



# **MINUTES**

of the

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

for the

**June 16, 2023**

**Regular Board Meeting**

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**MINUTES OF THE REGULAR MEETING OF THE BOARD OF REGENTS  
FOR THE OKLAHOMA AGRICULTURAL AND MECHANICAL COLLEGES  
JUNE 16, 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 Conference North, 3<sup>rd</sup> Floor Student Center, on the campus of Oklahoma State University – Oklahoma City, 900 N. Portland Ave., Oklahoma City, Oklahoma, on June 16, 2023.

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

Absent: Mr. Jimmy Harrel and Dr. Trudy Milner.

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. Amy Thomas, Administrative Associate.

After Mr. Ramsey affirmed a quorum was present and that all documents had been filed with the Secretary of State, Chair Callahan called the meeting to order at approximately 10:12 a.m.

**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 Walker seconded to approve the Order of Business as presented.

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

**B. Approval of minutes for the Regular Board Meeting held April 21, 2023, and for the Special Board Meeting held June 8, 2023**

Regent Arthur moved and Regent Baetz seconded to approve the minutes for the April 21, 2023, Regular Board Meeting and for the June 8, 2023, Special Board Meeting as presented.

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

C. Announcement of next Regular Board Meeting to be held on September 8, 2023

Chair Callahan stated that the next meeting will be held on September 8, 2023, in the Council Room, 412 Student Union at Oklahoma State University in Stillwater, Oklahoma.

D. Recognition of reappointment of Regent Billy G. Taylor

Chair Callahan said he has the great pleasure of recognizing the reappointment of Regent Billy G. Taylor to a new term on the Board of Regents. The Board is pleased Regent Taylor was reappointed by the Governor, and he thanked Regent Taylor for his willingness to serve and for the expertise and knowledge he brings to the Board. Chair Callahan noted for the record that Regent Taylor was reappointed to serve in Position No. 2 beginning May 26, 2023, through April 4, 2031. Regent Taylor thanked Chair Callahan for his comments and said it has been a pleasure working with the Board.

E. Recognition of Board Chair Jarold Callahan

Regent Hall said the Board has been fortunate to have Chair Callahan's leadership over the last year and they are grateful for his service. He then presented Chair Callahan with a plaque which read, "For distinguished service as Chair of the Board of Regents for Oklahoma State University and the A&M Colleges."

Regent Hall said over time he has learned enough about the Board to understand why it has historically functioned so well, and why it has been magical in many instances with regard to talents and expertise. Overall—with very few exceptions—anybody that serves on this Board has a rock-solid character. A lot of that goes back to the Constitutional requirement of this Board to have adequate participation from members in agriculture, and the Regents in the room represent the cities and towns of Oktaha, Elk City, Welch, Guthrie, Poteau, Ripley, and Empire. He said he is a believer that if there is a good foundation of geographical distribution and agriculture representation, that is what has made this Board special over the years. He said with all that taken into consideration, it is his opinion that during his time on the Board there has never been a member who has epitomized the land-grant mission more than Jarold Callahan. Regent Callahan was born on a ranch in Welch, Oklahoma, and capitalized on the accessibility of Northeastern Oklahoma A&M College in Miami, where he was a highly successful student and won many honors. Callahan then attended Oklahoma State University (OSU) in Stillwater, Oklahoma, where he was an outstanding student with a highly successful career in judging. He went to Arkansas to obtain his master's degree and came back to serve OSU for several more years as a coach and teacher. He left academia to work as a lobbyist for the Beef Council and his work there elevated agriculture and the beef industry in the state of Oklahoma. He then chose to tackle the challenge of becoming the premier purebred Angus breeder in the nation. Regent Hall said his point in saying all this is, Chair Callahan has an extensive background and deep roots in ranching,

for which he is receiving tremendous recognition by being named the 378<sup>th</sup> member of the Saddle and Sirloin Club, which is a nation-wide organization that recognizes excellence in agriculture.

Regent Hall said the Regents appreciate the time and effort Chair Callahan has given to this Board along with his wife Jennifer, and on a personal note it has been a pleasure to have him as a friend, leader, and fellow board member.



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

**June 16, 2023**

**Conference North, 3<sup>rd</sup> Floor Student Center**  
**OSU- Oklahoma City**  
**900 N. Portland Avenue**  
**Oklahoma City, 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 April 21, 2023 Regular Board Meeting, and for Special Board Meeting held June 8, 2023
3. Announcement of next regular meeting:  
September 8, 2023 -- Council Room, 412 Student Union  
Oklahoma State University  
Stillwater, Oklahoma
4. Recognition of the reappointment of Billy G. Taylor
5. Recognition of Board Chair Jarold Callahan

**BUSINESS WITH COLLEGES AND UNIVERSITIES:**

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

**PUBLIC COMMENTS**

None

**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**

**June 16, 2023 – 10:00 a.m.**

**Conference North  
3rd Floor Student Center  
900 N. Portland Ave.  
OSU-Oklahoma City  
Oklahoma City, 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 the Regular Board Meeting held April 21, 2023, and for the Special Board Meeting held June 8, 2023
- C. Announcement of next Regular Board Meeting to be held on September 8, 2023, in the Council Room, 412 Student Union, Oklahoma State University, Stillwater, Oklahoma
- D. Recognition of the reappointment of Regent Billy G. Taylor
- E. Recognition of Board Chair Jarold Callahan

#### **II. OKLAHOMA PANHANDLE STATE UNIVERSITY**

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

*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

*None*

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

1. Request approval of OPSU's proposed FY 2024 Budgets

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.)

1. Request approval for purchase orders over \$75,000 for FY 2024
2. Request approval of partnership with EAB for enrollment management services

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. April and May 2023 Out of State Travel Reports

**III. NORTHEASTERN OKLAHOMA A&M COLLEGE**

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

1. Remarks by President Kyle Stafford
  - a. NEO Update newsletter

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 the Academic Program Review Summary for Elementary Education (Pre) - Associate in Science

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

1. Request approval of NEO's proposed FY 2024 Budgets

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

H. Contractual Agreements (other than construction and renovation)

1. Request approval of FY 2024 clinical facilities for Health Science Programs

I. New Construction or Renovation of Facilities

*None*

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

1. Request approval of annual purchase orders over \$75,000 for FY 2024
2. Request ratification of interim board approval for NEO to use vendor with the lowest bid for stair tread replacement in Dobson/Harrill Hall
3. Request approval to solicit competitive bids or use state contracted suppliers to award contracts and purchase equipment for various projects on campus

K. Student Services/Activities

*None*

L. New Business Unforeseen at Time Agenda was Posted

M. Other Informational Matters Not Requiring Action of the Board

1. Out of State Travel Summaries for April and May 2023
2. Organizational Chart for 2023-2024

**IV. CONNORS STATE COLLEGE**

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

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

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

E. Instructional Programs

1. Request approval for off-campus delivery of select courses for the summer 2023 semester

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

1. Request approval of CSC's proposed FY 2024 Budgets

G. Other Business and Financial Matters

*None*

H. Contractual Agreements (other than construction and renovation)

1. Request approval to enter Deposit Agreement with the City of Muskogee Parks & Recreation/Love Hatbox Sports Complex for use of the facility

I. New Construction or Renovation of Facilities

*None*

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

1. Request approval for FY 2024 purchase orders over \$75,000

K. Student Services/Activities

1. Request approval of revised CSC Student Handbook

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 April & May 2023

2. Organizational Chart

**V. LANGSTON UNIVERSITY**

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

1. Remarks by Dr. Ruth Ray Jackson on behalf of President Smith

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

*None*

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

1. Request approval of LU's proposed FY 2024 Budgets

G. Other Business and Financial Matters

*None*

H. Contractual Agreements (other than construction and renovation)

1. Request approval to engage with Crawford & Associates, P.C., for services including assisting with preparation of the University's annual financial statements, coordination of annual financial statement audit and communications with external auditors

I. New Construction or Renovation of Facilities

1. Request approval to begin the selection process for an architect and construction manager at-risk to assist in the design and construction of a Physical Therapy Clinic at the Langston Campus

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

1. Request approval of annual purchase orders for FY 2024
2. Request approval to engage an on-call provider through the appropriate Oklahoma A&M contract to remediate residential facilities affected by water intrusion
3. Request approval to engage an on-call provider through the appropriate Oklahoma A&M contract to restore residential facilities affected by water intrusion.
4. Request approval to engage state contracted vendor for purchase and installation of audio-visual technology equipment within the Sherman Lewis School of Agriculture and Applied Sciences
5. Request approval to engage state contracted vendor for purchase and installation of furniture and equipment within the Sherman Lewis School of Agriculture and Applied Sciences

K. Student Services/Activities

1. Request approval and adoption of a Campus Housing Policies and Procedures Handbook, pending final approval by the Office of Legal Counsel

L. New Business Unforeseen at Time Agenda was Posted

M. Other Informational Matters Not Requiring Action of the Board

*None*

**VI. OKLAHOMA STATE UNIVERSITY**

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

1. Remarks by President Kayse Shrum

B. Resolutions

1. Request adoption of Memorial Resolutions for Donna H. Branson, Paul Dwight Hummer, Wayne Eugene Muller, and Radha Krishna "Rao" Yarlagadda

C. Policy and Operational Procedures

1. Request approval of proposed modifications to OSU Policy and Procedures 3-0601, "Appropriate Use for the OSU-System"
2. Request approval of proposed modifications to the OSU College of Osteopathic Medicine Academic Standards Handbook and the new Appeal Policy and Procedure applicable to appeals
3. Request approval for OSUIT to provide for-credit and non-credit offerings on the OSU-Tulsa campus to meet Oklahoma workforce needs

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 approval of position announcement, advertisement, and description for Dean, School of Creative and Information Technologies (OSUIT)

E. Instructional Programs

1. Request approval of curricular changes including new degrees, program modifications, etc. (OSU-System)

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

1. Request approval of OSU's proposed FY 2024 Budgets
2. Request approval to implement a merit raise program (OSU-System)

G. Other Business and Financial Matters

1. Request approval to amend declaration of easements and use restrictions
2. Request approval to construct the Boone Pickens Legacy Hall in Boone Pickens Stadium and enter into a gift-in-kind for same
3. Approval to execute a Donation Agreement with the T. Boone Pickens Foundation
4. Request approval to execute a ground lease with the OSU Medical Authority (OSU-CHS)

H. Contractual Agreements (other than construction and renovation)

1. Request approval to execute annual contract with the OSU Foundation for development and fundraising services (OSU-System)
2. Request approval to execute annual contract with the OSU Alumni Association for management services

3. Request approval to execute a Memorandum of Understanding with the OSU Alumni Association for rental of space and services
4. Request approval of changes to OSU and OSU/A&M Retirement Plans
- I. New Construction or Renovation of Facilities
  1. Request approval to begin the selection process for on-call consultants for MEP and Civil Engineering as-needed services (OSU-System)
  2. Request approval to select an on-call construction management firm for renovations to Whitehurst Hall
  3. Request approval to select an architectural firm for renovations to academic spaces (OSU-TUL)
  4. Request approval to select a construction management firm for renovations to academic spaces (OSU-TUL)
- J. Purchase Requests (purchase of equipment, supplies, materials, professional services, etc.)
  1. Request approval of sole source & special request purchasing items (OSU-System)
  2. Request approval of revolving & appropriated funds (OSU-System)
  3. Request approval of auxiliary enterprises funds (OSU-System)
  4. Request approval of plant funds purchasing items (OSU-System)
- K. Student Services/Activities

*None*
- L. New Business Unforeseen at Time Agenda was Posted
- M. Other Informational Matters Not Requiring Action of the Board
  1. Recognition agreements for interior spaces

## **VII. PUBLIC COMMENTS**

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

*None*

## **VIII. COMMITTEE REPORTS**

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

- A. Academic Affairs, Policy and Personnel Committee

*(All items discussed by this committee were considered during the business of Connors State College, Northeastern Oklahoma A&M College, Langston University, and Oklahoma State University.)*
- B. Audit, Risk Management and Compliance Review Committee
  1. Recommendation regarding the Internal Audit Plan for FY 2024

2. Recommendation regarding proposed new Board Policy 2.27, "System User Access for Financial Information Systems"
  3. Recommendation to select Deloitte Financial Advisory Services to provide financial advisory services to the Board of Regents related to Langston University and Oklahoma State University Shared Services
- C. Fiscal Affairs and Plant Facilities Committee
1. Recommendation regarding revisions to Board Policies 1.12 and 2.09 to increase the limit for use of on-call construction managers for the OSU System
- D. Planning and Budgets Committee
1. Recommendation regarding the FY 2024 Budget for the Offices of the Board of Regents

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

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

*None*

B. Resolutions

*None*

C. Policy and Operational Procedures

*None*

D. Personnel Actions

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.

*None*

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

*None*

F. Other Business Matters Requiring Action of the Board

1. Election of Board Officers for FY 2024

G. Reports/Comments/Recommendations by Chief Executive Officer

H. Reports/Comments/Recommendations by General Counsel

I. Reports/Comments/Recommendations by Chief Audit Executive

J. New Business Unforeseen at Time Agenda was Posted

K. Other Informational Matters Not Requiring Action of the Board

*None*

L. Meeting adjournment

## **II. OKLAHOMA PANHANDLE STATE UNIVERSITY, GOODWELL, OKLAHOMA**

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

President Dinger echoed Regent Hall's sentiments and said they are so grateful for Chair Callahan's leadership over the past year. She has personally benefitted from his advice and counsel and she expressed her deepest appreciation to him. President Dinger then highlighted various stories in *Panhandle* magazine. She thanked Mr. Ramsey for attending OPSU's spring commencement ceremony and bringing remarks on behalf of the Board. President Dinger noted all Education major graduates from OPSU have already secured employment in education, including those students who graduated through the Panhandle Promise scholarship program.

### D-1 Approval of personnel actions

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

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

### F-1 Approval of OPSU's proposed FY 2024 Budgets

Planning & Budgets (P&B) Committee Chair Walker said the committee met with the OPSU administration to discuss the proposed budgets for FY 2024 for OPSU and acted to recommend Board approval of the budget proposal. (The FY 2024 budget documents for OPSU are collectively on file in the Board of Regents' Office as Doc. No. 1-6-16-23.)

Regent Walker moved that the Board conditionally approve all elements of the budget as presented by the OPSU administration, including any recommendations on salary and wages, changes in room and board rates, and proposed tuition and/or fees, subject to the correction of any errors in the preparation of the budget documents and any pending future budget decisions and personnel actions. Regent Baetz seconded the motion.

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

Regent Callahan said he is very proud of all the institutions for their hard work on the budgets. The Board and institutions greatly appreciate the State legislature and Governor acting to increase

funding for higher education, which was sorely needed. Funding still does not meet the level of support that it once did, but the Board takes its financial responsibility to the taxpayers of Oklahoma very seriously, and he believes the institutions do as well. They try to be good stewards of taxpayer dollars and to perform the land-grant mission by providing a quality education that is accessible and affordable to the students and their families in Oklahoma. He said everyone in the room should thank the legislative leaders and the Governor's office for providing a start on increasing the level of funding for higher education that is needed in Oklahoma. He said he may repeat these sentiments throughout the meeting because the level of appreciation for this increase cannot be overstated.

J-1 Approval of purchase orders over \$75,000 for FY 2024

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

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

J-2 Approval of partnership with EAB for enrollment management services

President Dinger said this partnership will move OPSU in a different direction in terms of its management of online programs as well as traditional programs located on-campus. OPSU previously had an engagement with another firm to work with online programs after it was found that access to a level of outside expertise and knowledge was needed which could not be replicated on campus. Some services EAB will provide the University are data analysis and dashboards to better track and understand where students are coming from and how to better recruit those who are likely to be successful at OPSU. One of the key metrics they need to grow is student retention, which is an area in which OPSU has struggled. It is also believed partnering with EAB will help them improve retention rates. EAB will also give OPSU access to some financial aid packaging tools that will help maximize student experience while minimizing costs to attend. President Dinger said Dr. Theresa Billiot, Vice President of Academic and Student Affairs, has been working to use funding from OPSU's Title V Grant to pay for these services.

Regent Hall asked for more background on how EAB was chosen as the consultant for these services and whether others in the A&M System have utilized them in the past. President Dinger said Langston University (LU) has a long-term relationship with EAB, and OPSU administration has consulted with Ms. Theresa Powell and Dr. Ruth Jackson at LU, as well as with the Office of Central Procurement to ensure this agreement is something that is conservative and sustainable.

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

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

President Dinger expressed appreciation to Ms. Liz McMurphy, Vice President of Fiscal Affairs, for her leadership and work on the FY 2024 budget. She said she appreciates Chair Callahan's comments about the amount of work that goes into developing a budget, and Ms. McMurphy is the reason OPSU's budget was so well-prepared.

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

June 16, 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**

None

**F - BUDGETARY ACTIONS**

1. Board approval is requested to approve Oklahoma Panhandle State University's proposed FY24 Budgets, including E&G Rates Parts I and II, Auxiliary, Tuition and Fees, Room and Board Rates, and Personnel Salaries.

**G - OTHER BUSINESS AND FINANCIAL MATTERS**

None

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

None

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

None

**J - PURCHASE REQUESTS**

1. Board approval is requested for purchase orders over \$75,000 for FY 2024. (*Reference Document J-1*)
2. Board approval is requested to approve Oklahoma Panhandle State University's proposed partnership with EAB for enrollment management services. The funding for this expenditure

will come from legally available funds. The document has been reviewed by legal counsel and the Office of Central Procurement. *(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. April and May 2023 Out of State Travel *(Reference Document M-1)*

**New Appointment**

<b>Name</b>	<b>Title</b>	<b>Type</b>	<b>Effective Date</b>	<b>Salary</b>	<b>Contract Term</b>
Conyers, Dr. Kimberly	Assistant Professor of Education & COAE Assessment Coordinator	New Hire	9/1/2023	\$50,000	9 months
Hall, Cyrus	Head Track and Field Coach	New Hire	6/12/2023	\$40,000	12 months
Martin, Hannah	Instructor of Biology	New Hire	9/1/2023	\$45,000	9 months
Montanez, Dr. Idalia	Assistant Professor of Psychology	New Hire	9/1/2023	\$45,000	9 months

**Change in Appointment**

<b>Name</b>	<b>Title</b>	<b>Type</b>	<b>Effective Date</b>	<b>Salary</b>	<b>Contract Term</b>
Aboohamidi, Dr. Abbas	Associate Dean of College of Agriculture, Science and Nursing/ Assistant Professor of Agribusiness/ Department Chair of Agribusiness	Change in Appointment	7/1/223	\$62,000	11 months
Kimball, Catherine	Director of Human Resources & Payroll	Change in Appointment	6/1/2023	\$60,000	12 months
Lewis, Dr. Charla	Dean of College of Arts and Education/ Assistant Professor of Education/ Director of Education/ Department Chair of Education	Change in Appointment	7/1/2023	\$71,095	12 months
Steele, Megan	Assistant Professor of Nursing/Director of Nursing	Change in Appointment	7/1/2023	\$78,507	12 months

**Change in Appointment (Continued)**

Wagenbach, Dr. Rebekah	Associate Dean of College of Arts and Education/ Assistant Professor of History & Political Science	Change in Appointment	7/1/2023	\$51,000	11 months
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**Retirement or Separation – For Information Only**

<b>Name</b>	<b>Title</b>	<b>Type</b>	<b>Effective Date</b>
Harland, Richard	Professor of Psychology	Retirement	7/31/2023
Murrell, Naomi	Head Cross Country Coach	Separation	5/31/2023
Porter, Amy	Assistant Professor of Art	Separation	5/31/2023
Worm, Shelly	Assistant Professor of Education	Separation	7/31/2023
Wu, Dr. Cheng-Hsien	Professor of Education	Separation	6/18/2023

Part J ---Purchase Requests over \$75,000

We request approval of the following purchase orders over 75,000 for FY2024

Contract	Explanation	FY 24
Akademios	Virtual Bookstore	\$500,000
Academic Health Plans (Bid)	Athletic Insurance	\$125,000
EAB	Enrollment Management	\$400,000
Capital Education	Online Program Management	\$1,400,000
Overland Charters (Bid)	Bus Charter Service for Student Activity Travel	\$500,000
Concrete (Bid)	New Construction and Renovations of Facilities (Concrete)	\$200,000
Enterprise	Vehicle Fleet Lease	\$130,000
Flooring (Bid)	New Construction and Renovations of Facilities (Flooring)	\$200,000
Graduation Alliance	Recruiting Program	\$500,000
Great Western Dining	Food Service	\$950,000
Guymon Glass	New Construction and Renovations of Facilities (Glass)	\$300,000
Harrison Energy Partners	HVAC Service Agreement	\$1,000,000
ID Card System (Bid)	ID System and Door Access Control	\$150,000
ImageNet	Campus Printing Solution	\$80,000
Livestock Feed (Bid)	OPSU Bull Test & Farm annual feed allotment	\$120,000
McMichael's Plumbing	Plumbing Service Agreement	\$250,000
Midwest Sporting Goods	Athletic clothing and supplies for all sports	\$180,000
Northwest Line	New Construction and Renovations of Facilities (Electrician)	\$200,000
OK Regents for Higher Ed.	Bond payments	\$1,215,000
OMES	Employee Tort Liability, Property Insurance, Vehicle Liability, Workman's Comp	\$360,000
OSU Bursar's Office	Prorated Share of Operational costs for Board of Regents, Legal Counsel, Purchasing Director, and Internal Audits, Chargebacks for Touchnet, OK Corral, and Purchasing, Bank Reconciliation, Ethics Point, OPREC Shared Agreement, and Payroll Shared Services	\$210,000
OSU Contract CMAR	Construction Manager at Risk (CMAR)	\$300,000
OSU Information Technology	ERP (Banner), EES (Microsoft), campus licenses and training, IT Shared Services	\$240,000
Panhandle Telephone Coop	Phone service, cable, and wifi	\$80,000
Town of Goodwell	Campus Police, Fire, EMS, Trash Services, Engineering Services, Ambulance Services	\$90,000
Tri County Electric	Electricity for University	\$1,050,000
Utilities Staffing Research	Contract Employment Agency	\$650,000
West Texas Gas	Natural Gas for University	\$750,000
Wright Express	Vehicle Fleet Fuel	\$80,000
<b>TOTAL</b>		<b>\$12,210,000</b>



EAB Global, Inc.  
2445 M Street NW  
Washington, DC 20037

**Program Order Form**

Organization: Oklahoma Panhandle State University

Date: 5/16/2023

Attn: Theresa Billiot  
Goodwell, OK 73939

**Program and Program Fees:**

Organization will have access to the Program services set forth below (the “Services”), which are as described in greater detail in each applicable Program Scopes available here:

**Enroll360** - <https://scopes.eab.com/enroll360>

**Cappex** - <https://scopes.eab.com/cappex>

**Financial Aid Services** - <https://scopes.eab.com/fao>

During the Program Term, the Services will be delivered in all material respects as described in each applicable Program Scope.

Program Term: July 1, 2023 - June 30, 2024	Quantity	Fees
<b>Enroll 360: Cultivate</b>		\$ 136,093.20
Inquiry Generation, Re-engagement & Nurture		
Inquiry Generation	50,000 Names	
<b>Enroll 360: Apply (Custom Application Marketing)</b>		\$ 125,318.47
Senior New Names	25,000 Names	
Inquiry Pool	4,000 Names	
<b>Enroll 360: Yield</b>		\$ 62,128.40
Deposit Survey Marketing & Yield Model		
Financial Aid Optimization		
Financial Aid Optimization - Freshman		
<b>Total</b>		<b>\$ 323,540.07</b>

Program Term: July 1, 2024 - June 30, 2025	Quantity	Fees
<b>Enroll 360: Cultivate</b>		\$ 217,363.16
Inquiry Generation, Re-engagement & Nurture		
Inquiry Generation	50,000 Names	
<b>Enroll 360: Apply (Custom Application Marketing)</b>		\$ 200,156.26
Senior New Names	25,000 Names	
Inquiry Pool	4,000 Names	
<b>Enroll 360: Yield</b>		\$ 145,614.19
Deposit Survey Marketing & Yield Model		
Financial Aid Optimization		
Financial Aid Optimization - Freshman		
<b>Total</b>		<b>\$ 563,133.61</b>

<b>Program Term: July 1, 2025 - June 30, 2026</b>	<b>Quantity</b>	<b>Fees</b>
<b>Enroll 360: Cultivate</b>		\$ 223,884.05
Inquiry Generation, Re-engagement & Nurture		
Inquiry Generation	50,000 Names	
<b>Enroll 360: Apply (Custom Application Marketing)</b>		\$ 206,160.95
Senior New Names	25,000 Names	
Inquiry Pool	4,000 Names	
<b>Enroll 360: Yield</b>		\$ 149,982.61
Deposit Survey Marketing & Yield Model		
Financial Aid Optimization		
Financial Aid Optimization - Freshman		
<b>Total</b>		<b>\$ 580,027.61</b>

**Estimates and Passthroughs:**

<b>Program Term: July 1, 2023 - June 30, 2024</b>	<b>Fees</b>
<b>Estimated Postage Costs</b>	\$ 15,676.00
<b>Estimated Media Costs</b>	\$ 7,320.00
<b>Estimated List Costs</b>	\$ 46,363.00
<b>Proprietary EAB Media &amp; List Costs</b>	\$ 9,896.00
Cappex High School Inquiries	1,000 Inquiries

<b>Program Term: July 1, 2024 - June 30, 2025</b>	<b>Fees</b>
<b>Estimated Postage Costs</b>	\$ 16,148.00
<b>Estimated Media Costs</b>	\$ 7,540.00
<b>Estimated List Costs</b>	\$ 47,754.00
<b>Proprietary EAB Media &amp; List Costs</b>	\$ 10,193.00
Cappex High School Inquiries	1,000 Inquiries

<b>Program Term: July 1, 2025 - June 30, 2026</b>	<b>Fees</b>
<b>Estimated Postage Costs</b>	\$ 16,633.00
<b>Estimated Media Costs</b>	\$ 7,767.00
<b>Estimated List Costs</b>	\$ 49,186.00
<b>Proprietary EAB Media &amp; List Costs</b>	\$ 10,499.00
Cappex High School Inquiries	1,000 Inquiries

**Organization agrees that in the event that actual quantity volumes under this Program Order Form exceed the quantities set forth in the tables above, additional fees may apply as detailed in Exhibit A attached hereto (the “Supplemental Fees”).**

EAB Global, Inc. is successor in interest to Cappex.com, LLC.

The fees offered in this Program Order Form are based on the Programs above and any other existing Programs you may have purchased from us. In the event you terminate or discontinue any Program, including any Program in this Program Order Form, prior to the expiration of its Program Term, the fees may be subject to increase in future Programs and Order Forms. Any fees, unless denoted as one-time, reflect the annual price for each year of the Program Term or any portion thereof (each, a “Year”).

The Program Order Form is made pursuant to the Master Agreement available at <http://eab.com/terms/master>, as modified herein, which along with the applicable Program Scopes which are incorporated herein by reference, form the entire agreement between the parties with respect to the Programs (and together with any other applicable agreements or supplements, the “Agreement”).

PROPOSAL | Q-206605

**Invoicing:**

Services will commence on the initial date of the first Program Term (the “Start Date”). EAB will invoice Organization in advance of Services and payment is due within 45 days of the invoice date. Any One-Time Fees will be invoiced at 100% with the Program Fees on the initial invoice of each Year of this Agreement as outlined below.

The first 75% of Program Fees for the first Year will be billed and due within 45 days of receipt of the invoice for same. The second invoice for 25% of Program Fees for the first Year will be billed and due on or before month 6 of that Year. In subsequent years, 75% will be billed and due on or before the start of each Year, and 25% will be billed and due on or before month 6 of each Year.

The Estimates and Passthroughs, excluding Estimated List costs, are invoiced at 100% on the initial invoice for each Year and are determined based on then-current available rates. Should actual costs exceed the Estimated Postage and Estimated Media costs, EAB will invoice Organization for the difference. Estimated Postage and Estimated Media costs greater than the actual costs will be applied as credit to other services in the current or next Year as agreed upon by EAB and Organization unless Organization requests a refund of such excess costs. Organization will incur the Estimated List costs in the above tables, which will be invoiced directly by, and should be paid directly to, the applicable list provider(s).

**Modifications to the Master Agreement:**

1. Section 1 (Fees and Payment) is deleted in its entirety and replaced with the following:

Organization will pay EAB fees for the Services as stated in the Order Form. Unless expressly stated otherwise in the Order Form, Organization shall pay EAB within 45 days of receipt of an invoice. Overdue payments are subject to a late payment charge, which is compounded monthly, calculated at the lesser of (x) a rate of 1% per month or (y) the maximum amount permitted by law. Organization will be responsible for all reasonable costs and expenses incurred by EAB in collecting any fees or other sums owed by Organization. If Organization fails to pay undisputed amounts in accordance with the Order Form, EAB shall have the right, in addition to any of its other rights or remedies, to suspend the Services, without liability to Organization, until such amounts are paid in full.

2. Section 3 (Taxes) is deleted in its entirety and replaced with the following:

If Organization provides EAB with a valid tax exempt certificate issued by the relevant taxing jurisdiction, EAB will not charge Organization any taxes that Organization is not obligated to pay. Organization will make all required payments to EAB free and clear of, and without reduction for, any withholding taxes. Any such taxes imposed on payments to EAB will be Organization’s sole responsibility, and Organization will, upon EAB’s written request, provide EAB with official receipts issued by appropriate taxing authorities, or such other evidence as EAB may reasonably request, to establish that such taxes have been paid.

3. The second sentence of the second paragraph of Section 4 (Organization-Provided Data) is deleted and replaced with the following:

Thus, Organization shall not disseminate to, or permit the use of, and shall take reasonable precautions to prevent such dissemination or use of, the Materials by any of its Personnel to any third party without the express prior written consent of EAB, except to the extent Organization may be required to disseminate pursuant to applicable law.

4. The second sentence of Section 10 (Termination) is deleted and replaced with the following:

Upon an undisputed termination pursuant to clause (a) of the preceding sentence by (i) EAB, seventy-five percent (75%) of all fees due to EAB under the Agreement shall promptly become due and payable and (ii) Organization, EAB will waive (or refund, as applicable) a pro-rata portion of any prepaid fees for the Services (i.e., fees due for the Services to be performed after the termination date) and, in each case, EAB will be released from any further obligation to provide the applicable Services.

5. Section 16 (Governing Law; Survival) is deleted in its entirety and replaced with the following:

The Agreement is governed by and construed in accordance with the laws of the State of Oklahoma, without regard to conflict of laws rules or the United Nations Convention on the International Sale of Goods. EAB and Organization hereby consent to submit to the exclusive jurisdiction of the State courts in Oklahoma County in the State of Oklahoma and the Federal courts of the United States of America for the Western District of Oklahoma, for any actions, suits, or proceedings arising out of or relating this Agreement. Sections 2 through 28 of these Terms, and any provision of the Agreement that by its nature should survive, shall survive the expiration or termination of the Agreement.

6. Section 18 (Force Majeure) is deleted in its entirety and replaced with the following:

A party shall be excused from performance of its obligations under the Agreement (except for any obligations to make payments to the other party hereunder) if such a failure to perform results from compliance with any requirement of applicable law, acts of God, fire, pandemic, strike, embargo, terrorist attack, war, insurrection, or riot or any other cause beyond the reasonable control of that party. Any delay resulting from any of such causes shall extend performance accordingly or excuse performance, in whole or in part, as may be reasonable under the circumstances.

7. Section 23 (Enrollment Services Program Supplement) is deleted in its entirety and replaced with the following:

The Enrollment Services Program Supplement to Master Agreement available at <http://eab.com/terms/ES> and incorporated herein by reference (a copy of which is attached hereto as Schedule 1) is applicable to any Order Form for any EAB Enrollment Services Program.

8. Section 24 (Technology Program Supplement) is deleted in its entirety and replaced with the following:

The Technology Program Supplement to Master Agreement available at <http://eab.com/terms/tech> and incorporated herein by reference, a copy of which is attached hereto as Schedule 2, is applicable to any Order Form for any EAB Technology Program.

9. Section 25 (Data Processing Addendum) is deleted in its entirety and replaced with the following:

The Data Processing Addendum available at <http://eab.com/DPA> (“DPA”) and incorporated herein by reference, a copy of which is attached hereto as Schedule 3, is applicable to any Order Form for Services if the Processing (as defined in the DPA) of Personal Data (as defined in the DPA) is subject to the General Data Protection Regulation (“GDPR”), only to the extent that (i) Organization is the Controller (as defined in the DPA) of Personal Data and EAB is a Processor of Personal Data, and (ii) the Services involve the Processing of O-P Data related to individual that at the time of Processing is located in a jurisdiction subject to the GDPR.

10. Section 26 (Agency Program Supplement) is deleted in its entirety and replaced with the following:

The Agency Program Supplement to Master Agreement available at <http://eab.com/terms/agency> and incorporated herein by reference, a copy of which is attached hereto as Schedule 4, is applicable to any Order Form for any EAB Agency Program.

11. Section 27 (Advancement Marketing Services Program Supplement) is deleted in its entirety and replaced with the following:

The Advancement Marketing Services Program Supplement to Master Agreement available at <https://eab.com/terms/ams> and incorporated herein by reference, a copy of which is attached hereto as Schedule 5, is applicable to any Order Form for any Advancement Marketing Services Program.

12. Section 28 (Match Program Supplement) is deleted in its entirety and replaced with the following:

The Enroll360 Match Program Supplement to Master Agreement available at <https://eab.com/terms/match> and incorporated herein by reference, a copy of which is attached hereto as Schedule 6, is applicable to any Order Form for any Global Match or Greenlight Match Program.

13. The title of section (e) of the Agency Program Supplement is changed to Liability, and the following sentence is deleted:

To the extent not prohibited by law, Organization agrees to indemnify and hold harmless EAB and its affiliates from and against any third party claim to the extent arising from a breach of the General Posting and Acceptable Use Terms and Conditions.

14. The following is added as Section 29:

Indemnification. As an agency of the State of Oklahoma, Organization cannot and shall not indemnify EAB or any other third party related to this Agreement.

15. The following is added as Section 30:

Insurance. When applicable, EAB shall maintain such insurance as will protect it as well as Organization from its contingent liability from claims under Worker’s Compensation acts and from any other claims for damage as public liability from operations under this Agreement, whether such operations are by themselves or any subcontractor or anyone directly or indirectly employed by them. Certificates of such insurance shall be filed with Organization before a Purchase Order can be issued, and shall be subject to Organization approval of adequacy of protection per the following: (a) The Certificate of Coverage will be mailed to: Board of Regents for the Oklahoma Agricultural and Mechanical Colleges, The Office of Central Procurement, 1224 N. Boomer Road, Stillwater, OK 74078 unless otherwise specified. (b) Minimum coverages

shall include Business Liability \$1,000,000, Automotive Liability \$1,000,000, and Workers Compensation coverage as required by the State of Oklahoma. Other levels of coverage may be required or approved by the OSU/A&M Chief Procurement Officer.

16. The following is added as Section 31:

Confidentiality. Organization is subject to the Oklahoma Open Records Act, which requires the disclosure of records by public institutions unless an exemption applies.

17. The following is added as Section 32:

Governing Law. This Agreement shall be governed by the laws of the State of Oklahoma. Any proceeding or suit arising from or incident to this Agreement shall be filed in Payne County, Oklahoma, or the federal court with jurisdiction over Payne County, Oklahoma, if federal jurisdiction is applicable.

**Additional Termination Provisions:**

Organization represents and warrants that funds sufficient to meet all financial obligations hereunder for Year 1 of the Program Term have been allocated and are available. Further, EAB agrees and understands that from the first anniversary of the start date of the Program Term, the financial obligations of Organization to continue hereunder are conditioned upon the appropriation of funds on an annual basis, which is not controlled by the Organization. In the event that the entities controlling such funding fail to appropriate funds within five percent (5%) of the previous Year appropriation and Organization has determined, in Organization’s sole discretion, that there are insufficient funds available to cover Organization’s obligation for the upcoming Year under this Program Order Form, Organization shall have the right to terminate this Program Order Form for the upcoming Year without damage, penalty, cost, or further obligation, provided: (i) Organization has notified EAB in writing of its intention to exercise such option at least 90 days in advance of the last day of the current Program Term Year; and (ii) Organization has provided sufficient documentation of such decrease in appropriation of funds.

Organization may elect to discontinue the Program(s) effective June 30, 2025 (the “Early Termination Date”) by providing written notice of its intent to terminate the Program(s) no less than 90 days prior to the Early Termination Date, in which case the Program(s) will cease on the Early Termination Date and Organization will owe stipulated damages of \$187,224. If you do not provide such written notification or do not pay the damages on or before the Early Termination Date, the Program(s) will continue in accordance with the terms of this Program Order Form.

Each party represents and warrants to the other that the individual signing below on its behalf is authorized to enter into this Agreement and bind such party. The parties agree and acknowledge that any purchase order or other document subsequently provided by Organization with respect to the Programs above that contain additional, conflicting, or different term and condition or otherwise would amend, modify, or supplement this Agreement are unenforceable and shall be deemed null and void.

Please sign this Program Order Form and return it to Shanelle Delorenzo at [sdelorenzo@eab.com](mailto:sdelorenzo@eab.com) to initiate your participation in the Program(s) **no later than 6/20/2023** (after which fees and terms set forth above are subject to change).

**EAB Global, Inc.:**

Signature:   
Name: Alyssa Franklin  
Title: Executive Director  
Date: 6/6/2023

**Oklahoma Panhandle State University:**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Exhibit A: Supplemental Fees**

**Supplemental Fees (represents the costs to add additional volume above and beyond what is included in the tables above):**

<b>Program Term: July 1, 2023 - June 30, 2024</b>		<b>Fees</b>
<b>Enroll 360: Apply</b>		
Inquiry Pool		
	Additional Program	\$ 7,990.00 /M
	Additional Postage	\$ 194.00 /M
	Additional Media	\$ 80.00 /M
Senior New Names		
	Additional Program	\$ 1,930.00 /M
	Additional Postage	\$ 194.00 /M
	Additional Media	\$ 80.00 /M
<b>Inquiry Generation, Re-engagement &amp; Nurture</b>		
Inquiry Generation		
	Additional Program	\$ 1,250.00 /M
	Additional Postage	\$ 201.00 /M
	Additional Media	\$ 80.00 /M
<b>Proprietary EAB Media &amp; List Costs</b>		
Cappex High School Inquiries		
	Additional Program	\$ 990.00 /C

<b>Program Term: July 1, 2024 - June 30, 2025</b>		<b>Fees</b>
<b>Enroll 360: Apply</b>		
Inquiry Pool		
	Additional Program	\$ 12,760.00 /M
	Additional Postage	\$ 199.82 /M
	Additional Media	\$ 82.40 /M
Senior New Names		
	Additional Program	\$ 3,080.00 /M
	Additional Postage	\$ 199.82 /M
	Additional Media	\$ 82.40 /M
<b>Inquiry Generation, Re-engagement &amp; Nurture</b>		
Inquiry Generation		
	Additional Program	\$ 1,990.00 /M
	Additional Postage	\$ 207.03 /M
	Additional Media	\$ 82.40 /M
<b>Proprietary EAB Media &amp; List Costs</b>		
Cappex High School Inquiries		
	Additional Program	\$ 1,020.00 /C

Program Term: July 1, 2025 - June 30, 2026		Fees
<b>Enroll 360: Apply</b>		
Inquiry Pool	Additional Program	\$ 13,150.00 /M
	Additional Postage	\$ 205.81 /M
	Additional Media	\$ 84.87 /M
Senior New Names	Additional Program	\$ 3,180.00 /M
	Additional Postage	\$ 205.81 /M
	Additional Media	\$ 84.87 /M
<b>Inquiry Generation, Re-engagement &amp; Nurture</b>		
Inquiry Generation	Additional Program	\$ 2,050.00 /M
	Additional Postage	\$ 213.24 /M
	Additional Media	\$ 84.87 /M
<b>Proprietary EAB Media &amp; List Costs</b>		
Cappex High School Inquiries	Additional Program	\$ 1,050.00 /C

\*Additional Program Cost per 1,000 ("\$/M"), Additional Postage Cost \$/M, Additional Media Cost \$/M, and/or Additional Cost per 100 ("\$/C") will be applied if the actual quantity volumes are higher than those included in the Program and Program Fees tables above.

OKLAHOMA PANHANDLE STATE UNIVERSITY  
INSTITUTION

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

FUND SOURCE	FY23		FY22		FY23		FY22	
	TRAVEL THIS MONTH		CORRESPONDING MONTH		TRAVEL THIS YEAR		CORRESPONDING YEAR	
	NUMBER OF TRIPS	AMOUNT EXPENDED	NUMBER OF TRIPS	AMOUNT EXPENDED	NUMBER OF TRIPS	AMOUNT EXPENDED	NUMBER OF TRIPS	AMOUNT EXPENDED
REVOLVING								
ST APPRO	6	\$ 1,877.26	10	\$ 3,192.77	64	\$ 19,971.28	55	\$ 20,637.49
FEDERAL	0	\$ -			5	\$ 2,010.83		
PRIVATE								
AUXILIARY	5	\$ 2,425.04	1	\$ 624.12	22	12,778.09	37	\$ 20,701.21
OTHER								
TOTAL	11	\$ 4,302.30	11	\$ 3,816.89	91	\$ 34,760.20	92	\$ 41,338.70

OKLAHOMA PANHANDLE STATE UNIVERSITY  
INSTITUTION

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

FUND SOURCE	FY23		FY22		FY23		FY22	
	TRAVEL THIS MONTH		CORRESPONDING MONTH		TRAVEL THIS YEAR		CORRESPONDING YEAR	
	NUMBER OF TRIPS	AMOUNT EXPENDED	NUMBER OF TRIPS	AMOUNT EXPENDED	NUMBER OF TRIPS	AMOUNT EXPENDED	NUMBER OF TRIPS	AMOUNT EXPENDED
REVOLVING								
ST APPRO	11	\$ 3,723.99	4	\$ 1,875.70	75	\$ 23,695.27	59	\$ 22,513.19
FEDERAL	0	\$ -			5	\$ 2,010.83		
PRIVATE								
AUXILIARY	3	\$ 582.01	2	\$ 543.96	25	13,360.10	39	\$ 21,245.17
OTHER								
TOTAL	14	\$ 4,306.00	6	\$ 2,419.66	105	\$ 39,066.20	98	\$ 43,758.36

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

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

President Stafford said he appreciates Regents Baetz and Callahan for attending NEO's spring commencement ceremony. Current enrollment projections for the summer semester are up substantially by around 19 percent in student credit hours. This is a great sign heading into the fall semester, for which enrollment is also trending upward by about 4 percent. He said the legislative session this year was great and he is very appreciative of the state legislators for their efforts. President Stafford said he serves as the legislative chair for the state-wide Council of Presidents, and Connors State College President Ron Ramming serves as Chair of the two-year Council of Presidents. He said President Ramming, Representative Steve Bashore, and Senator Brent Howard joined him to create a rural legislative caucus that met monthly to ensure the legislators for rural areas understood the needs in those rural communities. This caucus was a great success and they had a lot of support from the legislature to make it happen. One thing that resulted from the efforts of that group was pay increases for college faculty. It was communicated frequently to the legislators in the rural caucus that colleges are not competing with regional averages for faculty pay; they are simply trying to compete with teachers in the local public-school systems. Pay increases for public school teachers greatly impacts the college's ability to compete. Thankfully, the legislators listened and increased appropriations for higher education. He said he also appreciates the help they received from Board staff members Ms. Jessica Russell and Ms. Karlee Belle Gholson.

President Stafford said NEO received American Rescue Plan Act (ARPA) funds in the amount of \$1.3 million for its nursing program on top of \$300,000 it had already received from the Oklahoma State Regents for Higher Education (OSRHE). Those dollars will help fund renovations, deferred maintenance, equipment, technology related to simulation labs, and stipends for NEO's nursing faculty who are underpaid compared to working as R.N.s in a hospital setting. NEO also received a \$250,000 grant through the Oklahoma Department of Commerce, which will help repair a roof on the arena at Synar Farm.

President Stafford said NEO alumni Steve Turnbo and Eric Iverson were inducted to 11<sup>th</sup> class of Tulsa Public Schools' Athletics Hall of Fame. Mr. Turnbo is a widely known and highly respected public relations executive in the northeastern region of Oklahoma. Mr. Iverson is NEO's former softball coach of 26 years, and NEO's softball field is named in his honor. He currently serves as NEO's alumni coordinator. President Stafford then highlighted various stories from the *NEO Update*. He expressed appreciation to Chair Callahan for his leadership as Board Chair and for everything he does to support NEO.

D-1 Approval of personnel actions

Regent Davis 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, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel and Milner. The motion carried.

E-1 Approval of Academic Program Review Summary for Elementary Education (Pre) – Associate in Science

Academic Affairs, Policy and Procedures (AAPP) Member Billy G. Taylor said the committee met with the NEO administration to consider this Item and acted to recommend Board approval.

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

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

F-1 Approval of NEO's proposed FY 2024 Budgets

P&B Committee Chair Walker said the committee met with the NEO administration to consider the proposed budgets for FY 2024 for NEO and acted to recommend Board approval of the budget proposal. (The FY 2024 budget documents for NEO are collectively on file in the Board of Regents' Office as Doc. No. 2-6-16-23.)

Regent Walker moved that the Board conditionally approve all elements of the budget as presented by the NEO administration, including any recommendations on salary and wages, changes in room and board rates, and proposed tuition and/or fees, subject to the correction of any errors in the preparation of the budget documents and any pending future budget decisions and personnel actions. Regent Baetz seconded the motion.

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

Regent Davis asked President Stafford to review any FY 2024 tuition increases for NEO. President Stafford said there is a tuition increase of \$1 per credit hour to offset 42 academic course fees that were removed in January. Considering the 8.74 percent increase in State appropriations for NEO, it was felt only a small 0.6 percent increase in tuition was needed. Chair Callahan said this slight tuition increase is to replace the revenue lost from removing those fees. He said the

Regents always like to see fees removed. President Stafford said the more that can be done to foster transparency of the actual cost to obtain a degree at NEO is a step in the right direction.

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

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

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

H-1 Approval of FY 2024 clinical facilities for Health Science Programs

The clinical facilities listed in Reference Document H-1 are facilities at which clinical rotations will be provided for NEO's Associate's Degree in Nursing, Medical Laboratory Technician Program, and Physical Therapist Assistant Program.

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

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

J-1 Approval of annual purchase orders over \$75,000 for FY 2024

J-2 Ratification of interim board approval for NEO to use vendor with the lowest bid for stair tread replacement in Dobson/Harrill Hall

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

Regent Davis moved and Regent Taylor seconded to approve Section J, Items 1-3, as presented in the NEO Agenda.

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

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



# NORTHEASTERN OKLAHOMA A&M COLLEGE

## Miami, Oklahoma

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

June 16, 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. NEO Update

### **B – RESOLUTIONS- None**

### **C - POLICY AND OPERATIONAL PROCEDURES-None**

### **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 the Academic Program Review Summary for Elementary Education (Pre) – Associate in Science (Reference Document E-1).

### **F - BUDGETARY ACTIONS-**

1. Board authorization is requested to approve Northeastern Oklahoma A&M College's proposed Fiscal Year 2024 Budget, including E&G Parts I and II, Auxiliary, Tuition and Fees, Room and Board Rates and Salary Recommendations (Reference Document F-1).

**G - OTHER BUSINESS AND FINANCIAL MATTERS-**

1. Board authorization is requested to expend grant funds, including payment of administrative allowance at year-end, according to grant guidelines (Reference Document G-1).

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

1. Board authorization is requested to approve Fiscal Year 2024 clinical facilities for Health Science Programs (Reference Document H-1).

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

1. Board authorization is requested for yearly 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. Ratification of interim board approval (Reference Document J-2). The funding for this expenditure will come from legally available funds.
3. Board authorization is requested to solicit competitive bids or use state contracted suppliers to award contracts and purchase equipment for various projects on campus (Reference Document J-3). 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.

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

1. Out-of-state travel summary for April and May 2023 (Reference Document M-1).
2. Organizational Chart 2023-2024 (Reference Document M-2).



**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
Jonita Hanes	Resignation Head Cheer Coach	5/31/2023	\$8,000 annually
John Parrigon	Resignation HHP Instructor/Head Men's Soccer Coach	5/31/2023	\$47,787 annually
Samantha Smith	Resignation Head Volleyball Coach	5/31/2023	\$15,000 annually
Bobbie Pennington	Promotion Director Success Center	7/1/2023	\$49,875 annually

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

Name	Action	Effective Date	Salary/Rate
Travis Miller	Employ Maintenance Technician I	5/1/2023	\$31,200 annually
Natalie Long	Resignation Temporary Academic Advisor	4/21/2023	\$12,480 annually
Sheryl Shyers	Resignation Admin. Asst./CCAMPIS Coordinator	5/10/2023	\$22,360 annually
Cristen Knight	Additional Testing Center Administrator	5/14/2023	\$23,712 annually
Darren Blevins	Employ Farm Maintenance	5/15/2023	\$31,200 annually
Travis Miller	Resignation Maintenance Technician I	5/2/2023	\$31,200 annually
Alisen Anderson	Resignation Instructor Agriculture	5/31/2023	\$44,847 annually
Amber Flummerfelt	Resignation Assistant Softball Coach	5/31/2023	\$8,000 annually
Thomas Cummins	Employ Maintenance Technician II	5/15/2023	\$32,240 annually
Cynthia Bauer	Resignation Success Coach/AICE Coordinator	6/28/2023	\$32,801 annually
Brenda Austin	Resignation Instructor Nursing	7/31/2023	\$45,087 annually
Becca Hopping	Resignation Temporary Wellness	6/30/2023	\$7,800 annually
William Vega	Employ Assistant Football Coach	6/5/2023	\$8,000 annually
David Loving	Resignation Instructor History	5/31/2023	\$56,715 annually
John Delatorre	Resignation Van Driver	5/13/2023	\$6,240 annually

**NORTHEASTERN OKLAHOMA A&M COLLEGE  
EXECUTIVE SUMMARY  
ACADEMIC PROGRAM REVIEW**

The academic program of Elementary Education (Pre) was evaluated through a program review process that included a department faculty-driven evaluation of the academic program. The Program Review Committee comprised of faculty and staff has approved the program review for Elementary Education (Pre) and made the recommendation listed below. Upon Oklahoma A&M Board approval, the review will be sent to the Oklahoma State Regents or Higher Education for final approval.

Academic Program Review – Spring 2023

- Elementary Education (Pre) – Associate in Science
  - Recommendation - Maintain program at current level

**Program Review Report**  
**3.7 Academic Program Review**

A thorough internal or external program review addressing all criteria in policy should be possible within a comprehensive report of ten or fewer pages. This template is provided to assist institutions in compiling the program review information, **which is to be presented to the institutional governing board prior to submission to the State Regents.** Please provide an executive summary of this review using the Program Review Executive Summary Template.

**Institution Name:** Northeastern Oklahoma A&M College

**Program Name and State Regents Code:** Elementary Education – Pre 016

**List Program Options:**     [Click here to enter text](#)  
                                  [Click here to enter text](#)  
                                  [Click here to enter text](#)  
                                  [Click here to enter text](#)

**List Embedded Certificates included in this review:**     [Click here to enter text](#)  
  [Click here to enter text](#)  
  [Click here to enter text](#)  
  [Click here to enter text](#)

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**Previous Review**

**Date (Year) of Last Review** 2012

1. Summarize key findings from previous internal and/or external reviews of this program.

The program was recommended to continue. The (Pre) Elementary Education program is a duplication of similar programs in the region and the state. There is no cost associated with the program and there is sufficient enrollment in the program to justify this duplication. Recommended to offer the program on-line.

2. What developments and actions have taken place since the last review?

Curriculum changes occurred in 2015 to delete courses from program inventory. The program was approved in 2018 to be delivered on-line. No significant curriculum since 2015.

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**Current Review**

**Date (Year) of Current Review** 2023

**Review Criteria** *(Institutions should address each criterion of OSRHE policy 3.7.5 as directed below).*

**A. Centrality of the Program to the Institution’s Mission:**

**b.4.a.** Number and enrollment of courses taught exclusively for the major for each of the last five years:  
*List or attach list of courses*

Click here to enter text

**b.4.b.** Student credit hours by course level (i.e. 1000, 2000) generated in all major courses in the degree program for five years:

Click here to enter text

**b.4.c.** Direct instructional costs for the program during the review period:

Click here to enter text

**b.4.d.** The number of credits and credit hours generated in the program that support the general education component and other degree programs including certificates:

Click here to enter text

**b.4.e.** A roster of faculty members, faculty credentials and faculty credential institution(s). Also include the number of full-time equivalent faculty in the specialized courses within the curriculum:

Faculty	Credential (i.e. MFA, PhD)	Institution that granted degree
Click here to enter text	Click here to enter text	Click here to enter text
Click here to enter text	Click here to enter text	Click here to enter text
Click here to enter text	Click here to enter text	Click here to enter text
Click here to enter text	Click here to enter text	Click here to enter text
Click here to enter text	Click here to enter text	Click here to enter text
Click here to enter text	Click here to enter text	Click here to enter text

*Add more rows if needed*

**b.4.f.** If available, information about employment or advanced studies of graduates of the program over the past five years:

Click here to enter text

**b.4.g.** If available, information about the success of students from this program who transferred to other institutions:

Click here to enter text

**B.5.** Duplication and Demand:

In cases where program titles imply duplication, programs should be carefully compared to determine the extent of the duplication and the extent to which that duplication is unnecessary. An assessment of the demand for a program considers the aspirations and expectations of students, faculty, administration, and the various constituents served by the program. Demand

reflects the desire of people for what the program has to offer and the needs of individuals and society to be served by the program.

*Address Duplication:* All classes taught in the Elementary Education program are duplications with other programs since there are no education classes taught on any two-year colleges in the state of Oklahoma. In the program requirement section of the elementary education degree plan, most students will select classes from the school of Liberal Arts, although there are recommendations to choose some classes from the Physical Education department.

*Address Demand:* In the last twenty years, enrollment in Oklahoma's education programs has decreased by 80%. The percentage of teachers leaving the profession in Oklahoma is higher than the national average.

**b.5.a.** Describe demand from students, considering the profiles of applicants, enrollment, completion data, and occupational data:

Click here to enter text

**b.5.b.** Describe demand for students produced by the program, considering employer demands, demands for skills of graduates, and job placement data:

Click here to enter text

**b.5.c.** Describe demand for services or intellectual property of the program, including demands in the form of grants, contracts, or consulting:

Click here to enter text

**b.5.d.** Describe indirect demands in the form of faculty and student contributions to the cultural life and well-being of the community:

Click here to enter text

**b.5.e.** The process of program review should address meeting demands for the program through alternative forms of delivery. Describe how the program has met these demands:

Click here to enter text

**B.6.** Effective Use of Resources:

(Resources include financial support (state funds, grants and contracts, private funds, student financial aid); library collections; facilities including laboratory and computer equipment; support services, appropriate use of technology in the instructional design and delivery processes, and the human resources of faculty and staff).

### **Learning Resource Center**

The Learning Resource Center (LRC) at Northeastern Oklahoma A & M

College currently provides a full range of information media and services to support the General Studies Program. These materials reflect a commitment to provide quality educational sources in both quantity and format, which support the courses students may select as part of the General Studies program. There are several thousand books available, and a full range of media formats are provided. In addition to traditional media services, access to many full text databases is provided. An open access computer laboratory is provided.

**Success Center**

Since the last program review, Northeastern Oklahoma A & M College has added a Success Center. The Success Center provides academic support such as tutoring, career counseling, and technology assistance. The center has nine employees on staff.

Click here to enter text

**Recommendation(s)**

**A. Recommendation for the Program (3.7.7.A.4):**

- Maintain the program at the current level.
- Continue the program with modifications as noted below and detailed in the comment section below.
  - Expand the program
  - Reduce program in size or scope
  - Merge or consolidate program
  - Reorganize program/curricular modifications\*
- Suspend program to allow an opportunity to consider recommendations detailed in the section below\*
- Delete program\*

*\*Requires a Request for Degree Program Modification and governing board approval.*

**B. Specific comments regarding recommendations:**

*(Provide detailed recommendations for the program as a result of this thorough review and how these recommendations will be implemented, as well as the timeline for key elements. Recommendations to suspend or modify the program should include measurable goals and a timeline for monitoring the program in one-, two-, three-, or four-year increments)*

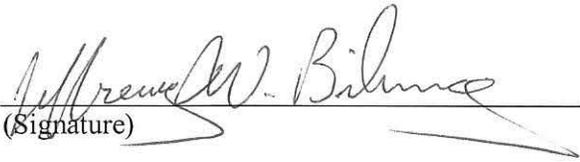
<b>Recommendations</b>	<b>Implementation Plan</b>	<b>Target Date</b>
Continue building articulation agreements with regional four year institutions	Contact at least 5 schools in the next year from the academic affairs office	5/1/2024
Create advisement and marketing strategies to increase interest in major.	Work with Liberal Arts and PR to get plan established summer 2023	8/1/2023

This template should be used for both internal and external program reviews. External program reviews should be submitted with the Regular or Low Producing Program External Review Cover Pages.

Revised September 2021  
Page 6 of 6

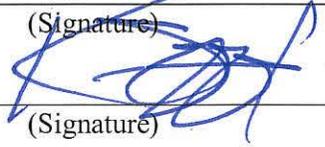
Work through the statewide Inspire to Teach initiative		
Click here to enter text	Click here to enter text	Click to enter a date

*Add additional rows as necessary*

Department/  
Program Head  Date: 7-20-23  
(Signature) Click here to enter a date

Dean \_\_\_\_\_ Date: Click here to enter a date  
(Signature)

Chief  
Academic  
Officer  Date: 5/31/23  
(Signature) Click here to enter a date

President  Date: 5/31/23  
(Signature) Click here to enter a date

## Northeastern Oklahoma A&M College Education & General Analysis

	"FY 2024"		"FY2023"		Change from	
	E&G Part I	Budget %	E&G Part I	Budget %	Prior Year	Change %
<b>Budgeted Education &amp; General Revenue</b>						
State Appropriations - Operations	\$ 7,735,684	41.5%	\$ 7,113,814	36.9%	\$ 621,870	8.7%
State Appropriations - Grants, Contracts	184,000	1.0%	251,955	1.3%	(67,955)	-27.0%
Federal Appropriations	-	0.0%	-	0.0%	-	#DIV/0!
Tuition & Fees	8,988,688	48.2%	8,559,700	44.5%	428,988	5.0%
Gifts, Grants	1,600,000	8.6%	3,000,000	15.6%	(1,400,000)	-46.7%
Sales & Services	-	0.0%	-	0.0%	-	#DIV/0!
Other	<u>121,742</u>	0.7%	<u>330,750</u>	1.7%	<u>(209,008)</u>	-63.2%
Total Current Year Budgeted E&G Revenue	18,630,114	100.0%	19,256,219	100.0%	(626,105)	-3.3%
<b>Budgeted Education &amp; General Expenditures</b>						
Instruction	6,995,339	36.9%	5,954,320	30.9%	1,041,019	17.5%
Research	-	0.0%	-	0.0%	-	#DIV/0!
Public Service	-	0.0%	-	0.0%	-	#DIV/0!
Academic Support	1,395,753	7.4%	1,248,996	6.5%	146,757	11.7%
Student Services	973,308	5.1%	964,861	5.0%	8,447	0.9%
Institutional Support	2,251,144	11.9%	2,146,644	11.1%	104,500	4.9%
Physical Plant	3,566,590	18.8%	5,891,398	30.6%	(2,324,808)	-39.5%
Scholarships & Fellowships	<u>3,772,980</u>	19.9%	<u>3,050,000</u>	15.8%	<u>722,980</u>	23.7%
Total Current Year Budgeted E&G Expenditures	18,955,114	100.0%	19,256,219	100.0%	(301,105)	-1.6%
<b>Budgeted E&amp;G Increase/(Decrease) Before Use of Reserves</b>						
	(325,000)		-		(325,000)	#DIV/0!
Prior Year E&G Reserve (SRA3 Sch C, Line 3)	<u>7,424,500</u>		<u>5,400,000</u>		<u>2,024,500</u>	37.5%
<b>Projected Ending E&amp;G Reserve (SRA3 Sch C, Line 8)</b>	<b><u>\$ 7,099,500</u></b>		<b><u>\$ 5,400,000</u></b>		<b><u>\$ 1,699,500</u></b>	<b>31.5%</b>

**Budget Assumptions/Comments:****1. Appropriation Change**

Percentage Change	8.74%
Total Dollar Value Increase/(Decrease)	\$ 621,870

**2. Enrollment Assumptions**

FTE Increase/(Decrease)	Projected Flat
Tuition & Fee Rate Changes	\$1 per credit hour in tuition to offset academic course fees that have been eliminated
Total Tuition & Fee Revenue Increase/(Decrease)	

**3. Highlights**

Investment in salaries for staff and faculty	5% increase for staff - 6% for faculty
Market stipends for healthcare faculty	

## Northeastern Oklahoma A&M College All Sources Revenue Analysis

	"FY 2024"		"FY2023"		Change from	
	All Sources	Rev %	All Sources	Rev %	Prior Year	Change %
<b>Budgeted Revenue (All Sources)</b>						
State Appropriations - All	\$ 7,919,684	19.6%	\$ 7,365,769	18.4%	\$ 553,915	7.5%
Federal Appropriations	-	0.0%	-	0.0%	-	#DIV/0!
Tuition and Fees (Revolving Funds)	8,988,688	22.2%	8,559,700	21.4%	428,988	5.0%
Gifts, Grants	1,600,000	4.0%	3,000,000	7.5%	(1,400,000)	-46.7%
Sales and Services	-	0.0%	-	0.0%	-	#DIV/0!
Other	<u>121,742</u>	<u>0.3%</u>	<u>330,750</u>	<u>0.8%</u>	<u>(209,008)</u>	<u>-63.2%</u>
Total E&G Revenue	18,630,114	46.0%	19,256,219	48.2%	(626,105)	-3.3%
Projected Use/(increase) of E&G Reserves	<u>-</u>	<u>0.0%</u>	<u>-</u>	<u>0.0%</u>	<u>-</u>	<u>#DIV/0!</u>
Total E&G Revenue and Use of Reserves	18,630,114	46.0%	19,256,219	48.2%	(626,105)	-3.3%
Auxiliary Revenues (excluding SFA funds)	9,378,289	23.2%	9,126,846	22.8%	251,443	2.8%
Projected Use of Auxiliary Reserves	539,210	1.3%	379,052	0.9%	160,158	42.3%
Student Financial Aid	11,000,000	27.2%	10,500,000	26.3%	500,000	4.8%
Grants and Sponsored Programs	955,000	2.4%	700,000	1.8%	255,000	36.4%
<b>Total Revenue and Budgeted Reserve All Sources</b>	<b><u>\$ 40,502,613</u></b>		<b><u>\$ 39,962,117</u></b>		<b><u>\$ 540,496</u></b>	

### Auxiliary Assumptions / Comments:

#### 1. Room & Board Revenue Assumptions

Increase/Decrease in Residential Students

Projected flat headcount in housing

Increase in Room & Board Rates

Approximately an 8% increase across meal plans

#### 2. Other Auxiliary Assumptions/Highlights

Oklahoma State Regents for Higher Education  
655 Research Parkway, Suite 200  
Oklahoma City, Ok 73102

**NORTHEASTERN OKLAHOMA A&M COLLEGE AUXILIARY BUDGET**  
**Fiscal Year 2023 - 2024**

	<u>FY2023-24</u>		<u>FY2022-2023</u>	
	Revenues	Expenses	Revenues	Expenses
Housing	2,049,000	1,822,509	2,100,000	1,502,852
Food Service	2,186,000	2,036,000	2,200,000	2,036,000
Athletics/Aggie Teams	1,034,725	2,322,447	1,080,500	2,557,135
Wellness Center	410,000	239,724	400,000	221,886
Bookstore	1,045,000	1,002,332	970,000	913,669
Student Union	475,985	395,700	470,000	375,700
Fine Arts	3,000	61,500	3,000	56,500
Student Activities	82,780	86,100	79,000	81,600
Parking & Student ID's	58,000	46,500	67,000	46,500
Other Activities	2,033,799	1,904,687	1,757,346	1,714,056
Total	<u>9,378,289</u>	<u>9,917,499</u>	<u>9,126,846</u>	<u>9,505,898</u>
NET INCOME/(LOSS)		(539,210)		(379,052)

**NORTHEASTERN OKLAHOMA A&M COLLEGE**  
**TUITION, FEES, ROOM & BOARD**  
**Fiscal Year 2023-2024**

	FY23-24	FY22-23
Tuition	100.00	99.00
Library Resources	1.65	1.65
Student Technology	10.50	10.50
Infrastructure	2.25	2.25
E&G Fees	14.40	14.40
Student Activity	25.00	25.00
Student Government	2.00	2.00
Intramural	1.00	1.00
Facility	8.35	8.35
Student Union	11.50	11.50
Assessment	2.00	2.00
Student Health Fee	0.50	0.50
AUX FEES	50.35	50.35
<b>TOTAL</b>		
<b>TUITION AND MANDATORY FEES</b>	<b>164.75</b>	<b>163.75</b>

Room & Board Rates

	FY23-24	FY22-23
Traditional Dormitory - Double	\$1,150	\$1,150
Traditional Dormitory - Single	\$1,675	\$1,675
Milligan Housing	\$1,750	\$1,750
Milligan Housing - Single	\$2,275	N/A
Suites - 4 Bedroom	\$2,175	\$2,175
Suites - 2 Bedroom	\$2,395	\$2,395

Each semester residents are charged \$50 laundry fee, \$50 IT fee, \$50 maintenance fee, and \$4 post office fee.

10 Meal/week plus \$75 flex cash*	\$1,502	\$1,390
12 Meal/week plus \$100 flex cash	\$1,775	N/A
14 Meal/week plus \$125 flex cash	\$1,917	\$1,775
19 Meal/week plus \$75 felx cash	\$2,067	\$1,912

\*This plan is available to suite residents only.



**SALARY RECOMMENDATIONS - FY 2023-2024**

DEPARTMENT	NAME	TITLE OR POSITION	DEGREE HIGHEST ACHIEVED	NO. MONTH EMP	2022-2023 Salary	2023-2024 PROPOSED SALARY	% INCREASE PREVIOUS YEAR
<b>E&amp;G PERSONNEL</b>							
ACADEMIC SUPPORT CTR	ACUNA, JEFFREY	ACADEMIC SUPPORT ASST. - MATH	BS	12	\$ 33,280.00	\$ 34,944.00	5.00%
ACADEMIC SUPPORT CTR	OPEN	ACADEMIC SUPPORT ASST.-ENGLISH/COORDINATOR	BGS	12	\$ 39,227.34	\$ 41,188.71	5.00%
ACADEMIC SUPPORT CTR	WILLIAMS, JAN	ACADEMIC SUPPORT ASST.-ENGLISH	BA	12	\$ 34,112.00	\$ 35,817.60	5.00%
AGRICULTURE	OPEN	INSTR. - AGRICULTURE, HERDSMAN	MS	10	\$ 42,620.00	\$ 45,084.02	5.78%
AGRICULTURE	BOOTH, MARY	DEPT. CHAIR/INSTR. - AGRICULTURE	PH.D.	12	\$ 67,350.00	\$ 71,070.60	5.52%
AGRICULTURE	HAYNES, MATTIE	INSTR. AGRI. - AGRICULTURE, LIVESTOCK JUDG. COACH, HERDSMAN	BS	10	\$ 42,461.00	\$ 44,847.08	5.62%
AGRICULTURE	DAY, GRETTA	ADMINISTRATIVE ASSISTANT		12	\$ 22,360.00	\$ 23,478.00	5.00%
AGRICULTURE	POOL, KEVIN	INSTR - AGRICULTURE, HERDSMAN, HORSE JUDGING COACH	MS	10	\$ 47,540.00	\$ 50,230.82	5.66%
ASSO. DEGREE NURSING	ALLEN, JAN	COORD. LPN TO RN PROGRAM, KANSAS CAMPIIS COORD.	MSN	12	\$ 65,757.00	\$ 73,676.68	12.04%
ASSO. DEGREE NURSING	OPEN	INSTR. - NURSING	MSN	10	\$ 42,567.00	\$ 51,631.02	21.29%
ASSO. DEGREE NURSING	FROMAN, MELEEN	INSTR. - NURSING	MSN	10	\$ 50,187.00	\$ 59,528.22	18.61%
ASSO. DEGREE NURSING	KEETON BROWN, CYNTHIA	INSTR. - NURSING	MSN	10	\$ 47,503.00	\$ 56,863.18	19.70%
ASSO. DEGREE NURSING	NORMAN, KATHLEEN	DIR.-NURSING/DEPT. CHAIR (Allied Health, Nursing, PE)	MSN	12	\$ 63,221.00	\$ 73,110.44	15.64%
ASSO. DEGREE NURSING	OGLE, JULIE	INSTR. - NURSING	MSN	10	\$ 45,087.00	\$ 54,747.42	21.43%
ASSO. DEGREE NURSING	JAMES, DONELLA	ADMINISTRATIVE ASST.-ALLIED HEALTH, P.E. & NURSING		12	\$ 22,360.00	\$ 23,478.00	5.00%
ASSO. DEGREE NURSING	PANTER, SUSAN	INSTR. - NURSING	MSN	10	\$ 49,707.00	\$ 59,199.42	19.10%
ASSO. DEGREE NURSING	SEIGEL, DEBORAH	INSTR. - NURSING	MSN	10	\$ 48,027.00	\$ 57,418.62	19.55%
ASSO. DEGREE NURSING	WILSON, ANGELA	INSTR. - NURSING	MSN	10	\$ 44,667.00	\$ 53,857.02	20.57%
ASSO. DEGREE NURSING	GARNER, VICKIE	INSTR. - NURSING FAST TRACK	MSN	10	\$ 59,348.40	\$ 69,419.30	16.97%
BIOLOGICAL SCIENCE	CRAPSE, FRED	INSR. - BIOLOGICAL SCIENCES	MS	10	\$ 47,263.00	\$ 50,098.78	6.00%
BIOLOGICAL SCIENCE	DIXON, STEVE	DEPT. CHAIR MATH & SCIENCE/INSTR. - MATH	MS	12	\$ 61,676.40	\$ 65,056.58	5.48%
BIOLOGICAL SCIENCE	ROHDE, JULIEANNA	INSTR. - BIOLOGICAL SCIENCES	MS+60	10	\$ 54,300.00	\$ 57,558.00	6.00%
BUILDING MAINTENANCE	CRAFTON, DANNY	MAINTENANCE/FLEET		12	\$ 20,280.00	\$ 22,880.00	12.82%
BUILDING MAINTENANCE	MAST, BILL	GROUPS SUPERVISOR		12	\$ 25,858.77	\$ 27,151.71	5.00%
BUILDING MAINTENANCE	GLOVER, GEORGE	GROUPS		12	\$ 24,960.00	\$ 26,208.00	5.00%
BUILDING MAINTENANCE	MOON, DAVID	GROUPS		12	\$ 22,880.00	\$ 24,024.00	5.00%
BUILDING MAINTENANCE	EASTER, NORMAN	GROUPS WORKER/TRASK TRUCK DRIVER		12	\$ 22,880.00	\$ 24,024.00	5.00%
BUILDING MAINTENANCE	ENGELBRECHT, DEENIA	ADMIN. ASST. - MAINTENANCE/DPS DEPT.		12	\$ 24,003.20	\$ 25,203.36	5.00%
BUILDING MAINTENANCE	HARKINS, WARREN D.	HVAC SENIOR TRADES MECHANIC		12	\$ 38,734.59	\$ 40,671.32	5.00%



**SALARY RECOMMENDATIONS - FY 2023-2024**

DEPARTMENT	NAME	TITLE OR POSITION	DEGREE HIGHEST ACHIEVED	NO. MONTH EMP	2022-2023 Salary	2023-2024 PROPOSED SALARY	% INCREASE PREVIOUS YEAR
BUILDING MAINTENANCE	HURST, JEFFERY	TRADES MECHANIC		12	\$ 26,672.88	\$ 26,672.88	0.00%
BUILDING MAINTENANCE	OPEN	MAINTENANCE TECH I		12	\$ 31,200.00	\$ 31,200.00	0.00%
BUILDING MAINTENANCE	CUMMINS, THOMAS	MAINTENANCE TECH II		12	\$ 32,240.00	\$ 32,240.00	0.00%
BUILDING MAINTENANCE	PREWETT, BILL	PLUMBER		12	\$ 31,493.28	\$ 33,067.94	5.00%
BUILDING MAINTENANCE	PRYOR, JACK	ELECTRICIAN		12	\$ 43,983.47	\$ 46,182.64	5.00%
BUILDING MAINTENANCE	SUTTON, DAMON WADE	CARPENTER		12	\$ 26,764.40	\$ 28,102.62	5.00%
BUSINESS OFFICE	AUSTIN, JESSICA	ACCOUNTING CLERK		12	\$ 33,009.60	\$ 34,660.08	5.00%
BUSINESS OFFICE	BAKER, CRYSTAL	ACCOUNTS PAYABLE CLERK		12	\$ 27,040.00	\$ 28,392.00	5.00%
BUSINESS OFFICE	MOUDY, CHERYL	CONTROLLER		12	\$ 51,000.00	\$ 53,550.00	5.00%
BUSINESS OFFICE	PARENTEAU, RANDI	CASHIER		12	\$ 22,880.00	\$ 24,024.00	5.00%
BUSINESS OFFICE	WILMOTH, CHARLES	PURCHASING ASSISTANT		12	\$ 24,003.20	\$ 25,203.36	5.00%
BUSINESS/MARKETING	BECKER, CALVIN	DEPT. CHAIR BUSINESS & TECH./INSTR. - BUSINESS	MS	10	\$ 59,156.40	\$ 62,385.38	5.46%
BUSINESS/MARKETING	HACKWELL, LORI	INSTR. - BUSINESS	MS	10	\$ 49,467.00	\$ 52,435.02	6.00%
BUSINESS/MARKETING	LUCAS, BRENDA	INSTR. - BUSINESS	MS	10	\$ 48,627.00	\$ 51,544.62	6.00%
BUSINESS/MARKETING	OPEN	INSTR. - ECON		10	\$ 41,067.00	\$ 43,531.02	6.00%
COLLEGE FARM	BLEVINS, DARREN	FARM MAINTENANCE		12	\$ 31,200.00	\$ 31,200.00	0.00%
COLLEGE FARM	UNGEHEUER, KOLBY	FARM MANAGER/RODEO COACH	BS	12	\$ 42,671.62	\$ 44,805.20	5.00%
COMPUTER SCIENCE TECH	BAUER, JOY	INSTR. - BUSINESS & TECH/TITLE III PROJECT DIRECTOR	MS	12	\$ 71,862.00	\$ 75,993.72	5.75%
COMPUTER SCIENCE TECH	HAMMONS, EDWIN	INSTR. - COMPUTER SCIENCE	MS	10	\$ 53,667.00	\$ 56,887.02	6.00%
DEVELOPMENTAL OFFICE	OWEN, DAVID	EXECUTIVE DIRECTOR - DEVELOPMENT FOUNDATION	MBA	12	\$ 70,000.00	\$ 73,500.00	5.00%
EARLY CHILDHOOD EDU.	JACKSON, ASHLEE	INSTR. - EARLY CHILDHOOD EDUCATION	MS+30	10	\$ 50,203.00	\$ 53,215.18	6.00%
FINANCIAL AID	FISHER, DAVID	DIRECTOR - FINANCIAL AID	MS	12	\$ 49,962.21	\$ 52,460.32	5.00%
FINANCIAL AID	KEY, KAREN	ASST. DIRECTOR - FINANCIAL AID	BA	12	\$ 39,270.19	\$ 41,233.70	5.00%
FINANCIAL AID	MCMAIN, AIMEE	FINANCIAL AID COUNSELOR/VERIFICATION SPECIALIST	AA	12	\$ 23,716.37	\$ 24,902.19	5.00%
GROVE HIGHER ED CTR	GRIGSBY, JENNIFER	GROVE CTR OPS & ONLINE STD ASST		12	\$ 27,996.80	\$ 29,396.64	5.00%
HIGH SCHOOL/COLLEGE REL.	FAIRWEATHER, J CHARLES	DIR. - STUDENT RECRUITMENT	MS	12	\$ 47,500.00	\$ 49,875.00	5.00%
HIGH SCHOOL/COLLEGE REL.	WILKINS, CORBIN	COLLEGE RECRUITER		12	\$ 27,040.00	\$ 28,392.00	5.00%
HIGH SCHOOL/COLLEGE REL.	NEAL, PATRICK	COLLEGE RECRUITER		12	\$ 27,040.00	\$ 28,392.00	5.00%
HIGH SCHOOL/COLLEGE REL.	BANDIMERE, MAEGAN	ADMIN ASSISTANT - STUDENT RECRUITMENT		12	\$ 22,360.00	\$ 23,478.00	5.00%
HPER	OPEN	INSTR. - HPER/HEAD MEN'S SOCCER COACH		10	\$ 45,460.00	\$ 47,924.02	5.42%



**SALARY RECOMMENDATIONS - FY 2023-2024**

DEPARTMENT	NAME	TITLE OR POSITION	DEGREE HIGHEST ACHIEVED	NO. MONTH EMP	2022-2023 Salary	2023-2024 PROPOSED SALARY	% INCREASE PREVIOUS YEAR
HPER	WARD, ROGER	INSTR. - HPER/HEAD BASEBALL COACH	MA	10	\$ 55,660.00	\$ 58,754.02	5.56%
INFO. TECH- ACADEMIC	OPEN	COMPUTER TECHNICIAN		12	\$ 33,999.89	\$ 35,699.88	5.00%
INFO. TECH- ACADEMIC	SMITH, CHRIS	NETWORK ADMIN		12	\$ 43,000.00	\$ 45,150.00	5.00%
INFO. TECH-ACADEMIC	REECE, BRAXTON	COMPUTER TECHNICIAN		12	\$ 33,999.89	\$ 35,699.88	5.00%
LANGUAGES & LITERATURE	HA-BIRDSONG, DR. SEONAI	INSTR. - ENGLISH & READING	PH.D.	10	\$ 56,715.00	\$ 60,117.90	6.00%
LANGUAGES & LITERATURE	MARTINOUS, MOSES	INSTR. - ENGLISH	MA	10	\$ 46,107.00	\$ 48,873.42	6.00%
LANGUAGES & LITERATURE	MURPHY, CARLA	INSTR. - READING	Ed.S.	10	\$ 53,363.00	\$ 56,324.78	5.55%
LANGUAGES & LITERATURE	WEAVER, JAMIE	INSTR. - ENGLISH	MA	10	\$ 49,467.00	\$ 52,435.02	6.00%
LEARNING RESOURCE CTR	HAYES, LESLIE	DIRECTOR - LIBRARY SERVICES	MLS	12	\$ 50,000.00	\$ 52,500.00	5.00%
LEARNING RESOURCE CTR	OPEN	IT DIRECTOR		12	\$ 58,000.00	\$ 60,900.00	5.00%
LEARNING RESOURCE CTR	TURNER, SERITA	LIBRARY ASSISTANT		12	\$ 23,673.52	\$ 24,857.20	5.00%
LIBERAL ARTS	PATTERSON, BARBARA	SECRETARY - SCHOOL OF COMMUNICATIONS & FINE ARTS		12	\$ 22,366.66	\$ 23,484.99	5.00%
MATH	KELLOGG, ERIN	INSTR. - MATH	MS	10	\$ 46,107.00	\$ 48,873.42	6.00%
MATH	PATTERSON, MELISSA	INSTR. - MATH	MS	10	\$ 46,527.00	\$ 49,318.62	6.00%
MATH AND SCIENCE	CANTWELL, CASEY	ADMINISTRATIVE ASSISTANT		12	\$ 25,480.00	\$ 26,754.00	5.00%
MATH/PRE-ENGINEERING	ALDRIDGE, JEFF	INSTR. - MATH	MS	10	\$ 53,667.00	\$ 56,887.02	6.00%
MEDICAL LAB TECH.	MEADOR, BETHANY	INSTR. - MLT	BS	10	\$ 41,268.00	\$ 43,654.08	5.78%
MEDICAL LAB TECH.	MILLER, MITZIE	DIRECTOR/INSTR. - MED. LAB TECHNIAN	MS	10	\$ 48,447.00	\$ 51,263.82	5.81%
MUSIC	COMPTON, ADAM	INSTR. - INSTRUMENTAL MUSIC/BAND DIRECTOR	MA	10	\$ 49,047.00	\$ 51,989.82	6.00%
MUSIC	TAYLOR, TATIANA	INSTR. - VOCAL MUSIC/BAND DIRECTOR	PH.D.	10	\$ 49,995.00	\$ 52,994.70	6.00%
PHYSICAL PLANT ADMIN.	BOMAN, JEFFREY	DIRECTOR - PHYSICAL PLANT		12	\$ 64,000.00	\$ 67,200.00	5.00%
PHYSICAL SCIENCE	OPEN	INSTR. - CHEMISTRY		10	\$ 41,067.00	\$ 43,531.02	6.00%
PHYSICAL SCIENCE	CLAGGETT, BRADLEY	INSTR - PHYSICAL SCIENCE	MS	10	\$ 41,907.00	\$ 44,421.42	6.00%
PHYSICAL SCIENCE	ROBINSON, JESSICA	INSTR. - PHYSICAL SCIENCE	MS	10	\$ 44,007.00	\$ 46,647.42	6.00%
PHYSICAL THERAPIST ASST.	BRIDGES, KLAYTON	INSTR-PHYSICAL THERAPIST ASST./CLINICAL COORD.	MS	10	\$ 44,247.00	\$ 46,811.82	5.80%
PHYSICAL THERAPIST ASST.	SMATHERS, DR. DAWN	DIR/INSTR. - PHYSICAL THERAPIST ASST.	PH.D.	10	\$ 59,689.00	\$ 62,890.30	5.36%
POST OFFICE	MERIT, BOBBY	MAIL OFFICE CLERK		12	\$ 24,359.66	\$ 25,577.64	5.00%
PRESIDENT'S OFFICE	CUMMINS, KENDRA	EXECUTIVE ASSISTANT TO PRESIDENT	AA	12	\$ 40,580.00	\$ 42,609.00	5.00%
PSYCHOLOGY & SOCIOLOGY	KURTZ, LORI	INSTR. - PSYCHOLOGY/COUNSELOR	MS	10	\$ 50,480.00	\$ 53,246.42	5.48%
PSYCHOLOGY & SOCIOLOGY	ADAMS, BRENDA	INSTR. - SOCIOLOGY/SOCIAL WORK	MS	10	\$ 42,327.00	\$ 44,866.62	6.00%



**SALARY RECOMMENDATIONS - FY 2023-2024**

DEPARTMENT	NAME	TITLE OR POSITION	DEGREE HIGHEST ACHIEVED	NO. MONTH EMP	2022-2023 Salary	2023-2024 PROPOSED SALARY	% INCREASE PREVIOUS YEAR
PSYCHOLOGY & SOCIOLOGY	ADAMS, KEELEY	INSTR. - PSYCHOLOGY	MS	10	\$ 41,907.00	\$ 44,421.42	6.00%
PUBLIC RELATIONS	SAUL, SHELBY	COORDINATOR - PUBLIC INFORMATION & MARKETING		12	\$ 38,000.00	\$ 39,900.00	5.00%
PUBLIC RELATIONS	SMITH, AARON	THEATRE COORD./MKTG MANAGER		12	\$ 38,000.00	\$ 39,900.00	5.00%
PUBLIC RELATIONS	DAWSON, JAMES	WEB DESIGNER/GRAPHIC ARTIST		12	\$ 45,000.00	\$ 47,250.00	5.00%
REGISTRAR	MAYFIELD, ASHLEY	ASST. REGISTRAR	BS	12	\$ 32,510.40	\$ 34,135.92	5.00%
REGISTRAR	CLAPP, SHAY	REGISTRAR	BS	12	\$ 44,140.04	\$ 46,347.04	5.00%
REGISTRAR	KELLEY, ASHLEY	ADMISSIONS CLERK II		12	\$ 21,424.00	\$ 22,880.00	6.80%
SAFETY & SECURITY	LAMBERT, GEORGE	DIRECTOR - DEPT. OF PUBLIC SAFETY		12	\$ 43,000.00	\$ 45,150.00	5.00%
SAFETY & SECURITY	WAGONER, CLAYTON	CAMPUS POLICE OFFICER		12	\$ 33,280.00	\$ 34,944.00	5.00%
SAFETY & SECURITY	CRAVENS, RON	CAMPUS POLICE OFFICER		12	\$ 30,680.00	\$ 32,214.00	5.00%
SAFETY & SECURITY	OPEN	CAMPUS POLICE OFFICER		12	\$ 27,040.00	\$ 28,392.00	5.00%
SAFETY & SECURITY	PFEFFER, ERIC	SERGEANT		12	\$ 34,680.00	\$ 36,414.00	5.00%
SOCIAL SCIENCE	ADAMS, JORDAN	INSTR. - SOCIAL SCIENCE	MS	10	\$ 45,327.00	\$ 49,866.62	10.02%
SOCIAL SCIENCE	BIRDSONG, DR. JEFF	DEPT. CHAIR - SOC. SCIENCE/INSTR. POLITICAL SCIENCE	PH.D.	12	\$ 79,938.00	\$ 84,232.88	5.37%
SOCIAL SCIENCE	OPEN	INSTR. - HISTORY		10	\$ 56,715.00	\$ 60,117.90	6.00%
SOCIAL SCIENCE	POWERS, LASHAWNA	INSTR. - HISTORY	MS	10	\$ 45,687.00	\$ 48,428.22	6.00%
SPEECH & THEATER	OPEN	INSTR. - SPEECH		10	\$ 41,067.00	\$ 43,531.02	6.00%
STATE REGENT STEM	OPEN	SUCCESS COACH		12	\$ 27,040.00	\$ 28,392.00	5.00%
SUCCESS CENTER	PENNINGTON, BOBBIE	SUCCESS CENTER COORD.	MS	12	\$ 46,460.00	\$ 49,875.00	7.35%
SUCCESS CENTER	THOMPSON, TERESA	SUCCESS COACH		12	\$ 32,801.60	\$ 34,441.68	5.00%
SUCCESS CENTER	ATKINS, PAUL	SUCCESS COACH	BS	12	\$ 35,817.60	\$ 37,458.48	4.58%
SUCCESS CENTER	RHOADES, VANESSA	SUCCESS COACH		12	\$ 32,801.60	\$ 34,441.68	5.00%
SUCCESS CENTER	OPEN	SUCCESS COACH/AICE COORDINATOR		12	\$ 32,801.60	\$ 34,441.68	5.00%
SUCCESS CENTER	KNIGHT, CRISTEN	ADMIN. ASST. - SUCCESS CENTER		12	\$ 23,712.00	\$ 24,897.60	5.00%
VP - ACADEMIC AFFAIRS	GROVER, DUSTIN	VICE PRESIDENT - ACADEMIC AFFAIRS	PH.D.	12	\$ 95,000.00	\$ 99,750.00	5.00%
VP - ACADEMIC AFFAIRS	HOOVER, SAM	ADMIN. ASST. - VP ACADEMIC AFFAIRS		12	\$ 29,950.75	\$ 31,448.29	5.00%
VP - ACADEMIC AFFAIRS	LLOYD, RACHEL	COORD INST RES-EFF/TITLE III	MS	12	\$ 70,040.04	\$ 73,542.04	5.00%
VP - FISCAL AFFAIRS	MUNDELL, MICAH	VICE PRESIDENT - FISCAL AFFAIRS		12	\$ 90,000.00	\$ 94,500.00	5.00%
VP - FISCAL AFFAIRS	SNYDER, HOLLIE	HUMAN RESOURCES GENERALIST	BS	12	\$ 48,000.00	\$ 50,400.00	5.00%
VP - STUDENT SERVICES	ISHMAEL, AMY	VP-STUDENT AFFAIRS & ENROLLMENT MANAGEMENT	MA	12	\$ 94,876.87	\$ 99,620.71	5.00%



**SALARY RECOMMENDATIONS - FY 2023-2024**

DEPARTMENT	NAME	TITLE OR POSITION	DEGREE HIGHEST ACHIEVED	NO. MONTH EMP	2022-2023 Salary	2023-2024 PROPOSED SALARY	% INCREASE PREVIOUS YEAR
VP - STUDENT SERVICES	FLEES, ELIZABETH	STUDENT AFFAIRS COORDINATOR		12	\$ 46,650.00	\$ 48,702.50	4.40%
VP - STUDENT SERVICES	OSBURN, JENNIFER	CAMPUS NURSE		12	\$ 42,992.77	\$ 45,142.41	5.00%
<b>AUXILIARY ENTERPRISE</b>							
ATHLETIC TRAINING	CRISSMAN, KAYLA	ATHLETIC TRAINER	MS	12	\$ 50,000.00	\$ 52,500.00	5.00%
ATHLETICS - ATH. DIR.	RENFRO, JOE	ATHLETIC DIRECTOR, HEAD WRESTLING COACH	MS	12	\$ 70,500.00	\$ 74,025.00	5.00%
ATHLETICS - ATH. DIR.	WELCH, BAILEY	ADMINISTRATIVE ASSISTANT- ATHLETIC DEPT.		12	\$ 24,440.00	\$ 25,662.00	5.00%
ATHLETICS - BASEBALL	WOLF, TERRY	ASSISTANT BASEBALL COACH		12	\$ 8,000.00	\$ 15,000.00	87.50%
ATHLETICS - BASEBALL	HERRING, KEITH	ASSISTANT BASEBALL COACH		12	\$ 8,000.00	\$ 15,000.00	87.50%
ATHLETICS - DANCE/CHEER	OPEN	DANCE/CHEER COACH		12	\$ 8,000.00	\$ 8,000.00	0.00%
ATHLETICS - DANCE/CHEER	HART, ANNA	DANCE/CHEER COACH		12	\$ 8,000.00	\$ 8,000.00	0.00%
ATHLETICS - E-SPORTS	OPEN	ASST. E-SPORTS COACH		12	\$ 8,000.00	\$ 15,000.00	87.50%
ATHLETICS - FOOTBALL	CRISSUP, ZACHARY	HEAD FOOTBALL COACH	BS	12	\$ 60,000.00	\$ 63,000.00	5.00%
ATHLETICS - FOOTBALL	LASSITER, EVAN	ASST. FOOTBALL COACH	MS	12	\$ 45,000.00	\$ 45,000.00	0.00%
ATHLETICS - FOOTBALL	THOMAS, MATHIS	ASST. FOOTBALL COACH	BA	12	\$ 45,000.00	\$ 45,000.00	0.00%
ATHLETICS - FOOTBALL	STAMMETTI, RICHARD	ASST. FOOTBALL COACH		12	\$ 32,000.00	\$ 32,000.00	0.00%
ATHLETICS - FOOTBALL	HEATHERLY, THOMAS	ASST. FOOTBALL COACH		12	\$ 8,000.00	\$ 15,000.00	87.50%
ATHLETICS - FOOTBALL	SIMPSON, RICHARD	ASST. FOOTBALL COACH		12	\$ 8,000.00	\$ 15,000.00	87.50%
ATHLETICS - FOOTBALL	VEGA, WILLIAM	ASST. FOOTBALL COACH		12	\$ 8,000.00	\$ 15,000.00	87.50%
ATHLETICS - MENS SOCCER	DUNCAN, MARSHALL	ASST. MENS SOCCER COACH		12	\$ 8,000.00	\$ 15,000.00	87.50%
ATHLETICS - RODEO	CARDER, ADDEE	ASST. RODEO COACH	MA	12	\$ 8,000.00	\$ 15,000.00	87.50%
ATHLETICS - SOFTBALL	BURNETT, BAILEY	HEAD SOFTB. COACH/RD MILLIGAN		12	\$ 27,500.00	\$ 28,875.00	5.00%
ATHLETICS - SOFTBALL	OPEN	ASST. SOFTBALL COACH		12	\$ 8,000.00	\$ 15,000.00	87.50%
ATHLETICS - VOLLEYBALL	OPEN	HEAD VOLLEYBALL COACH		12	\$ 15,000.00	\$ 22,880.00	52.53%
ATHLETICS - WOMENS SOCCER	KARLESKINT, FORTUNE	ASST. WOMENS SOCCER COACH	BS	12	\$ 8,000.00	\$ 15,000.00	87.50%
ATHLETICS - WRESTLING	MAY, DUSTIN	ASST. WRESTLING COACH		12	\$ 8,000.00	\$ 15,000.00	87.50%
BOOKSTORE	VANOVER, KATHRYN	BOOKSTORE MANAGER	AA	12	\$ 42,000.00	\$ 44,100.00	5.00%
BOOKSTORE	CAIN, EDGAR	BOOKSTORE CLERK		12	\$ 26,000.00	\$ 27,300.00	5.00%
HOUSING - DOBSON/HARRILL	VELE, JANETTE	HEAD RESIDENT DOBSON/ASST. VOLLEYBALL COACH		12	\$ 17,100.00	\$ 24,100.00	40.94%
HOUSING - DOBSON/HARRILL	JONES, SHILLALIE	HEAD RESIDENT HARRILL/ASST. WOMEN'S BASKETBALL COACH		12	\$ 17,100.00	\$ 24,100.00	40.94%
HOUSING - DOBSON/HARRILL	ROWLAND, JIM	HOUSING DIRECTOR/HEAD WOMEN'S BASKETBALL COACH	BS	12	\$ 49,064.24	\$ 51,517.45	5.00%



**SALARY RECOMMENDATIONS - FY 2023-2024**

DEPARTMENT	NAME	TITLE OR POSITION	DEGREE HIGHEST ACHIEVED	NO. MONTH EMP	2022-2023 Salary	2023-2024 PROPOSED SALARY	% INCREASE PREVIOUS YEAR
HOUSING - DYER HALL	SMITH, ENOCH	HEAD RESIDENT DIRECTOR DYER/ ASST. FOOTBALL COACH	BS	12	\$ 25,000.00	\$ 25,000.00	0.00%
HOUSING - RUSSELL HALL	EDWARDS, CHANDLER	HEAD RESIDENT DIRECTOR RUSSELL/ ASST. WRESTLING COACH	BS	12	\$ 17,100.00	\$ 24,100.00	40.94%
HOUSING - STUDENT COMPLEX	STOKES, VICKI	HEAD RESIDENT STUDENT HOUSING COMPLEX		12	\$ 20,010.02	\$ 22,880.00	14.34%
HOUSING - VANN HALL	MILLS, BLAKE	HEAD RESIDENT DIRECTOR VANN/ ASST. MENS BASKETBALL COACH		12	\$ 17,100.00	\$ 24,100.00	40.94%
WELLNESS CENTER	JACKSON, JEREMY	HEAD MEN'S BASKETBALL COACH, SAC COOR.	BS	12	\$ 42,000.00	\$ 44,100.00	5.00%
WELLNESS CENTER	BELL, LISA	AQUATICS COORDINATOR/HEAD WOMEN'S SOCCER COACH	MS	12	\$ 44,963.74	\$ 46,861.93	4.22%
<b>PLANT PROGRAMS</b>							
ADULT LITERACY GRANT	MARTIN, CHERYLE	DIRECTOR/INSTRUCTOR - ADULT LEARNING CENTER	MS	12	\$ 48,000.00	\$ 50,400.00	5.00%
ALLIED JOBS	JORDAN, MARY	CO-COORDINATOR - ALLIED JOBS PROGRAM		12	\$ 38,000.00	\$ 39,900.00	5.00%
ALLIED JOBS	SHAMBAUGH, ROBIN	CO-COORDINATOR - ALLIED JOBS PROGRAM (Delaware County)	BS	12	\$ 39,701.31	\$ 41,686.38	5.00%
CHILD DEV PRGRM	BROWN, SHARON	SCHOLARS FOR EXCELLENCE COORD.	BS	12	\$ 40,000.00	\$ 42,000.00	5.00%
STUDENT SUPPORT SERV.	BRIXEY, JULIE	DIRECTOR - STUDENT SUPPORT SERVICES	MS	12	\$ 52,000.00	\$ 54,600.00	5.00%
STUDENT SUPPORT SERV.	LONG, DONNIE	SUCCESS COACH		12	\$ 28,600.00	\$ 30,030.00	5.00%
STUDENT SUPPORT SERV.	CLAY, STACEY	ADVISOR	MS	12	\$ 38,000.00	\$ 39,900.00	5.00%
STUDENT SUPPORT SERV.	DUCKWORTH, ASHLEY	ACADEMIC SPECIALIST	MS	12	\$ 36,000.00	\$ 37,800.00	5.00%
TITLE III GRANT - PART F	VANOVER, ROCHELLE	SUPPORT RESOURCES COORDINATOR	BS	12	\$ 35,568.00	\$ 37,346.40	5.00%
UPWARD BOUND	CAWYER, CONNELL	ACADEMIC COORDINATOR	BS	12	\$ 35,620.00	\$ 37,401.00	5.00%
UPWARD BOUND	COMPTON, DAWN	DIRECTOR - UPWARD BOUND	MS	12	\$ 50,000.00	\$ 52,500.00	5.00%
UPWARD BOUND	OPEN	MENTOR		12	\$ 35,620.00	\$ 37,401.00	5.00%
TITLE III GRANT - NEW MAJORIT SNELL, SHANI		FACULTY SUPPORT SPECIALIST		12	\$ 40,000.00	\$ 42,000.00	5.00%



## **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).

### Healthcare Workforce Training -

Senate Bill 1188 became law and per its enactment, Northeastern Oklahoma A&M College will receive an ARPA grant in the amount of \$1,300,000 through the Health Care Workforce Training Commissions to support the nursing program. The funds will provide nursing faculty with market stipends, purchase new simulation lab equipment, and renovate existing space along with creating a new simulation lab. Board authorization is requested to expend grant funds, including payment of administrative allowances at year-end, according to grant guidelines.

### Oklahoma Department of Commerce FY 2024-

House Bill 1007 became law and per its enactment, Northeastern Oklahoma A&M College will receive \$250,000 through the Oklahoma Department of Commerce. These funds will be used for the NEO Arena at Synar Farm to assist with roof repairs. Board authorization is requested to expend grant funds, including payment of administrative allowances at year-end, according to grant guidelines.

### Upward Bound Grant FY 2024-

We have received notice from the US department of Education of the award for the TRIO Upward Bound program for Fiscal Year 2024. This award is the 2nd year of a 5 year grant for the period of September 1, 2022 through August 31, 2027. The announced allocation is \$348,982. The grant offers services to participants who reside in an impoverished three-counties in Northeastern Oklahoma and who attended one of 15 target high schools. All grant services and activities are targeted on the motivation and skills necessary to succeed in education beyond high school. Board authorization is requested to expend grant funds, including payment of administrative allowances at year-end, according to grant guidelines.

### Federal Awards for Campus-Based Student Financial Aid Programs FY 2024-

The federal government has advised us of our tentative awards for the Supplemental Education Opportunity Grant (SEOG) in the amount of \$100,490 and the Federal Work Study (FWS) elements of the Student Financial Aid (SFA) program for \$150,989 for Fiscal Year 2024. These award amounts are the minimum grant amounts and are unchanged from previous years. Although these awards are tentative and subject to revision, experience has been that revisions are rare and minimal. Board authorization is requested to expend funds, including payment of administrative allowance at year-end, according to the financial aid program guidelines.

Adult Education & Family Literacy Grant Allocation FY 2024-

We have received notification from the Oklahoma Department of Career and Technology Education of our allocation for the Adult Education & Family Literacy Grant for Craig, Delaware and Ottawa Counties. The allocation for Fiscal Year 2024 is \$127,945. These funds are used for the operation of an on-campus Adult Literacy Center that provides GED and HiSET test preparation, testing for any Oklahoma and/or bordering state residents as well as ESL (English as a Second Language/English Immersion) classes. Board authorization is requested to expend funds, including payment of administrative allowances at year-end, according to grant guidelines.



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

1. Board authorization is requested to approve Fiscal Year 2024 clinical facilities for Health Science Programs.

### Associate Degree Nursing:

- Access Family Care – Neosho, MO
- Carter Healthcare (Fast Track - Kansas Site) – Oklahoma City, OK
- Cherokee Nation Health Services- Tahlequah, OK
- CSS Early Learning Center- Webb City, MO
- Davita Tri-State Dialysis Center- Miami, OK
- Freeman Health System- Joplin, MO
- Good Shepherd Hospice- Grove, OK
- Grand Head Start (Through Jay Public Schools)- Jay, OK
- Grove Christian Med Clinic, Inc.- Grove, OK
- Grove Public Schools- Grove, OK
- Integris Health Inc.- Miami, OK
- Mercy Hospital- Joplin, MO
- Miami Public Schools- Miami, OK
- Northeastern Tribal Health System- Miami, OK
- Oklahoma Forensic Center- Vinita, OK
- Oklahoma State Department of Health- Oklahoma City, OK
- Saint Francis Hospital- Vinita, OK
- Tahlequah Hospital- Tahlequah, OK
- Windridge Nursing and Rehabilitation Center- Miami, OK
- Willow Crest Hospital- Miami, OK
- Vinita Public Schools- Vinita, OK

### Medical Laboratory Technician Program:

- Choctaw Nation - Oklahoma
- Diagnostic Laboratories of Oklahoma
- Fredonia Regional Hospital – Fredonia, KS
- Freeman Health System – Joplin, MO
- Mercy – Carthage, MO
- Norman Regional Hospital – Norman, OK
- St. Francis – Vinita OK
- Lab Corp - Tulsa OK
- Baptist Health – Ft. Smith
- McCurtain Memorial – Idabel, OK
- Texas Health – Ft. Worth, TX
- Ozark Community – Gravette, OK
- Labette Health – Parsons, KS

### Physical Therapist Assistant Program:

- Advanced Physical Therapy—Derby, KS (Outpatient)
- Ascension Via Christi Hospitals Wichita- Wichita, KS (Inpatient- Rehab)
- Derby Health & Rehab- Derby, KS (SNF)
- Elevate Pediatric Therapies- Claremore, OK (Pediatrics)
- Emerald Care Claremore- Claremore, OK (SNF)
- Freeman Hospital Joplin, MO (Inpatient- Rehab)
- Freeman Sports & Rehab- Joplin/ Carthage, MO (Outpatient)
- Freeman Hospital Neosho, MO (Outpatient)
- Fyzical Therapy and Balance Centers SWMO- Joplin, MO (Outpatient- Neuro)
- Girard Medical Center- Girard, KS- (Inpatient)
- Hillcrest Tulsa Kaiser Rehab- Tulsa, OK (Inpatient)
- Integris Hospital - Miami/ Grove, OK (Outpatient/ Inpatient/ Pediatrics)
- Landmark Acute Care Hospital- Joplin (Acute-Inpatient)
- Mercy Joplin, MO (Outpatient/ Outpatient-Neuro/ Inpatient)
- Mercy Ortho 4 States- Galena, KS (Outpatient)
- NEO Orthopedics -Miami/ Vinita, OK (Outpatient)
- NEO Orthopedics- Heartsworth & Eastwood- Vinita/ Commerce, OK (SNF)
- Northeastern Health Systems- Tahlequah General Hospital (Inpatient)
- Northeastern Tribal Health Center- Miami, OK (Outpatient)
- Ozarks Community Hospital- Gravette, AR (Inpatient)
- Pinamonti Physical Therapy & Wellness Center- Pittsburg, KS (Outpatient)
- Per4mance Physical Therapy- Claremore, OK (Outpatient)
- Sovereign Health- Wildwood- Joplin, MO- (SNF)
- St. Francis Hospital- Vinita, MO (Outpatient)
- St. Mary's Medical Regional Center- Enid, OK (Inpatient)
- TMC- Galena Nursing Center- Galena, KS (SNF)
- TMC- Montgomery Place- Independence, KS (SNF)
- TMC- Quaker Hills Skilled Nursing- Baxter Springs, KS (SNF)



## J - PURCHASE REQUESTS –

- 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.

<b>Yearly Purchase orders FY 24</b>	<b>Supplier</b>	<b>Yearly Amount</b>
Food Service	Sodexo	\$1,945,000.00 *
Custodial Service	AHI	\$638,677.20 *
Shared Services (Pro Rated Board Cost, IT licenses, ERP)	Oklahoma State University	\$500,000.00
Insurance Coverage/Property/Fleet/Service	OMES-Risk Management Division	\$405,000.00
Fuel Card- State Contract	ComData	\$90,000.00

\* Renewable annually based on mutal agreement

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

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

## Northeastern Oklahoma A&M College

College/University from which Request for Interim Approval Originated

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

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

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

Board authorization is requested for a "Special Request" for NEO to use the lowest bidder (vendor - Pittsburg Interiors) rather than going out to for public sealed bids for stair tread replacement in Dobson/Harrill Hall as part of the renovations in that space.

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

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

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

The improvements cannot be completed by the vendor before school starts this fall if NEO is required to seek public sealed bids.  
 The purchase order must be issued this week to meet installation deadlines.

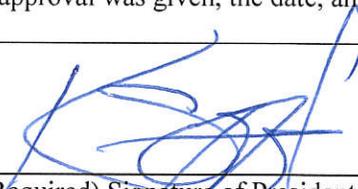
- 3. State the actual cost or best estimated cost required to complete the action for which interim approval is requested. \$ 58,345

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

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

- 6.

\_\_\_\_\_  
 (Optional) Signature of Requesting Administrator

  
 \_\_\_\_\_  
 (Required) Signature of President

\_\_\_\_\_  
 Date

6/5/23  
 \_\_\_\_\_  
 Date

=====

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

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

REMARKS:

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

REMARKS:



Jason Ramsey  
 06/06/2023 13:04 CDT

\_\_\_\_\_  
 Signature of the Chief Executive Officer or  
 his designated representative

\_\_\_\_\_  
 Date



**J - PURCHASE REQUESTS –**

1. Board authorization is requested to solicit competitive bids or use state contracted suppliers to award contracts and purchase equipment for various projects on campus. Funding for these expenditures will come from legally available funds.
  - Student Activity Center – HVAC Chiller – Estimated Cost \$200,000
  - Synar Farm Arena – Roof repair/replacement – Estimated Cost \$400,000
  - Nursing Science Building – Roof repair/replacement – Estimated Cost \$200,000
  - Nursing simulation lab equipment – Estimated Cost \$850,000

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.



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

1. Out-of-state travel summary for April and May 2023.

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

Apr-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	7	Amount Expended (7)	No. Trips (3)	Amount Expended (3)	No. Trips (29)	Amt. Exp Current FY (29)	No. Trips (17)	Amt. Exp Prior FY (17)
Revolving	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
State Approp. (290)	3	\$1,188.21	1	\$956.31	24	\$8,668.97	7	\$2,909.86
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)	2	\$713.12	3	\$1,046.39	10	\$22,084.12	14	\$11,775.20
Other	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
<b>Total</b>	<b>5</b>	<b>\$1,901.33</b>	<b>4</b>	<b>\$2,002.70</b>	<b>34</b>	<b>\$30,753.09</b>	<b>21</b>	<b>\$14,685.06</b>

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

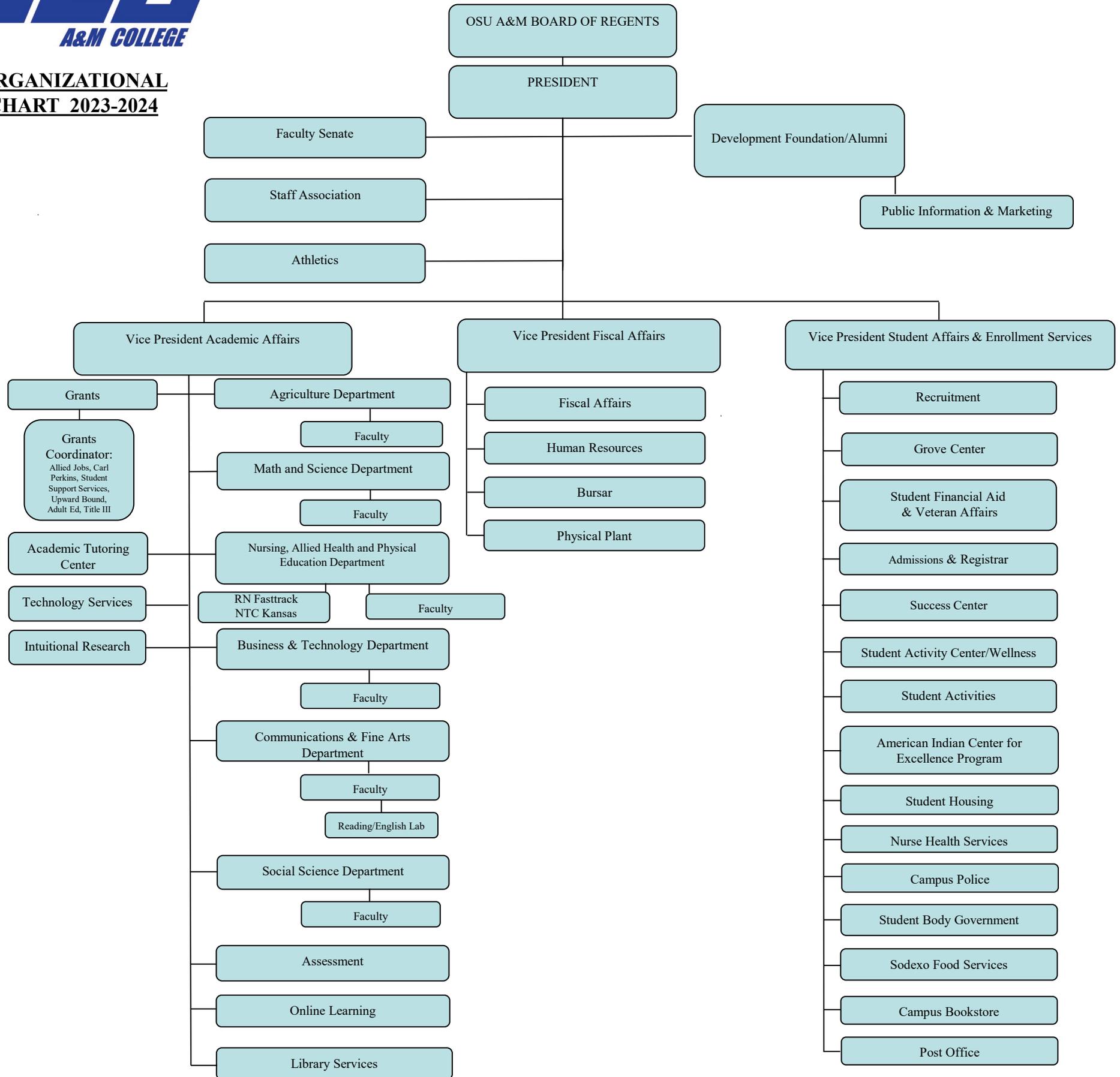
May-23

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	7	Amount Expended (7)	No. Trips (3)	Amount Expended (3)	No. Trips (29)	Amt. Exp Current FY (29)	No. Trips (17)	Amt. Exp Prior FY (17)
Revolving	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
State Approp. (290)	2	\$2,739.37	2	\$905.47	26	\$11,408.34	9	\$3,815.33
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)	1	\$588.38	0	\$0.00	11	\$22,672.50	14	\$11,775.20
Other	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
<b>Total</b>	<b>3</b>	<b>\$3,327.75</b>	<b>2</b>	<b>\$905.47</b>	<b>37</b>	<b>\$34,080.84</b>	<b>23</b>	<b>\$15,590.53</b>

**ORGANIZATIONAL  
CHART 2023-2024**



#### **IV. CONNORS STATE COLLEGE, WARNER, OKLAHOMA**

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

President Ramming thanked Regent Callahan for his service as Chair of the Board for the past year. He said he has personally benefitted from Chair Callahan's mentorship. He also congratulated Regent Taylor on his reappointment to the Board.

President Ramming recognized Mr. Greg Gardner, who has served as the Interim Vice President of Academic Affairs at CSC since January. He expressed appreciation to Mr. Gardner for his service in that role, stating he did a wonderful job and accomplished a lot.

He expressed appreciation to Ms. Russell and Ms. Gholson for their hard work during the legislative session. He said their efforts were extremely effective. He also commended President Stafford for his idea of forming the rural two-year community college caucus. He believes it was very effective for communicating the needs of the rural colleges and their students to the legislators.

President Ramming then highlighted various stories of interest from the *Connors Connection*, including an article introducing CSC's new Vice President of Academic Affairs, Chris McBeath, to be effective July 1, 2023. He said summer enrollment at CSC increased by around 8 percent. Fall enrollment is also trending upward, though he does not yet have a firm estimate to present.

##### D-1 Approval of personnel actions

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

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

##### E-1 Approval for off-campus delivery of courses for the summer 2023 semester

Regent Callahan said CSC has offered these types of courses for many years and noted enrollment was greatly impacted during the COVID-19 Pandemic. He asked if this request for off-campus course delivery signals a return to normal for these programs. President Ramming said yes, and invited Mr. McBeath to comment. Mr. McBeath said this does represent a return to normal. The Dr. Eddie Warrior Correctional Center has high enrollment numbers of around 250 students and all classrooms are full. The Jess Dunn Correctional Center added 40 applicants in the past week. This means operations are trending back to normal very quickly. Mr. McBeath said these programs

recently held their largest graduation ceremonies ever. President Ramming said CSC awarded 25 associate degrees at that ceremony.

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

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

#### F-1 Approval of CSC's proposed FY 2024 Budgets

President Ramming expressed appreciation to CSC's Vice President of Fiscal Services, Mr. Mike Lewis, and his team for all their hard work on the budget. The administration feels this is a conservative budget, allowing for a small surplus at the end of the year. CSC is not implementing any tuition or fee increases; the only increase in cost to students is a 5 percent increase in room and board rates. He noted the budget includes significant raises for faculty and small raises for staff.

P&B Committee Chair Walker said the committee met with the CSC administration to consider the proposed budgets for FY 2024 for CSC and acted to recommend Board approval of the budget proposal. (The FY 2024 budget documents for CSC are collectively on file in the Board of Regents' Office as Doc. No. 3-6-16-23.)

Regent Walker moved that the Board conditionally approve all elements of the budget as presented by the CSC administration, including any recommendations on salary and wages, changes in room and board rates, and proposed tuition and/or fees, subject to the correction of any errors in the preparation of the budget documents and any pending future budget decisions and personnel actions. Regent Baetz seconded the motion.

Regent Callahan reiterated CSC has no increase in tuition or fees for FY 2024, and the small increase in room and board rates was due to increased costs from the College's food service provider, Sodexo. President Ramming confirmed. This is the third year in a row CSC has not asked for a tuition increase.

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

H-1 Approval to enter Deposit Agreement with the City of Muskogee Parks & Recreation/Love Hatbox Sports Complex for use of the facility

President Ramming thanked Mr. Gaylan Towle II, Assistant General Counsel in the Board's Office of Legal Counsel (OLC), for his assistance with this agreement, which will allow CSC to play its soccer games in Muskogee for the foreseeable future. Adding a soccer pitch (field) to the CSC campus is too great of an expense for the College at this time. This agreement also gives CSC an opportunity to host activities in Muskogee. He believes this arrangement will work well.

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

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

J-1 Approval of FY 2024 purchase orders over \$75,000

President Ramming wanted to note the cost of CSC's property insurance through Oklahoma Management and Enterprise Services (OMES) Risk Management Division is just under \$261,000 for FY 2024, which is nearly all of the College's performance funding. Property insurance rates for all the institutions are increasing at a frightening rate. Chair Callahan asked how often CSC makes a property insurance claim. Mr. Lewis said claims happen approximately every two years. CSC's insurance deductible is \$25,000, but there aren't many claims that exceed that amount.

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

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

K-1 Approval of revised CSC Student Handbook

AAPP Committee Member Taylor said the Committee met with the CSC administration regarding this Item and acted to recommend Board approval. (The revised CSC Student Handbook is on file in the Board of Regents' Office as Doc. No. 4-6-16-23.)

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

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

June 16, 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. Enrollment Report

## **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 off-campus delivery of the attached courses for the summer 2023 semesters. (Reference Document E-1)

## **F - BUDGETARY ACTIONS-**

1. Board approval is requested for CSC proposed fiscal year 2024 Budget FY 2024 budgetary items include: E&G Budget Parts I and II, Auxiliary Enterprises Budget, and Salary Recommendations, Fee increase in dorm board meal plans. The following budget documents are collectively attached as Reference Document F-1: (Fiscal Year 2024 Executive Summary and Proposed Budget, Fiscal Year 2024 Salary Recommendations, provided under separate cover)

**G - OTHER BUSINESS AND FINANCIAL MATTERS- None**

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

1. Board approval is requested to enter the attached Deposit Agreement with the City of Muskogee Parks and Recreation/Love Hatbox Sports Complex for use of the Facility. This agreement has been reviewed by our Office of Legal Counsel. (Reference Document H-1)

**I - NEW CONSTRUCTION OR RENOVATION OF FACILITIES-None**

**J - PURCHASE REQUESTS**

1. Board approval is requested for FY 2024 purchase orders over \$75,000. (Reference Document J-1)

**K - STUDENT SERVICES/ACTIVITIES**

1. Board approval is requested for the revised CSC Student Handbook. The handbook has been reviewed by our Office of Legal Counsel. (Reference Document K-1)

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

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

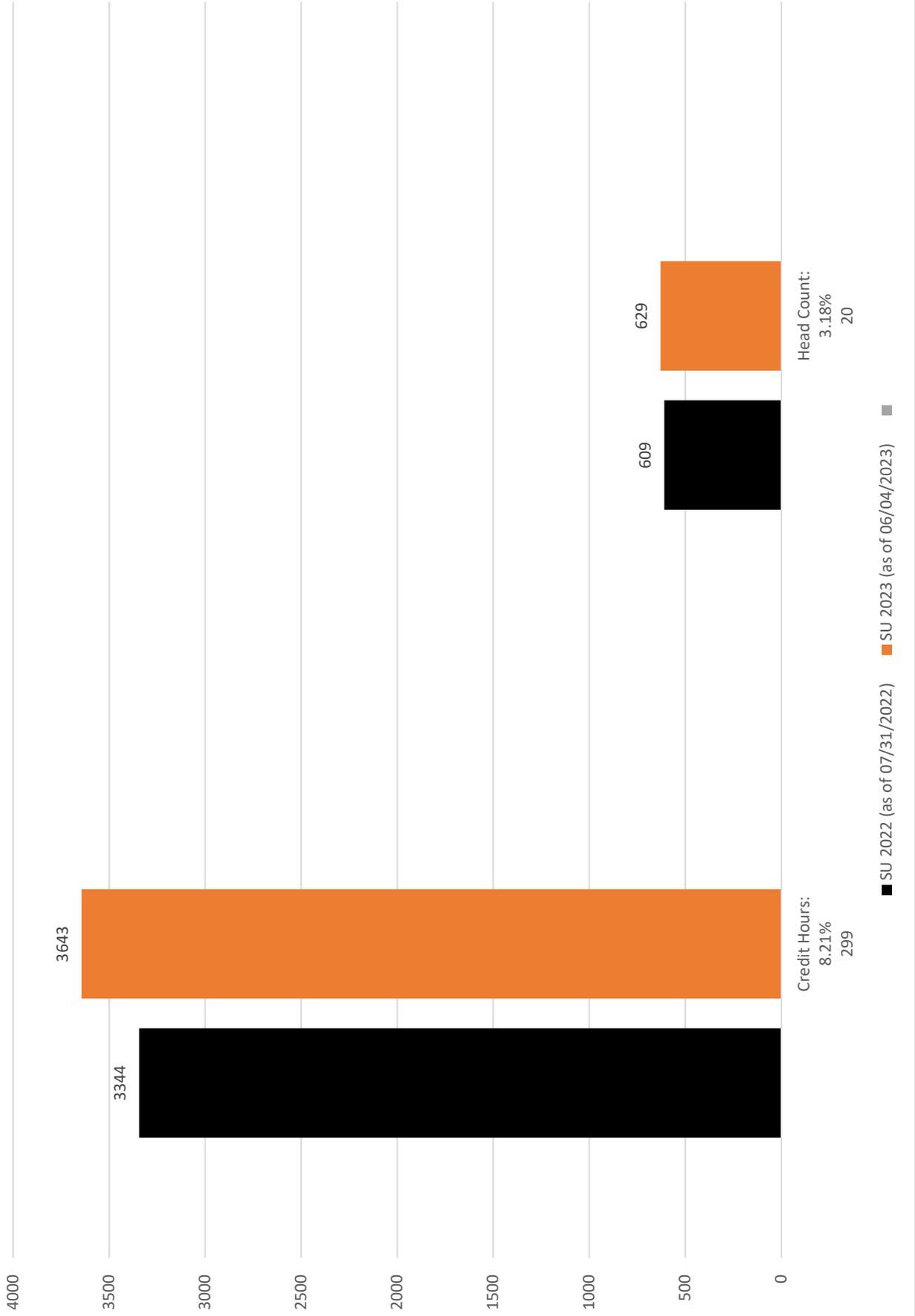
1. Out-of-State Travel for April and May 2023 (Reference Document M-1)
2. Organizational Chart (Reference Document M-2)

Respectfully submitted,



Dr. Ronald S. Ramming  
President

# Summer Enrollment Comparison





## 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
Blackwell, Grace	Director of Recruitment	7/1/2023	\$47,000.00
Staten, George	Instructor of English	8/1/2023	\$45,154.45
McElhaney, Rachael	Instructor of English	8/1/2023	\$37,329.30
Abraham, Joyti	Instructor of Biology	8/1/2023	\$47,881.90
Fabion, Sarah	Instructor of Chemistry	8/1/2023	\$36,091.45
Stout, Tosha	Registrar	6/1/2023	\$52,500.00

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

No Changes



## Summer 2023 Off-Campus Courses

### **Jess Dunn Correctional Center**

Intro to Environmental Science  
Principles of Management  
Academic Literacy  
Mathematics Readiness  
American Federal Government  
New Testament Survey  
Introduction to Counseling  
Social Problems

### **Eddie Warrior Correctional Center**

Introduction to Environmental Science  
Principles of Management  
Fundamentals of Computer Usage  
Academic Literacy  
History of the U.S. Since 1865  
Mathematics Readiness  
American Federal Government  
Intro To Social Psychology  
New Testament Survey  
Introduction to Counseling  
Social Problems  
Introduction to Oral Communication

**FY24**

<b>RESIDENT BOARD PLANS 2023 - 2024 (PRICED PER SEMESTER)</b>			
200 Block Meals (50 cowboy bucks)	1586.55	H003	20100
175 Block Meals (50 cowboy bucks)	1465.80	H004	20100
50 Block Gap ( <b><u>RESTRICTIONS APPLY</u></b> )	418.95	H005	20100

**FY23**

<b>RESIDENT BOARD PLANS 2022 - 2023 (PRICED PER SEMESTER)</b>			
200 Block Meals (50 cowboy bucks)	1511.00	H003	20100
175 Block Meals (50 cowboy bucks)	1396.00	H004	20100
50 Block Gap ( <b><u>RESTRICTIONS APPLY</u></b> )	399.00	H005	20100

## LOVE HATBOX RESERVATION DEPOSIT AGREEMENT

**THIS RESERVATION DEPOSIT AGREEMENT**, made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between \_\_\_\_\_ and City of Muskogee Parks and Recreation/Love-Hatbox Sports Complex (LHBX) of 3601 Arline Ave., Muskogee, Oklahoma 74401 and \_\_\_\_\_ whose current address is \_\_\_\_\_ the ("Licensee").

NOW, THEREFORE, in consideration of the foregoing and the mutual promises, covenants, and agreements herein contained, the parties hereto, intending to be legally bound, hereby agree as follows.

1. **Use of the Facility.**

LHBX hereby grants to Licensee, upon the terms and conditions hereinafter expressed, a license to use the \_\_\_\_\_ of the LHBX Facility, for the purpose of \_\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_, 2023. See Exhibit B for exclusion dates. (Initial and date per exclusion).

2. **License Fee, Ticketing and Housing Bureau.** In consideration of the grant of the license described above, Licensee shall pay to the LHBX a license/reservation fee of \$\_\_\_\_\_. Except as may be otherwise provided herein, the license fee is non-refundable. This fee must be paid prior to the opening of the fields for the use described in section one, use of the facility.

3. **Advance Deposit Fee and Payment Terms.** Licensee will pay to LHBX Parks and Recreation **\$ 250.00 (non-refundable fee to secure event dates)** of the License fee, upon execution of this Reservation Deposit Agreement by Licensee. The balance of the fees (TBD upon event end) \_\_\_\_\_ (**Reservation Deposit applied to total fee due.**)

4. **Additional Fees and Charges.** Licensee understands that the above fees are for use of the specific areas of the Facility described above and do not include charges for parking lot exhibits or any additionally requested services or materials, including but not limited to: equipment, personnel, utilities, security, catering, communications. Licensee shall refer to this Agreement, Licensee's event resume (completed Event Hosting Agreement), and event planner's guide, which are incorporated herein by reference, regarding other services and their attendant fees and charges. See addendum for LHBX's additionally requested services fee structure.

5. **Term of License.** The license granted herein is effective upon the signature of LHBX. The Use License Agreement must be returned fully executed by an authorized officer of Licensee accompanied by the appropriate advance fee(s) on or before the deadline date set forth below. Failure of Licensee to ensure delivery of an executed Agreement to LHBX by: \_\_\_\_\_, may result in Licensee's loss of scheduled event dates.

6. **Event Coordination.** Licensee shall, as required by LHBX, complete an LHBX Event Hosting Agreement. This event planning and coordination document sets forth Licensee's requirements regarding: space layout and set-up, event hours and dates, attendees, seating, equipment needs, parking, security, loading/unloading needs, utilities, telecommunications, catering and audio/visual equipment. Upon completion and signature of the event resume by Licensee and approval and acceptance by the Licensor, Licensee's event resume shall become an amendment to this Agreement.

7. **Catering/Novelty Sales.** Food and beverage services shall be provided exclusively by the LHBX/Parks and Recreation concession operation. Except as approved by the Licensor, Licensee shall not bring any food or beverages, alcoholic or non-alcoholic, onto the facility premises. Licensee further

understands that the Licensor reserves the right to conduct merchandise and food sales on the Facility premises during Licensee's event. Such sales may, in the sole discretion of Licensor be accomplished through Licensor's staff or by third parties of Licensor's choice. Licensee upon request and approval, may be granted right's to sell merchandise and/or non-competing food sales during Licensee's event. Upon approval applicable Permit and License fees may apply. Notwithstanding anything to the contrary contained herein, Licensor shall not acquire any right to sell or otherwise use anything bearing Licensee's marks and indicia ("Licensee's Marks") without the prior written approval of Licensee. Licensor recognizes and acknowledges the proprietary right of ownership of Licensee's Marks and that any use of such Marks by Licensor shall not create or vest in Licensor any right, title, or interest therein. All uses of Licensee's Marks shall inure to the benefit of Licensee.

8. **Parking.** Except as set forth in Licensee's event resume, the Licensor hereby expressly reserves all parking rights to itself. No parking on sidewalks, grass, or pedestrian walkway.

9. **Security.** If and only to the extent permitted by applicable law, Licensee is responsible for all security for the licensed premises as set forth in the event planner's guide and the Licensee's event resume. Licensee understands that the Facility's contractor is the exclusive provider of security for all events.

10. **Common Areas/Other Uses.** Licensee understands and agrees that common areas of the Facility, including but not limited to, any exterior and loading docks are not included in the licensed premises. The Licensor may, at its sole discretion allow others: (1) access to and use of the common areas and (2) use the facilities and equipment of the Facility not currently being used by Licensee. Licensee shall not unreasonably interfere with or disrupt any other authorized access or use, and shall comply with the LHBX's directives issued for the purpose of ensuring the concurrent uses of the Facility by Licensee and others.

11. **Maximum Attendance.** Licensee shall not admit to the premises a larger number of persons than the maximum number of persons allowed by the local and state laws and regulations. The decision of the Licensor with respect to safe occupancy and capacity of the Facility shall be final.

12. **Lost Property.** The Licensor reserves exclusive right to collect and have custody of articles left or lost at the Facility or on the Owner's premises, including the licensed premises, by persons attending Licensee's event, except Licensee shall retain all its rights and interest to any property owned by Licensee. Licensee shall not collect or interfere with the collection or custody of such articles.

13. **Evacuation.** The Licensor reserves the right, in its sole discretion, to order the evacuation of the Facility, or any portion thereof, when deemed necessary to preserve the safety, health and welfare of the public.

14. **Restrictions.** Common areas of the Facility, including but not limited to entrances, passages, halls, corridors, stairways, elevators, escalator, walkways and exits shall not be obstructed by Licensee, its officers, agents, employees, sub-contractors or invitees, nor used by them for any purpose other than ingress or egress, or that which is specifically authorized in writing by Licensor. Licensee shall not use, nor permit the licensed premises to be used, for any purpose in violation of any law or ordinance or in any manner that will constitute a nuisance, nor for any hazardous purpose.

15. **Rules and Regulations.** Licensee shall abide by and conform to all Facility rules and regulations, including, but not limited to, those attached hereto as **"Exhibit A."**

16. **Compliance with Law.** Licensee shall comply with all applicable federal and state statutes and regulations and local ordinances, and all rules and regulations of the police and fire departments or other departments of the City of Muskogee, and agrees to obtain and pay for all necessary permits and licenses which may be required for the promotion and presentation of the event or program described in Numerical Paragraph 1 herein. Licensee will not do, nor suffer to be done, anything on the Facility premises during the term of this Use License Agreement in violation of any such laws, ordinances, rules or regulations. Upon notice thereof, Licensee hereby agrees to desist and to cause such violation to be immediately corrected.

17. **Defacement.** Licensee shall not do, cause or permit anything to be done that may injure or deface the Facility, the premises or any equipment or furnishings therein. Licensee will not attach nails, hooks, tacks, screws, tape or any other device to any part of the Facility or premises and will not make or allow to be made any alteration of any kind to the premises without the expressed written consent of Licensor.

18. **Damage to Premises.** In the event the premises or any portion of the Facility or any equipment or material contained therein is damaged by Licensee, its officers, agent, employees, sub-contractors, invitees or any other person admitted to the premises by Licensee, and if and only to the extent permitted by applicable law, Licensee shall pay to Licensor upon demand such sum as shall be necessary to restore same to its pre-license condition. Further, if and only to the extent permitted by applicable law, Licensee hereby assumes full responsibility for the character, acts, and conduct of all persons admitted to the licensed premises or any portion of the Facility by the consent of Licensee or by or with consent of any person acting for or in behalf of Licensee.
19. **Force Majeure.** If the Facility is damaged from any cause whatsoever or if any casualty or unforeseeable cause beyond the control of Licensor, including, without limitation, acts of God, fires, floods, epidemics, quarantine restrictions, strikes, failure of public utilities, or unusually severe weather, prevents occupancy and use, or either, as granted in this Agreement, Licensor is hereby released by Licensee from any damage so caused thereby.
20. **Relocation.** In the event of circumstances beyond the Licensor's control, and if comparable space is available, the Licensor reserves the right to relocate Licensee's event from the licensed premises to another space within the Facility that will allow the Licensor to fulfill its obligations hereunder.
21. **Limitation of Liability.** In no event shall the Licensor incur any liability for special, incidental or consequential damages.
22. **Insurance.** Licensee, as a state agency of the State of Oklahoma, is self-insured. Liability coverage is provided under the State of Oklahoma Governmental Tort Claims Act, 51 O.S. § 151 et seq., and Licensee shall be liable only to the limits provided in such Governmental Tort Claims Act. Licensee is prohibited by applicable law from naming other parties as additional insureds, and nothing in the Agreement shall obligate Licensee to do so. Licensee shall also maintain and keep in force at all times during the term of this Agreement applicable workers' compensation coverage for all Licensee's employees, as required by applicable law.
23. **Copyright Liability.** Licensee represents and warrants that all copyrighted or trademarked material to be displayed or performed at the Facility by Licensee has been duly licensed or authorized by the copyright or trademark owner(s) or authorized representative(s) of the owner(s), that all applicable royalties have been or will be paid. Licensee shall supply, within ten (10) days of the LHBX's written request, written documentation as evidence of Licensee's lawful right to display or perform copyrighted or trademarked material.
24. **Broadcast Rights.** Licensee shall have the exclusive and complete control of, title to, and right of copyright to all audio and/or visual streaming broadcasts of all Licensee's events which originate from the licensed premises during the term hereof.
25. **Admission Taxes and Fees.** Licensee understands that the State of Oklahoma, Muskogee County and the City of Muskogee may require hospitality fees on any and all ticketed events and, if required, any said taxes and fees must be collected and remitted to the appropriate entity as prescribed by law.
26. **Default and Remedies.**

Licensee shall be declared to be in default if Licensee:

- (a) Fails to perform or comply with any of the terms and conditions of this license;
- (b) Fails to use the premises in the manner and for the purpose set forth in Numerical Paragraph 1 herein;
- (c) Except as authorized by the city in a written amendment to this license, postpones, reschedules, or changes the nature or type of event, before or during the license period;
- (d) Is adjudged bankrupt or insolvent, files or consents to the filing of a petition in bankruptcy under federal or state law, applies for or consents to the appointment of a receiver for its assets, makes a general assignment for the benefit of creditors, fails to pay its debts as they become due, or does anything which, under the applicable provisions of the federal bankruptcy code would permit a petition to be filed by or against Licensee.

Upon Licensee's default, LHBX may take any or all of the following actions:

1. Provide written notice to Licensee of the default and afford Licensee an opportunity to cure said default within the time period set forth in the notice. However, Licensor's failure to provide such notice or opportunity to cure shall not impair the rights of LHBX or Owner;
2. Require Licensee to provide reasonable security for its obligations;
3. Revoke this license and terminate the license period.
4. Take exclusive possession of the licensed premises;
5. Retain all fees paid by Licensee;
6. Apply any sums held by the city for Licensee to satisfy Licensee's obligation;
7. Sue Licensee to recover any fees due and damages sustained by the Licensor;
8. And, exercise such other remedies as may be available to the Licensor, whether in law, equity or otherwise set forth in this license.

27. **Property Interest.** Licensee understands and agrees that this license does not confer any right, title or interest in the licensed premises, its facilities or equipment, but merely grants licensee a personal privilege revocable on the terms outlined herein.

28. **Inclement Weather.** Should inclement weather prevent an event from occurring on the scheduled date, the Licensor will reschedule the date and all fees, as well as, cancellation policies will apply. Your event will be rescheduled, not cancelled. Thus, we can't process refunds for events that must be rescheduled due to weather. We pre-purchase materials for your event based on preregistrations and thus, refunds cannot be offered. Events will be rescheduled based on the availability of our schedule and the host's schedule. We will give you the highest priority for rescheduling as possible. We cannot guarantee the reschedule date will work with every one of your attendees. We do not give refunds or reschedule for

no-shows, cancellations or misses due to illness or any other reason.

28. **Cancellation by Licensee.** Should Licensee cancel its event or fail to perform its obligations hereunder, the measure of damages shall be Licensee's advance deposit fee, the license fee and any other fees or charges that are due at the time of cancellation. If and only to the extent permitted by applicable law, Licensor shall have no duty to mitigate Licensee's damages by re-licensing the premises. However, if in the normal course of business Licensor is able to re- license the premises for the cancelled term, fees generated there from will be used by the city to offset Licensee's damages.

29. **Surrender of Premises.** Licensee shall quit and surrender the licensed premises and all equipment contained therein to Licensor on or before the end date in the same condition as on the start date, normal wear and tear excepted.

30. **Market Research.** Licensee understands and agrees that the city may, from time to time, conduct market research by conducting interviews or providing survey forms to invitees, exhibitors, vendors, or promoters. Licensee shall not hinder such research by the licensor or its contractor, designee or agent.

31. **Assignment.** Licensee shall not assign, transfer or sublease its interest herein without the prior written approval of Licensor.

32. **Responsibility.** As a state agency of the State of Oklahoma, Licensee is prohibited by applicable law from indemnifying other parties or holding such other parties harmless. If and only to the extent permitted by applicable law, Licensee agrees to be responsible for the negligent acts of its employees, agents, representatives, divisions, and affiliates that arise out of or are related to the performance of its obligations under the Agreement.

33. **Binding Effect.** All negotiations, considerations, representations and understandings between the parties with respect to this Agreement have been reduced to writing and are incorporated herein, shall be binding on the parties, their respective heirs, successors and assigns, and cannot be waived by any oral representations unless the same be reduced to writing, signed by the parties or their duly authorized agent(s) and incorporated herein.

34. **Waiver.** No waiver by the Licensor of any default shall operate as a waiver of any other default, or of the same default on a future occasion. No delay or omission by either party in exercising any right or remedy shall operate as a waiver thereof, and no partial exercise of a right or remedy shall preclude any other or future exercise thereof, or the exercise of any other right or remedy.

35. **Severability.** If any provision contained in this Agreement is held invalid, illegal, or unenforceable, all remaining provisions shall continue in full force and effect.

36. **Headings.** The headings of the section contained herein are for convenience only and do not define, limit, or construe the contents of such sections or this Agreement.

37. **Governing Law.** The parties agree that this Agreement shall be construed under the laws of the State of Oklahoma. An acceptance shall occur when both parties are in possession of an original Agreement and attachments, of any, or conformed copies, signed by the other party. If a fax transmittal issued by either party, then a conformed fax copy shall subsequently exchange signed copies of the Agreement and attachment(s), if any, in duplicate original so that each party shall have a signed document, either of which shall be deemed an original.

This agreement is based on the following provisions:

1. Licensee must submit a request in writing with practice days/times, and home games days/times to LHBX/Muskogee Parks and Recreation.
2. Licensee must provide any additional requests in writing, including but not limited to additional services, materials, equipment, maintenance, field striping, etc.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS USER LICENSE AGREEMENT BY THEIR DULY AUTHORIZED REPRESENTATIVE, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.  
 Licensee agrees to pay deposit to reserve field.

**LICENSEE:** \_\_\_\_\_

BY: \_\_\_\_\_  
(AUTHORIZED SIGNATURE - LICENSEE)

PRINTED NAME: \_\_\_\_\_

WITNESS: \_\_\_\_\_  
(REQUIRED)

**LICENSOR: City of Muskogee Parks and Recreation Department  
Love-Hatbox Sports Complex**

BY: \_\_\_\_\_  
(Authorized Signature – Licensor)

WITNESS: \_\_\_\_\_  
(REQUIRED)

## EXHIBIT A

### LOVE-HATBOX SPORTS COMPLEX RULES AND REGULATIONS/CODE OF CONDUCT

#### COMPLEX RULES OF REGULATIONS

1. Any person or persons violating the established Rules and Regulations or constituting a public nuisance at minimum will be asked to leave the Facility.
2. Misuse of the Facility or failure to abide by rules and regulations shall constitute refusal for future use.
3. The City has the right to terminate a tournament/event at any time due to violations of rules.
4. Everyone is reminded to show proper respect to all others. This includes umpires, referees, players, spectators, and all tournament officials.
5. Handicap parking must be respected. Vehicles parked illegally will be towed at owner's expense.
6. RV Parking is available on the Hatbox RV site located on the south side of the complex. \$25/day or night fee for use.
7. Parents are never to leave children unattended. Children must be under adult supervision at all times. Do not send children to the concession, restroom, or parking lot without supervision.
8. Illegally parked vehicles will be towed at the owner's expense.
9. Parking lot speed limit is 5 mph.
10. All cars should be locked. Owner and Manager are not responsible for lost or stolen items or for damage occurred by hit, thrown, or moving objects.
11. The following are strictly prohibited on the Love-Hatbox Sports Complex premises:
  - Alcohol, smoking, and tobacco products of any kind including cigarettes and cigars.
  - Smoking equipment and paraphernalia including pipes, vaping, and juuls.
  - Illegal narcotics and drugs of any kind.
  - Pets of any kind with the exception of animals trained and used for handicap assistance
  - Glass bottles and containers.
  - Inappropriate language, actions, comments, sportsmanship, or gestures of any kind. Including chanting or cheers deemed inappropriate.
  - Violent or threatening language, actions or behavior.
  - Littering.

#### LOVE HATBOX SPORTS COMPLEX – PARENT CODE OF CONDUCT

**As a parent**, you play a special role in contributing to the needs and development of youngsters. Through your encouragement and good example, you can help assure that all the boys and girls learn good sportsmanship and self-discipline. At Love Hatbox Sports Complex, young people learn to work together, to sacrifice for the good of the team, to enjoy winning and deal appropriately with defeat – all while becoming physically fit and healthy. Best of all, they have fun.

**Support your child** - Supporting your child by giving encouragement and showing interest in their team is very important. Help your child work toward skill improvement and good sportsmanship in every game. Teach your child that hard work and an honest effort are often more important than victory – that way your child will always be a winner despite the outcome of the game!

**Always be positive** - Parents serve as role models for their children. Become aware of this and work to be a positive role model. Applaud good plays by your child's team as well as good plays by the opposing team. Support all efforts to remove verbal and physical abuse from youth sports activities.

**Remember that your child wants to have fun** - Remember that your child is the one playing, not you. It's very important to let children establish their own goals – to play the game

for themselves. Take care not to impose your own standards and goals on them. Don't put too heavy a burden on your child to win games. Children play for the fun of playing.

**Reinforce Positive behavior** - Positive reinforcement is the best way to help your child achieve their goals and their natural fear of failure. Nobody likes to make mistakes. If your child does make one, remember it's all part of learning, so encourage your child's efforts and point out the good things your child accomplished.

**Don't be a sideline coach or umpire** - Coaches and umpires are usually parents just like you. They volunteer time to help make your child's youth experiences a positive one. They need your support too. That means refraining from coaching or umpiring from the sidelines. As a volunteer organization, there's usually always an opportunity for you to take your interest in coaching or umpiring to the next level and become one yourself.

**EXHIBIT B**

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Inclusion dates, no games or practices can be held/take place on the dates listed below unless approved by LHBX/Muskogee Parks and Recreation. One week notice of request must be given.

**LICENSEE:** \_\_\_\_\_

**BY:** \_\_\_\_\_  
(AUTHORIZED SIGNATURE - LICENSEE)

**PRINTED NAME:** \_\_\_\_\_

**WITNESS:** \_\_\_\_\_  
(REQUIRED)

**LICENSOR: LHBX/ Muskogee Parks and Recreation**

**BY:** \_\_\_\_\_

**WITNESS:** \_\_\_\_\_  
• (REQUIRED)



### Purchase Requests

Board approval is requested for the following purchase orders over \$75,000 for the fiscal year 2024:

1. Food Services Sodexo	est. \$818,200
2. Maintenance Services C&W Services	est. \$848,844
3. OMES Risk Management Division	est. \$260,902
4. Imagenet Consulting LLC	est. \$92,000
5. OSU Pro Rata Share of Board Cost	*est. \$53,052
6. OSU Pro Rata ERP Cost	est. \$144,018
7. OSU Pro Rata IT Costs (CIS/Licenses/CIO)	est. \$157,952
8. Bull Test Feed (bid)	est. \$160,000
9. Security Services – Owl Nite	est. \$165,000
11. Follett Bookstore Operations	est. \$897,638
12. Sterling elevator repairs - CLB	est. \$100,000
13. Parking lot repairs	est. \$100,000

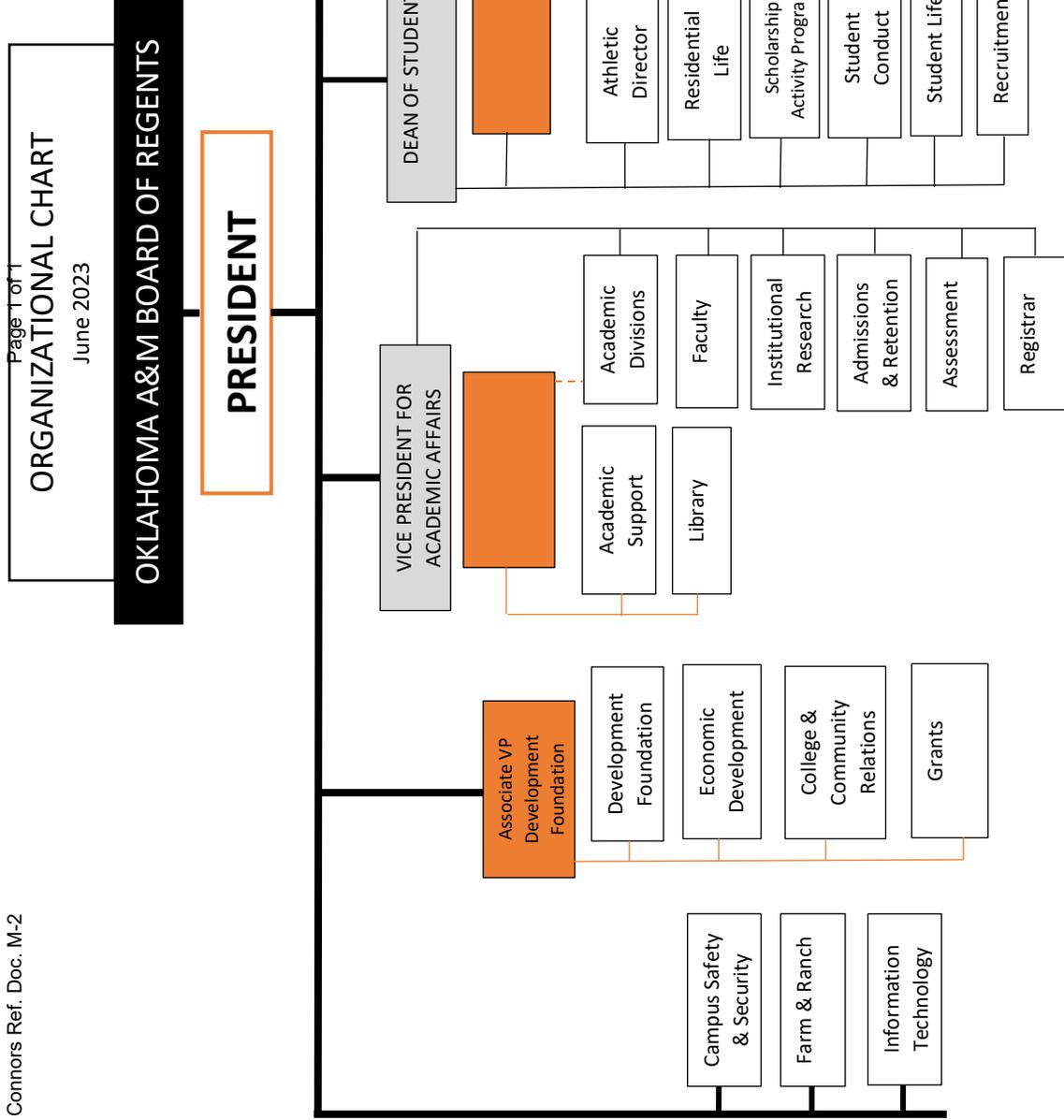
\*has been over \$75K in previous years.

### SUMMARY OF OUT-OF-STATE TRAVEL FOR THE PERIOD OF APRIL 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	\$ -	2	\$ 2,767.84	1	\$ 1,175.65	2	\$ 2,767.84
FEDERAL	0	\$ -	0	\$ -	0	\$ -	2	\$ 2,442.04
PRIVATE	0	\$ -	0	\$ -	0	\$ -	0	\$ -
AUXILIARY	0	\$ -	0	\$ -	0	\$ -	0	\$ -
OTHER	0	\$ -	0	\$ -	0	\$ -	0	\$ -
<b>TOTAL</b>	<b>0</b>	<b>\$ -</b>	<b>2</b>	<b>\$ 2,767.84</b>	<b>1</b>	<b>\$ 1,175.65</b>	<b>4</b>	<b>\$ 5,209.88</b>

### SUMMARY OF OUT-OF-STATE TRAVEL FOR THE PERIOD OF MAY 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.	1	\$ 2,727.43	0	\$ -	2	\$ 3,903.08	2	\$ 2,767.84
FEDERAL	0	\$ -	0	\$ -	0	\$ -	2	\$ 2,442.04
PRIVATE	0	\$ -	0	\$ -	0	\$ -	0	\$ -
AUXILIARY	0	\$ -	0	\$ -	0	\$ -	0	\$ -
OTHER	0	\$ -	0	\$ -	0	\$ -	0	\$ -
<b>TOTAL</b>	<b>1</b>	<b>\$ 2,727.43</b>	<b>0</b>	<b>\$ -</b>	<b>2</b>	<b>\$ 3,903.08</b>	<b>4</b>	<b>\$ 5,209.88</b>



## **V. LANGSTON UNIVERSITY, LANGSTON, OKLAHOMA**

Dr. Ruth Ray Jackson, Vice President for Academic Affairs, and other members of the administration came before the Board on behalf of President Kent Smith to review the agenda and present the business of Langston University (LU). (The LU Agenda is attached to this portion of the minutes.)

Dr. Jackson thanked Regent Callahan for his service as Board Chair for the past year. She then provided an enrollment and retention update, stating headcount for summer enrollment is up by approximately 12 percent. Fall enrollment is currently trending very well with 341 paid commitment fees, which is up significantly from this time last year. She said the administration is really excited about the student profile of the entering freshman class. Based on those who have paid commitment fees, the average GPA for the incoming class is 3.15. To put that in context, the average GPA for the 2012 incoming LU class was 2.58, so this is a significant upward trend. The admissions team works very hard to not only recruit the number of students needed, but also to ensure the quality of the students. LU's retention rate for the fall 2023 semester also appears to be high. The residential halls are already at capacity, which is a great sign. Pre-enrollment numbers for continuing students already exceed last fall's enrollment rates. Dr. Jackson said LU's strategy of paying off student balances with funding received through the Higher Education Emergency Relief Fund (HEERF) has helped the University tremendously in mitigating obstacles that its students usually face in terms of pre-enrollment. Dr. Jackson also thanked Regent Davis and Mr. Ramsey for attending Langston's spring commencement ceremony.

Dr. Jackson asked Ms. Theresa Powell, Vice President for Operations, to present information to the Board regarding winter storm remediation. Ms. Powell said LU presented an item to the Board in January regarding remediation and restoration for numerous facilities on the Langston campus related to the December 2022 winter storm. At that time, LU was still gathering cost estimates using an outdated method, but has since shifted to a better methodology to obtain estimates. The initial request was for approval to spend a total of \$6 million; \$1 million for remediation and \$5 million for restoration. She said she is pleased to share that LU came in far under the approved budget by working hard with contractors to ensure a conservative budget while still building the spaces back in the right way. She said the final cost for remediation was \$886,000, and the final cost for restoration totaled around \$1.7 million. The administration was very happy to achieve lower costs than the initial estimates, because they do agree it is important to be good stewards of taxpayer dollars by working hard to lower costs and find better rates.

Ms. Powell said the administration took action to ensure LU is prepared to address any similar situations that may happen in the future. They implemented new policies, procedures, and strategies to ensure that if this type of situation arises again, they can mitigate and prevent such large losses in the future. Part of the plan is to monitor weather far in advance of any predicted severe storms. LU actually had Belfor, an on-call emergency provider, on-site with a trailer and ready to go before the storm hit. This enabled LU to have someone ready to mitigate and address any water intrusion immediately. The LU team performed routine "water walks", so there were

staff members walking University properties to look for any signs of water intrusion. Water walks are now common practice during any freezing temperatures and inclement weather. These processes enable LU to respond very quickly to any water intrusions. They also achieved some savings on the cost of the basketball court, which was initially thought to be a total loss. The administration was pleased to learn that it was repairable. They only had to resurface a portion of the basketball court and refinish it for a safe surface level. Some strategies being employed are continuous communication and education with campus residents, which has been very successful in mitigating any potential situations—such as turning off thermostats—that could cause this type of loss. Throughout the restoration efforts and the summer make-ready cycle, the administration has been addressing construction flaws and deficiencies as they are discovered. For example, water shutoffs are being added in every apartment, which were not in place in December when this initial intrusion occurred, and programmable thermostats are being installed to ensure residents cannot turn off climate control.

As a part of LU's response to the unfortunate circumstances that occurred during this winter storm, presented for the Board's consideration today is a campus housing handbook that outlines responsibilities and expectations for year-round campus residents, such as married students, graduate students, and LU employees. If approved, this handbook will ensure LU administration can perform routine health and safety checks within residences, which is useful to find and address deficiencies, such as lack of water shutoffs, the need for programmable thermostats, etc. Ms. Powell said LU was previously using the time and materials method for estimates, but they now rely on a cost estimate software called Xactimate, which allows them to gain a better understanding of average and more reasonable costs for projects. She said the administration is very proud they were able to obtain costs so much lower than the initial budget, and she is happy to share that news with the Board today.

#### D-1 Approval of personnel actions

Dr. Jackson said the personnel actions include the appointment of Dr. Alonzo Peterson to serve as the Interim Vice President for Academic Affairs during the upcoming period of leadership transition at LU. She said Dr. Peterson has worked at LU since 2006, previously served as chair of the math department, and has been LU's Dean of the School of Arts and Sciences since 2016. He also serves as Director of LU's Math and Science Academy, which is a very successful summer program which recently hosted 29 high school students on the LU campus. She said the administration is excited for Dr. Peterson to serve LU in this capacity.

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

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

F-1 Approval of LU's proposed FY 2024 Budgets

P&B Committee Chair Walker said the committee met with the LU administration to consider the proposed budgets for FY 2024 for LU and acted to recommend Board approval of the budget proposal. (The FY 2024 budget documents for LU are collectively on file in the Board of Regents' Office as Doc. No. 5-6-16-23.)

Regent Walker moved that the Board conditionally approve all elements of the budget as presented by the LU administration, including any recommendations on salary and wages, changes in room and board rates, and proposed tuition and/or fees, subject to the correction of any errors in the preparation of the budget documents and any pending future budget decisions and personnel actions. Regent Baetz seconded the motion.

Regent Davis asked Dr. Jackson to repeat the amount of LU's tuition and fee increases for the benefit of those who were unable to attend the P&B Committee meeting yesterday. Dr. Jackson said the recommended tuition increase for LU is 2 percent.

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

Dr. Jackson expressed appreciation to Mr. Jonathan Smith, Director of Fiscal Integrated Services for OSU, the LU fiscal affairs team, and offered special thanks to OSU staff members Tammy Eck, Kelly Murphy, Laurie Beets, and Christie Hawkins for their assistance in developing LU's budget. She also expressed gratitude to the legislature for the increase in appropriations for FY 2024.

H-1 Approval to engage with Crawford & Associates, P.C., for services including assisting with preparation of the University's annual financial statements, coordination of annual financial statement audit and communications with external auditors

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

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

I-1 Approval to begin the selection process for an architect and construction manager at-risk to assist in the design and construction of a Physical Therapy Clinic at the Langston Campus

Fiscal Affairs and Plant Facilities (FAPF) Committee Chair Hall said the committee met with the LU administration to discuss this Item and acted to recommend Board approval of the administration's request. Total cost for this facility is not expected to exceed \$4 million.

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

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

J-1 Approval of annual purchase orders for FY 2024

J-2 Approval to engage an on-call provider through the appropriate Oklahoma A&M contract to remediate residential facilities affected by water intrusion

J-3 Approval to engage an on-call provider through the appropriate Oklahoma A&M contract to restore residential facilities affected by water intrusion

J-4 Approval to engage state contracted vendor for purchase and installation of audio-visual technology equipment within the Sherman Lewis School of Agriculture and Applied Sciences

J-5 Approval to engage state contracted vendor for purchase and installation of furniture and equipment within the Sherman Lewis School of Agriculture and Applied Sciences

(Supporting documentation for purchase requests J-4 and J-5 are collectively on file in the Board of Regents' Office as Doc. No. 6-6-16-23.)

Regent Taylor moved and Regent Baetz seconded to approve Section J, Items 1-5 as presented in the LU Agenda.

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

K-1 Approval and adoption of a Campus Housing Policies and Procedures Handbook, pending final approval by the Office of Legal Counsel

AAPP Committee Member Taylor said the committee met with the LU administration to discuss this Item and acted to recommend Board approval of the administration's request. (The LU

Campus Housing Policies and Procedures Handbook is on file in the Board of Regents' Office as Doc. No. 7-6-16-23.) Chair Callahan asked whether this handbook is already in the process of being reviewed by OLC. Dr. Jackson affirmed that it is currently under review by OLC.

Regent Taylor moved and Regent Hall seconded to approve Item K-1 as presented in the LU Agenda, pending final approval by the Board's Office of Legal Counsel.

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

The business of Langston University being concluded, Dr. Jackson 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

June 16, 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 Dr. Ruth Ray Jackson on behalf of President Smith

## **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. (*Reference Document D-1*)

## **E - INSTRUCTIONAL PROGRAMS**

*None*

## **F - BUDGETARY ACTIONS**

1. Approval is respectfully requested of Langston University's proposed budget for FY24, including E&G Parts I and II, Auxiliary, FY24 Tuition and Fees, room and board, and salary recommendations. A supplemental budget document separate from this agenda has been provided for review. (*Reference Document F-1*)

**G - OTHER BUSINESS AND FINANCIAL MATTERS**

*None*

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

1. Approval is respectfully requested for Langston University to engage with Crawford & Associates, P.C. for services including assisting with preparation of the University's annual financial statements, coordination of annual financial statement audit and communications with the external financial statement auditors. *(Reference Document H-1)*

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

1. Approval is requested to begin the selection process for an Architect and Construction Manger At-Risk to assist in the design and construction of a Physical Therapy Clinic at the Langston Campus. *(Reference Document I-1)*

**J - PURCHASE REQUESTS**

1. Board approval is requested for yearly purchase orders. All purchases will comply with Board of Regents for the Oklahoma Agricultural and Mechanical Colleges Policies and Procedures, as well as applicable state statutes. *(Reference Document J-1)*
2. Approval to engage an on-call provider through the appropriate Oklahoma A&M contract to remediate residential facilities affected by water intrusion. *(Reference Document J-2)*
3. Approval to engage an on-call provider through the appropriate Oklahoma A&M contract to restore residential facilities affected by water intrusion. *(Reference Document J-3)*
4. Approval to engage state contracted vendor for purchase and installation of audio-visual technology equipment within the Sherman Lewis School of Agriculture and Applied Sciences. *(Reference Document J-4)*
5. Approval to engage state contracted vendor for purchase and installation of furniture and equipment within the Sherman Lewis School of Agriculture and Applied Sciences. *(Reference Document J-5)*.

**K - STUDENT SERVICES/ACTIVITIES**

1. Approval and adoption of a Campus Housing Policies and Procedures Handbook for graduate student, family, and employee residents, pending final approval by the Office of Legal Counsel. (*Reference Document K-1*)

**L - NEW BUSINESS UNFORESEEN AT TIME AGENDA WAS POSTED**

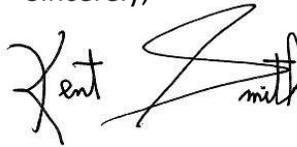
*None*

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

*None*

All items listed above are respectfully submitted for your approval.

Sincerely,

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

KENT J. SMITH, JR.  
PRESIDENT

**D – PERSONNEL ACTIONS**

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

Board approval is requested for the following personnel actions:

<b>Name</b>	<b>Action</b>	<b>Effective Date</b>	<b>Salary/Rate</b>
Heleen Sheets	Employ as Director of Public Relations	07/06/2023	\$75,000 annually (12-month basis)
Dr. Sherri Smith-Keys	Employ as Assistant Vice President for Clinical Affairs and Executive Director for Langston University – Tulsa	08/01/2023	\$100,000 annually (12-month basis)
Dr. Alonzo Peterson	Change of Title <b>from</b> Dean, School of Arts & Sciences <b>to</b> Interim Vice President for Academic Affairs	07/06/2023	\$160,000 annually (12-month basis)
Dr. John Coleman	Change of Title <b>from</b> Associate Professor and Chair, Chemistry <b>to</b> Interim Dean, School of Arts & Sciences	07/06/2023	\$125,000 annually (12-month basis)
Dr. Dytisha Davis	Change of Title <b>from</b> Executive Director, Langston University - Tulsa <b>to</b> Assistant Vice President for Student Success	07/06/2023	\$90,000 annually (12-month basis)
Ms. Kelly O'Bryan	Change of Title <b>from</b> Assistant Professor and Chair of Social Sciences/Corrections <b>to</b> Acting Director of University College and Assistant Professor of Social Sciences/Corrections	07/06/2023	\$65,000 annually (12-month basis)
Dr. Elizabeth Albright	Change of Title <b>from</b> Acting Chair, Department of Psychology, <b>to</b> Chair, Department of Psychology	06/16/2023	No change in salary
Dr. Desmond Delk	Change of Title <b>from</b> Acting Chair, Department of Health, Physical Education & Recreation, <b>to</b> Chair, Department of Health, Physical Education & Recreation	06/16/2023	No change in salary

The following personnel items are listed for informational purposes only:

<b>Name</b>	<b>Title</b>	<b>Type</b>	<b>Effective Date</b>	<b>Service Time</b>
William Brackeen	Instructor/Director of Choral Activities	Retirement	05/31/2023	08/13/2001-05/31/2023
Harvey Braggs	Academic and Student Success Coach, University College	Retirement	06/30/2023	10/02/2000-06/30/2023
Dr. Kent J. Smith, Jr.	President	Resignation	07/05/2023	06/04/2012-07/05/2023
Dr. Nicholas Timmerman	Assistant Professor of History, School of Arts and Sciences	Resignation	07/20/2023	12/03/1996-07/20/2023

## **F – BUDGETARY ACTIONS**

1. Approval is respectfully requested of Langston University's proposed budget for FY24, including E&G Parts I and II, Auxiliary, FY24 Tuition and Fees, room and board, and salary recommendations. A supplemental budget document separate from this agenda has been provided for review.

Please see FY24 Budget Book for further detail.

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

1. Approval is respectfully requested for Langston University to engage with Crawford & Associates, P.C. for services including assisting with preparation of the University's annual financial statements, coordination of annual financial statement audit and communications with the external financial statement auditors.

The agreement outlined in the enclosed engagement letter is at a standard cost of \$85,000.00, annually with fees outlined for additional services on an as-needed basis. Langston University expects the agreement not to exceed \$125,000.00 annually for comprehensive services. This expenditure will be funded through account L-116101.



April 4, 2023

President Kent J. Smith, Jr., PhD  
Langston University  
P.O. Box 907  
Langston, OK 73050

Dear President Smith:

Crawford & Associates, P.C. is pleased that Langston University (the University) 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 University and the Board.

We are prepared to provide a full range of accounting and consulting services to the University 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 University 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
- Tax and Other Regulatory Report Assistance

Langston University  
Accounting and Consulting Services Engagement Letter  
April 4, 2023  
Page 2 of 5

Initial Services Requested

Preparation of Annual Financial Statements:

- Assisting with the preparation of the University's annual financial statements from supporting schedules developed and prepared by the University's staff
- Assisting with the coordination of the annual financial statement audit and communications with the external financial statement auditors

**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 University 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 (SSARs) 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.

*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:

Langston University  
Accounting and Consulting Services Engagement Letter  
April 4, 2023  
Page 3 of 5

- 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 University, 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.

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.

Langston University  
Accounting and Consulting Services Engagement Letter  
April 4, 2023  
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### **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. University 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 University during the term of this engagement, nor does Crawford & Associates have direct control over the quality of the University's accounting system or records, potential turnover of the University's staff, or the University'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 University 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 University management as soon as reasonably possible and obtain authorization to proceed.

Langston University  
Accounting and Consulting Services Engagement Letter  
April 4, 2023  
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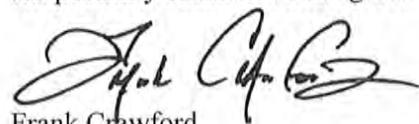
The term of this engagement is a period from the date of acceptance of this engagement letter through the date of issuance of the University's financial statements for the period ended June 30, 2023. Crawford & Associates may perform additional services upon receipt of a formal request and an authorized 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 University 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 Langston University.

Respectfully submitted and agreed to by,



Frank Crawford  
Crawford and Associates, P.C.

**Accepted and agreed to for Langston University:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **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 design and construction of a new Physical Therapy Clinic on the Langston Campus.

The estimated overall budget for the full project is estimated at \$4,000,000.00, considering necessary repairs, labor, and fees, and will come from legally available grant funds. The project schedule will be coordinated with the School of Physical Therapy and Division of Operations at Langston University.

Langston University will work closely with Long Range Facilities Planning to initiate the selection process and ensure all policies and procedures are followed appropriately.

**LANGSTON UNIVERSITY  
SCHOOL OF PHYSICAL THERAPY**

**PROPOSED PHYSICAL THERAPY CLINIC**

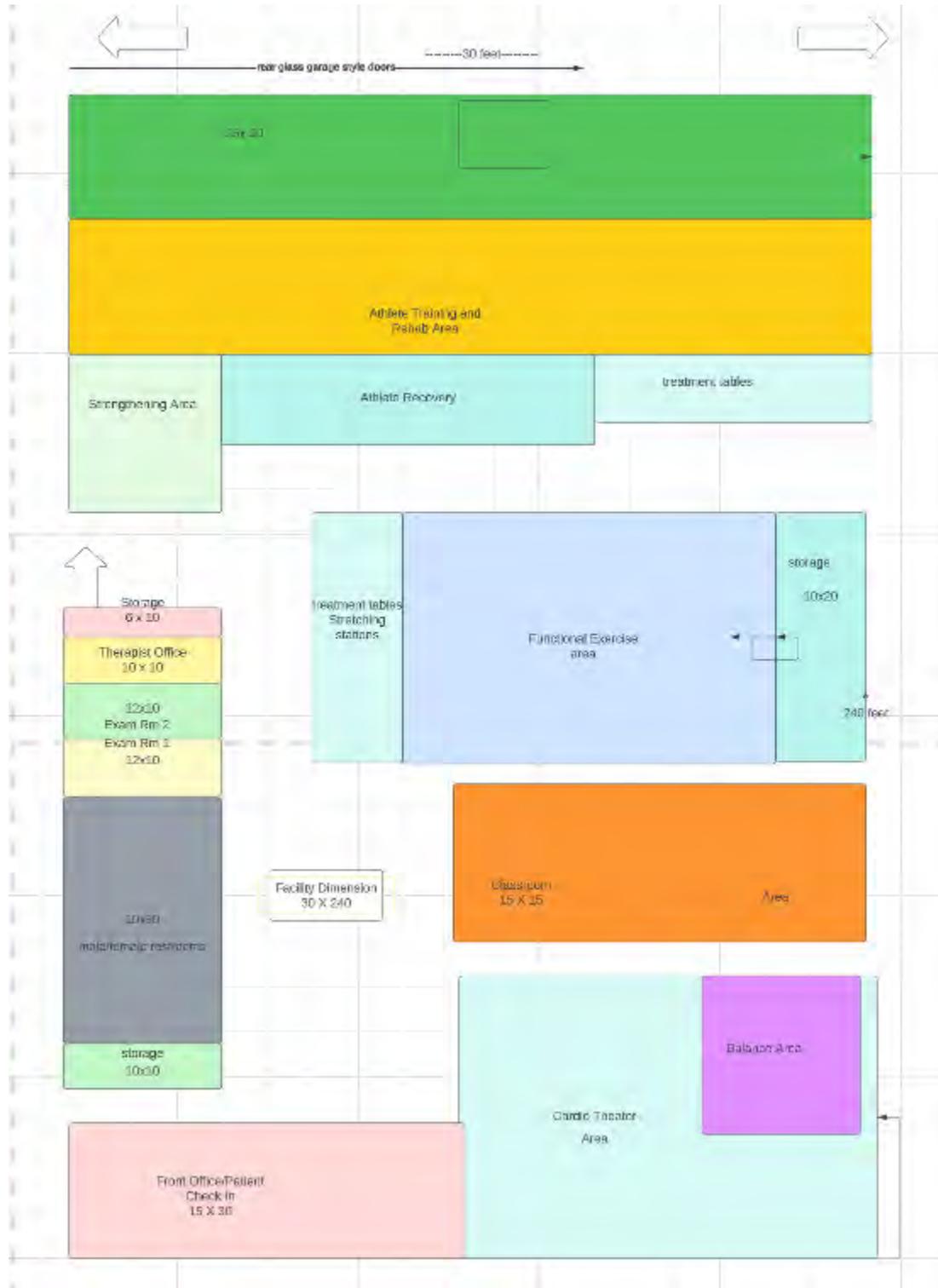
The Physical Therapy Clinic at Langston University (LU) will be designed to provide a learning laboratory in which students will engage in patient treatment while in the Doctoral of Physical Therapy program at Langston University. The physical therapy clinic will operate as a not-for-profit entity offering pro-bono services to community members qualifying for facility admission. The clinic will not only enhance the educational experience of the students, but also it will provide a much-needed service to undergraduate students, faculty, and staff at Langston University. Furthermore, the clinic will fill a void in healthcare services in Langston and surrounding rural communities.

Due to LU's rural location, the lingering impacts of Covid-19, and the opening of a new physical therapy program in Oklahoma City, securing clinical experiences for students and recruiting participants for hands-on lab activities has become more challenging. As a learning laboratory, the clinic will make available clinical integrations to physical therapy students to complement ongoing academic studies associated with the curriculum. Additionally, research opportunities will be available, including integration with various departments on campus, allowing for interdepartmental collaborations and enhancing student experiences and opportunities.

The clinic's construction and daily operations will be supported by Title III grant funding. Situated adjacent to Langston's main campus with frontage on Highway 33, the ideal site has been selected for construction, allowing for easy access to the campus and surrounding communities. The proposed clinic is a 7000-square-foot, state-of-the-art facility that can address numerous movement dysfunctions and patient populations, including pediatrics, adults, geriatrics, and student-athletes. This further fulfills the mission of the School of Physical Therapy to educate and graduate clinician generalists in primary care physical therapy in rural or urban settings.

**Projected Costs:**

Construction/Design Cost: 7000 sq ft (\$450/ft)	\$3,150,000
Fees, contingency, etc.	\$850,000
<b>Total Cost</b>	<b>\$4,000,000</b>



## **J – PURCHASE REQUESTS**

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

**LANGSTON UNIVERSITY**  
**Fiscal Year 2023**  
**ANNUAL ORDERS**

<u>SUPPLIERS</u>	<u>FUND</u>	<u>FY 2023 Board Request</u>
<b><u>Aladdin Food Services</u></b> At Langston Facilities HWY 33 E Langston, OK 73050 Payment of catering services, meal plan contracts, amortization, daycare meals	187410	\$ 3,000,000.00
<b><u>HES</u></b> <b><u>At Langston</u></b> HWY 33 E Langston, OK 73050 Operations of janitorial services and groundskeeping	187417- 187416 -	Custodial Grounds 2,200,000.00 900,000.00
		\$ 3,100,000.00
<b><u>Crawford &amp; Associates</u></b> 10308 Greenbriar Place Oklahoma City, OK 73159 Professional Services (Consulting / Financial Statement Prep)	116101	\$ 125,000.00
<b><u>CliftonLarsonAllen LLP</u></b> 220 S 6th St Ste 300 Minneapolis, MN 55402 Professional Services - External Auditing	116001	\$ 150,000.00
<b><u>Team Travel by Charter and Motor Coach Village Tours</u></b> 8620 W. 21st Street N Wichita, KS 67205-1756 Charter Bus Service for athletics	323450	\$ 300,000.00
<b><u>Kincaid Coach</u></b> 2150 Sw 27th St El Reno, OK 73036-6146 Charter Bus Service for athletics	323450	\$ 100,000.00
<b><u>AT&amp;T</u></b> PO Box 5001 Carol Stream, IL 60197-5001	187995	\$ 225,000.00

<b><u>Ebsco Subscription Services</u></b>	775100	\$	320,000.00
5339 Alpha Rd 400			
Dallas, TX 75240-7308			
Renewal of Subscriptions			
<b>7-1-2021/6-30-2022</b>			
<b><u>OSU Bursar's Office</u></b>	116001	\$	584,000.00
Bursar's Office	116102	\$	32,000.00
113 Student Union	116103	\$	24,000.00
Stillwater, OK 74078	116101	\$	<u>240,000.00</u>
For payment of services of governing board,		\$	880,000.00
legal services, purchasing, internal audits, safety			
engineer services, errors and omissions, grants MOU			
and miscellaneous charges			
<b><u>OSU Information Technology</u></b>	130994	\$	375,000.00
113 Math Sciences			
Stillwater, OK 74074			
Banner Implementation and maintenance			
Microsoft Campus Agreement			
<b>7-1-2021/6-30-2022</b>			
<b><u>Risk Management</u></b>	187002	\$	547,800.00
Office of Public Affairs	326100	\$	84,720.00
State Capitol, Room B-4	322100	\$	34,880.00
Oklahoma City, OK 73105	325300	\$	4,720.00
	326205	\$	2,800.00
Payment of liability and property insurance			
	320501	\$	4,240.00
	323001	\$	<u>20,840.00</u>
		\$	700,000.00
<b><u>BMI/IMAGENET</u></b>	170002	\$	500,000.00
PO Box 26340			
Oklahoma City, OK 73126			
Maintenance, rental and program support of			
Equipment			

<b><u>Langston Public Works Authority</u></b>	187301	\$	136,000.00
City of Langston	320501	\$	2,000.00
Langston, OK 73050	322100	\$	12,000.00
Payment of LU sewer charges	323001	\$	28,000.00
	325300	\$	6,000.00
	326100	\$	204,000.00
	326205	\$	12,000.00
		\$	400,000.00
<b><u>City of Guthrie</u></b>	187301	\$	187,500.00
PO Box 908	320501	\$	6,250.00
Guthrie, OK 73044	322100	\$	31,250.00
Payment of water user charges	323001	\$	37,500.00
	325300	\$	12,500.00
	326100	\$	225,000.00
		\$	500,000.00
<b><u>Oklahoma Gas &amp; Electric</u></b>	187301	\$	437,000.00
PO Box 26040	320501	\$	19,000.00
Oklahoma City, OK 73126	322100	\$	133,000.00
Payment of electric usage, installation, repairs and maintenance	326100	\$	494,000.00
	323001	\$	266,000.00
	326000	\$	418,000.00
	325300	\$	133,000.00
		\$	1,900,000.00
<b><u>Oklahoma Natural Gas</u></b>	187301	\$	30,813.00
PO Box 1234	326100	\$	26,562.00
Tulsa, OK 74186	320501	\$	8,500.00
Payment of gas usage, maintenance and repair	322100	\$	10,625.00
	323001	\$	8,500.00
		\$	85,000.00
<b><u>Constellation NewEnergy Gas, LLC</u></b>	187301	\$	138,000.00
100 W 5 <sup>th</sup> Street	326100	\$	87,000.00
Tulsa, OK 74103-4279	320501	\$	9,000.00
Payment for natural gas usage	322100	\$	12,000.00
	323001	\$	39,000.00
	325300	\$	15,000.00
	187995	\$	300,000.00
<b><u>Clearwater Enterprises</u></b>			
5637 N Classen Blvd.			
Oklahoma City, OK 73118	187920	\$	50,000.00
Payment for natural gas usage at LU-OKC (Kelley Property)			

<b><u>Public Service Co</u></b>	187910	\$	75,000.00
PO Box 24421 Canton, OH 44701 Electricity usage			
<b><u>EAB</u></b>	121006	\$	600,000.00
2445 m St NW Washington, District of Columbia 20037 Enrollment Management Services			
<b><u>EAB</u></b>	170920	\$	97,000.00
1920 E Parham Road Richmond, VA 23228-2206 Institutional Advancement Services			
<b><u>Oklahoma State Regents for Higher Education</u></b>	326100	\$	2,300,000.00
655 Research Parkway, Ste 200	772200	\$	1,000,000.00
Oklahoma City, OK 73104	762200	\$	<u>200,000.00</u>
Existing Real Estate and Equipment Master Lease Services		\$	3,500,000.00
<b><u>Perry Publishing &amp; Broadcasting Inc.</u></b>	Multiple Accounts	\$	300,000.00
PO Box 17498 Oklahoma City, Ok 73136-1498 Artist and speakers for student-centered events			
<b><u>Follett Varsity Shop #222</u></b>	061050	\$	2,000,000.00
3146 Solutions Ctr Store #222 MA#9999 Chicago, IL 60677-3001 Operation of Langston Campus Bookstore - IncludEd Program			
<b><u>Republic Services</u></b>	187418	\$	200,000.00
1717 E Yost Rd Stillwater, Oklahoma 74075 Waste Services			
<b><u>Total Wellness</u></b>	553550	\$	200,000.00
7017 N. Robinson Ave. Oklahoma City, Oklahoma 73116-9044 Student Health Clinic and COVID-19 Testing			
<b><u>Belfor USA Group</u></b>	187415	\$	2,000,000.00
4132 Will Rogers Pkwy Suite 500 Oklahoma City, Oklahoma 73108-2062 Facilities Management & Light Construction Services			
<b><u>As Needed Mechanicals</u></b>	187415	\$	1,000,000.00
Mechanical service from providers selected through RFP			
<b><u>Grund G Cleaning Services, Inc</u></b>	187920	\$	85,000.00
P.O. Box 5335, Edmond, OK 73083 Cleaning Services for Oklahoma City Properties			

## **J – PURCHASE REQUESTS**

### Auxiliary Enterprises Funds

2. Approval is respectfully requested to engage with an approved on-call provider through A&M system contract in the remediation of residential facilities affected by water intrusions occurring in June 2023.

Water intrusions occurred within two residential communities on the Langston Campus including Centennial Court Apartments and Scholars' Inn Apartments. Eleven (11) total units were affected by water intrusions. Four (4) units in two separate buildings within Centennial Court were affected by the failure of a French drain system, allowing water to enter ground-level apartments. Seven (7) units in Scholars' Inn were affected by failures related to a hot water heater and ruptured toilet supply line on the third floor of two buildings, causing water intrusion to cascade to lower units. The spaces impacted have varying degrees of damage.

The cost of the remediation is not to exceed \$500,000.00. Langston University will front the full cost of the necessary remediation with the expectation of being reimbursed by our insurance provider. The University has filed a claim with our insurance carrier for four (4) separate claims as determined by OMES., making the expected final out-of-pocket deductible cost \$200,000.00, for the total project (remediation and restoration). Funding for this expenditure will come from legally available auxiliary account funds.

## **J – PURCHASE REQUESTS**

### Auxiliary Enterprises Funds

3. Approval is respectfully requested to engage with an approved on-call provider through A&M system contract in the restoration of residential facilities affected by water intrusions occurring in June 2023.

Water intrusions occurred within two residential communities on the Langston Campus including Centennial Court Apartments and Scholars' Inn Apartments. Eleven (11) total units were affected by water intrusions. Four (4) units in two separate buildings within Centennial Court were affected by the failure of a French drain system, allowing water to enter ground-level apartments. Seven (7) units in Scholars' Inn were affected by failures related to a hot water heater and ruptured toilet supply line on the third floor of two buildings, causing water intrusion to cascade to lower units. The spaces impacted have varying degrees of damage.

The cost of the restoration is not to exceed \$2,000,000.00. Langston University will front the full cost of the necessary restoration with the expectation of being reimbursed by our insurance provider. The University has filed a claim with our insurance carrier for four (4) separate claims as determined by OMES, making the expected final out-of-pocket deductible cost \$200,000.00, for the total project (remediation and restoration). Funding for this expenditure will come from legally available auxiliary account funds.

## **VI. OKLAHOMA STATE UNIVERSITY, STILLWATER, OKLAHOMA**

President Kayse Shrum and other members of the administration came before the Board to review the Agenda and present the business of Oklahoma State University (OSU). (The OSU Agenda is on file in the Board of Regents' Office as Doc. No. 8-6-16-23.)

President Shrum introduced Ms. Sadie Davis, who is the new Executive Assistant to Senior Vice President of Executive Affairs, Kyle Wray. She said they are excited to have Ms. Davis on their team, and she expressed appreciation to Ms. Mary Smith for her support during the transition. She acknowledged Dr. Thomas Coon, Vice President and Dean of OSU's Division of Agricultural Sciences and Natural Resources, noting this is his last Board meeting to attend before he is officially retired. She thanked Dr. Coon for his service to OSU and wished him the best of luck in his retirement. Everyone applauded to acknowledge Dr. Coon. Chair Callahan thanked Dr. Coon for his service to OSU. Dr. Coon thanked the Board for their support. He said his time at OSU has been a tremendous journey, a great opportunity, and is a great capstone for his career.

Regent Arthur said she has worked with Dr. Coon in various capacities since he came to Oklahoma, and he has done an exceptional job at OSU. She said from an agricultural perspective he has worked hard to ensure OSU strives to be a leader in the industry. Dr. Coon has done some tremendous things for OSU, such as improving the agriculture facilities and supporting the faculty. She said she cannot say enough good things about Dr. Coon and his wife, Rhonda. They have both given so much to the State of Oklahoma. On a personal note, she said Dr. Coon was always kind and helpful to her while she was serving as the Executive Director of the 4-H Foundation at OSU. Dr. Coon thanked Regent Arthur for her kind words.

President Shrum said the 2023 freshman class at OSU set an all-time enrollment record with 4,686 freshman students, which is a 9 percent increase over 2022. OSU is on track to set another enrollment record this fall by meeting its goal of 5,000 new students by 2026.

She said the Oklahoma Cooperative Extension Service continues to touch every corner of Oklahoma with 700,000 direct interactions, 3 million website views, and more than 106,000 hours invested in community-based education and services.

OSU has been making progress in its four strategic priority areas. In the area of aerospace, OSU's Oklahoma Aerospace Institute for Research and Education (OAIRE) was awarded two federal grants from the U.S. Economic Development Administration to expand its reach and impact in the development of advanced air mobility, and the counter-Unmanned Aircraft System (UAS) Center of Excellence has a new partnership with the U.S. Army to help strengthen U.S. national defense. In the area of agriculture: construction is progressing on the New Frontiers Agricultural Hall. OSU rose to No. 5 in the world and No. 1 in the U.S. in addressing one of the United Nations Sustainable Development Goals of zero hunger. In the area of energy: OSU was awarded funding from the U.S. Department of Energy to create the Great Plains Center of Excellence. The Hamm Institute for American Energy at OSU is organizing large, collaborative efforts including the HALO Hydrogen Hub proposal. In the area of health: the Human Performance and Nutrition Research Institute was launched and is being led by Lance Walker, Executive Director. OSU also announced the addition of a nursing program on the OSU-Stillwater campus to address the healthcare worker

shortage in Oklahoma. President Shrum said legislation was passed to create OSU's Veterinary Medicine Authority, which will enhance veterinary services and research in the State. She expressed appreciation to the leadership team at OSU and the work of the government relations team in Oklahoma City for their help to achieve this critical and sustainable source of funding for OSU's College of Veterinary Medicine (CVM). It is truly historical. She thanked the legislators who expressed such a vote of confidence for the future of OSU's CVM, especially State Senator Chris Kidd and State Representative Kevin Wallace.

President Shrum said in alignment with the Strategy, OSU is on a positive trajectory to increase enrollment, address the State's workforce challenges, expand research, and improve access for students. A key part of making these efforts possible is the commitment of the Board and the University's leadership team to financial stewardship. On that note, she said she will highlight three components of the budget. First, in line with the Strategy's commitment to minimize student debt, OSU is holding the line on tuition and mandatory fees and for the second year in a row, there will be no cost increase. The ability to keep tuition and fees flat is the second component: the budget includes a significant increase in funding from the State of Oklahoma of roughly \$26.5 million over FY 2023, which is an increase of about 13.8 percent. Lastly, as a part of OSU's mission to enhance employment opportunities and University growth, the budget includes funding for merit-based raises for faculty and staff. Pay increases are critical for both recruitment and retention.

She expressed appreciation on behalf of the entire OSU System for the Board's partnership and commitment to achieving the ambitious goals set by the administration, while still taking a fiscally conservative approach and exercising financial discipline. She also expressed appreciation to the Governor of Oklahoma and the legislature for their commitment of financial resources and their confidence in the OSU-System. The FY 2024 budget continues placing OSU students front and center, drives economic growth in the State of Oklahoma, and helps to continue building OSU's status and reputation as a research powerhouse. Together they are making progress toward the goal of becoming the pre-eminent land-grant university in the nation.

Highlighting the OSU branch campuses, President Shrum said OSU-OKC recently celebrated the graduation of over 770 students. OSU-Tulsa launched its "Summer of STEM" campaign for students in grades K-12, which is a series of STEM workshops in partnership with the College of Engineering, Architecture and Technology at OSU-Tulsa aimed at creating a pipeline of STEM students to college campuses. OSU-Tulsa will host more than 800 students on campus in June and July, in addition to hosting a teacher's STEM training camp. The message of that program is: OSU is the engineering and STEM university in Tulsa. U.S. News and World Report ranked the OSU College of Osteopathic Medicine (OSU-COM) No. 1 in percentage of graduates who practice in health professional shortage areas, and No. 10 in percentage of graduates who practice in rural areas. These rankings are a testament to OSU-COM's mission to serve the healthcare needs of Oklahomans living in rural and underserved areas.

B-1 Adoption of Memorial Resolutions for Donna H. Branson, Paul Dwight Hummer, Wayne Eugene Muller, and Radha Krishna "Rao" Yarlagadda

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

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

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

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

- C-1 Approval of proposed modifications to OSU Policy and Procedures 3-0601, "Appropriate Use for the OSU-System"
- C-2 Approval of proposed modifications to the OSU College of Osteopathic Medicine Academic Standards Handbook and the new Appeal Policy and Procedure applicable to appeals
- C-3 Approval for OSUIT to provide for-credit and non-credit offerings on the OSU-Tulsa campus to meet Oklahoma workforce needs

Provost Mendez noted Items C-1, C-2, and C-3 were discussed with members of the AAPP Committee during its meeting earlier in the week. AAPP Committee Member Billy Taylor said the Committee met with members of the OSU administration to discuss these Items and acted to recommend Board approval.

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

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

D-1 Approval of personnel actions

Provost Mendez said within the personnel actions for OSU are 38 new faculty appointments, including the appointments of Dr. James "Jim" Payne as Professor and Dean of the Spears School of Business. Other actions include 301 changes in faculty appointments resulting from reappointment, promotion, and tenure cases. There are numerous appointments and reappointments to endowed chairs and professorships, including the appointments of five outstanding faculty to the honorary title of Regents Professor: Drs. Glenn Zhang, Jack Pashin, Mostafa Elshahed, Tyler Ley, and Jamey Jacob. Also listed is one correction to the appointment

period for a previously approved action, and one sabbatical request. Listed for informational purposes are 12 retirements and 21 separations.

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

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

D-2 Approval of position announcement, advertisement, and description for Dean, School of Creative and Information Technologies (OSUIT)

Provost Mendez noted this Item was also discussed with members of the AAPP Committee. AAPP Committee Member Taylor said the Committee met with members of the OSU administration to discuss this Item and acted to recommend Board approval.

Regent Taylor moved and Regent Davis seconded to approve Item D-2 as presented in the OSU Agenda.

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

E-1 Approval of curricular changes including new degrees, program modifications, etc. (OSU-System)

Provost Mendez said the curricular modifications are for the OSU-Stillwater and OSU-OKC campuses. She noted this Item was discussed with members of the AAPP Committee and, if approved, will be submitted to the Oklahoma State Regents for Higher Education (OSRHE) for their consideration of approval.

AAPP Committee Member Taylor said the Committee acted to recommend Board approval of the administration's request.

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

Regent Hall asked for further detail regarding the accounting course modifications within the Bachelor of Science in Agricultural Sciences and Natural Resources in Agribusiness degree. Regent Callahan said it is simply an issue of terminology; the change is two accounting courses being substituted with two other accounting courses. Provost Mendez affirmed that Chair Callahan's explanation is correct.

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

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

Chair Callahan said he would like to reiterate how proud the Regents are of the fiscal restraint shown by OSU and the A&M institutions and their good stewardship of taxpayer dollars. He said it is really important for a land-grant institution to keep education affordable and accessible for students and their families in Oklahoma. He said he is proud of the fact that the A&M institutions survived some really lean and hard times in higher education, during which they had to transfer some of the cost burden to students, which is unfortunate. He expressed appreciation to the Governor, the legislature, Board staff, OSU staff, and the System presidents for their work to obtain higher funding levels for higher education. Lobbying is an important way to deliver their messages, such as the facts that college graduates earn more money in their lifetime than non-college grads, and that the quality of life for residents of Oklahoma can be improved through higher education. He encouraged everyone to communicate those messages to State leaders more often.

F-1 Approval of OSU's proposed FY 2024 Budgets (OSU-System)

F-2 Approval to implement a merit raise program (OSU-System)

Mr. Weaver said he appreciates Chair Callahan's comments and would like to add that OSU has not raised tuition and fees for four out of the past five years. It is true that OSU previously raised tuition and fees to help address the financial shortfall, but they have also been very aggressive to recruit more students as a way to help solve budget challenges. He said the burden is not entirely on the backs of the students; at least 50 percent of the tuition and mandatory fee growth has been achieved through growing OSU's student body; a path on which they plan to continue. He noted Items F-1 and F-2 were both discussed with members of the P&B Committee.

P&B Committee Chair Walker said the committee met with the OSU administration to consider the proposed budgets for FY 2024 for OSU and its constituent budget agencies and the implementation of a merit raise program. He noted the merit raise program is 3 percent for the OSU-System effective July 1, 2023, and all regular, continuing faculty and staff will be eligible for consideration. This merit raise program also applies to those employees covered by Board Policy 3.01 (B). The Committee acted to recommend Board approval of these requests. (The FY 2024 budget documents for OSU are collectively on file in the Board of Regents' Office as Doc. No. 9-6-16-23.)

Regent Walker moved that the Board conditionally approve all elements of the budget as presented by the OSU administration, including any recommendations on salary and wages, changes in room and board rates, and proposed tuition and/or fees, subject to the correction of any errors in the preparation of the budget

documents and any pending future budget decisions and personnel actions; and to approve the merit raise program as presented in Item F-2. Regent Baetz seconded the motion.

Chair Callahan asked Mr. Weaver to reiterate OSU's proposed tuition and fee increases. Mr. Weaver said there is zero increase.

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

G-1 Approval to amend declaration of easements and use restrictions

G-2 Approval to construct the Boone Pickens Legacy Hall in Boone Pickens Stadium and enter into a gift-in-kind for same

G-3 Approval to execute a Donation Agreement with the T. Boone Pickens Foundation

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

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

Regent Hall said Items G-2 and G-3 deserve recognition and appreciation, as they reflect all the great things Mr. Boone Pickens did for OSU and how he elevated the University's vision and expectations for the future. He said they would not even be close to where they are today without Mr. Pickens' commitment and support. Chair Callahan echoed those words and thanked the OSU Foundation as well as President Shrum and her executive team for their work on these projects. This gift is a game-changer for OSU. He said they all appreciate the unbelievable generosity and elevation Mr. Pickens brought to OSU. He said Mr. Pickens made people feel even better about being OSU graduates. They are very appreciative of and thankful for Mr. Pickens.

G-4 Approval to execute a ground lease with the OSU Medical Authority (OSU-CHS)

FAPF Committee Chair Hall said the Committee discussed this Item with members of the OSU administration and acted to recommend Board approval. He noted this ground lease will allow for the construction of the Oklahoma Psychiatric Care Center.

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

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

H-1 Approval to execute annual contract with the OSU Foundation for development and fundraising services (OSU-System)

H-2 Approval to execute annual contract with the OSU Alumni Association for management services

H-3 Approval to execute a Memorandum of Understanding with the OSU Alumni Association for rental of space and services

H-4 Approval of changes to OSU and OSU/A&M Retirement Plans

Regent Hall moved and Regent Davis seconded to approve Section H, Items 1-4 as presented in the OSU Agenda.

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

Mr. Weaver noted all Items listed in Section I were discussed with the FAPF Committee.

I-1 Approval to begin the selection process for on-call consultants for MEP and Civil Engineering as-needed services (OSU-System)

Committee Chair Hall said the FAPF Committee met with the OSU administration to discuss this request. The current firms were selected in 2020 and their terms expire later this year. The Committee acted to recommend Board approval of this request.

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

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

I-2 Approval to select an on-call construction management firm for renovations to Whitehurst Hall

Committee Chair Hall said the FAPF Committee met with the OSU administration to discuss the selection of an on-call construction management firm for renovations to the first floor of Whitehurst Hall. The Committee acted to recommend Board approval of the administration's recommendation of Lippert Bros., Inc., as the construction manager for this project.

Regent Hall moved and Regent Davis seconded to approve Lippert Bros., Inc., as the construction management firm for this project as presented in Item I-2 of the OSU Agenda.

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

I-3 Approval to select an architectural firm for renovations to academic spaces (OSU-TUL)

Committee Chair Hall said the FAPF Committee met with the OSU administration to discuss this request and acted to recommend Board approval of GH2 Architects, LLC, as the architectural firm for this project.

Regent Hall moved and Regent Taylor seconded to approve GH2 Architects, LLC, as the architectural firm for this project as presented in Item I-3 of the OSU Agenda.

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

I-4 Approval to select a construction management firm for renovations to academic spaces (OSU-TUL)

Committee Chair Hall said the FAPF Committee met with the OSU administration to discuss this request and acted to recommend Board approval of Nabholz Construction Corporation as the construction management firm for this project.

Regent Hall moved and Regent Davis seconded to approve Nabholz Construction Corporation as the construction management firm for this project as presented in Item I-4 of the OSU Agenda.

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

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

J-2 Approval of revolving & appropriated funds (OSU-System)

J-3 Approval of auxiliary enterprises funds (OSU-System)

J-4 Approval of plant funds purchasing items (OSU-System)

Mr. Weaver said there are 26 purchase requests listed; 13 are new and 13 are annual purchase requests. This is the time of year when OSU brings to the Board annual purchasing contracts for goods and services, so it is commonly the meeting with the most purchasing items listed for approval. Mr. Weaver expressed appreciation to Mr. Scott Schlotthauer, Chief Procurement Officer, who does an amazing job ensuring bids are requested when appropriate and assists with determining when sole-source or special purchase requests are appropriate. He thanked Mr. Schlotthauer for his work and for being so thorough. Mr. Weaver also noted there are two interim approval ratification requests listed within Item J-3 and one is listed within Item J-4.

Regent Walker 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, Taylor, and Walker. No: None. Abstentions: None. Absent: Harrel and Milner.  
The motion carried.

M-1 Recognition Agreements for Interior Spaces

While this Item is informational in nature, Regent Hall said he would like to recognize Regent Billy G. Taylor and Armstrong Bank, as well as Jarold and Jennifer Callahan, for their generous support of naming opportunities at OSU's Ferguson College of Agriculture.

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. Donna H. Branson, Regents Professor, Emeritus, Design, Housing, and Merchandising, was claimed by death on February 8, 2023; and

WHEREAS, Dr. Branson, by her loyalty, attention to duty, and faithful performance rendered service as a faculty member of Oklahoma State University from January 1, 1983, to the date of her retirement, March 1, 2008, 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. Branson 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. Branson.

Adopted by the Board on the 16<sup>th</sup> day of June 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. Paul D. Hummer, Professor, Emeritus, Associate Dean, College of Agriculture, was claimed by death on March 29, 2023; and

WHEREAS, Dr. Hummer, by his loyalty, attention to duty, and faithful performance rendered service as a faculty member of Oklahoma State University from July 1, 1963, to the date of his retirement, January 1, 1999, and as a citizen worthy of commemoration and respect; and

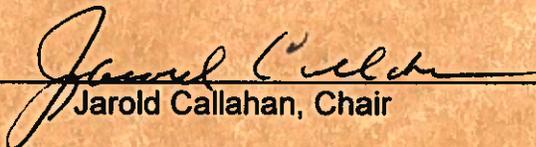
WHEREAS, his friends and Oklahoma State University have suffered an irreparable loss in his passing:

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. Hummer 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. Hummer.

Adopted by the Board on the 16<sup>th</sup> day of June 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 Wayne Muller, Associate Professor, Emeritus, Music Department, was claimed by death on March 25, 2023; and

WHEREAS, Professor Muller, by his loyalty, attention to duty, and faithful performance rendered service as a faculty member of Oklahoma State University from September 1, 1965, to the date of his retirement, February 1, 1988, and as a citizen worthy of commemoration and respect; and

WHEREAS, his friends and Oklahoma State University have suffered 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 Professor Muller 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 Professor Muller.

Adopted by the Board on the 16<sup>th</sup> day of June 2023.

  
Jarrod 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. Radha Yarlagadda, Regents Professor, Emeritus, Electrical, and Computer Engineering, was claimed by death on February 27, 2023; and

WHEREAS, Dr. Yarlagadda, by his loyalty, attention to duty, and faithful performance rendered service as a faculty member of Oklahoma State University from September 1, 1966, to the date of his retirement, June 1, 2006, 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. Yarlagadda 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. Yarlagadda.

Adopted by the Board on the 16<sup>th</sup> day of June 2023.

  
Jarold Callahan, Chair

**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. There were none registered to comment, and the Board continued with its business.

## **VIII. COMMITTEE REPORTS**

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

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

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

#### **1. Recommendation regarding the Internal Audit Plan for FY 2024**

Audit, Risk Management and Compliance Review (ARMCR) Committee Chair Rick Davis said the Committee met with Board staff to discuss this Item and acted to recommend Board approval. (The Internal Audit Plan for FY 2024 is on file in the Board of Regents' Office as Doc. No. 10-6-16-23 and considered a part of these minutes.)

Regent Davis moved and Regent Baetz seconded to approve the Internal Audit Plan for FY 2024 as presented.

Regent Davis expressed appreciation to Ms. Finley and her team for their hard work creating this Audit Plan. Many who are in attendance today were contacted as a part of the risk assessment process, and the Board is grateful a thorough assessment took place. He said he would like to highlight for the record a few things the Committee discussed during its meeting. While user access roles in Banner have been improved, there is always more opportunity for improvement. About 40 percent of the listed audit recommendations are past due, and the Board would appreciate placing a continued emphasis in those areas. Finally, a recurring issue during the risk assessment is how decentralized information technology is within the A&M System, particularly in relation to the Health Insurance Portability and Accountability Act (HIPAA). He asked the institutions to continue working closely with OIA to centralize that area, as it appears to be an area of great risk.

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

#### **2. Recommendation regarding proposed new Board Policy 2.27, "System User Access for Financial Information Systems"**

ARMCR Committee Chair Davis said the Committee also discussed with Board staff this proposed new Board Policy, which relates to system user access for financial information systems. This policy was drafted in order to ensure the integrity of financial data, the accuracy of financial reporting, and to minimize the risk of fraud. This policy has been reviewed by OLC. The Committee acted to recommend Board approval. (Board Policy 2.27, "System User Access for Financial Information Systems" is attached to this section of the minutes as ATTACHMENT A and considered a part of these minutes.)

Regent Davis moved and Regent Taylor seconded to approve Board Policy 2.27, as presented.

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

3. Recommendation to select Deloitte Financial Advisory Services to provide financial advisory services to the Board of Regents related to Langston University and Oklahoma State University Shared Services

ARMCR Committee Chair Rick Davis said the Committee discussed this Item with the Office of Internal Audit (OIA) and acted to recommend Board approval. (The Statement of Work for Deloitte Risk and Financial Advisory is attached to this section of the minutes as ATTACHMENT B and considered a part of these minutes.)

Regent Davis moved and Regent Walker seconded to approve the Statement of Work, as presented.

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

#### C. Fiscal Affairs and Plant Facilities Committee

1. Recommendation regarding revisions to Board Policies 1.12 and 2.09 to increase the limit for use of on-call construction managers for the OSU System

FAPF Committee Chair Hall said the Committee met with the OSU administration to discuss this Item, noting the revisions to Policy 2.09 will raise the limits to \$1 million for any single project with an annual limit of \$7.5 million. Revisions to Policy 1.12 are related to the changes to 2.09 and are clarifying in nature. He said the Committee acted to recommend Board approval. (Documents reflecting the revisions to Board Policies 1.12 and 2.09 are collectively on file in the Board of Regents' Office as Doc. No. 11-6-16-23 and considered a part of these minutes.)

Regent Hall moved and Regent Baetz seconded to approve the revisions to Board Policies 1.12 and 2.09, as presented.

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

D. Planning and Budgets Committee

1. Recommendation regarding the proposed FY 2024 Budget for the Offices of the Board of Regents

P&B Committee Chair Walker said the committee met with Board staff to consider the proposed budgets for FY 2024 for the operations of the offices of the Board of Regents and acted to recommend Board approval. (The FY 2024 budget for the Board of Regents' Offices is on file in the Board of Regents' Office as Doc. No. 12-6-16-23.)

Regent Walker moved that the Board conditionally approve all elements of the budget as presented by Board staff subject to the correction of any errors in the preparation of the budget documents. Regent Baetz seconded the motion.

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

**IX. OTHER BOARD OF REGENTS' BUSINESS**

F. Other Business Matters Requiring Action of the Board

1. Election of Board Officers for FY 2024

Regent Davis echoed Regent Hall's comments earlier about Regent Callahan's service as Board Chair. Few people really realize the amount of time it requires to do a good job as Chair. It is viewed as a position that just facilitates the Board meetings, but that is such a small part of what a Chair does. He said Regent Callahan was dedicated and did an excellent job.

Regent Davis said it was his pleasure to nominate the Board officers for FY 2024 and moved that the Board elect Joe D. Hall as Chair, Jimmy Harrel as Vice Chair, and Jason Ramsey as Secretary, effective July 1, 2023, through June 30, 2024. Regent Taylor seconded the motion.

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

Chair Callahan said he would like to note that Regent Harrel really wanted to attend today's meeting, but he is ill and unable to attend.

Adjournment

The meeting was adjourned at approximately 12:03 p.m.

## System User Access for Financial Information Systems

### 2.27

#### A. Introduction

To ensure the integrity of financial data, accuracy of financial reporting and to minimize the risk of fraud, it is important to establish a clear system access provisioning and segregation of duties (“SoD”) policy for information technology financial systems.

#### B. Provisioning User Access

Proper provisioning of user access to financial information systems shall be established such that no user is given system access that allows the user to both initiate and approve a transaction. Specifically, user system access in one or across multiple system(s) shall be granted such that no one user has system access that allows sole control over any one transaction. Applicable transactions include but are not limited to:

- the receipt of funds
- disbursement of funds
- transfer of funds
- journal entries
- human resources and payroll activity, including but not limited to establishment of an employee and/or changes in pay rates and/or benefits
- budget entries and transfers; etc.

#### C. Least Privilege

The principle of least privilege states users shall be granted the minimum level of access to information systems that is necessary to perform the user’s assigned tasks. User access to financial information systems shall be configured in accordance with the least privilege principle.

#### D. User Authentication Controls

Strong user authentication controls shall be implemented in accordance with Uniform Information Security Governance guidelines, or the applicable industry standard for information security at the time, including, but not limited to the use of complex passwords, limits to unsuccessful login attempts, and session timeouts; provided, however, authentication controls may change over time in accordance with industry standards. User IDs and passwords shall be kept confidential and changed regularly. Employees with administrative access to financial information systems shall not utilize administrative access accounts for operational or financial tasks.

#### E. Monitoring

Each Vice President that has financial information systems in their area shall be responsible for establishing procedures to ensure the security and integrity of financial information systems accessed by their employees and to ensure employees are

appropriately trained on such procedures. These procedures shall specify that user activity will be monitored routinely to ensure all users are appropriately provisioned to establish proper segregation of duties and configured in accordance with the least privilege principle.

#### F. Audit Trails

Audit trails and audit logs shall be implemented to track and record all financial transactions and system access. A user access change log shall also be maintained that records when user access permissions have been changed and by whom. The audit trails/logs shall be reviewed regularly by management and retained in accordance with records retention requirements. These records shall be protected against unauthorized access, modification, and deletion.

#### G. Deprovisioning User Access

Each Vice President that has financial information systems in their area shall establish procedures to immediately terminate user access to financial information systems when a user leaves the organization or changes roles. Additionally, these procedures shall include a periodic review (not less than annually) of all user access to ensure it is appropriately assigned.

#### H. Conclusion

This policy is intended to ensure that system access controls related to financial transactions are implemented and maintained to protect the integrity, security, and confidentiality of system data. By implementing this policy, institutions can reduce the risk of errors, fraud and unauthorized activities and increase the effectiveness of their internal control systems. Non-compliance with this policy may result in disciplinary action.

**Approved Date:**

## STATEMENT OF WORK

<b>Project Name:</b>	Langston University/Oklahoma State University Interim Financial Advisory Support
<b>SOW Number:</b>	SOW # 2
<b>Estimated Project Start Date:</b>	June 19, 2023

This statement of work (SOW) incorporates the terms and conditions of the engagement letter (including the General Business Terms attached thereto) between Deloitte Risk and Financial Advisory<sup>1</sup> (“Advisor” or “we” or “our”) and Oklahoma Agriculture and Mechanical Colleges Board of Regents (“OSU/A&M”, “Client” or “you”), dated July 22, 2022 (the “Agreement”), and applies to the performance of Co-sourcing Services described below (the “Services”). Capitalized terms used but not defined herein shall have the meanings ascribed to such terms in the Agreement.

### **SCOPE OF SERVICES**

Provide advisory services focused on Langston University’s financial team and the related Oklahoma State University (OSU) Shared Services responsibilities for financial management, planning, and analysis for Langston University (LU). The advisory services will focus on assisting with improving the institution’s internal control structure and financial health. The Advisor will be responsible functionally to the Oklahoma Agricultural and Mechanical Board of Regents and administratively to the Chief Executive Officer (CEO) and the Chief Audit Executive (CAE). Responsibilities will include, but not limited to:

- Direct and oversee the development of a financial turnaround plan to help improve the institution's financial health and sustainability, including internal control initiatives, process improvements, compliance with state and federal requirements and cash flow management.
- Collaborate with senior leadership, Board of Regents, and other stakeholders to develop forward-focused strategies for a stable financial team structure and operation.
- Facilitate the LU Finance and OSU Shared Services teams’ collaboration to help develop timely and accurate financial reporting, analysis, and decision-making support.

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<sup>1</sup> As used in this engagement letter, “Deloitte Risk and Financial Advisory” means Deloitte & Touche LLP.

- Provide monitoring and guidance for the LU Financial and OSU Shared Service teams to help track that the responsibilities defined in the Shared Services Memorandum of Understanding are being effectively implemented.
- Guide and monitor the LU Financial and OSU Shared Service teams to help drive the implementation of external/internal audit recommendations.
- Report on the status of financial turnaround initiatives.
- Provide guidance related to financial management, planning, and analysis functions, including budgeting, forecasting, financial reporting, and financial modeling/forecasting.
- Identify financial services performance benchmarks and help implement a monitoring process to position LU for future success.
- Assist OSU Shared Services and LU Management in the development of financial policies and procedures to help with the compliance of regulatory requirements and leading practices.
- Serve as a liaison with external and internal auditors.
- Provide financial analysis and guidance for major capital projects and initiatives.
- Provide guidance for the institution's processes for effective risk management, financial planning, and cash flow management.

- **Deliverables**

Conduct weekly meetings with the CAE and provide a weekly dashboard on key activities the Advisor performs. Additionally, routine updates will be provided to the CEO and the OSU/A&M Board of Regents Audit Risk Management Committee Review (ARMCR) Committee.

- **Duration**

This SOW shall become effective on the date signed by the last party and shall terminate on March 31, 2024, unless otherwise extended. The Parties may, upon mutual written agreement, extend this SOW.

## ENGAGEMENT STAFFING

The number of hours for the project are estimated to be 2,000, and the total cost will be determined based on the various staff levels used at the rates provided in our Agreement and included in Appendix A. The number of hours will not exceed the 2,000 hours unless approved in advance and with prior written consent by the OSU/A&M Chief Audit Executive.

Hours estimate:

Resource	Role
Kilchrist, Shawn	Relationship Advisor
Samra, Reem	Day to Day Advisor
**	

\*\* Additional professionals with relevant skillsets will be utilized, based on project needs, with prior approval from the OSU/A&M Chief Audit Executive.

Reasonable travel and other expenses will be billed at actual cost and capped at 10% of our fees invoiced as noted in the MSA. Invoices will be due and payable pursuant to this SOW.

The hourly rates are from our Agreement (included in Appendix A) and are based upon our current understanding of the requirements, our roles and responsibilities, assumptions set forth in the Agreement, and active participation of the office of Internal Audit and OSU's and LU's management and other personnel, as described in this SOW. Based on our experience, issues sometimes arise that require procedures beyond what was initially anticipated. If this should occur, we will discuss it with you prior to performing additional work.

## ACKNOWLEDGMENTS AND AGREEMENTS

In addition to those acknowledgments and agreements in the Agreement, the Office of Internal Audit acknowledges and agrees to the following:

- The Office of Internal Audit and the CAE will provide timely resolution of project issues once raised to the management team. If a timely resolution cannot be reached or an issue not resolved, it will be documented on an issues log and be reported in the status reports. Unresolved issues could result in the project team's inability to meet the proposed schedule and result in increased costs and missed deadlines.
- OSU and LU will be responsive and reasonable in supporting the readiness assessment process (e.g., providing documentation on a timely basis, providing feedback on work products etc.).
- In connection with performing the services described in this statement of work, Advisor shall be entitled to rely on decisions and approvals of OSU and LU. OSU and LU shall be solely responsible for, among other things: (i) making management decisions and performing management functions; (ii) establishing and maintaining internal controls, including, without limitation, monitoring ongoing activities.
- The services will be performed in accordance with the *Statement on Standards for Consulting Services* issued by the American Institute of Certified Public Accountants ("AICPA"). Deloitte & Touche LLP will provide its observations, advice, and recommendations. However, Deloitte & Touche LLP's services will not constitute an engagement to provide audit, compilation, review, or attestation services as described in the pronouncements on professional standards issued by the AICPA, and, therefore, Deloitte & Touche LLP will not express an opinion or other form of assurance with respect to OSU's system of internal control over financial reporting or its compliance with laws, regulations, or other matters.
- We will not provide any legal advice regarding our Services nor will we provide any assurance regarding the outcome of any future audit or regulatory examination or other regulatory action; the responsibility for all legal issues with respect to these matters, such as reviewing all deliverables and work product for any legal implications to OSU and LU, will be OSU's and LU's.
- Although Advisor may provide advice and recommendations concerning the specific procedures we might perform, Advisor is not responsible for the sufficiency of the procedures or for responding to OSU's and LU's obligations to shareholders, lenders, regulators, and other stakeholders. In addition, OSU and LU remain responsible for its reporting and similar obligations.
- We call your attention to the possibility that other professionals may perform procedures concerning the same information or data, and perhaps the same accounts and records, and reach different findings than Advisor for a variety of reasons, including the possibilities that additional or different information or data might be provided to them that was not provided to Advisor, that they might perform

different procedures than did Advisor, or that professional judgments concerning complex, unusual, or poorly documented transactions may differ.

- If, as part of the services to be provided by Advisor hereunder, the Office of Internal Audit should request Advisor to assist them in their evaluation of the appropriate application of accounting principles generally accepted in the United States of America (“generally accepted accounting principles”) to certain LU transactions, Counsel and OSU and LU each understand and agree that (1) the ultimate responsibility for the decision on the appropriate application of generally accepted accounting principles for an actual transaction rests with the preparers of financial statements, who should consult with their continuing accountants, and (2) any judgment by Advisor on the appropriate application of generally accepted accounting principles to certain of the LU’s transactions will be based solely on the facts, circumstances, and assumptions provided to us, and our conclusions might change if different facts, circumstances, or assumptions were provided to us.
- In connection with Services related to this engagement letter, if it is reasonably believed by either Advisor or the Client that litigation may occur regarding the subject matter of this engagement, the parties agree that Advisor or the Client may terminate such Services and, upon mutual agreement of Advisor and the Client, Advisor may be separately engaged by the Client to perform litigation support services for the Client.

DRAFT

Oklahoma Agricultural and Mechanical  
Colleges Board of Regents

By:

\_\_\_\_\_  
Printed Name:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Date:

Deloitte & Touche LLP

By:

\_\_\_\_\_  
Printed Name: Shawn Kilchrist

\_\_\_\_\_  
Title: Managing Director

\_\_\_\_\_  
Date: 6/7/2023

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## APPENDIX A

### PROFESSIONAL HOURLY RATES FROM THE AGREEMENT

<b>IA Resource Rates</b>					
<b>Level (Approximate Years of Experience)</b>	<b>6/1/2022 - 5/31/2023</b>	<b>6/1/2023 - 5/31/2024</b>	<b>6/1/2024 - 5/31/2025</b>	<b>6/1/2025 - 5/31/2026</b>	<b>6/1/2026 - 5/31/2027</b>
Principal, Partner, Managing Director (12+)	\$307	\$316	\$326	\$335	\$346
Senior Manager (7+)	\$275	\$283	\$292	\$300	\$310
Manager (5+)	\$252	\$260	\$267	\$275	\$284
Senior Consultant (2+)	\$209	\$215	\$222	\$228	\$235
Consultant	\$172	\$177	\$182	\$188	\$194
Senior Associate	\$124	\$128	\$132	\$135	\$140
Associate	\$102	\$105	\$108	\$111	\$115

<b>Specialist Rates</b>					
<b>Level (Approximate Years of Experience)</b>	<b>6/1/2022 - 5/31/2023</b>	<b>6/1/2023 - 5/31/2024</b>	<b>6/1/2024 - 5/31/2025</b>	<b>6/1/2025 - 5/31/2026</b>	<b>6/1/2026 - 5/31/2027</b>
Principal, Partner, Managing Director (12+)	\$338	\$348	\$359	\$369	\$380
Senior Manager (7+)	\$302	\$311	\$320	\$330	\$340
Manager (5+)	\$276	\$284	\$293	\$302	\$311
Senior Consultant (2+)	\$235	\$242	\$249	\$257	\$264

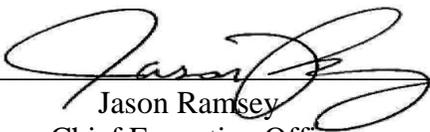
BOARD OF REGENTS FOR THE OKLAHOMA  
AGRICULTURAL AND MECHANICAL COLLEGES

By: \_\_\_\_\_



Joe D. Hall  
Board Chair

ATTEST:



Jason Ramsey  
Chief Executive Officer

Certified correct minutes subject to approval of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges on September 8, 2023.



Kyla Eldridge  
Executive Assistant to the CEO/Office Manager