knowing each other and representing a large group of people, and his purpose today is to bring all their perspectives to the Board. He addressed President Shrum and Provost Mendez, telling them what they accomplished with the CVM Authority legislation is awesome, and he is proud and grateful they were able to get that done. The idea of One Health and the moves the University is making strategically are the right moves. So what are the speakers doing there if everything is great? He said people must be entrusted to execute the plan for CVM, and he doesn't think that plan has any chance of success with the current leadership. He introduced his dad, Dr. Mark Magazu, an OSU alum, and his sister, Ms. Melissa Magazu, who worked at CVM for many years. He said his father, Dr. Magazu, was

the first foreign student to come to OSU and complete an internship at CVM. Dr. Magazu then went on to found Saint Francis Veterinary Center (SFVC). He referenced a news story from many years ago about a paralyzed dachshund whose veterinarian did a special spinal surgery with a 3D printed spine in partnership with human hospitals: that was his dad. He said Ms. Magazu was the lead nurse for that famed surgery. His family was also in the news for balloon valvuloplasties and stem cell research. In its day, SFVC was a juggernaut: the world's only three-time finalist for the North American Veterinary Hospital of the Year Award. The U.S. Senate honored SFVC with a certificate of special recognition for innovative veterinary care. The list of accolades for his family could go on. He said his family did some very special things after they left OSU. When Dr. Magazu retired, he encouraged his children to go to OSU. He said Ms. Magazu is the only employee in the history of CVM to win the OSU Above and Beyond Stars Award, which is given by faculty and staff to a fellow staff member for their performance. She also won the mentors award, given by her peers. She also received Employee of the Month, and her peers chose her to represent them as a member of the CVM Dean's Staff Council. Then she was fired. She filed a grievance, and after review the grievance committee unanimously recommended to overturn her termination. They sent a letter to University administration stating she should be reinstated as well as awarded back pay and a raise. The committee's decision was overturned by Provost Mendez, and he suspects that decision was based on face-value information she received from the very peers he just referenced. He said he believes that is the case because Provost Mendez referenced as much in her letter. He said what Provost Mendez doesn't know is that their meeting with her was recorded. What she was told Ms. Magazu did, didn't happen. There is video and audio evidence of this. In preparation for the grievance hearing, they evaluated over 150 witnesses, including almost everyone who currently works at CVM as well as a vast majority of the people who have left. 150 people wanted to speak on Ms. Magazu's behalf to the grievance committee, but they were only allotted an hour. Unfortunately, he was contacted by somebody from OSU Human Resources that told him that because she was fired by a manager, the University's lawyer represents them. That HR person advised her not to give OSU her witness list or the evidence, because if the process is corrupted that information should be preserved for trial. Ms. Magazu submitted only one witness and no new evidence, and the grievance committee still concluded that what happened to her was wrong.

He said the Magazu family is an ally to OSU and they want to be a part of new initiatives like One Health. Their family is respected in their field, but their name is dirt on the OSU campus. Their reputation at OSU is so bad that when they went to the Oklahoma Veterinary Board, the board reported to them that the administration of CVM told them that Ms. Magazu is a problem employee. Knowingly communicating a falsehood that causes damage is the very definition of defamation. He said his sister is a whistleblower. She is someone who was chosen by her peers to represent them to the Dean of CVM and was then fired. He said the Magazu family has been very quiet regarding these matters. He addressed Mr. Steve Stephens and said he believes Mr. Stephens likely knows the lawyer the Magazus chose to represent their family. A lawyer who is quiet and low-key, who doesn't run out and scream. Despite what some of the CVM administrators are saying, the Magazu family is not problematic. Their recourse has run out after following all the rules. He asked where do they go now? They have to stand up for themselves. He implored the Board to listen. He said the Magazu family invites, asks, and begs the Regents to have a private conversation with them. The Magazus are not looking to hurt anybody. There are some real wrongs that have happened and there is only one recourse left to them if they care to get their family's

good reputation back. All internal processes have been exhausted and this is their last stop. He asked the Board not to force them into the courts, the legislature, and the press.

Dr. John Otto came before the Board and said he is a veterinarian in Norman, Oklahoma. He spoke at the last Board of Regents Meeting about some of the concerns he has about CVM, and he appreciates the Board's time in once again listening to what he has to say. He is an OSU alum and is very proud of the University. He loves OSU. He has served in many capacities at CVM and served on the search committee for the Dean of CVM with Regent Hall. He has had several meetings with CVM Dean Risco to discuss what is taking place at the College. Dean Risco said at their last meeting that he is responsible for creating a toxic environment at CVM. Dr. Otto said he asked Dean Risco what will be done about it, and Dean Risco replied he would form a committee to look into the matter. At this point in time, so many faculty and staff have left CVM and so many egregious things have happened to pets in custody of CVM. Something must be done to stop what is going on.

He said the Patterson family just spoke about their dog, Bentley, and what happened to him during his stay at CVM. There are other animals that have been through similar situations at CVM as well. He said he is very concerned about the quality of care that now exists there. He taught at CVM for two years in junior surgery and he knows what needs and should be done, and what is currently being done there is not acceptable. In trying to help the Patterson family, Ms. Magazu lost her job, even though she is highly qualified and had received awards. Ms. Magazu was the liaison between the staff and Dean Risco. She has shared with him a list of many of her concerns about what is happening at CVM, and they concern him greatly. For a whistleblower to be fired over concerns, aside from what she was doing for the Patterson family, is atrocious. Ms. Magazu was recommended to be reinstated to her job by the grievance committee but it was overturned by Provost Mendez. A lot of excuses are being given for what is going on at CVM, such as lack of pay for clinicians and the COVID crisis. The entire veterinary industry has been through these same challenges. He said his hospital flourished during the COVID-19 pandemic, up 20 percent in 2020 and up by 17 percent already this year. Many places endured challenges but made it through.

Dr. Otto said insanity was defined by Albert Einstein as doing the same thing over and over again and expecting different results. CVM is doing the same thing over and over again with the same results. They are losing faculty, staff, and patients. Some examples of what has been going on were shared today. If something different isn't done and the administration isn't changed, they will keep getting what they have been getting, which is not acceptable. This was a great school, but CVM's national reputation is extremely tarnished now and the College can't attract any other clinicians to take over the vacant positions, even with high pay. He said the excuse he was given is that this happens all over the country, but that is not true. There are people out there who are qualified, CVM just has such a terrible reputation across the country they can't recruit faculty and staff, and it really saddens him. CVM needs to do better, and the Board is the place to do that. He said he prays that the Board can make some changes to set CVM in the right direction. OSU and the State of Oklahoma deserve better than this. He has lived all over the country and Oklahoma is his home. OSU is his home. He loves the University and it is absolutely atrocious what is happening at CVM. He thanked the Board for their time. Chair Callahan thanked Dr. Otto for his comments.

Dr. Billy Clay came before the Board and said he was also at the last Board of Regents meeting to speak about CVM. He was asked to attend today's meeting by Ms. Patterson. He said he first met Ms. Patterson and learned about their dog in a meeting with her and Provost Mendez. He said he grew up in Tulsa County, and he is an alumnus of CVM. He is a loyal OSU person, with three degrees from the University. He was in the top 10 of his class for his bachelor's degree, and he is a board-certified toxicologist, the residency for which he completed at OSU. He was a teacher at OSU in the College of Agriculture for two years and at CVM for six years. During part of his time at CVM there was a need for someone at an ag experiment station with both an animal and plant background to work on a project. That turned out to be him, so he worked on that project with the experiment station for several years. He is very familiar with OSU's mission. Toward the end of the data gathering for that project he was asked to work for an OSU Extension Center to share information with the public relative to what they had learned, which pertained to cattle grazing on wheat pasture and sudden death syndrome. That is his background, so he is very experienced in his field. Dr. Clay said he met Mr. Magazu when he called and asked to participate in a meeting they were having with OSU administration regarding CVM. He said the fact that President Shrum got approval for CVM funding through the legislature is outstanding. He thanked Oklahoma Secretary of Agriculture and Regent Blayne Arthur for her help in the past to gain funds for CVM. He said money won't solve everything, though, and they have presented a bunch of problems to the Board that they believe deserve an investigation by an unbiased, independent body. They requested this investigation at February's meeting and they have yet to receive a response to that request. In their last meeting with Provost Mendez, Dr. Jeffrey Stroup, Senior Vice President and Provost of OSU-CHS was also there. Dr. Stroup was supposed to listen to the matter pertaining to Bentley. He said in prior meetings Provost Mendez had been extremely helpful in her interactions, which he appreciated a lot. She listened and participated. When Dr. Stroup came to a meeting, it seemed his mind had already been made up. He was not interested in what they were doing and he was not objective. That proved to be the case as time went on. Dr. Clay said he sent the Board a copy of a memo he wrote to Dr. Stroup, which was the introduction of the plans at the Oklahoma State Capitol. He emphasized President Shrum's plan to make OSU the No. 1 land-grant University in the country, and he's with her on that. He's worked in all three areas of the land-grant institution and he knows what it means. Dr. Clay said One Health was mentioned earlier; he helped initiate One Health from its beginning. He said he is tuned in to the issues and he believes President Shrum is right on target for all those initiatives, but OSU is not on target in cleaning up the toxic environment at CVM. He said he hopes the Board will spend some time thinking and determining how to address it.

Dr. Lee Denney came before the Board and thanked them for allowing public comments at the meeting. She said she is a 1978 graduate from CVM. In 1990, she worked at CVM as a recruiter, which is about the same time OSU acquired the College of Osteopathic Medicine (COM). She then worked as a recruiter for both Colleges. At the time she thought COM could really use some help, and in her opinion they found that much-needed help when they hired President Shrum as the Dean of COM. Dr. Denney said that being in the legislature allowed her to watch President Shrum's career over time and how she turned COM around to be the top osteopathic college in the nation. She said she was very excited when President Shrum came to the legislature to do the same thing for CVM and do what is needed. She thanked the Board for supporting President Shrum's efforts. She thanked Regent Arthur for all she has done for CVM. Dr. Denney said this is the 75th year of CVM. Institutions go through rises and falls over time, and while OSU

may not be at the top of its game now, she believes it will soon get back to the top with President Shrum's leadership. She said the North American Veterinary Licensing Examination (NAVLE) is the exam veterinarians take to receive licensure. The national average on the NAVLE is 78 percent; CVM's average is 92 percent, which shows CVM is not doing everything badly. The College is doing what needs to be done for students. Dr. Denney said her current role has caused her to be at the Capitol quite a bit this year, so she was able to excitedly watch the OSU CVM bill go through the legislative process. She has been asked by different legislators who know she is a veterinarian, "Does Oklahoma need a College of Veterinary Medicine?" It shocked her to be asked that question because the answer is that it absolutely does. As a state, Oklahoma is No. 2 in the nation for the number of cattle produced. Oklahoma produces 6 million heads of cattle, 2 million heads of hogs, and tens of thousands of sheep and goats each year. This is an agriculture state. There are only 27 states in the U.S. that have veterinary colleges with only 33 colleges of veterinary medicine in total. OSU has a long history of supporting CVM, and through President Shrum's leadership that is not going to change. She took this opportunity to tell the Regents CVM is important to the State of Oklahoma and is vitally important to agriculture, which is one of the leading economic indicators in the State. She thanked the Regents for their support of OSU, and President Shrum and her team for their vision to put OSU where it needs to be: back on the map as one of the most premier colleges of veterinary medicine in the nation.

VIII. COMMITTEE REPORTS

A. Academic Affairs, Policy and Personnel Committee

(All business discussed by this Committee was presented during the business of Northeastern Oklahoma A&M College, Oklahoma Panhandle State University, and Oklahoma State University.)

B. Audit, Risk Management and Compliance Review Committee

1. Recommendation regarding FY 2022 audits for Oklahoma State University
2. Recommendation regarding FY 2022 audits for Northeastern Oklahoma A&M College

(The OSU 2022 Signed Long-Form is on file in the Board of Regents' Office as Doc. No. 6-4-21-23. The OSURF Signed Final Report and Financial Statements 2022 is on file in the Board of Regents' Office as Doc. No. 7-4-21-23. The NEO Signed Long-Form report is on file in the Board of Regents' Office as Doc. No. 8-4-21-23.)

Regent Davis moved and Regent Baetz seconded to accept the completed FY 2022 audits for Oklahoma State University and Northeastern Oklahoma A&M College, as presented in Items B-1 and B-2.

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

3. Recommendation regarding revised FY 2023 Audit Plan for the Office of Internal Audit

(The revised FY 2023 Audit Plan is identified as ATTACHMENT A and attached to this portion of the minutes.)

Regent Davis moved and Regent Baetz seconded to approve the Revised FY 2023 Audit Plan as presented in Item B-3.

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

Regent Davis said the Committee wanted to report that while the focus is often on the audit recommendations that aren't being met, there should be recognition of the fact that there have been a great deal of improvements made on the audit recommendations and their implementations during the past year. He asked Ms. Finley if she would provide examples of the good work that is being done, and she provided the following:

- Raj Murthy, the Stillwater campus CIO has been instrumental in implementing a number of audit recommendations that address CyberSecurity risks;

- Information Technology Departments across the System have implemented 87 of the 153 audit recommendations this year;
- Heidi Holmes at OSU-CHS has successfully led the implementation of 161 HIPAA-related audit recommendations, which has significantly strengthened the IT environment at OSU-CHS.

He said the Committee would like to express appreciation to those individuals and to everyone across the System who were not mentioned by name but who work hard to implement the recommendations.

C. Fiscal Affairs and Plant Facilities Committee

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

D. Planning and Budgets Committee

None

IX. OTHER BOARD OF REGENTS' BUSINESS

C Policy and Operational Procedures

(The revised Board Policy 3.01 is identified as ATTACHMENT B and attached to this portion of the minutes.)

1. Approval of revisions to Board Policy 3.01, Board Review of Personnel Actions for OSU Constituent Budget Agencies

Regent Taylor moved and Regent Milner seconded to approve the revisions to Board Policy 3.01 as presented in Item C-1.

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

D Personnel Actions

1. Approval of personnel actions for the offices of the Board of Regents and Interim President for Langston University

(The personnel actions are attached to this portion of the minutes as ATTACHMENT C and considered a part of these minutes.)

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

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

Regent Davis said he feels it appropriate to thank Dr. Ruth Jackson for her willingness to serve as Interim President for Langston University. The Board applauded to acknowledge Dr. Jackson. Chair Callahan said many may already be aware of LU President Kent Smith's decision to retire at the end of the fiscal year. He said Interim President is a big role and he feels Dr. Jackson is up to the challenge. They are excited for her and for LU and look forward to working with her going forward. They appreciate her courage to take on the role.

G Reports/Comments/Recommendations by Chief Executive Officer

1. Appointment of members of the Regents Steering Committee for the Langston University Presidential Search

Mr. Ramsey announced that as a result of Kent Smith's retirement as President of Langston University, Board Chair Jarold Callahan appointed a Regents' Steering Committee to guide the search process for the next President of Langston University. Chair Callahan appointed Regent Taylor to serve as Chair, and Regents Arthur and Baetz to serve as members of the Regents Steering Committee. He said the Board Chair and himself will serve as ex officio members of the Committee. Chair Callahan thanked Regents Taylor, Arthur, and Baetz for their willingness to serve in that capacity. He said the selection of the institutional presidents is the Board's most important role.

Mr. Ramsey recommended that the Board Chair be authorized to act on the Board's behalf regarding approval of matters related to the initiation of the search process.

Regent Hall moved and Regent Davis seconded to authorize the Board Chair to act on the Board's behalf regarding approval of matters related to the initiation of the LU Presidential Search Process.

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

2. Executive Session, if approved by the required number of Board members present, for the purpose of considering evaluation/assessment and other information relevant to the employment of Oklahoma A&M institutional presidents (Oklahoma Open Meeting Act §307B.1.)

Regent Walker moved and Regent Milner seconded to convene in Executive Session at approximately 12:18 p.m.

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

Open Session

Regent Davis moved and Regent Arthur seconded to reconvene in Open Session at approximately 1:07 p.m.

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

3. Consider or take action(s), if any, with reference to the matters contained in the immediately preceding item

No action taken.

Meeting adjournment

At approximately 1:07 p.m., Regent Arthur moved and Regent Harrel seconded to adjourn the meeting.

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



Discussion and Approval of Action Item Proposed FY 2023 Audit Plan Revision

The Institute of Internal Auditors (IIA) standards outline that the internal audit function obtain approval for significant changes to the audit plan. Because of the extensive efforts focused on Langston University, we are proposing deferral/cancellation of FY 2023 Audit Plan projects as shown below.

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OSU Research Foundation	System Medical Clinics
OSU Athletic Department Contract Review	System Gramm Leach Bliley Act Compliance
OSU College of Arts & Sciences	System Information Technology Security
LU General Ledger Internal Controls	System Data Analytics Co-sourcing
System Cash Handling	System Auxiliary

We are currently in the process of completing our annual risk assessment in preparation of the proposed FY 2024 Audit Plan to be presented at the June 2023 Board of Regents Meeting. Based on the results of the risk assessment completed, a few of the projects may be included in the FY 2024 Audit Plan.

Board Review of Personnel Actions for OSU Constituent Budget Agencies

3.01

(1) Prior Board Approval Required

The following personnel actions shall be included in the Board agenda for approval prior to implementation:

(A) Faculty actions, involving appointment, reappointment, tenure, promotion, sabbatical leave, transfers and corrections, except as set forth immediately below.

- i. Personnel actions involving temporary or adjunct faculty are not required to be presented or approved by the Board.
- ii. The separation, retirement and death of faculty members are to be presented to the Board as information items only.

(B) Personnel actions concerning presidents, provosts, vice presidents, deans and head coaches or those equivalent in title or rate of pay, relating to terms of appointment, reappointment, rate change, title change, promotion, transfers and corrections. Such personnel actions shall include complete compensation information, including but not limited to, expense allowances, vehicle stipends and housing stipends, if any. This provision shall not apply to assistant coaches; provided, however, all assistant coaches' contracts shall be reviewed by the Office of Legal Counsel.

(2) All other personnel actions do not require prior Board approval and are vested with the President of OSU, or appropriate designees, for decision and action on all such personnel matters, subject to general superintending control and approval of the Board. The Board shall promptly be provided information related to personnel matters upon request. Personnel changes authorized by the President, or designee, will be subject to the total personnel budget authority provided by the Board during the annual budgeting process.

(3) Interim Approval by the CEO

Periodically, interim approvals by the Board CEO may be necessary. Presidential approval is required before submitting these requests to the CEO. The CEO's interim approval is subject to Board ratification.

(4) Board Reporting

(A) A monthly listing of new positions established at OSU will be provided to the Board as information.

(B) A quarterly summary of FTE employment provided to the OSRHE will be included in the Board agenda as an information item.

Approved Date:
January 21, 1994

Amended Dates:
June 20, 1997
January 20, 2012
March 1, 2013
June 19, 2015
June 22, 2018



PERSONNEL ACTIONS

April 21, 2023, Board Meeting

Office of Internal Audit

- **Mary Smith**, Office Manager and Executive Assistant to the Chief Audit Executive effective April 17, 2023, at an annual salary of \$77,250.

Informational Item:

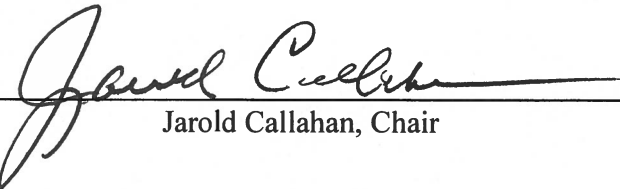
- **Philip Norwood**, resignation as Audit Manager effective April 7, 2023.

Langston University

- **Dr. Ruth Jackson**, Interim President effective July 6, 2023, at salary of \$275,000

April 21, 2023


BOARD OF REGENTS FOR THE OKLAHOMA
AGRICULTURAL AND MECHANICAL COLLEGES

By: 
Jarold Callahan, Chair

ATTEST:


Jason Ramsey, Chief Executive Officer

Certified correct minutes subject to approval of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges on June 16, 2023.


Kyla Eldridge
Executive Assistant to the CEO