

**MINUTES OF A REGULAR MEETING  
THE UNIVERSITY OF OKLAHOMA BOARD OF REGENTS  
TUESDAY, JUNE 25, 2019**

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**MINUTES OF A REGULAR MEETING  
THE UNIVERSITY OF OKLAHOMA BOARD OF REGENTS  
JUNE 25, 2019**

A regular meeting of the Board of Regents governing The University of Oklahoma, Cameron University and Rogers State University was called to order at the Chickasaw Retreat and Conference Center in Sulphur, Oklahoma, at 5:11 p.m. on June 25, 2019.

The following Regents were present: Leslie J. Rainbolt, M.D., M.B.A., Chairman of the Board, presiding; Regents Gary C. Pierson, C. Renzi Stone, Phil B. Albert, Frank Keating, Natalie Shirley, and Eric Stevenson.

Others attending all or a part of the meeting included Mr. Joseph Harroz, Jr., Interim President of The University of Oklahoma; Dr. J. Kyle Harper, Senior Vice President and Provost – Norman Campus; Vice Presidents Lauren Brookey, and Ken Rowe; Chief Legal Counsel Anil Gollahalli; Executive Secretary of the Board of Regents, Dr. Chris A. Purcell; and Mr. Drew Neville, Board Counsel.

Attending the meeting from Cameron University was Dr. John McArthur, President of the University.

Attending the meeting from Rogers State University was Dr. Larry Rice, President of the University.

Notice of the time, date and place of this meeting was submitted to the Secretary of State, and the agenda was posted in the Office of the Board of Regents on or before 5:00 p.m. on June 24, 2019, both as required by 25 O.S. 1981, Section 301-314.

## **EXECUTIVE SESSION**

This item was included in the agenda for the purpose of meeting with General Counsel in executive session for a report on personnel and pending and possible litigation. No executive session was held on this item, and there was no report.

## **CAMERON UNIVERSITY**

### **REPORT OF THE PRESIDENT OF THE UNIVERSITY**

Chairman Rainbolt commented that the [Chickasaw] Nation has really made a beautiful spot and the Board is fortunate to meet here before welcoming President McArthur to make his report.

President McArthur thanked the Regents and his fellow Presidents for the conversations collectively and individually over the last two days. “I appreciate the thoughtfulness and the good questions—it helps me support Cameron better, and I appreciate that deeply. We continue to offer a wide array of summer classes for college students, and we have an especially large number of camps and activities going at Cameron University this summer. In addition to activities and camps for athletics, a large number of learning camps from art through zoology with children from kindergarten through to soon to be college students are being held. We really appreciate that activity on campus, but there’s a lot of other things going on. We’re taking advantage of this benevolent spring in our part of the state to do an awful lot of work on our grounds and our facilities, thanks to the gifts from several private donors.

We have a large number of small-scale construction projects we're racing to get done so that we have our classrooms ready for the next class of Cameron Aggies who will start this this August. That concludes my report.”

## **FISCAL YEAR 2020 BUDGET – CU**

Cameron University enters the 2019 – 2020 academic year having completed the first of five years toward meeting strategic planning goals established in *Plan 2023: Ambitious Goals for Growth, Innovation and Engagement*. The key goals of this plan will be used to assign budget allocations and to make budget decisions. The actions and initiatives to advance those goals for 2019 – 2020 are as follows:

- Goal One – Transform student lives
  1. Complete a curriculum crosswalk for the most commonly chosen academic majors of military and military dependent students from the installations most frequently preceding or following an assignment at Fort Sill
  2. Offer concurrent instruction opportunities in area K-12 schools
- Goal Two - Provide quality educational opportunities for the diverse community of Cameron University learners
  1. Improve student academic support
  2. Increase student financial support
  3. Continue curriculum innovation and review
- Goal Three – Recruit, develop, and retain highly qualified faculty and staff committed to advancing the mission of the university
  1. Provide a campus employee salary and stipend plan for FY20
  2. Develop and implement appropriate policy in support of Faculty Senate recommended changes to the rank of Instructor for use in FY21
  3. Expand the employee retention program to include recognition of annual employment anniversaries and an employee appreciation week
- Goal Four – Strengthen the economic, cultural, and civic life of the Cameron University service area in southwest Oklahoma and beyond
  1. Increase the rate of parent and child registration for the Oklahoma's Promise scholarship program through an outreach program using CU alumni in the teaching profession
  2. Prepare to host Oklahoma Research Day in Spring 2021 and Spring 2022
- Goal Five – Renovate and refresh existing facilities and technologies to meet the needs of current and future students
  1. Extend university advancement and fundraising efforts
  2. Complete construction and renovation projects in Duncan and Lawton
- Goal Six – Establish a strong brand and identity for the university
  1. Launch a new university Website in January 2020
  2. Prepare for a Higher Learning Commission (HLC) reaffirmation of accreditation visit scheduled for March 2021

*BUDGET OVERVIEW:*

Total projected revenue for FY 2020 is \$45,353,748 and is composed of the following:

<input type="checkbox"/> State appropriations	\$16,807,337	(37.1%)
<input type="checkbox"/> Tuition	\$21,385,000	(47.2%)
<input type="checkbox"/> Student fees	\$5,510,545	(12.2%)
<input type="checkbox"/> Gifts, grants and state program reimbursements	\$1,364,166	(2.9%)
<input type="checkbox"/> Other income	\$286,700	(0.6%)

Projected revenues include a \$315,628 increase in state appropriated funds, a \$185,230 increase in reimbursement income and continued support from the Cameron University Foundation. Due to additional state support and conservative fiscal spending, the University is not requesting an increase in tuition and mandatory fees for FY 2020.

Total expenditures for FY 2020 are projected to be \$45,988,780. The proposed budget includes the following expenditures:

<input type="checkbox"/> Instruction	\$21,882,130	(47.6%)
<input type="checkbox"/> Research	\$111,500	(0.2%)
<input type="checkbox"/> Public service	\$320,220	(0.7%)
<input type="checkbox"/> Academic support	\$2,035,958	(4.4%)
<input type="checkbox"/> Student services	\$4,842,799	(10.5%)
<input type="checkbox"/> Institutional support	\$4,460,180	(9.7%)
<input type="checkbox"/> Physical facilities	\$6,425,993	(14.0%)
<input type="checkbox"/> Scholarships and tuition waivers	\$5,910,000	(12.9%)

Overall, University expenditures will decrease by \$202,257 from FY 2019. The decrease is due primarily to the elimination of certain staff positions and the nonrenewal of an enrollment management services contract.

In this FY 2020 budget, Cameron's administrative expenses of 9.7% of all expenses represents an increase from FY 2019 but well below the administrative cost guideline of 13% for regional universities established by the Oklahoma State Regents for Higher Education. The university continues to be committed to maximizing the portion of the budget allocated to instruction, academic support, student services, and student scholarships and waivers while minimizing the portion of the budget used by administrative departments.

The commitment of prior year educational and general reserve funds in the amount of \$635,032 is required to meet budgeted mandatory costs increases and other initiatives. It is anticipated that some of the committed reserves will be recaptured by not filling or by delaying filling of certain open positions and through spending restraint by Cameron's faculty and staff. The projected, unobligated reserve balance for June 30, 2020 is \$3,401,565, or 7.4% of budgeted annual expenditures and 8.33% (the amount recommended by the Oklahoma State Regents for Higher Education) of budgeted annual expenditures net of tuition waivers.

*This item was submitted by President John McArthur on June 11, 2019.*

President McArthur recommended the Board of Regents approve the operating budget for Fiscal Year 2020 as presented.

Regent Shirley moved approval of the recommendation. The following voted yes on the motion: Regents Pierson, Stone, Albert, Keating, Shirley, and Stevenson. The Chairman declared the motion unanimously approved.

## TUITION AND MANDATORY FEE RATES FOR ACADEMIC YEAR 2019-2020 – CU

70 O.S. 2001, Sections 3218.8 and 3218.9, as amended by House Bill No. 1748, authorizes the Oklahoma State Regents for Higher Education to establish resident and graduate tuition rates, nonresident tuition rates, and mandatory fees (fees for items not covered by tuition and which all students pay as a condition of enrollment at the institution). Section 3218.8 provides that the limits for undergraduate tuition and mandatory fees shall be less than 105% of the average resident tuition and mandatory fees at the university's peer institutions. Section 3218.9 provides that the limits for graduate resident and graduate non-resident tuition and mandatory fees shall be less than the average graduate resident and non-resident tuition and mandatory fees at peer institutions. Peer institutions for regional universities are determined by the State Regents and include "like-type public institutions in surrounding and other states."

In its deliberation on the establishment of resident tuition rates for undergraduate and graduate education, the State Regents shall balance the affordability of public higher education with the provision of available, diverse, and high-quality opportunities giving consideration to the level of state appropriations, the state economy, the per capita income and cost of living, the college-going and college-retention rates, and the availability of financial aid in Oklahoma. For any increase in the tuition rates, the State Regents shall demonstrate a reasonable effort to affect a proportionate increase in the availability of need-based financial aid.

Cameron University is requesting to hold tuition and mandatory fee rates unchanged for academic year 2019-2020 for resident and nonresident students at the undergraduate and graduate levels.

### UNDERGRADUATE TUITION RATES

*(Nonresident students pay both resident and nonresident tuition)*

<u>Proposed AY 19-20 Resident Tuition Per Credit Hour</u>	<u>Annual Undergraduate Tuition and Mandatory Fees 30 Credit Hours – 2 Semesters</u>
\$158.00	\$6,450.00
<u>Proposed AY 19-20 Nonresident Tuition Per Credit Hour</u>	<u>Annual Undergraduate Tuition and Mandatory Fees 30 Credit Hours – 2 Semesters</u>
\$314.00	\$15,870.00

### UNDERGRADUATE GUARANTEED RESIDENT TUITION RATE

Beginning with the 2008-2009 academic year, House Bill 3397 (HB 3397) passed by the Oklahoma Legislature requires that a new undergraduate student be given the opportunity to choose to participate in the Guaranteed Tuition Rate Program. HB 3397 also provides that the guaranteed tuition rate shall be less than 115% of the nonguaranteed tuition rate. A first-time, full-time undergraduate student who is a resident of Oklahoma can choose to pay a guaranteed rate for the next 4 years ("the Plan") or at an annual rate charged each year. The recommended resident undergraduate guaranteed tuition rate is \$181.00 per credit hour for students entering Fall 2019, Spring 2020 or Summer 2020. The recommended rate reflects no change when compared with the resident undergraduate guaranteed tuition rate for the 2018-2019 academic year.

UNDERGRADUATE GUARANTEED TUITION RATES*(Available to first-time resident students only)*

<u>Proposed AY 19-20 Resident Tuition Per Credit Hour</u>	<u>Annual Undergraduate Tuition and Mandatory Fees 30 Credit Hours – 2 Semesters</u>
\$181.00	\$7,140.00

GRADUATE TUITION RATES*(Nonresident students pay both resident and nonresident tuition)*

<u>Proposed AY 19-20 Resident Tuition Per Credit Hour</u>	<u>Annual Graduate Tuition and Mandatory Fees 24 Credit Hours – 2 Semesters</u>
\$198.00	\$6,120.00

<u>Proposed AY 19-20 Nonresident Tuition Per Credit Hour</u>	<u>Annual Graduate Tuition and Mandatory Fees 24 Credit Hours – 2 Semesters</u>
\$373.00	\$15,072.00

MBA AND MSOL ON-LINE RATES

<u>Proposed AY 19-20 Resident Tuition Per Credit Hour</u>	<u>Annual Graduate Tuition and Mandatory Fees 24 Credit Hours – 2 Semesters</u>
\$320.00	\$7,680.00

<u>Proposed AY 19-20 Nonresident Tuition Per Credit Hour</u>	<u>Annual Graduate Tuition and Mandatory Fees 24 Credit Hours – 2 Semesters</u>
\$105.00	\$10,200.00

MANDATORY FEES:*(Charged by the credit hour)*

Student Technology	\$17.50
Library Automation and Materials	5.75
Assessment	3.50
Academic Records	3.00
Student Facility	14.00
Student Activity*	12.00
Cultural and Lectureship	1.25

\*Includes Student Government Fee of \$0.15

The University remains committed to providing an outstanding learning experience at an exceptional value by continuing to offer expansive financial assistance to students.

If approved by the Board of Regents, this tuition and mandatory student fee request will be forwarded to the Oklahoma State Regents for Higher Education for approval and will become effective Fall 2019.

*This item was submitted by President John McArthur on June 11, 2019.*

President McArthur recommended the Board of Regents approve the proposed tuition and mandatory fee rates for academic year 2019-2020.

Regent Shirley moved approval of the recommendation. The following voted yes on the motion: Regents Pierson, Stone, Albert, Keating, Shirley, and Stevenson. The Chairman declared the motion unanimously approved.

### **ESTABLISHMENT OF FRANCIS PEAY ENDOWED LECTURESHIP – CU**

This endowed lectureship is established by Aryca Peay-Woodson with a gift of \$50,000 in memory of her father, Francis Peay. The Francis Peay Endowed Lectureship will be used to advance the quality of education in the study of athletic training and strength and conditioning.

Francis Peay graduated from Cameron University in 1964 with an Associate in Arts degree. While at Cameron University, he played college football from 1963-1964. After transferring and graduating from the University of Missouri, he went on to play eight years in the NFL. He served as head coach for Northwestern University from 1986-1991. Mr. Francis Peay passed away in 2013 at the age of 69. He was inducted into the Cameron Athletic Hall of Fame in 2017.

In recognition of this gift, President McArthur recommends the establishment of the Lectureship and requests approval to seek matching funds from the Oklahoma State Regents for Higher Education.

*This item was submitted by President John McArthur on June 3, 2019.*

President McArthur recommended the Board of Regents:

- I. Approve the establishment of the Francis Peay Endowed Lectureship in Athletic Training; and
- II. Approve the application for matching funds from the Oklahoma State Regents for Higher Education.

Regent Shirley moved approval of the recommendation. The following voted yes on the motion: Regents Pierson, Stone, Albert, Keating, Shirley, and Stevenson. The Chairman declared the motion unanimously approved.

### **SUBSTANTIVE PROGRAM CHANGES – CU**

The Oklahoma State Regents for Higher Education require that all substantive changes in degree programs be presented to the institution's governing board for approval before being forwarded to the State Regents for consideration. The changes in the academic programs



presented below have been approved by the President, upon recommendations of the appropriate faculty, academic unit and dean, the Curriculum Committee or Graduate Council, and the Vice President for Academic Affairs. The changes are being submitted to the Board of Regents for approval prior to submission to the State Regents.

1. PROGRAM: B.A in Art

PROPOSED CHANGE: Program Requirement Changes

COMMENTS: Four courses will be moved from the major core to the major electives category. Total hours for the major core will decrease from 38 to 26. Total hours of major electives will increase from 10 to 21. Total hours required for the major will decrease from 48 to 47. Total hours required for the degree will not change.

Three courses currently being used to teach multiple subtitles under each number will be split into new numbers for each title offered. However, the number of sections taught with new numbers/titles will remain the same as previously taught under the original three numbers, resulting in no net change in cost. New numbers and titles will be used in both the BA and BFA programs.

The requested changes better align the major core with other institutions in the state and allow students greater flexibility in choosing major electives in their chosen content area. Additionally, the division of one generic course title into multiple specific course titles better reflects course content, provides greater transparency to students, and aids in transferability to or from Cameron. The requested changes will not require additional funds.

2. PROGRAM: B.A. in Music

PROPOSED CHANGE: Program Requirement Changes

COMMENTS: The course used to fulfill the General Education Humanities-Diversity requirement for the program will be replaced by another existing course. Two courses will be removed from the major and replaced with three existing one-hour courses, and one course will be removed from the major and the course inventory. Specific course titles used to fulfill the Major Ensemble, Major Lesson Field, and Piano requirements in the major will be added to clarify requirements. Total hours required for the major will decrease from 44 to 38.

The requested changes better align the major concentrations with other institutions in the state. The requested changes present a more cohesive program and will better prepare students for careers or graduate study in the field. Additionally, clarifying program requirements provides greater transparency to students and aids in transferability to or from Cameron. The requested changes will not require additional funds.

3. PROGRAM: B.F.A. in Art

PROPOSED CHANGE: Program Requirement Changes

COMMENTS: Four courses will be moved from the major core to the concentrations. Total hours for the major core will decrease from a range of 38-44 to 32 hours. The requested will make the core consistent for all concentrations.

Three courses currently being used to teach multiple subtitles under each number will be split into new numbers for each title offered. However, the number of sections taught with new numbers/titles will remain the same as previously taught under the original three numbers, resulting in no net change in cost. New numbers and titles will be used in both the BA and BFA programs.

Total hours required for all concentrations will be changed to a consistent 36 hours. Required courses for the Graphic Design, Painting, Printmaking, and Sculpture concentrations will change from 30 to 27, 18 to 15, 18 to 9, and 18 to 24, respectively. Electives for the Graphic Design, Painting, Printmaking, and Sculpture concentrations will change from 10 to 9, 8 to 21, 8 to 27, and 8 to 12, respectively.

Total hours required for the major for all concentrations will decrease from a range of 70-78 to 68. Total hours required for the degree will not change.

The requested changes better align the major core with other institutions in the state and allow students greater flexibility in choosing major electives in their chosen content area. Additionally, the division of one generic course title into multiple specific course titles better reflects course content, provides greater transparency to students, and aids in transferability to or from Cameron. The requested changes will not require additional funds.

#### 4. PROGRAM: B.M. in Music

PROPOSED CHANGE: Program Requirement Changes

COMMENTS: The course used to fulfill the General Education Humanities-Diversity requirement for the program will be replaced by another existing course. One course will be removed from the major core and replaced with 2 existing courses. One course will be removed from the major core and the course inventory. Two courses from the major core and three courses from each concentration will be moved to a new Upper Division Electives in Music Theory or Music History category. Total hours required for the major core will decrease from 42 to 35.

Specific course titles used to fulfill the Major Ensemble in the major core and the Major Lesson Field and Piano requirement in each concentration will be added to clarify requirements. Total hours required for the Vocal Performance, Instrumental Performance, Piano Performance, and Composition concentrations will change from 41 to 34, 37 to 33, 37 to 31, and 37 to 31, respectively.

For the Vocal Performance Concentration, the Vocal Diction requirement will be changed from three hours to two. For the Instrumental Performance concentration, a requirement for a two-hour Methods course will be added. For the Instrumental Performance and Piano Performance concentrations, a requirement for a minimum of 3 hours in Private Lessons: Voice will be added. Electives needed for all concentrations will now be specified as MUSC-prefix electives only. Total hours required for the major will decrease from a range of 79-83 to 72-76. Total hours required for the degree will not change.

The requested changes better align the major core and concentrations with other institutions in the state. The requested changes present a more cohesive program and will better prepare students for careers or graduate study in the field.

Additionally, clarifying program requirements provides greater transparency to students and aids in transferability to or from Cameron. The requested changes will not require additional funds.

5. PROGRAM: B.M.E. in Music Education

PROPOSED CHANGE: Program Requirement Changes

COMMENTS: The course used to fulfill the General Education Humanities-Diversity requirement for the program will be replaced by another existing course. One course will be removed from the major and replaced with 2 existing courses that will be moved from the concentrations. One course will be removed from the major and the course inventory. Courses used to fulfill the Major Ensemble in the major core and Major Lesson Field and Piano requirements in the concentrations will be added to clarify requirements.

For the Instrumental/General Concentration, a requirement of Class or Private Lessons in Voice will be added. For the Vocal/General Concentration, the Vocal Diction requirement will decrease from three hours to two, and a new course will be added to specify the languages taught in each course. One hour of Electives needed for the Vocal/General concentration will now be specified as MUSC-prefix electives only.

Total hours for the Instrumental/General, and Vocal/General concentrations will decrease from 30 to 25 and 30 to 24, respectively. Total hours required for the Vocal/General Concentration will decrease from 30 to 24. Total hours required for the major will decrease from 93 to a range of 86-87. Total hours required for the degree will not change.

The requested changes better align the major core and concentrations with other institutions in the state. The requested changes present a more cohesive program and will better prepare students for careers or graduate study in the field. Additionally, clarifying program requirements provides greater transparency to students and aids in transferability to or from Cameron. The requested changes will not require additional funds.

*This item was submitted by President John McArthur on June 3, 2019.*

President McArthur recommended the Board of Regents approve the proposed changes to the Cameron University academic programs.

Regent Shirley moved approval of the recommendation. The following voted yes on the motion: Regents Pierson, Stone, Albert, Keating, Shirley, and Stevenson. The Chairman declared the motion unanimously approved.

## **FOOD SERVICES CONTRACT – CU**

In 2011, Cameron University solicited proposals for food service operations in Cameron's dining halls, snack bars, coffee shop and for on-campus catering. With Board approval, the only responding bidder, Sodexo, Inc., was awarded a contract for Fiscal Year 2012. The contract also granted Cameron University nine separate and successive renewal options of one year each at a mutually agreed upon price.

The proposed renewal contract amount is based on a sliding board scale with the University's costs based on the number of participants and on the occupancy of Cameron's residential apartments where residents are required to participate in a dining plan. The estimated contract amount assumes a slight increase in the number of meal plan participants in Fiscal Year 2020 compared to Fiscal Year 2019. The proposed contract amount also takes into consideration a two percent increase in the University's cost of traditional board and commuter plans.

*This item was submitted by President John McArthur on June 11, 2019.*

President McArthur recommended the Board of Regents approve the seventh one-year renewal option of a food service operations contract with Sodexo, Inc. The estimated contract amount for Fiscal Year 2020 is \$995,000.

Regent Shirley moved approval of the recommendation. The following voted yes on the motion: Regents Pierson, Stone, Albert, Keating, Shirley, and Stevenson. The Chairman declared the motion unanimously approved.

### **CONTRACT FOR CONWILL HALL ADDITION – CU**

Originally constructed in 1952, Conwill Hall has been home to Home Economics, Biological Sciences and, more recently, the University of Oklahoma Health Sciences Center College of Nursing program at Lawton. The structure is named in honor of Charles M. Conwill, the ninth president of Cameron from 1931 – 1946. The facility does not have an elevator or ADA compliant restrooms. This project includes construction of an addition on the west side of the facility that will include new restrooms on both floors and installation of an elevator. When completed, Conwill Hall will house the Department of Social Sciences.

Construction documents were prepared by the project's architect, LWPB Architects & Planners, PC, and the project was advertised for bid. On June 6, 2019, bids were received from three of the four firms that requested and received bid packages. The bids were evaluated by the project consultants and the following representatives of the University:

Ninette Carter, Vice President for Business and Finance  
Robert Hanefield, Director, Physical Facilities  
Laura Kane, Purchasing Agent

It is recommended that a contract be awarded to Crossland Construction Company, Inc., Columbus, Kansas, the firm representing the best and lowest bid at \$1,037,000. The next lowest bid was from Ryan Herring Construction, Inc., Lawton, Oklahoma for \$1,115,000.

Funding for the project has been identified, is available and budgeted from the University's building and capital equipment funds, unobligated educational and general funds and other legally available resources.

*This item was submitted by President John McArthur on June 11, 2019.*

President McArthur recommended the Board of Regents authorize the President or his designee to award and execute a contract for the construction of the Conwill Hall addition to include an elevator and ADA restrooms to Crossland Construction Company, Inc., the low bidder, for \$1,037,000, and the necessary change orders during the construction project within statutory and project budget limitations.

Regent Shirley moved approval of the recommendation. The following voted yes on the motion: Regents Pierson, Stone, Albert, Keating, Shirley, and Stevenson. The Chairman declared the motion unanimously approved.

## **REVISIONS TO CAMERON UNIVERSITY EMPLOYEE HANDBOOK – CU**

The Cameron University Employee Handbook (“Handbook”) has not been substantially revised since 2014. Since that time, there have been significant changes to University administration, revisions to the Board of Regents Policy Manual, new laws and regulations, and other events necessitating a comprehensive review of the Handbook.

The review prompted extensive revisions in several areas. Most of the proposed revisions fall into one of the following categories:

- Revising policies to conform to the Board of Regents Policy Manual.
- Eliminating sections that are no longer relevant or sections that are redundant.
- Adopting policies to be consistent with other universities in the Board of Regents system.
- Changing names and titles to conform to current practices.
- Revisions intended to streamline or clarify existing processes thereby making them more understandable to employees.

The revised Employee Handbook is attached hereto as Exhibit A with the proposed revisions noted. The Table of Contents, references, and formatting will be updated upon Board approval.

The proposed revisions have been reviewed by the Office of Legal Counsel.

*This item was submitted by President John McArthur on June 3, 2019.*

President McArthur recommended the Board of Regents approve revisions to the Cameron University Employee Handbook.

Regent Shirley moved approval of the recommendation. The following voted yes on the motion: Regents Pierson, Stone, Albert, Keating, Shirley, and Stevenson. The Chairman declared the motion unanimously approved.

## **ACADEMIC AND ADMINISTRATIVE PERSONNEL ACTIONS –CU**

### **APPOINTMENT(S):**

Finney, Emily, Ph.D. (expected June 2019), Assistant Professor, tenure track, Department of Education, annualized rate of \$44,000 for 9 months paid over 12 months effective August 8, 2019.

Hamilton, Phillip, Ph.D., Assistant Professor, tenure track, Department of Agriculture, Biology and Health Sciences, annualized rate of \$55,000 for 9 months paid over 12 months effective August 8, 2019.

Searcy, David, Ph.D. (expected August 2019), Assistant Professor, tenure track, Department of Social Sciences, annualized rate of \$44,000 for 9 months paid over 12 months effective August 8, 2019.

Stern, Stephanie, Ph.D. (expected May 2020), Assistant Professor, tenure track, Department of Psychology, annualized rate of \$44,000 for 9 months paid over 12 months effective August 8, 2019.

Stern, William, Ph.D. (expected May 2020), Assistant Professor, tenure track, Department of Psychology, annualized rate of \$44,000 for 9 months paid over 12 months effective August 8, 2019.

Streater, Justin, Director of Financial Assistance Services, Office of Financial Assistance, annualized rate of \$70,000 paid over 12 months, effective June 3, 2019.

Williams, Benjamin, MFA, Assistant Professor, tenure track, Department of Art, Music, and Theatre Arts, annualized rate of \$44,000 for 9 months paid over 12 months effective August 8, 2019.

CHANGE(S):

Camp, Susan, title changed from Director, Duncan Campus to Assistant Vice President for Academic Affairs and Director, Duncan Campus, salary changed from annualized rate of \$78,856 for 12 months to annualized rate of \$99,000 for 12 months, effective July 1, 2019.

Kingsley, Margery, title changed from Assistant Vice President for Academic Affairs and Director, Office of Teaching and Learning to Associate Vice President for Academic Affairs and Director, Office of Teaching and Learning, salary changed from annualized rate of \$98,685 for 12 months to annualized rate of \$119,000 for 12 months, effective July 1, 2019.

NEPOTISM WAIVER(S):

Stern, Stephanie, Assistant Professor, Department of Psychology. Mrs. Stephanie Stern is related by marriage to Mr. William Stern, also hired as an Assistant Professor in the Department of Psychology. Mrs. Stern was hired for the Experimental Psychology position. Mr. Stern was hired for the Developmental Psychology position. A Nepotism Waiver Management Plan has been reviewed and approved to ensure that Mrs. Stephanie Stern is removed from compensation, tenure, promotion and evaluation matters related to Mr. William Stern.

Stern, William, Assistant Professor, Department of Psychology. Mr. William Stern is related by marriage to Mrs. Stephanie Stern, also hired as an Assistant Professor in the Department of Psychology. Mr. Stern was hired for the Developmental Psychology position. Mrs. Stern was hired for the Experimental Psychology position. A Nepotism Waiver Management Plan has been reviewed and approved to ensure that Mr. William Stern is removed from compensation, tenure, promotion and evaluation matters related to Mrs. Stephanie Stern.

RESIGNATION(S):

Armstrong, Carol, Assistant Professor, Department of Psychology, July 31, 2019.

Billiot, Theresa, Associate Professor, Department of Business, July 31, 2019.

Clement, William Dean, Assistant Professor, Department of Communication, English and Foreign Languages, July 31, 2019.

*This item was submitted by President John McArthur on June 11, 2019.*

President McArthur recommended the Board of Regents approve the personnel actions listed above.

Regent Shirley moved approval of the recommendation. The following voted yes on the motion: Regents Pierson, Stone, Albert, Keating, Shirley, and Stevenson. The Chairman declared the motion unanimously approved.

**LITIGATION – CU**

This item was included in the agenda for the purpose of meeting with General Counsel in executive session for a report on pending and possible litigation. No executive session on this topic was held, and there was no report.

**NONSUBSTANTIVE PROGRAM CHANGES – CU  
CURRICULUM CHANGES – CU  
ANNUAL INTERNAL AUDIT PLAN FOR FISCAL YEAR 2020 – CU –**

The listed items were identified, by the administration, as “For Information Only.” Although no action was required, the opportunity to discuss or consider the items individually was provided.

**NONSUBSTANTIVE PROGRAM CHANGES – CU**

The Oklahoma State Regents for Higher Education confer upon each institution the authority to approve modifications that are nonsubstantive, but require the changes to be communicated to them for information. The modifications listed below have been approved by the President, upon recommendations of the Vice President for Academic Affairs, respective deans and department chairs, and the Curriculum Committee or Graduate Council.

1. PROGRAM: Academic Affairs Restructuring  
The Office of Academic Affairs proposes to initiate the following plans for restructuring, to be effective July 1, 2019:

PROPOSED CHANGE: Program Realignment

COMMENTS: One program will be realigned under the Department of Business, as follows:

Bachelor of Science in Organizational Leadership

PROPOSED CHANGE: Program Realignment

COMMENTS: One program will be realigned under the Office of Teaching and Learning, as follows:

Associate in Science in Interdisciplinary Studies

Bachelor of Science in Interdisciplinary Studies

2. PROGRAM: Minor in Computer Science

PROPOSED CHANGE: Modification

COMMENTS: Credit hours for two courses required for the minor were recently increased from three to four, necessitating an increase in total hours required for the minor from 18 to 20. No additional funds are requested.

3. PROGRAM: Minor in Cyber Security

PROPOSED CHANGE: Modification

COMMENTS: Credit hours for one course required for the minor were recently increased from three to four, necessitating an increase in total hours required for the minor from 18 to 19. No additional funds are requested.

4. PROGRAM: Minor in Information Technology

PROPOSED CHANGE: Modification

COMMENTS: Credit hours for one course required for the minor were recently increased from three to four, necessitating a correction to the courses required for the minor. Total hours required for the minor will not change. No additional funds are requested.

5. PROGRAM: Minor in Multimedia Design

PROPOSED CHANGE: Deletion

COMMENTS: Deletion of the Minor in Multimedia Design is requested due to deletion of related programs and reduced course offerings. No additional funds are requested.

*This item was submitted by President John McArthur on June 3, 2019.*

This item was reported for information only. No action was required.

## **CURRICULUM CHANGES – CU**

The Oklahoma State Regents for Higher Education confer upon each institution the authority to add, modify and delete courses, but require that the changes be communicated to them for information. The modifications listed below have been approved by the President, upon recommendations of the Vice President for Academic Affairs, respective deans and department chairs, and the Curriculum Committee or Graduate Council.

### COURSE ADDITIONS

<u>Prefix /Number</u>	<u>Title</u>
ART 4333	Advanced Painting II: Contemporary Painting Techniques
ART 4343	Advanced Painting III: Subject Matter Exploration
ART 4353	Advanced Painting IV: Style Exploration
ART 4363	Advanced Painting V: Painting Thesis Introduction
ART 4373	Advanced Painting VI: Painting Thesis Conclusion
ART 4383	Advanced Painting: Traditional Watercolor
ART 4393	Advanced Painting: Contemporary Watercolor
ART 4433	Advanced Printmaking II: Woodcut



ART	4443	Advanced Printmaking III: Serigraphy
ART	4453	Advanced Printmaking IV: Monoprint/Monotype
ART	4463	Advanced Printmaking V: Relief Linocut
ART	4473	Advanced Printmaking VI: Lithography and Relief
ART	4483	Advanced Printmaking VII: Lithography
ART	4533	Advanced Sculpture II: TIG Welding and Hand Building in Clay
ART	4543	Advanced Sculpture III: Special Problems in Welding, Wood, and Clay
ART	4553	Advanced Sculpture IV: Time-based Media, Assemblage, Carving, Casting, or Modeling
ART	4563	Advanced Sculpture V: Public Installation Sculpture
ART	4573	Advanced Sculpture VI: Exhibition Design and Construction
ART	4643	History of Art Seminar: Modern Art Movements
ART	4653	History of Art Seminar: Art Since 1940
MSL	1110	Physical Fitness
MSL	1112	Physical Fitness
MUSC	1210-1	Community Band
MUSC	1230-1	Community Jazz Ensemble
MUSC	1240-1	Community Choir
MUSC	3771	French and German Diction

#### COURSE DELETIONS

<u>Prefix /Number</u>	<u>Title</u>
CJ 3053	Evidence
CRM 3623	Consumer Resource Management
CRM 4033	Professional Career Development
CRM 4633	Work and Society
CRM 4781-3	CRM Workshop
FAMS 1163	Human Ecology

FNS	3313	Nutrition in the Life Cycle
FNS	4781-3	FNS Workshop
MUSC	3533	Music History III: Mid-19th Century through Present
PSY	5113	Behavioral Management

COURSE MODIFICATIONS

<u>Prefix /Number</u>	<u>Title</u>	<u>Comments</u>	
ART	1231	Computer Studio Lab	Change in prerequisites, co-requisites, and description
ART	2253	Computer Graphic Design	Change in prerequisites and description
ART	2313	Painting	Change in prerequisites and description
ART	2743	Typography	Change in prerequisites
ART	3133	Figure Drawing	Change in description
ART	3743	Advanced Computer Graphics & Image Enhancement	Change in prerequisites and description
ART	4213	Advanced Graphic Design	Change in prerequisites and description
ART	4143	Advanced Drawing	Change in description
ART	4323	Advanced Painting	Change in title, description, number of repeats
ART	4423	Advanced Printmaking	Change in title, description, number of repeats
ART	4523	Advanced Sculpture	Change in title, description, number of repeats
ART	4633	History of Art Seminar	Change in content, title, and description
ART	4733	Internship/Art Portfolio	Change in prerequisites, title, and description
ART	4991	Senior Art Exhibition	Change in prerequisites, title, and description
MUSC	1110-1	Band	Change in title
MUSC	1140-1	Choir	Change in title

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MUSC	1413	Music Literature	Change in content and description
MUSC	3333	Harmony and Structure IV	Change in content and description
MUSC	3513	Music History I: Antiquity through Baroque	Change in content, title, and description
MUSC	3523	Music History II: Classical through Mid-19th Century	Change in content, title, and description
MUSC	3761	Italian, French, German Diction	Change in content, title, and description
MUSC	3801-4	Private Lessons	Change in description
MUSC	3983	Seminar	Change in content, title, and description

*This item was submitted by President John McArthur on June 3, 2019.*

This item was reported for information only. No action was required.

#### **ANNUAL INTERNAL AUDIT PLAN FOR FISCAL YEAR 2020 – CU –**

Following practices within the auditing industry and standards of the Institute of Internal Auditors, Internal Audit will develop an audit plan using a risk-based approach. As part of the risk-based approach, Internal Audit personnel discuss risk factors with University management and compile internal and external data into a risk matrix in order to develop an audit plan. Based upon the analysis performed and the resources available, we believe that the proposed audit plan will address the higher risk areas within the University.

The Internal Audit Department is actively working with Cameron University leadership to complete an effective evaluation of the current risks at the University. This evaluation will be used to develop a comprehensive Audit Plan for FY 2020. It is anticipated this plan will be ready for review and approval at the Board of Regents' meeting scheduled for September 2019.

Post-audit reviews and special projects will be performed when necessary or as requested. Internal audits may be performed on an unannounced basis.

*This item was submitted by President John McArthur on June 11, 2019.*

This item was reported for information only. No action was required.

#### **ROGERS STATE UNIVERSITY**

#### **REPORT OF THE PRESIDENT OF THE UNIVERSITY**

President Rice thanked the Board for this beautiful place to retreat. "It's a beautiful place. I know that you have other things to do, and I'll be very brief in my report. We've inundated you with a lot of information and appreciate

your patience in reading all of that and asking questions, as John mentioned. It's been good. It has been good and I appreciate that. Your comments, your questions make us better. I'll be very brief. A bit of good news, our summer enrollment's up, we're proud of that. Our athletic director has just been selected by his peers to be the division two chair and that's a big deal cause we're a little bitty school and so that's a big deal. So we're very happy about our athletic record and selecting him for that role. And so with that, I want to say also, I appreciate the legislature's appropriation. It certainly gave new optimism and made us able to create a budget that we think will certainly boost morale on our campus. So we're very appreciative of that boosting in funding. And so with that, I will go forward when you say so on agenda item one.

**FISCAL YEAR 2020 BUDGET PLAN – RSU**

Rogers State University established a Budget Advisory Committee (BAC) in 2015 to assist the President and administration in the development of the institution’s budget and to provide advice in matters relating to fiscal and budget issues. The committee had regular meetings during the current fiscal year beginning in the fall to discuss the University’s budget survey to the State Regents for Higher Education and continued meetings during the spring. The committee agreed elimination of furloughs and implementing a comprehensive first year and transfer experience program should be included as budget priorities. The committee recommended budget deductions and elimination of low performing programs as cost saving measures. In May, Budget Advisory Committee received an update on the outlook for the FY 20 budget.

The budget presented for fiscal year 2020 reflects funding mandatory cost increases, a 3.5% salary increase for faculty and staff, elimination of furloughs, funding new initiatives and improving reserves. This is accomplished by an increase in state funding, an increase in tuition and fees and cost saving measures. Together, these actions will ensure the financial stability and long-term sustainability of the university.

*BUDGET OVERVIEW:*

Total projected revenue for FY 2020 is \$31,893,327 and is composed of the following:

<input type="checkbox"/> State appropriations	\$11,673,267	36.6%
<input type="checkbox"/> Tuition	13,432,464	42.1%
<input type="checkbox"/> Student fees	6,075,618	19.1%
<input type="checkbox"/> Gifts, grants and reimbursements	711,978	2.2%

Projected new revenue include the following:

<input type="checkbox"/> State Appropriations Operations	478,409
<input type="checkbox"/> State Appropriations Reimbursements	63,611
<input type="checkbox"/> Net Change Tuition, Fees & Waivers	<u>721,190</u>
<input type="checkbox"/> Total Revenue	1,263,210

Meetings to discuss tuition and fee increases were held with the Student Government Association and the Student Government Association understands and supports the recommended increases. In addition, section 13 offset funding for capital expenditures increased from the previous year and allocated at \$772,011.

Total projected expenditures for FY 2020 is \$34,781,267 and is composed of the following:

<input type="checkbox"/>	Instruction	\$13,247,771	38.1%
<input type="checkbox"/>	Public service	\$297,842	0.8%
<input type="checkbox"/>	Academic support	\$2,494,496	7.2%
<input type="checkbox"/>	Student services	\$3,282,634	9.4%
<input type="checkbox"/>	Institutional support	\$4,171,059	12.0%
<input type="checkbox"/>	Operation and maintenance of Plant	\$4,967,465	14.3%
<input type="checkbox"/>	Scholarships and tuition waivers	\$6,320,000	18.2%

Projected new expenditures include the following:

<input type="checkbox"/>	Mandatory Cost	328,119
<input type="checkbox"/>	Faculty Salary Adjustments	46,064
<input type="checkbox"/>	Faculty Pay Raise 3.5%	239,893
<input type="checkbox"/>	Staff Pay Raise 3.5%	300,692
<input type="checkbox"/>	Elimination of Furloughs	711,846
<input type="checkbox"/>	New Positions	111,597
<input type="checkbox"/>	Department Adjustments	243,741
<input type="checkbox"/>	Tuition Waivers	104,000
<input type="checkbox"/>	Cost Reduction Measures	(909,915)
<input type="checkbox"/>	Total Expenditure Changes	1,176,037

In the FY 20 budget, administrative expenses are 12 percent of all expenses and remain below the administrative cost guideline of 16 percent established by the Oklahoma State Regents for Higher Education for regional universities.

The commitment of prior year educational and general reserve funds in the amount of \$ 2,887,940 is required to meet budgeted expenditures. It is anticipated that some of the committed reserves will be recaptured by not filling or by delaying filling certain positions and through spending restraint by faculty and staff. The projected unobligated reserve balance for June 30, 2020 is \$3,058,582 or 8.79% of budgeted annual expenditures. The amount of the projected unobligated reserve has improved from previous years and complies with the 8.33% minimum recommendation of the Oklahoma State Regents for Higher Education.

*This item was submitted by President Larry Rice on June 3, 2019.*

President Rice recommended the Board of Regents approve the Operating Budget for Fiscal Year 2020 as presented.

Regent Shirley moved approval of the recommendation. The following voted yes on the motion: Regents Pierson, Stone, Albert, Keating, Shirley, and Stevenson. The Chairman declared the motion unanimously approved.

## **TUITION AND MANDATORY FEE RATES FOR ACADEMIC YEAR 2019-2020 – RSU**

70 O.S. 2001, Sections 3218.8 and 3218.9, as amended by House Bill No. 1748, authorizes the Oklahoma State Regents for Higher Education to establish resident and graduate tuition rates, non-resident tuition rates, and mandatory fees (fees for items not covered by tuition and which all students pay as a condition of enrollment at the institution). Section 3218.8 provides that the limits for undergraduate tuition and mandatory fees shall be less than 105% of the average resident tuition and mandatory fees at the university's peer institutions. Peer institutions for regional universities are determined by the State Regents and include "like-type

public institutions in surrounding and other states.” Section 3218.9 provides that the limits for graduate resident and graduate non-resident tuition and mandatory fees shall be less than the average graduate resident and non-resident tuition and mandatory fees at peer institutions.

In its deliberation on the establishment of resident tuition rates for undergraduate and graduate education, the State Regents shall balance the affordability of public higher education with the provision of available, diverse, and high-quality opportunities giving consideration to the level of state appropriations, the state economy, per capita income and cost of living, the college-going and college-retention rates, and the availability of financial aid in Oklahoma. For any increase in the tuition rates, the State Regents shall demonstrate a reasonable effort to affect a proportionate increase in the availability of need-based financial aid.

Rogers State University is requesting tuition and mandatory fee rates for academic year 2019-2020 which reflect a 3.8% increase for resident students and 1.7% increase for non-resident students. The overall average increase in annual resident tuition and mandatory fees for resident undergraduate students is \$270.00 annually or \$135.00 per semester. The overall average increase in non-resident tuition and mandatory fees for non-resident undergraduate students is \$270.00 annually or \$135.00 per semester.

#### UNDERGRADUATE TUITION RATES

*(Non-resident students pay both resident and non-resident tuition)*

<u>Proposed AY 19-20 Resident Tuition Per Credit Hour</u>	<u>Annual Undergraduate Tuition and Mandatory Fees 30 Credit Hours – 2 Semesters</u>
\$152.00	\$7,470.00
<u>Proposed AY 19-20 Non-resident Tuition Per Credit Hour</u>	<u>Annual Undergraduate Tuition and Mandatory Fees 30 Credit Hours – 2 Semesters</u>
\$278.00	\$15,810.00

#### UNDERGRADUATE GUARANTEED RESIDENT TUITION RATE

Beginning with the 2008-2009 academic year, House Bill 3397 passed by the Oklahoma Legislature requires that a new undergraduate student be given the opportunity to choose to participate in the Guaranteed Tuition Rate Program. HB 3397 also provides that the guaranteed tuition rate shall be less than 115% of the nonguaranteed tuition rate. A first-time, full-time undergraduate student who is a resident of Oklahoma can choose to pay a guaranteed rate for the next 4 years (“the Plan”) or at an annual rate charged each year. The recommended resident undergraduate guaranteed tuition rate is \$174.00 per credit hour for students entering fall 2019, spring 2020 or summer 2020. In comparison, the resident undergraduate guaranteed tuition rate for the 2018-2019 academic year was \$166.00 per credit hour.

#### UNDERGRADUATE GUARANTEED TUITION RATES

*(Available to first time resident students only)*

<u>Proposed AY 19-20 Resident Tuition Per Credit Hour</u>	<u>Annual Undergraduate Tuition and Mandatory Fees 30 Credit Hours – 2 Semesters</u>
\$174.00	\$8,130.00

GRADUATE TUITION RATES*(Non-resident students pay both resident and non-resident tuition)*

<u>Proposed AY 19-20 Resident Tuition Per Credit Hour</u>	<u>Annual Graduate Tuition and Mandatory Fees 24 Credit Hours – 2 Semesters</u>
\$166.00	\$6,612.00
<u>Proposed AY 19-20 Non-resident Tuition Per Credit Hour</u>	<u>Annual Graduate Tuition and Mandatory Fees 24 Credit Hours – 2 Semesters</u>
\$449.00	\$13,104.00

MANDATORY FEES*(Charged by the credit hour)*

	<u>AY 2019 Rate</u>	<u>AY 2020 Rate</u>
Student Technology Services Fee	12.00	13.00
Academic Records Fee	1.00	3.00

Mandatory fee changes include the Student Technology Services Fee increase of \$1.00 per credit hour and Academic Records Fee increase of \$2.00 per credit hour.

Offsetting the additional cost to students are increased scholarships and other financial support. Resident tuition waivers and university scholarships will increase from \$6,303,000 in FY 2019 to \$6,320,000 in FY 2020. RSU remains committed to keeping college affordable for a student body where 73 percent are eligible for receiving financial aid. RSU is consistently recognized for its graduates having among the lowest student debt when compared to its regional peers. The most recent data (released in fall 2018) noted almost half (49 percent) of RSU's 2017 graduating class earned a diploma without student debt. For those who did assume student debt, RSU graduates had the lowest average debt among graduates from all Oklahoma colleges and universities, according to a recent report from The Institute for College Access and Success.

If approved by the Board of Regents, the tuition and mandatory student fee request will be forwarded to the Oklahoma State Regents for Higher Education for approval and will become effective fall 2019.

*This item was submitted by President Larry Rice on June 3, 2019.*

President Rice recommended the Board of Regents approve the proposed tuition and mandatory fees rates for academic year 2019-2020.

Regent Shirley moved approval of the recommendation. The following voted yes on the motion: Regents Pierson, Stone, Albert, Keating, Shirley, and Stevenson. The Chairman declared the motion unanimously approved.

**SUBSTANTIVE PROGRAM CHANGES – RSU**

The Oklahoma State Regents for Higher Education require that all substantive changes in degree programs be presented to the institution's governing board for approval before being forwarded to the State Regents for consideration. The changes in the academic programs

presented below have been approved by the appropriate faculty, academic unit and dean, the Curriculum Committee, the Academic Council, and the Vice President for Academic Affairs. The change is being submitted to the Board of Regents for approval prior to submission to the State Regents.

1. PROGRAM

Department of Health Sciences

Associate in Applied Science in Nursing (054)

Associate in Applied Science in Nursing - Option: Bridge NREMT-Paramedic/LPN to RN (054B)

*PROPOSED CHANGES*

Program Deletions:

Associate in Applied Science in Nursing (054)

Associate in Applied Science in Nursing - Option: Bridge NREMT-Paramedic/LPN to RN (054B)

Courses to be deleted from course inventory:

NURS 1111 Nursing Concepts  
 NURS 1117 Foundations of Nursing Practice  
 NURS 1191 Dosage Calculation  
 NURS 1228 Therapeutic Nursing Interventions I  
 NURS 1433 Bridge to Registered Nursing  
 NURS 2005 Basic Patient Care I  
 NURS 2015 Basic Patient Care II  
 NURS 2138 Therapeutic Nursing Interventions II  
 NURS 2223 Transition to Nursing Practice  
 NURS 2246 Nursing in a Complex Environment

COMMENTS: Having at least 80% of the nursing workforce hold a BSN degree is an integral part of Oklahoma's commitment to a national initiative to bring up the standards of nursing. This campaign is outlined in the 2010 Institute of Medicine Report in collaboration with the Robert Wood Johnson Foundation, *The Future of Nursing: Leading Change, Advancing Health*. RSU's commitment to this goal is evidenced by the phasing out of associate nursing degrees over a three-year period and focusing our resources on BSN and RN-to-BSN programs. Further, employer demand increasingly calls for the BSN as a minimum qualification, or the ASN with a stipulated time period for BSN completion.

All pre-nursing majors were notified of the phase-out/phase-in dates of the last application cycle through email and personal advising. In addition, a notification was placed at the top of the associate nursing program's webpage. The final cohort of AAS nursing graduates is scheduled to complete in Spring 2020.

*This item was submitted by President Larry Rice on June 3, 2019.*

President Rice recommended the Board of Regents approve the proposed change in the Rogers State University academic program.

Regent Stone moved approval of the recommendation. The following voted yes on the motion: Regents Pierson, Stone, Albert, Keating, Shirley, and Stevenson. The Chairman declared the motion unanimously approved.



**REVISION TO ACADEMIC POLICIES AND PROCEDURES MANUAL – RSU**

A comprehensive review and revision of the entire RSU Committee Structure in the Academic Policies and Procedures Manual section 2.3 was completed through the efforts of the Academic Policy Review Committee, the Faculty Senate, the Academic Council, and the Office of Academic Affairs at Rogers State University, as well as the Office of Legal Counsel at the University of Oklahoma. After Board approval at the June 2019 meeting, the revised Academic Policies Review Committee Structure will become effective August 1, 2019.

A redline/strikethrough version is attached hereto as Exhibit B, as well as a fully updated version.

*This item was submitted by President Larry Rice on June 3, 2019.*

President Rice recommended the Board of Regents approve the Rogers State University revised committee structure.

Regent Shirley moved approval of the recommendation. The following voted yes on the motion: Regents Pierson, Stone, Albert, Keating, Shirley, and Stevenson. The Chairman declared the motion unanimously approved.

**UTILITY EASEMENT FOR THE CITY OF CLAREMORE – RSU**

Rogers State University, working in conjunction with the Conservation District, City of Claremore, and Rogers County Commissioners, developed a master plan for the Conservation Education Reserve to include new walking trails, replacement of current walking trails, repairing property line fences, improving access for emergency vehicles and construction of a new detention pond from rain water runoff in the reserve.

In conjunction with the Conservation Education Reserve improvements, the City of Claremore is requesting a perpetual easement and right of way for public utilities, including water, electric and sanitary sewers, over and under the real property described in the easement area, together with the right of ingress and egress over the institution's property for the purpose of constructing, operating, maintaining, and reconstructing the aforesaid public utilities, sewers and appurtenances. In return, the City of Claremore will clear the easement area along the south fence line for future walking trails and access for authorized vehicles designated by the institution. The utility easement will parallel the institution's existing southern property line of the Conservation Education Reserve.

The legal description was provided by Benchmark Surveying, and a map is attached hereto as Exhibit C.

The Board of Regents is requested to approve the following perpetual utility easement as described below and a drawing showing the location of the easement is attached.

A tract of land located in the Northeast Quarter (NE/4) and the Northwest Quarter (NW/4) of Section Seven (7) of Township Twenty-one (21) North and Range Sixteen (16) East of the Indian Base and Meridian (I.B.&M.), according to the U.S. Government Survey, thereof, Rogers County, State of Oklahoma; being more particularly described as follows:

Commencing at the SE corner of the NE/4 of Sec. 7, T-21-N, R-16-E, I.B.&M.; Thence S 88 degrees 21'53" W along the south line of said NE/4 a distance of 652.73 feet to the Point of Beginning; Thence S 88 degrees 21'53" W a distance of 1987.15 feet to the SE corner of the NW/4 of said Sec. 7; Thence S 88 degrees 21'53" W a

distance of 1323.33 feet to the SW corner of the SE/4 of said NW/4; Thence N 01 degree 18'31" W a distance of 20.00 feet; Thence N 88 degrees 21'53" E a distance of 3310.44 feet; Thence S 01 degree 26'55" E a distance of 20.00 feet to the Point of Beginning.

Basis of bearing is the Oklahoma State Plane Coordinate System.

*This item was submitted by President Larry Rice on June 3, 2019.*

President Rice recommended the Board of Regents:

- I. Approve the City of Claremore utility easement in order to provide a perpetual easement and right of way for public utilities along the south property line of the Conservation Education Reserve; and
- II. Authorize the President or his designee to execute the utility easement.

Regent Keating moved approval of the recommendation. The following voted yes on the motion: Regents Pierson, Stone, Albert, Keating, Shirley, and Stevenson. The Chairman declared the motion unanimously approved.

## **ACADEMIC & ADMINISTRATIVE PERSONNEL ACTION(S) – RSU**

### **APPOINTMENT(S):**

Coley, Brian, M.S.S., Department of Health Sciences, Instructor in Allied Health, annualized salary of \$50,000, ten-month, full-time, non-tenure-track appointment, effective August 1, 2019.

Gerhart-Ball, Teresa, M.S.N., Department of Health Sciences, Temporary Instructor, annualized salary of \$48,500, ten-month, full-time temporary, non-tenure track appointment, effective August 1, 2019.

Kruse, Holly, Ph.D., Professor in the Department of Communications, appointment to Greg Kunz Endowed Chair in Communications, effective August 1, 2019.

Lynch, Carla, D.N.P., Department of Health Sciences, Assistant Professor/ Department Head, annualized salary of \$100,000, twelve-month, tenure-track appointment, effective July 1, 2019.

Peaden, John "Mark", Ph.D., Department of Biology, Assistant Professor, annualized salary of \$43,000, ten-month, tenure-track appointment, effective August 1, 2019.

Udoh, Uduak Ph.D., Department of Biology, Assistant Professor, annualized salary of \$43,000, ten-month, tenure-track appointment, effective August 1, 2019.

### **REAPPOINTMENT(S):**

Gray, Dana, Ph.D., Professor in the Department of Business, reappointment to the Sarkeys Endowed Chair in Business, effective August 1, 2019.

Lowry, Leslie, M.S., Assistant Professor in the Department of Health Sciences, reappointment to the Bernsen Endowed Professorship in Nursing, effective August 1, 2019.

Macpherson, Peter, Ph.D., Professor in the Department of Technology and Justice Studies, reappointment to the John W. Norman Endowed Chair in Business Information Technology, effective August 1, 2019.

Savitz, Gwendolyn, J.D., reappointed Temporary Assistant Professor in the Department of Business, annualized rate of \$70,000, full-time, temporary, non-tenure-track, ten-month appointment, effective August 1, 2019.

CHANGE(S):

Bedwell, Susan, Ph.D., Project Director for the Educational Opportunity Center, annualized salary changed from \$63,000 for 12 months to \$64,500 for 12 months, effective July 1, 2019.

Frazier, Teresa, Ph.D., Assistant Professor in the Department of Health Sciences, reappointed Board of Visitors Endowed Chair in Nursing, delete title Interim Department Head, Health Sciences, Reappointed Undergraduate Nursing Program Coordinator; salary changed from \$79,275 for 12 months to \$74,000 for 12 months. August 1, 2019.

Gray, Dana, Ph.D., Professor in the Department of Business, reappointment to the Sarkeys Endowed Chair in Business, effective August 1, 2019.

Harrold, Tonni, Senior Director of Development, salary changed from an annualized rate of \$61,161 for 12 months to an annualized rate of \$68,161 for 12 months, effective July 1, 2019.

Jones, Stephanie, Ph.D., title changed from Instructor to Assistant Professor, Department of Business, earned Ph.D., status changed from non-tenure-track to tenure-track, salary adjustment from an annualized rate of \$50,000 to an annualized rate of \$65,000, ten-month appointment, effective August 1, 2019.

Lowry, Leslie, M.S., Assistant Professor in the Department of Health Sciences, reappointment to the Bernsen Endowed Professorship in Nursing, effective August 1, 2019.

Macpherson, Peter, Ph.D., Professor in the Department of Technology and Justice Studies, reappointment to the John W. Norman Endowed Chair in Business Information Technology, effective August 1, 2019.

Meadors, Mark, title changed from Comptroller and Vice President for Business Affairs to Interim Vice President for Administration and Finance/Comptroller, with supplemental pay of \$2,892 per month while serving as Interim, effective July 1, 2019.

Reith, Vicky, M.S., Assistant Professor, Department of Health Sciences, earned Ph.D., one-time salary adjustment for obtaining doctoral degree, from an annualized rate of \$51,500 to an annualized rate of \$53,000, ten-month appointment, effective January 1, 2019.

Richards, Amy, M.S., Assistant Professor, Department of Health Sciences, earned Ph.D., one-time salary adjustment for obtaining doctoral degree, from \$51,500 to \$53,000, ten-month appointment, effective August 1, 2018.

Savitz, Gwendolyn, J.D., Temporary Assistant Professor in the Department of Business, annualized rate of \$70,000, full-time, temporary, non-tenure-track, ten-month appointment, effective August 1, 2019.

RESIGNATION(S):

Beard, SethAnn, M.A., Instructor, Department of English and Humanities, effective June 30, 2019. Resignation.

McGowan, Bruce, Ph.D., Associate Vice President, Bartlesville Campus, effective June 30, 2019. Elimination of position.

Moore, Amanda, Ed.D., Assistant Professor, Department of Business, effective May 15, 2019.  
Resignation.

*This item was submitted by President Larry Rice on June 3, 2019.*

President Rice recommended the Board of Regents approval of the personnel actions listed above.

Regent Stone moved approval of the recommendation. The following voted yes on the motion: Regents Pierson, Stone, Albert, Keating, Shirley, and Stevenson. The Chairman declared the motion unanimously approved.

## **LITIGATION – RSU**

This item was included in the agenda for the purpose of meeting with General Counsel in executive session for a report on pending and possible litigation. No executive session was held, and there was no report.

## **CURRICULUM CHANGES – RSU SPOUSAL AND DEPENDENT ACADEMIC TUITION ASSISTANCE PROGRAM – RSU ANNUAL AUDIT PLAN FOR FISCAL YEAR 2020 – RSU**

The listed items were identified, by the administration, as “For Information Only.” Although no action was required, the opportunity to discuss or consider the items individually was provided.

## **CURRICULUM CHANGES – RSU**

The Oklahoma State Regents for Higher Education confer upon each institution the authority to delete, modify and add courses, but required that the changes be communicated to the for information only. The course deletions, additions and modifications itemized below have been approved by the President and Vice President for Academic Affairs, upon recommendation of the appropriate department and faculty, the Curriculum Committee, and the Academic Council.

### **PROGRAM DELETIONS:**

- Associate in Applied Science in Nursing (054)
- Associate in Applied Science in Nursing - Option: Bridge NREMT-Paramedic/LPN to RN (054B)

### **COURSE DELETIONS**

<u>PREFIX/NUMBER</u>	<u>TITLE</u>
NURS 1111	Nursing Concepts
NURS 1117	Foundations of Nursing Practice
NURS 1191	Dosage Calculation
NURS 1228	Therapeutic Nursing Interventions I
NURS 1433	Bridge to Registered Nursing
NURS 2005	Basic Patient Care I
NURS 2015	Basic Patient Care II

NURS	2138	Therapeutic Nursing Interventions II
NURS	2223	Transition to Nursing Practice
NURS	2246	Nursing in a Complex Environment

*This item was submitted by President Larry Rice on June 3, 2019.*

This was reported for information only. No action was required.

### **SPOUSAL AND DEPENDENT ACADEMIC TUITION ASSISTANCE PROGRAM – RSU**

President Rice recommends the adopting of a tuition assistance program for spouses and dependents of Rogers State University Employees. Salaries at Rogers State University are lower than many local competitors. Because RSU is not always able to offer salaries that are competitive with local employers, the University strives to identify other benefits it can offer to existing and potential employees. In this regard, to remain more competitive, the University believes offering the spouses and dependents of employees with tuition assistance will increase employee retention and help in recruiting more qualified personnel.

- Most other State institutions (23 of 26 institutions) offer dependent/spouse tuition waivers.
- Because it is a waiver, the program does not require the expenditure of new or additional funds. Its budgetary impact will likely be minimal, especially in light of the potential benefits to retention, recruitment, and morale.
- The program was proposed by the Staff Advisory Council and approved by the President and the executive administration.
- A draft policy is attached hereto as Exhibit D, and has been reviewed by OU Legal.

*This item was submitted by President Larry Rice on June 3, 2019.*

This was reported for information only. No action was required.

### **ANNUAL AUDIT PLAN FOR FISCAL YEAR 2020 – RSU**

Following practices within the auditing industry and standards of the Institute of Internal Auditors, Internal Audit will develop an audit plan using a risk-based audit approach. As part of the risk-based approach, Internal Audit personnel consult with University management to obtain an understanding of university strategies, key business objectives, associated risks and risk management processes. Based upon the analysis performed and the resources available, the audit plan will address the higher risk areas within the University.

The Internal Audit Department is actively working with Rogers State University leadership to complete an effective evaluation of the current risks at the University. This evaluation will be used to develop a comprehensive Audit Plan for FY 2020. It is anticipated this plan will be ready for review and approval at the Board of Regents meeting scheduled for September 2019.

Unscheduled audits, post-audit reviews and special projects will be performed when necessary or as requested.

*This item was submitted by President Larry Rice on June 3, 2019.*

This was reported for information only. No action was required.

## **THE UNIVERSITY OF OKLAHOMA**

### **REPORT OF THE PRESIDENT OF THE UNIVERSITY**

The Chairman commented that Interim President Harroz has sat in many, many of these meetings through the years, and welcomed him to his first and the not so hot seat as the interim president.

President Harroz said he was thinking the same thing. "I've been in that chair quite a bit. It's an honor to be here. Thank you to each of you and all of you collectively. I've been told by the chair to be brief several times and so I will heed that. In fact with your permission, what I'll do is make some comments that would also encompass the comments around the three agenda items presented today for consideration to be more efficient, if that's acceptable. I've been in this job now for a lengthy five weeks and three days. I've been at the University for 23 of the last 25 years, and it's been a really fast paced but also enjoyable experience seeing students and faculty, staff, and Alumni and meeting with members of the Legislature and Governor. It's been remarkably comforting seeing people that I've worked with for a long time, but also exciting seeing the opportunity that lies ahead. The most enjoyable part has been talking about our mission, and I think it's important. There was a comment made earlier today about how it's not just numbers. What's behind this involves futures and lives. And that, to me, has been the most invigorating part of this, which is talking about our mission. It's not very often you're with an organization that gets to create knowledge, engages in creative activity, educates the next generation of leaders and serves society and provides healthcare to heal and help those have longer lives. And all that goes on in the detail of our day. That to me- over the last five weeks and three days- has been the most energizing and exciting component of this. I think that is what brings happiness and certainly brings a volunteer board in to do the work you all do. And so that part has been exciting and invigorating. There are certainly questions about the finances and where are we financially, and over the course of the last year have we made progress financially. I'll provide some bullet point detail to that. But the summary is that this has been a year where a lot of hard work has been done by all of us. It's the collective us that's done this, and it's involved the academic areas. Every dean has been involved, as well as the department chairs and leaders in those areas. And the budget being presented today is a product of it. And we'll cover the details of it. But in summary, some of what has occurred is a great deal of progress, enough progress that we're going to report a budget that is sound. Now our goal is not just to have a sound budget. Our goal is to drive that mission we have that is sacred. One of the questions that often occurs is- is this enough? And the answer is that with

a mission like ours, it is never enough, and there is much to be done. But when we talk about today's budget, let me report to the following elements that are in this budget that is being presented first. This budget eliminates a structural operating deficit. A second thing is a line item of \$5 million, which is a beginning to address deferred maintenance. Before going into these details, let me add that we are presenting, and this will be agenda item two and three for the Norman campus. There will be no increase in undergraduate tuition and fees for now a second year in a row. We do that because it's important, because to be a great university, you have to have excellence and affordability. And so for a second year in a row for undergraduates- we're keeping that constant in the budget itself. We also fund for the first time in five years on the Norman campus, a staff-wide comprehensive salary program. It will be in aggregate, a pool equal to a 3% increase for Norman campus staff and also HSC staff. So important news because what our staff does every day is drive our mission. They're essential to our mission. And when we talk about investing in our mission, that involves most essentially the people that move it forward. This raise is an attempt to recognize all the hard work they've done. Also in here, because of the Legislature and the partnership that has taken place, there'll be an additional pool of money that equals 2.2%. It was put in place in January in this budget, and fully funds that, so thanks to the Legislature. There's also an increased funding for graduate students. We're a research university and can never lose focus on that. To be a great research university, you have to invest in your graduate students and there are new investments that are made here in that. I would also note that the first time in a number of years there's a direct investment by the Legislature in the research mission on the Norman campus: in this budget is an \$8.3 million investment by the Legislature for our research. It's going to those areas that are important to us that we believe will drive not just our mission but also the economy of the state. Those areas are aerospace and defense. It is seasonal weather. It's also computer science- it includes quantum technologies, and also an investment in Native Peoples. And so we believe when we hope to show to the Legislature that investment is well placed and there'll be a very good return on that investment, not just for the University, but for the state as a whole. At the Health Sciences Center there'll be a faculty salary program as well. It's funded differently because of the clinical component that applies to the Health Sciences Center as detailed in what's being passed out. There are increases for tuition and fees in five of the professional programs at the Health Sciences Center, and also an increase in the College of Law component that is there. As I said, a great deal of work has gone into this. The Board's leadership has been critical. The leadership shown by every aspect of the University applies to this. As we sit here, this is a budget that balances. It is a budget that makes investments in our mission and it is an important point from which we can launch further. This is not an ending point. This is a point from which we can absolutely advance. So I'm pleased to present that.”

**FISCAL YEAR 2020 BUDGET PLAN – ALL**

The Fiscal Year 2020 (FY20) operating budget for The University of Oklahoma of \$2.02 billion is presented for approval. The FY20 budget comprises \$983.67 million for the Norman Campus and \$1.04 billion for the Health Sciences Center. Included in the Norman Campus budget is \$26.2 million for the College of Law. OU-Tulsa Schusterman Center operations are embedded in the Norman Campus and Health Sciences Center budgets reported above.

The FY20 budget for all campuses was developed to provide creative, equitable solutions that balance resource constraints with short- and long-term needs and priorities of the university. The budget was developed to help address critical needs and priorities identified through collaboration with students, faculty, staff, and academic and executive leadership. The proposed budget addresses the critical needs and priorities on the respective campuses.

Norman Campus

- eliminating a structural operating deficit;
- establishing a \$5.0 million fund for deferred capital maintenance;
- funding a staff salary program;
- full-year funding for a faculty salary program (\$4.3 million) initiated in January 2019;
- funding an additional faculty salary program (\$3.7 million);
- additional funding for regular faculty hiring (\$1.4 million) to improve student-to-faculty ratios, and;
- increased funding for graduate students through fee reductions (\$0.8 million) and stipend increases (\$0.5 million).

The Norman Campus' proposed FY20 budget with comparisons to projected FY19 balances and FY18 actual, audited balances is presented as Attachment 1.

Health Sciences Center

- funding a faculty salary program (\$1.6 million);
- funding a faculty salary compression plan (\$0.8 million);
- funding a staff salary program;
- funding for faculty receiving academic promotions and distinguished professorships;
- additional funding for campus technology license and maintenance agreement inflationary increases; and
- funding for positions in research.

The Health Sciences Center's proposed FY20 budget with comparisons to projected FY19 balances and FY18 actual, audited balances is presented as Attachment 2.

On the Norman Campus, funding the above priorities, while holding tuition and mandatory fees flat for a second year, required the realization of \$50 million in recurring savings identified through budgetary reviews during the year, in addition to the increased appropriation funding. At the Health Sciences Center, funding the above priorities includes the realization of approximately \$9.5 million in recurring savings identified through budgetary reviews during the year and targeted tuition increases, in addition to the increased appropriation funding.

*This item was submitted by Mr. Kenneth D. Rowe on June 13, 2019.*



Interim President Harroz recommended the Board of Regents approve the operating budget for Fiscal Year 2020 as presented.

Regent Shirley moved approval of the recommendation. The following voted yes on the motion: Regents Pierson, Stone, Albert, Keating, Shirley, and Stevenson. The Chairman declared the motion unanimously approved.

**TUITION AND MANDATORY FEE RATES FOR FISCAL YEAR 2020 – HSC**

House Bill No. 1748 amended 70 O.S. Section 3218.8, authorizing the Oklahoma State Regents for Higher Education to establish resident tuition rates, nonresident tuition rates and mandatory fees (fees for items not covered by tuition and which all, or substantially all, students must pay as a condition of enrollment). At the comprehensive universities the combined average of the resident tuition and mandatory fees, as determined by the State Regents, shall remain less than the combined average of the resident tuition and fees at state-supported institutions of higher education that were members of the Big Twelve Conference as of March 28, 2003, the effective date of HB 1748. The rates are to remain less than the combined average of tuition and fees for like-type graduate and professional courses and programs of comparable quality and standing at state-supported institutions of higher education as determined by the State Regents.

In its deliberation on the establishment of resident tuition rates for undergraduate and graduate education, the State Regents shall balance the affordability of public higher education with the provision of available, diverse, and high-quality opportunities giving consideration to the level of state appropriations, the state economy, the per capita income and cost of living, the college-going and college-retention rates, and the availability of financial aid in Oklahoma. For any increase in the tuition rates, the State Regents shall demonstrate a reasonable effort to affect a proportionate increase in the availability of need-based student financial aid.

The University of Oklahoma Health Sciences Center is requesting approval for tuition increases for five professional programs identified below for academic year 2020. The increases requested comply with the limitations established by the State Regents.

Medicine (MD) OKC	5% resident and 5% nonresident;
Medicine (MD) Tulsa	5% resident and 5% nonresident;
Physician Associate (PA) OKC	4% resident and 4% nonresident;
Physician Assistant (PA) Tulsa	4% resident and 4% nonresident;
Dentistry (DDS)	9.5% resident and 9.5% nonresident;
Nursing DNP	5% resident and 5% nonresident;
Nursing MSN	5% resident and 5% nonresident.

The University of Oklahoma Health Sciences Center is not requesting any changes to mandatory fees for academic year 2020.

Undergraduate Tuition & Mandatory Fee Rates

	<u>AY2019</u>	<u>AY2020</u>	
	<u>Rate</u>	<u>Rate</u>	
	<u>Tuition Charged by Credit Hour</u>		<u>Change</u>
Resident Tuition	\$159.60	\$159.60	\$ 0.00
Nonresident Tuition	\$512.70	\$512.70	\$ 0.00
Total Nonresident Tuition	<u>\$672.30</u>	<u>\$672.30</u>	<u>\$ 0.00</u>

Undergraduate Guaranteed Resident Tuition Charged by Credit Hour

Beginning with the 2008-2009 academic year, House Bill 3397 passed by the Oklahoma Legislature requires that a new undergraduate student be given the opportunity to choose to participate in the Guaranteed Tuition Rate Program. A first time full-time undergraduate student who is a resident of Oklahoma can choose to pay a guaranteed rate based on the projected average for the next four (4) years (“the Plan”) or at the annual rate charged each year. Pursuant to “The Plan”, the resident undergraduate guaranteed tuition rate is \$183.50 per credit hour for students entering Fall 2019, Spring 2020 or Summer 2020.

	<u>AY2019</u> Rate	<u>AY2020</u> Rate	<u>Change</u>
Guaranteed Resident Tuition	\$183.50	\$183.50	\$ 0.00
<i>for students entering Fall 2019, Spring 2020 or Summer 2020</i>			

	<u>Mandatory Fees Charged by Credit Hour</u>		<u>Change</u>
Student Assessment Fee	\$ 1.25	\$ 1.25	\$ 0.00
Academic Facility & Life Safety Fee	\$ 7.50	\$ 7.50	\$ 0.00
Academic Records Fee	\$ 2.00	\$ 2.00	\$ 0.00
Educational Network Connectivity Fee	\$ 18.00	\$ 18.00	\$ 0.00
Library Automation & Materials Fee	\$ 15.00	\$ 15.00	\$ 0.00
Security Services Fee	\$ 4.00	\$ 4.00	\$ 0.00
Special Event Fee	\$ 3.00	\$ 3.00	\$ 0.00
Student Activity Fee	\$ 3.50	\$ 3.50	\$ 0.00
Student Facility Fee	\$ 7.30	\$ 7.30	\$ 0.00
Transit Fee	\$ 1.50	\$ 1.50	\$ 0.00

	<u>AY2019</u> Rate	<u>AY2020</u> Rate	<u>Change</u>
	<u>Mandatory Fees Charged by Semester</u>		
Registration Fee	\$ 20.00	\$ 20.00	\$ 0.00
Student Health Fee	\$ 74.00	\$ 74.00	\$ 0.00
Summer	\$ 37.00	\$ 37.00	\$ 0.00
Cultural & Recreational Service Fee	\$132.25	\$132.25	\$ 0.00
Summer	\$ 54.15	\$ 54.15	\$ 0.00
Counseling Services Fee	\$ 24.00	\$ 24.00	\$ 0.00
Summer	\$ 12.00	\$ 12.00	\$ 0.00
Interprofessional Education & Practice Fee	\$180.00	\$180.00	\$ 0.00
Summer	\$ 90.00	\$ 90.00	\$ 0.00

Graduate Tuition & Mandatory Fee Rates

	<u>AY2019</u> Rate	<u>AY2020</u> Rate	<u>Change</u>
	<u>Tuition Charged by Credit Hour</u>		
Resident Tuition	\$213.30	\$213.30	\$ 0.00
Nonresident Tuition	\$610.80	\$610.80	\$ 0.00
Total Nonresident Tuition	<u>\$824.10</u>	<u>\$824.10</u>	<u>\$ 0.00</u>

	<u>Mandatory Fees Charged by Credit Hour</u>		
Academic Facility & Life Safety Fee	\$ 7.50	\$ 7.50	\$ 0.00
Academic Records Fee	\$ 2.00	\$ 2.00	\$ 0.00
Educational Network Connectivity Fee	\$ 18.00	\$ 18.00	\$ 0.00
Library Automation & Materials Fee	\$ 15.00	\$ 15.00	\$ 0.00
Security Services Fee	\$ 4.00	\$ 4.00	\$ 0.00
Special Event Fee	\$ 3.00	\$ 3.00	\$ 0.00

Student Activity Fee	\$ 3.50	\$ 3.50	\$ 0.00
Student Facility Fee	\$ 7.30	\$ 7.30	\$ 0.00
Transit Fee	\$ 1.50	\$ 1.50	\$ 0.00

Mandatory Fees Charged by Semester

Registration Fee	\$ 20.00	\$ 20.00	\$ 0.00
Student Health Care Fee	\$ 74.00	\$ 74.00	\$ 0.00
Summer	\$ 37.00	\$ 37.00	\$ 0.00
Cultural & Recreational Service Fee	\$132.25	\$132.25	\$ 0.00
Summer	\$ 54.15	\$ 54.15	\$ 0.00
Counseling Services Fee	\$ 24.00	\$ 24.00	\$ 0.00
Summer	\$ 12.00	\$ 12.00	\$ 0.00
Interprofessional Education & Practice Fee	\$180.00	\$180.00	\$ 0.00
Summer	\$ 90.00	\$ 90.00	\$ 0.00

Professional Program Tuition Rates Charged by Semester

Professional Program	<u>AY2019 Rate</u>	<u>AY2020 Rate</u>	<u>Change</u>
College of Medicine			
Resident Tuition	\$12,376.00	\$12,995.00	\$ 619.00
Total Nonresident Tuition	\$28,246.00	\$29,658.50	\$ 793.50
College of Dentistry			
Resident Tuition	\$13,114.00	\$14,360.00	\$1,246.00
Total Nonresident Tuition	\$31,126.50	\$34,084.00	\$2,957.50
Physician's Associate			
Resident Tuition	\$ 6,224.50	\$ 6,473.50	\$ 249.00
Total Nonresident Tuition	\$14,037.50	\$14,599.50	\$ 562.00
Doctor of Pharmacy			
Resident Tuition	\$ 7,957.00	\$ 7,957.00	\$ 0.00
Total Nonresident Tuition	\$17,853.00	\$17,853.00	\$ 0.00
Occupational Therapy			
Resident Tuition	\$ 4,146.00	\$ 4,146.00	\$ 0.00
Total Nonresident Tuition	\$ 9,951.00	\$ 9,951.00	\$ 0.00
Doctor of Physical Therapy			
Resident Tuition	\$ 5,246.00	\$ 5,246.00	\$ 0.00
Total Nonresident Tuition	\$13,248.50	\$13,248.50	\$ 0.00
Audiology AuD			
Resident Tuition	\$ 4,681.50	\$ 4,681.50	\$ 0.00
Total Nonresident Tuition	\$12,236.50	\$12,236.50	\$ 0.00

Professional Program Tuition Rates Charged by Credit Hour

Public Health Professional Programs			
Resident Tuition	\$ 388.30	\$ 388.30	\$ 0.00
Total Nonresident Tuition	\$ 1,049.80	\$1,049.80	\$ 0.00
Doctor of Nursing Practice			
Resident Tuition	\$ 481.95	\$ 506.05	\$ 24.10
Total Nonresident Tuition	\$ 1,158.40	\$1,216.35	\$ 57.95
Master of Science in Nursing			
Resident Tuition	\$ 279.75	\$ 293.75	\$ 14.00
Total Nonresident Tuition	\$ 903.20	\$ 948.40	\$ 45.20

Mandatory Fees Charged by Credit Hour

	<u>AY2019 Rate</u>	<u>AY2020 Rate</u>	<u>Change</u>
Academic Facility and Life Safety Fee	\$ 7.50	\$ 7.50	\$ 0.00
Academic Records Fee	\$ 2.00	\$ 2.00	\$ 0.00

Educational Network Connectivity Fee	\$18.00	\$18.00	\$ 0.00
Library Automation and Materials Fee	\$15.00	\$15.00	\$ 0.00
Security Services Fee	\$ 3.60	\$ 4.00	\$ 0.00
Special Event Fee	\$ 3.00	\$ 3.00	\$ 0.00
Student Activity Fee	\$ 3.50	\$ 3.50	\$ 0.00
Student Facility Fee	\$ 7.30	\$ 7.30	\$ 0.00
Transit Fee	\$ 1.50	\$ 1.50	\$ 0.00

Mandatory Fees Charged by Semester

	<u>AY2019 Rate</u>	<u>AY2020 Rate</u>	<u>Change</u>
Registration Fee	\$ 20.00	\$ 20.00	\$ 0.00
Student Health Fee	\$ 74.00	\$ 74.00	\$ 0.00
Summer	\$ 37.00	\$ 37.00	\$ 0.00
Cultural & Recreational Service Fee	\$132.25	\$132.25	\$ 0.00
Summer	\$ 54.15	\$ 54.15	\$ 0.00
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Summer	\$ 12.00	\$ 12.00	\$ 0.00
Interprofessional Education & Practice Fee	\$180.00	\$180.00	\$ 0.00
Summer	\$ 90.00	\$ 90.00	\$ 0.00

In addition to tuition and mandatory fees, students are also required to pay academic service fees. These fees are course and college specific, so the amount paid varies by student. Academic Service Fees were approved at the January 2019 Board of Regents meeting.

Once approved by the Board of Regents, these tuition and mandatory student fee requests will be forwarded to the Oklahoma State Regents for Higher Education for approval and will be effective with the Fall 2019 semester.

*This item was submitted by Dr. Jason Sanders on June 10, 2019.*

Interim President Harroz recommended the Board of Regents approve the proposed tuition and mandatory student fee rates for Academic Year 2020.

Regent Shirley moved approval of the recommendation. The following voted yes on the motion: Regents Pierson, Stone, Albert, Keating, Shirley, and Stevenson. The Chairman declared the motion unanimously approved.

## **TUITION AND MANDATORY FEE RATES FOR ACADEMIC YEAR 2020 – NC & LAW**

House Bill No. 1748 amended 70 O.S. Section 3218.8, authorizing the Oklahoma State Regents for Higher Education to establish resident tuition rates, nonresident tuition rates and mandatory fees (fees for items not covered by tuition and which all, or substantially all, students must pay as a condition of enrollment). At the comprehensive universities the combined average of the resident tuition and mandatory fees, as determined by the State Regents, shall remain less than the combined average of the resident tuition and fees at state-supported institutions of higher education that were members of the Big Twelve Conference as of March 28, 2003, the effective date of HB 1748. The rates are to remain less than the combined average of tuition and fees for like-type graduate and professional courses and programs of comparable quality and standing at state-supported institutions of higher education as determined by the State Regents.

In its deliberation on the establishment of resident tuition rates for undergraduate and graduate education, the State Regents shall balance the affordability of public higher education with the provision of available, diverse, and high-quality opportunities giving consideration to the level of state appropriations, the state economy, the per capita income and cost of living, the college-going and college-retention rates, and the availability of financial aid in Oklahoma. For any increase in the tuition rates, the State Regents shall demonstrate a reasonable effort to affect a proportionate increase in the availability of need-based student financial aid.

#### NORMAN CAMPUS

The University is requesting no increase to the tuition and mandatory fees rates listed below for undergraduate and graduate students.

In addition to tuition and mandatory fees, students also are required to pay academic service fees. These fees are course and college specific, so the amount paid varies by student. These academic service fees, which were unchanged from the current academic year, were approved by the Board of Regents at its January 2019 meeting.

If approved by the Board of Regents, these tuition and mandatory student fee requests will be forwarded to the Oklahoma State Regents for Higher Education for approval and will be effective Fall 2019.

*This item was submitted by Mr. Kenneth D. Rowe on June 11, 2019.*

Interim President Harroz recommended the Board of Regents approve the proposed tuition and mandatory student fee rates for Academic Year 2020.

Regent Shirley moved approval of the recommendation. The following voted yes on the motion: Regents Pierson, Stone, Albert, Keating, Shirley, and Stevenson. The Chairman declared the motion unanimously approved.

#### **ANNUAL AUDIT PLAN FOR FISCAL YEAR 2020 – OU**

The listed item was identified, by the administration, as “For Information Only.” Although no action was required, the opportunity to discuss or consider the item individually was provided.

#### **ANNUAL AUDIT PLAN FOR FISCAL YEAR 2020 – OU**

Following practices within the auditing industry and standards of the Institute of Internal Auditors, Internal Audit will develop an audit plan using a risk-based audit approach. As part of the risk-based approach, Internal Audit personnel consult with University management to obtain an understanding of university strategies, key business objectives, associated risks and risk management processes. Based upon the analysis performed and the resources available, the audit plan will address the higher risk areas within the University.

The Internal Audit Department is actively working with University leadership to complete an effective evaluation of the current risks at the University. This evaluation will be used to develop a comprehensive Audit Plan for FY 2020. We anticipate this plan will be ready for review and approval at the Board of Regents meeting scheduled for September 2019.

Unscheduled audits, post-audit reviews and special projects will be performed when necessary or as requested.

*This item was submitted by Mr. Charles Wright on June 3, 2019.*

This was reported for information only. No action was required.

There being no further business, the meeting adjourned at 5:36 p.m.

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Chris A. Purcell, Ph.D.  
Executive Secretary of the  
Board of Regents

# EMPLOYEE HANDBOOK

June 2019~~January 2014~~

## **PREFACE**

This Employee Handbook is provided to employees and supervisors to serve as a general guide to the administration of human resource policies. It should be used as a reference for interpreting the variety of individual situations that can occur in the workplace. Moreover, it is expected that supervisors will apply these policies equitably.

Occasions may arise when the collective judgment of the Board of Regents of the University of Oklahoma requires the Board to act independently in the development and implementation of policies and procedures. In acknowledging the revision of Cameron University's Employee Handbook, the Board of Regents is not waiving or restricting its lawful power, duty, and responsibility to act at any future time upon its own will and judgment independent of any other source or party to establish policies, regulations, and procedures and to implement other decisions of the Board. In such instances, affected personnel will be informed through the official public record where such actions were approved.

In the event of a discrepancy between this Employee Handbook and a Cameron University policy, a University of Oklahoma Board of Regents CU/RSU Policy, or an Oklahoma State Regents for Higher Education policy, the latter policies will govern.

The Employee Handbook will be updated on a regular basis, and the University reserves the right to change or modify any of these policies and procedures with or without prior notice at any time. Furthermore, due to time lapses, new policies and/or procedures may not be consistent with the current printing of the Handbook. Revised or new policies and/or procedures will supersede previous policies where discrepancies exist. New or changed policies will be distributed to University constituencies in a timely fashion; however, it is the employee's responsibility to verify current policy and/or procedures. Up-to-date information or answers to human resource questions not directly addressed in this Handbook may be obtained from the Human Resources Office.

THIS HANDBOOK IS NOT INTENDED TO BE, AND SHOULD NOT BE INTERPRETED AS, A CONTRACT BETWEEN THE UNIVERSITY AND ANY EMPLOYEE. THE CONTENTS INCLUDED IN THIS HANDBOOK IN NO WAY MODIFY OR AMEND THE RIGHT OF THE UNIVERSITY AS AN AT-WILL EMPLOYER IN ORIGINATING OR TERMINATING EMPLOYMENT.



EQUAL OPPORTUNITY POLICY

~~The University, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, gender expression, age, religion, political beliefs, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and education services. This institution in compliance with all applicable Federal and State laws and regulations does not discriminate on the basis of race, color, national origin, sexual orientation, genetic information, sex, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, housing, financial aid, and educational services (University of Oklahoma Board of Regents' Policy Manual CU/RSU 3.2.1).~~

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to ~~Tom Russell~~, the designated Equal Opportunity Officer and Compliance Coordinator at 210 Howell Hall Shepler, 2800 West Gore Boulevard, Lawton, Oklahoma 73505-6377.

**[UPDATE TOC]  
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## SECTION 1 – INTRODUCTION

### 1.1 HISTORY OF CAMERON UNIVERSITY

The history of the University corresponds to the history of the area it serves in Southwest Oklahoma. It was founded by the Oklahoma Legislature in 1908 as Cameron State School of Agriculture, one of six agricultural high schools in the state, and placed under jurisdiction of the State Commission of Agriculture and Industrial Education. The University was named for E.D. Cameron, first State Superintendent of Schools.

The University added junior college work in 1927 when local needs demanded access to higher education. With the changed function came the name Cameron State Agricultural College. In 1941 when the Oklahoma State System of Higher Education was formed, the University joined the group of institutions governed by the Board of Regents for Oklahoma A & M Colleges.

Baccalaureate degrees were authorized in 1966 by the Oklahoma State Regents for Higher Education ("State Regents"), following action by the Legislature. In May 1970, the first baccalaureate degrees were awarded. The University's name was changed to Cameron College in 1971 and was further amended to Cameron University in 1974.

In 1988, the State Regents expanded the University's functions to include offerings at the master's degree level. The change in function was the first granted to an Oklahoma institution since the University was given authority to offer bachelor's degrees more than 20 years earlier. The first master's degrees were awarded in May of 1990.

In recognition that the University's mission had become significantly more complex and predominantly urban, on June 1, 1992, the governance of the University was transferred by the Oklahoma Legislature to the governing board for the University of Oklahoma, the Board of Regents of the University of Oklahoma ("Board of Regents"). With the transfer of governance came new affiliations between the University and the University of Oklahoma, which have broadened and strengthened academic offerings by both institutions. Governance of Rogers State University was similarly transferred to the Board of Regents in 1998. In 2003, the Duncan Higher Education Center became CU-Duncan when the Oklahoma State Legislature declared it a branch campus under state law. ~~At that time, the position of Director of the Duncan Campus was created to allow Cameron directly supervise that faculty.~~

The aim of the University is to extend itself into the social, cultural, and economic fiber of the community it serves in Southwest Oklahoma. While instruction remains the primary institutional focus, the faculty and staff increasingly interact with constituencies in response to needs for research, technology transfer, and educational services. Telecommunications and interactive technology are increasingly important in the delivery of those services, and more instruction is being provided off campus. Technology and automation have also become increasingly important means for the delivery of instructional, administrative, library, and information services both on and off campus. Like their histories, the futures of the University and Southwest Oklahoma are one. The relationship that has brought more than a century of progress will continue to prosper well into the 21<sup>st</sup> Century.

### 1.2 TYPE OF INSTITUTION

Cameron University is a state-supported, regional institution, which is assigned Southwest Oklahoma as its primary service area. Oklahoma regional University functions are defined by the Oklahoma State Regents for Higher Education as (1) both lower-division and upper-division undergraduate study in several fields leading to the associate degree and the bachelor's degree; (2) a limited number of programs leading toward the first-professional degree when appropriate to the institution's strengths and the needs of the state; (3) graduate study below the doctoral degree level, primarily in teacher education, business, and behavioral science; (4) extension and public service responsibilities in the geographic regions in which they are located; (5) responsibility for institutional and applied research in those areas related closely to their program assignments; and (6) responsibility for regional programs of economic development. In addition, Cameron is assigned to provide programs of instruction for military personnel, including those stationed at Ft. Sill and at other military installations in the region.

### 1.3 CAMERON UNIVERSITY MISSION STATEMENT

Cameron University provides a diverse and dynamic student body access to quality educational opportunities; fosters a student-centered academic environment that combines innovative classroom teaching with experiential learning; prepares students for professional success, responsible citizenship, life-long learning, and meaningful contributions to a rapidly changing world; and is a driving force in the cultural life and economic development of the region.

#### Core Values

##### We Value

- Student learning as our top priority
- Excellence in teaching, scholarship, service, and mentoring:
  - Investing in people; The growth and development of our students, faculty and staff in a learning environment based on integrity, respect, and ethical behavior that encourages and provides opportunities for professional improvement
- Leadership in our community and region that emphasizes:
  - Stimulating economic development
  - Forming partnerships and collaborative relationships
  - Providing cultural and social development
  - Serving the community and region by sharing our expertise
- Shared governance that includes:
  - Emphasizing teamwork
  - Facilitating open and effective communication
  - Providing opportunities for active participation by all constituencies
- Diversity among our students, faculty, and staff as demonstrated by:
  - Providing access to educational and teaching opportunities for all constituents
  - Promoting tolerance through a free and open exchange of ideas
- Responsible stewardship of public and private resources, the public trust, and Cameron's future that includes:
  - Focusing resources to achieve optimal student learning
  - Increasing student access to quality higher education
  - Establishing a reliable stream of public and private revenue
  - Holding administrative costs to a minimum
  - Enhancing alumni involvement
  - Providing accountability in key areas such as student learning and management of resources.

### 1.4 STATEMENT OF INSTITUTIONAL PURPOSES

In pursuit of its mission, the University has established three areas of commitment and service:

#### **1. Education for Effective Living**

The University's program of education for effective living is designed to provide common experiences that are needed by all citizens. The program's objectives are to encourage students to think clearly, creatively, and critically about those problems confronting the individual and society; to stimulate students to seek more knowledge, to develop more tolerance, and to acquire greater awareness of the world community; to assist students in making contributions to the groups of which society is composed; and to foster within students the desire to continue the pursuit of knowledge whereby a better understanding of self and society is afforded. The University facilitates these objectives through required general education courses in communications, mathematics, natural sciences, American history and political science, humanities, behavioral science, economics, physical activities, and through a program of student services.

## 2. Education for Specialized Fields of Endeavor

The purpose of specialized education is to develop the technical and professional competencies of individuals in order that they meet the demands and requirements of modern professions. The University is committed to specialized education in four realms:

### Baccalaureate Degree Programs

Baccalaureate degree programs provide for a comprehensive background and concentrated investigation in one or more disciplines. These curricula prepare students for entrance into professions, for further professional training, or for graduate study. The University facilitates such objectives by offering curricula leading to the degrees of Bachelor of Arts, Bachelor of Science, and Bachelor of Specialty.

### Associate Degree Programs

The University recognizes that educational and occupational preparation in post-secondary programs having less than a baccalaureate objective is an essential part of meeting the objectives of the University and the needs of individuals and society. The University facilitates such objectives by offering curricula culminating in Associate in Applied Science degrees and Associate in Science degrees.

### Teacher Education

The purpose of the teacher education program is to assist in the development of effective members of the teaching profession. The University facilitates this objective by offering both course work and practical experiences in professional teacher education curricula and in specialized programs in Early Childhood Education, Elementary Education, Secondary Education, and Elementary-Secondary Education. Students who have successfully completed these programs may be recommended to the State Department of Education for Oklahoma state teaching credentials at the early childhood, elementary, secondary, or elementary-secondary level.

### Graduate Degree Programs

The graduate degree programs are designed to offer opportunities for advanced learning, professional preparation, economic enhancement, and personal development through concentrated and detailed study and research in any of several academic disciplines appropriate to persons living in Southwest Oklahoma. The University facilitates such objectives by offering curricula leading to master's degrees.

## 3. Education Through Community Service

The University serves individuals, businesses, industries, and professions in the service area by making available, on campus and in the community, facilities and personnel who organize, promote, and participate in both credit and non-credit conferences, institutes, workshops, and vocational and extension courses. In addition, individual University personnel serve as resource persons for the community. The University also provides facilities and personnel for lectures, musical and dramatic productions, art exhibits, and intercollegiate athletics. The University supports research projects appropriate to the University and outside agencies.

## 1.5 FUNCTIONS OF CAMERON UNIVERSITY

The ~~following~~ functions ~~are~~ assigned to the University by the Oklahoma State Regents for Higher Education include:

Both lower-division and upper-division undergraduate study in several fields leading to the baccalaureate degree.

A limited number of programs leading toward the first professional degree when appropriate to an institution's strengths and the needs of the state.

Graduate study below the doctor's level, primarily in teacher education but moving toward limited comprehensiveness in fields related Oklahoma's manpower needs.

Extension and public service responsibilities in the geographic region in which the University is located.

Responsibility for institutional and applied research in those areas related closely to program assignments.

Responsibility for regional programs of economic development.

Perform other functional or programmatic responsibilities as authorized by the State Regents. Criteria for consideration of programs outside of the function described herein are outlined in the State Regents *Academic Program Approval* policy.

~~To provide the educational programs of a senior college for the people living in the eleven counties of Southwest Oklahoma.~~

~~To provide a program of general education for all students designed to provide common experiences needed by all citizens if they are to live productively.~~

~~To provide programs of instruction in the liberal arts and sciences culminating in the awarding of Bachelor of Arts, Bachelor of Science, or Bachelor of Specialty degrees.~~

~~To provide programs involving both course work and practical experiences designed to assist in the development of effective early childhood, elementary, secondary, or elementary secondary teachers.~~

~~To provide pre-professional course work and advisement for students planning to complete professional programs at other colleges and universities.~~

~~To provide post secondary programs having less than a baccalaureate objective in technical and occupational education culminating in the awarding of Associate in Science and Associate in Applied Science degrees.~~

~~To provide community services including credit and non-credit programs of continuing education, cultural productions, and special events designed to improve the intellectual, cultural, social, physical, moral, economic, and occupational capacities of the people of Southwest Oklahoma.~~

~~To provide programs of instruction for military personnel, including those persons stationed at Fort Sill and other military installations in the region and those who desire to participate in Reserve Officers' Training Corps programs.~~

~~To provide facilities, encouragement, and financial support for faculty development and for faculty, student, and constituent research projects.~~

~~To provide graduate level programs designed to offer opportunities for advanced learning, professional preparation, economic enhancement, and personal development culminating in master's degrees.~~

## 1.6 COMMITMENT TO EXCELLENCE

The faculty, the administration, and the Board of Regents are dedicated to the continued development and improvement of programs at Cameron University. The goal of the University is to provide unsurpassed higher education opportunities to the population of Southwest Oklahoma.

## 1.7 UNIVERSITY GOVERNANCE AND ADMINISTRATION

## **Oklahoma State Regents for Higher Education**

Cameron University is part of the Oklahoma State System of Higher Education, which was established in 1941 when the people of the State adopted an amendment to the Constitution of Oklahoma, Article XIII-A. The System is composed of all institutions of higher education supported wholly or in part by direct legislative appropriations.

The amendment also provided for establishment of the Oklahoma State Regents for Higher Education as the coordinating board of control of the system. The State Regents board is composed of nine members who are appointed by the Governor and confirmed by the State Senate. They serve nine-year overlapping terms.

Their responsibilities include prescribing standards of higher education (including those concerning the admission of students) at each institution, determining the functions and courses of study at each institution, granting degrees and other forms of academic recognition for completion of the prescribed courses of study, recommending to the Legislature the budget needs of each institution, allocating to institutions funds appropriated by the Legislature, and determining the fees for all institutions of the system (Article XIII-A, Sections 2 and 3, Constitution of Oklahoma).

### **Board of Regents of the University of Oklahoma, Cameron University and Rogers State University**

By statutory enactment, the governance of Cameron University is vested in the Board of Regents of the University of Oklahoma. The Board of Regents is composed of seven members appointed by the Governor with the advice and consent of the State Senate. Each member is appointed to serve for seven years, except when appointed to fill an unexpired term. Meetings of the Board of Regents are open to the public. The powers and duties of the Board of Regents are set out in the Oklahoma Statutes (Article XIII, Section 8, Constitution of Oklahoma; Title 70, O.S. 2001, Section 1241, et seq.). The Board of Regents appoints the University President, charges him/her with the administration of the institution, employs personnel based on the recommendation of the President, determines policies for operation, and administers the budget.

### **University Administration**

As the chief executive officer of the University, the President is responsible to the governing Board of Regents for the administration of the University. All authority delegated by the Board of Regents is administered through the President, who formulates an administrative structure appropriate for the management of the University and recommends its adoption to the Board of Regents. Generally, management responsibilities of the University are grouped according to function, with a vice president or equivalent University officer having administrative responsibility for such functions as academics, business and finance, student services, and development. There are many activities that overlap, requiring constant communication and coordination among administrative units. These functions are accomplished in a collegial manner through informal interaction among affected administrators, either individually or in the Executive Council, and through the operation of the University's formal governance structure. Management of the University is dynamic; thus, the administrative structure is subject to frequent change. The administrative structure is reflected in the University's organizational charts, which are revised and updated as necessary, but not less than once annually when submitted with the budget for approval by the Board of Regents.

## **1.8 ACCREDITATION**

Cameron University is accredited by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools. Teacher education programs at the University are accredited by the Oklahoma Commission for Teacher Preparation and the National Council for Accreditation of Teacher Education; and the Bachelor of Arts degree with a major in music, Bachelor of Music degrees, and the Bachelor of Music Education degree are accredited by the National Association of Schools of Music. Undergraduate and graduate degree programs offered by the School of Business are accredited by the Association of Collegiate Business Schools and Programs (ACBSP). The Medical Technology curriculum is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) in cooperation with the Commission on Accreditation of Allied Health Education Programs. The Bachelor of Science degree with a major in Chemistry (Professional Option) offered by the Department of Physical Sciences is certified by the American Chemical Society (ACS).

## **1.9 PHYSICAL PLANT**

The main campus of Cameron University is located in the city of Lawton, Oklahoma, and occupies 333 acres. The physical plant consists of facilities that vary in age from relatively new to over 75 years old. The core facilities consisting of the Library, McMahon Centennial Complex, and administrative buildings are centrally located with easy

access for pedestrians or vehicular traffic. The academic facilities surround the core facilities, and all classrooms and laboratories are within five minutes' walking time, excluding the agriculture laboratory complex. Parking lots are available to accommodate commuter students.

The outer ring of facilities consists of living accommodations, the stadium, tennis courts, baseball and softball fields, and maintenance support areas. The maximum walking time from the campus residential areas to the classroom buildings is less than 10 minutes. All facilities are within 10 minutes of the core area. The Fine Arts Complex includes a 500-seat theater and smaller performance venues. The gymnasium seats ~~1,100~~<sup>1,800</sup> and contains limited physical education facilities. The Fitness Aggie Rec Center includes a swimming pool, basketball courts, racquetball courts, indoor track, and various other exercise and recreational facilities. The residence halls and Cameron Village have a cafeteria, dining room, conference rooms, meeting rooms, and capacity for approximately 750 students.

The CU-Duncan Campus learning site has enjoyed steady growth over the past decade resulting in the doubling of both course offerings and credit hour production. Student services have been increased proportionately and facility improvements are notable. Approximately 650 students study in a facility with wireless internet, multi-media equipped classrooms, tutorial and testing services and a variety of activities for students of all ages.

The landscape for the University has been designed to unify campus space, enhance the aesthetic quality of each area, and establish a convenient pedestrian and vehicular circulation pattern. The University makes ongoing efforts towards continued expansion, modernization, and renovation of the University's facilities to assure proper support for the students and faculty.

## 1.10 CONSTITUENCIES

The constituencies of Cameron University are diverse ~~and heterogeneous~~. Lawton-Fort Sill is a metropolitan area with a population of 110,000 and educational needs of most metropolitan areas. The area surrounding Lawton is primarily rural, with farms and ranches that create demands for agriculture-oriented education. Approximately one-half of the University's students pursue full-time education while the other one-half are part-time students. The University fulfills both senior college and community college roles. While the diverse needs of the students create unusual demands on the University, the heterogeneous aspects of the student body enhance and stimulate the academic atmosphere in the classroom.

The Oklahoma State Regents for Higher Education include the following eleven Oklahoma Counties in the Cameron University service area: Caddo; Comanche; Cotton; Grady; Greer; Harmon; Jackson; Jefferson; Kiowa; Stephens; and Tillman.

## SECTION 2 - UNIVERSITY GOVERNANCE

### 2.1 INTRODUCTION

As ~~a constitutional entity~~ ~~an agency~~ of the State of Oklahoma, Cameron University recognizes its responsibility to contribute to the public wealth by providing a quality higher education experience in all its facets for those it serves. This responsibility is best met when all within the academic community commit their best efforts toward this end. By calling into play the best intellect, judgment, and talents of the faculty, staff, students, and administrators who comprise the Cameron community, the University can achieve a synergism that is far more powerful and effective than when individuals or separate groups act alone. It is in this spirit of institutional cooperation that those within the Cameron community commit themselves to the concepts of shared governance expressed in this document.

The Board of Regents is vested with broad powers and authority to accomplish the responsibilities of the University. It can most efficiently, effectively, and judiciously satisfy its charge under a system of shared governance that (1) provides a means for each constituent group to advise the President, and to such other administrators as may be appropriate, and (2) facilitates communication among all groups.

To achieve those goals, a structure has been established that (1) encourages wide participation in shared governance activities, (2) provides cooperative interaction among all campus constituencies in the development of policy and operating procedures in University committees and task forces, (3) designates specific responsibilities for these committees and task forces and appropriate representation in their membership, and (4) provides regular and direct communication among faculty, staff, students, and administration at all levels.

Membership on University committees and task forces is structured, and members are selected by various means, depending on the function of the committee. When these processes do not result in diversity among group members, the administration has the responsibility to modify committee membership to achieve diversity. The President can supplement the composition of University committees and task forces that are not sufficiently diverse.

### 2.2 OKLAHOMA STATE SYSTEM

#### 2.2.1 Constitutional Coordinating System

The **Oklahoma State System of Higher Education** was created with the people's adoption of an amendment to the Oklahoma State Constitution, Article XIII-A, on March 11, 1941. The amendment provides that "All institutions of higher learning supported wholly or in part by direct legislative appropriations shall be integral parts of a unified state system to be known as the Oklahoma State System of Higher Education."

The constitutional amendment also created the Oklahoma State Regents for Higher Education as the "coordinating board of control of the Oklahoma State System of Higher Education." There are nine State Regents who are appointed to nine-year staggered terms by the Governor, with the advice and consent of the Oklahoma State Senate. Responsibilities of the State Regents generally are limited to determining the functions and courses of study for each institution, establishing standards of education, submitting budget requests for the state system to the Legislature, allocating state-appropriated and revolving funds to each institution, and setting student fees. The Chancellor of the Oklahoma State System of Higher Education serves as the chief administrative agent of the State Regents.

#### 2.2.2 Board of Regents of the University of Oklahoma

**The Board of Regents of the University of Oklahoma** shall have the supervision, management and control of the University and shall have the following additional powers and duties:

- a. Adopt such rules and regulations, as it deems necessary, to govern the University.

- b. Employ and fix the compensation and duties of such personnel as it deems necessary, including architects, attorneys, engineers and other professional and technical persons, for its operation and for the operation of the University. Any such personnel having custody of public funds or other public property may be required to furnish corporate surety bonds in such amounts as may be deemed necessary by the Board of Regents, payable to the State of Oklahoma and conditioned upon a faithful accounting of all such funds and property.
- c. Enter into contracts; purchase supplies, material and equipment; and incur such other expenses as may be necessary to make any of its powers effective.
- d. Authorize officials of the University to act in its behalf in the making of contracts or in carrying out the powers conferred upon it.
- e. Receive and make disposition of moneys, grants, and property from federal agencies, and administer the same in accordance with federal requirements.
- f. Accept gifts of real and personal property, money, and other things, and use or dispose of the same in accordance with the directions of the donors or grantors thereof.
- g. Direct the disposition of all moneys appropriated by the Legislature or by the Congress or derived from the sale of bonds or received from any other source by the University.
- h. Acquire and take title to real and personal property in its name, on behalf of the University and convey, exchange or dispose of, or otherwise manage or control, such property in the interest of the University including the granting of leases, permits, easements, and licenses over or upon any such real property. The Board of Regents shall have the power to institute legal action in the name of the Board of Regents before any court having jurisdiction of such actions. The Board of Regents shall have the custody and control of abstracts of title and instruments affecting the ownership of or title to real property belonging to the Board of Regents, and being held by the Board on behalf of the University.
- i. Have supervision and charge of the construction of all buildings at the University.
- j. Determine the need for and cause to be constructed, residence halls and other buildings, on a self-liquidating basis, at the University.
- k. Establish and maintain plans for tenure and retirement of employees of the Board of Regents and the University and for payment of deferred compensation of such employees; and make available health, vision, dental, life, and accidental death and disability benefits for such employees and their dependents. The Board of Regents may pay for all or a part of the cost thereof for employees, with funds available for the operation of the University. Amounts payable by an employee for such insurance or annuity contracts may, with the consent of the employee, be deducted from payroll.
- l. Audit all accounts against the funds appropriated for the use and maintenance of the University, and the State Treasurer shall issue warrants for the amount of all accounts, including salaries and expenses of said Board of Regents, which shall have been audited and allowed by the Board of Regents and attested by the Secretary of the Board and the President.
- m. Provide penalties and forfeitures by way of damages and otherwise for the violation of rules and regulations of the Board of Regents, which may be sued for and collected in the name of the Board of Regents before any court having jurisdiction in such actions.
- n. Do all things necessary and convenient to carry out the powers expressly granted to it by the Constitution and the laws of the State, and to make the University effective for the purposes for which it is maintained and operated and the enumeration herein of certain powers and immunities of the Board of Regents shall not be construed as in



derogation or as a limitation of the powers and immunities properly belonging to the Board of Regents in the government of the University.

## 2.3 CAMERON UNIVERSITY CAMPUS ORGANIZATION

### 2.3.1 Campus Organization

Within the Cameron University community are three primary stakeholders who cooperatively govern day-to-day affairs of the University and in both individual and representative capacities act as recommending and advisory bodies to the Board of Regents. Those three stakeholders include the University Administration, Faculty, and Student Body.

- a. **The University Administration** is headed by the **University President**, who is the chief executive officer of the University and is directly responsible to the Board of Regents for all operations of the University. Other administrators assist the President with the management of University affairs. The Board of Regents encourages faculty, administrators, and students to make recommendations to the President regarding policy improvements and requires appropriate faculty counsel regarding recommendations for appointments, promotions, discontinuances, and retirement of faculty.
- b. **The Regular Faculty** of the University is composed of all faculty members with regular appointments including tenured, tenure track, and non-tenure track at the ranks of Instructor, Assistant Professor, Associate Professor, and Professor. The faculty shall fulfill its duties through academic departments and/or schools, University committees, various standing committees of the Faculty Senate, and, when appropriate, through ad hoc committees from the faculty. The faculty is to be concerned with the welfare of the academic community and has a responsibility to participate in the development of policies, regulations, and procedures concerning the whole University.
- c. **The Graduate Faculty**, in addition to those qualifications required for other faculty, shall have (1) an earned doctorate from ~~an college or University accredited by the January 2012 Faculty Handbook : Section 2: University Governance 12 regional~~ accredited or internationally recognized institution or a terminal degree or other appropriate academic credentials [see Faculty Handbook]as defined in Appendix A of this document; (2) the rank of Assistant Professor or above; and (3) conducted specific forms of scholarly activity as defined in Appendix D. Appointments to the Graduate Faculty are made by the Vice President for Academic Affairs upon recommendation of the appropriate academic department chair and Dean and of the Graduate Council. Appropriate faculty counsel shall be obtained at the department or school level. Temporary appointment to the Graduate Faculty may be made for persons who have the expertise in an area which qualifies them to teach a graduate-level course, which expertise shall be defined by the Graduate Council with input from the Graduate Faculty of the appropriate school. Such temporary appointment shall be made by the Vice President for Academic Affairs upon the recommendation of the Graduate Council. Graduate Faculty shall be eligible to teach graduate courses; advise graduate students; supervise graduate research; serve on or direct a thesis committee; be elected to and vote for members of the Graduate Council; participate in campus governance; and serve on graduate advisory committees. A temporary member of the Graduate Faculty shall be eligible to teach graduate-level courses.
- d. **The Student Body** of Cameron University consists of all students currently enrolled at Cameron University.

### 2.3.2 Campus Executive and Representative Bodies

- a. **The Executive Council** is not a formally designated body but acts as the President's cabinet and is composed of administrators appointed by the President. The members meet regularly as a coordinating executive team.

b. **The Faculty Senate** is established to express the faculty's views and make appropriate advisory recommendations to the University administration. The Senate studies matters it believes to be of significant importance to the faculty. Officers of the Faculty Senate are the Chair, Chair-Elect, and Secretary, each elected by the faculty. The Faculty Senate may determine its own internal rules of order and by-laws insofar as they are consistent with state law and Board of Regents' policies.

~~c. **The Staff Advisory Council** represents the administrative, professional, classified, and permanent part-time staff of the University. The council makes policy recommendations, communicates and shares staff concerns, recommends change to university practices, and provides administrative support to the University.~~

~~d. **The Student Government Association** is a representative organization of the Student Body whose mission is to represent, lead, and unify the Student Body; to decide and recommend for the students upon any matter involving student interests; and to promote common understanding among students, faculty, and administration while protecting the individual rights of students. Officers of the Student Government Association are elected by the Student Body and include the President, Vice President, and Treasurer.~~

### 2.3.3 Shared Governance Bodies

a. **Cameron Council** meets as needed to promote an exchange of information among the Student Government Association, Faculty Senate, and Administration. The council is chaired by the University President and members include: Elected officers of the Faculty Senate, Staff Advisory Council, elected officers of and the Student Government Association, the Chair of the Programming Activities Council, and administrators as appointed by the President, are members of the Cameron Council, which is chaired by the University President.

~~b. **University Standing Committees** serve various functions in the University and typically have a single responsibility. A listing of committees and each's composition and method of appointment may be found on the University website. Membership composition and method of appointment are described in the following paragraphs. The listing of committees that follows represents the standing University committees. For all University related committees, the Vice President for Academic Affairs, with the President's concurrence, or the President reserve the right to appoint additional members in an effort to achieve functional diversity on the committees.~~

~~b-c. **Ad Hoc Committees and Task Forces.** From time to time, additional ad hoc committees or task forces may be created. A description of those committees or task forces, their purpose, and membership will be maintained on the University's official website.~~

~~1. **The Academic Appeals Committee** serves as the appeals body for (1) the administration of the Admissions and Retention Policies of the University, (2) the consideration of exceptions or substitutions in academic areas which are not specifically reserved to a specific academic department or area, (3) the consideration of any other matters associated with policies and procedures governing academic appeals.~~

~~The responsibility for academic evaluations of students rests with the faculty. If a student feels wrongfully and unfairly treated by an instructor and if he/she is unable to resolve the matter in conference with the instructor or the Departmental Chair, an appeal may be made.—~~

~~**Membership:**~~

~~Faculty: Four elected at large by the Faculty.~~

~~Students: Three appointed by the Dean of Students as recommended by the Student Government Association President.~~

~~Administrators: Registrar (ex officio, non voting); Administrative support: one appointed by the President (ex officio, non voting)~~

~~2. The Curriculum Committee makes recommendations to the Vice President for Academic Affairs regarding all requests for (1) course changes, (2) new courses, (3) program changes, and (4) new programs.~~

**Membership:**

~~Faculty: One elected by and from the Faculty Senate; one faculty representative for every 20 full-time faculty members in each undergraduate school to be elected by and from the school. (Deans are to be included in the count of faculty of each school).~~

~~Students: Three appointed by the Student Government Association President.~~

~~Administrators: Vice President for Academic Affairs or his/her representative (ex officio, non-voting);~~

~~3. The Faculty Development Committee serves in an advisory capacity and makes recommendations to the Vice President for Academic Affairs regarding faculty development programs, policies, and operation of the Faculty Development Center.~~

**Membership:**

~~Faculty: One elected by and from the Faculty Senate; one elected by and from each undergraduate school; one elected by and from the Graduate Faculty; three appointed by the Vice President for Academic Affairs.~~

~~Administrators: The Vice President for Academic Affairs or his/her representative (ex officio, non-voting); Academic Services Coordinator, Center for Faculty Development (ex officio, non-voting).~~

~~4. The General Education Committee (1) establishes and reviews guidelines for certifying courses to meet general education program requirements; (2) certifies courses for meeting general education requirements; (3) develops guidelines for determining the applicability of transfer courses for meeting general education requirements; (4) evaluates general education assessment results and proposes appropriate program modifications; (5) reviews the general education program to assure compliance with regulations and standards of governing bodies and accreditors; (6) formulates and promotes professional development programs for general education faculty; and (7) reports annually on the effectiveness of the general education program.~~

**Membership:**

~~Faculty: Two from each undergraduate school elected by the faculty; one from the Library appointed by the Director of Library Services; Faculty Senate Chair (ex officio, non-voting); Faculty Senate Chair Elect (ex officio, non-voting).~~

~~Students: Two appointed by the Student Government Association President.~~

~~Administrators: The Vice President for Academic Affairs or his/her representative (ex officio, non-voting).~~

~~5. The Graduate Council serves as the principal governing and appellate committee for all issues pertaining to graduate education at Cameron University making recommendations to the Vice President for Academic Affairs. Council functions include but are not limited to oversight of graduate curriculum; graduate faculty selection and retention; student matriculation and retention; in cooperation with the academic disciplines, strategic planning for graduate education; and appeals of grades, suspension, and dismissal.~~

**Membership:**

~~Faculty: Each school that offers a graduate course shall be entitled to elect one voting member to the Graduate Council, and each school that offers a graduate degree program shall be entitled to elect an additional voting member.~~

~~Students: Undergraduate students nominated by the Dean of Graduate Studies shall be confirmed by a simple majority vote of the Graduate Council.~~

~~Administrators: Academic Deans with one or more graduate programs with one Dean, appointed by the Vice President for Academic Affairs, to be Chair of the Council (ex officio, non-voting).~~

~~6.—The Information Technology Advisory Committee is an advisory and recommending body to the Director of Information Technology Services and other appropriate administrators regarding the development of policies and plans related to computing and all aspects of information technology.~~

**Membership:**

~~Faculty: One elected by and from the Faculty Senate; two from each undergraduate school appointed by the Dean of the school; one from the Library appointed by the Director of Library Services.~~

~~Students: Three appointed by Student Government Association President.~~

~~Administrators: Director of Information Technology Services (ex officio, non voting); three professional staff from Information Technology Services appointed by the Director of Information Technology Services (ex officio, non voting); and one professional staff member appointed by the Vice President for Academic Affairs (ex officio, non voting).~~

~~7.—The Institutional and Internal Services Committee reports to the Vice President for Business and Finance and is responsible for making recommendations regarding University contracts with external organizations, issues of public safety, the upkeep and improvement of the physical plant, and other University services not under the purview of academic or student affairs.~~

**Membership:**

~~Faculty: Three elected at large by the Faculty; one elected by and from the Faculty Senate.~~

~~Students: One appointed by the Student Government Association President.~~

~~Administrators: Vice President for Business and Finance (ex officio, non voting).~~

~~8.—The Institutional Assessment Committee reports to the Vice President for Academic Affairs and is responsible for (1) identification of appropriate assessment objectives for the University, consistent with the policies and requirements of the Oklahoma State Regents for Higher Education and the Higher Learning Commission of the North Central Association of Colleges and Schools; and (2) University wide coordination of planning and implementation of entry-level assessment, mid-level (general education) assessment, programs outcomes assessment, and student satisfaction assessment programs which meet those same objectives and requirements.~~

**Membership:**

~~Faculty: Chair (appointed by the Vice President for Academic Affairs); one appointed by and from the Faculty Senate; two appointed or elected at the discretion of the Dean from each of the undergraduate schools; one appointed or elected at the discretion of the Director of the Library; Chair of the General Education Committee (ex officio, non voting).~~

~~Staff: One appointed by or elected at the discretion of the appropriate Executive Council member for each non-instructional unit participating in the assessment process.~~

~~Administrators: Director of Institutional Research, Assessment, and Accountability (ex officio, non voting); Dean of Students (ex officio, non voting); the Vice President for Academic Affairs (ex officio, non voting) or his/her representative.~~

~~9.—The Intercollegiate Athletics Committee serves in an advisory capacity to the Director of Athletics and the President. On request, the Committee reviews, interprets, and recommends policies and regulations regarding the conduct of the intercollegiate athletics program.~~

**Membership:**

~~Faculty: One elected by and from the Faculty Senate; two elected at large by the Faculty.~~

~~Students: Two recommended by the Student Government Association President and approved by the Vice President for Student Affairs~~

~~Administrators: — Faculty Athletics Representative (Chair); Director of Athletics (ex officio, non-voting).~~

~~10. The Lectures and Concerts Committee serves in an advisory capacity to the Dean of Students and is responsible for encouraging lectures and concerts by (1) disseminating information regarding funding of lectures and concerts and (2) reviewing and making recommendations regarding proposals for University funded lectures and concerts.~~

~~**Membership:**~~

~~Faculty: One elected by and from the Faculty Senate; one elected by and from each school.~~

~~Students: Four appointed by the Student Government Association President.~~

~~Administrators: — Dean of Students (ex officio, non-voting).~~

~~11. The President's Planning Committee serves in an advisory capacity to the President on matters related to University planning, including recommending campus-wide goals for special emphasis.~~

~~**Membership:**~~

~~Faculty: Faculty Senate Chair; Faculty Senate Chair Elect; Faculty Senate Secretary; Chair, Faculty Long Range Planning Committee.~~

~~Students: Two undergraduate students and one graduate student appointed by the Student Government Association President.~~

~~Administrators: — The Vice President for Academic Affairs (ex officio, non-voting); Dean of Students (ex officio, non-voting); Vice President for Business and Finance (ex officio, non-voting); Director of Institutional Research, Assessment, and Accountability (ex officio, non-voting); Associate Vice President for Enrollment Management (ex officio, non-voting).~~

~~12. The Recruitment Committee serves in an advisory capacity to the Vice President for Academic Affairs and the Associate Vice President for Enrollment Management regarding student recruitment.~~

~~**Membership:**~~

~~Faculty: One elected by and from each school; one elected by and from Faculty Senate; one elected by and from Graduate Council.~~

~~Students: Two undergraduate students and one graduate student appointed by the Student Government Association President.~~

~~Administrators: — Associate Vice President for Enrollment Management (ex officio, non-voting).~~

~~13. The Research Committee serves in an advisory capacity to the Vice President for Academic Affairs and is responsible for encouraging and assisting faculty and students in research activities by (1) disseminating information regarding funding of research proposals, (2) providing assistance with the writing and review of research proposals, and (3) reviewing and making recommendations regarding University funded research.~~

~~**Membership:**~~

~~Faculty: One elected by and from the Faculty Senate; four elected at large by the Faculty.~~

~~Students: Two undergraduate students appointed by the Student Government Association President; one graduate student selected by the Graduate Council.~~

~~Administrators: — The Vice President for Academic Affairs or his/her representative (ex officio, non-voting); representative of Academic Research Support Center (ex officio, non-voting).~~

~~14. The Student Services Committee acts as an advisory and recommending body to the Dean of Students. The committee (1) formulates recommendations for student policy; (2) reviews and interprets existing student policies; (3) coordinates with secondary committees under its jurisdiction (Financial Assistance, Lectures and Concerts, and Publications); and (4) serves as an appeals body on student matters of a non-academic nature and makes recommendations to the Dean of Students.~~

~~**Membership:**~~

~~Faculty: — One elected by and from the Faculty Senate; two elected at large by the Faculty.~~

~~Students: — Five appointed by the Student Government Association President.~~

~~Administrators: — One appointed by the Dean of Students (ex officio, non-voting).~~

~~15. The Teacher Education Council serves in an advisory capacity to the Director of Teacher Education. The Council (1) reviews teacher education regulations and proposed changes; (2) reviews all approved teacher education programs, proposed programs, and proposed changes in approved programs; (3) makes recommendations regarding the professional education sequence; and (4) makes recommendations regarding the selection, admission, and retention of teacher education students. Standing subcommittees of the Teacher Education Council include the Selection, Admission, and Retention Committee and the Faculty Development Committee.~~

~~**Membership:**~~

~~Faculty: — One elected by and from the Faculty Senate; one from each certificate program appointed by the department chair of the discipline.~~

~~Students: One representing elementary education; one representing secondary education; and one representing Educational Leadership, all appointed by the Student Government Association President.~~

~~Administrators: — Director of Teacher Education (ex officio, non-voting) chairs the Council; Coordinator of Field Experience (ex officio, non-voting) serves as permanent Chair of Selection, Admission, and Retention Committee.~~

~~Public: — Two invited to participate by the Teacher Education Council (ex officio, non-voting).~~

~~16. The Teaching and Learning Committee serves in an advisory capacity and makes recommendations to appropriate administrators regarding the Library, instructional technology, and other learning resource centers. The committee reviews proposals and makes recommendations regarding University funded innovative instruction grants.~~

~~**Membership:**~~

~~Faculty: — One elected by and from the Faculty Senate; one librarian appointed by the Director of Library Services; one from each school appointed by the Dean.~~

~~Students: Three appointed by the Student Government Association President.~~

~~Administrators: — Two appointed by the President; two appointed by the Vice President for Academic Affairs; the Vice President for Academic Affairs or his/her representative (ex officio, non-voting); the Director of Distance Learning (ex officio, non-voting).~~

c. ~~**Ad Hoc Committees and Task Forces.** From time to time, additional ad hoc committees or task forces may be created. A description of those committees or task forces, their purpose, and membership will be maintained on the University's official website.~~

~~1. **The Public Exercises Task Force** coordinates commencement ceremonies, convocation, and other ceremonies that include University wide participation and that are open to the general public. The committee reviews the format, facility utilization, personnel requirements, equipment requirements, safety and parking requirements, and all associated matters necessary for management of the event. Recommendations by the committee are made to the person or organization in charge of the event.~~

~~**Membership:**~~

~~Faculty: One appointed by the President.~~

~~Administrators: Academic Services Coordinator; Coordinator of Interdisciplinary Activities in Fine Arts; Representative from Physical Facilities; Executive Assistant to the President; Dean of Students; Public Affairs; Deans; Registrar; Director, Public Safety; Director, KCCU.~~

~~2. **The Action Commission on Student Retention** serves in an advisory capacity to the President and makes recommendations on issues impacting student retention.~~

~~**Membership:** Appointed by the President.~~

## SECTION 3 – GUIDELINES FOR RECRUITMENT, SELECTION, AND HIRING

### 3.1 AUTHORIZATION

3.1.1 ~~ALL POSITIONS ADMINISTRATIVE/PROFESSIONAL POSITION --~~ Prior to initiating a search process, ~~any~~Any department /school wishing to fill a new or replacement ~~administrative/professional~~ position must complete ~~the required forms, a Request to Staff Form (R6) prior to initiating a search process.~~ The requesting department/school must provide an updated Job Description to be posted by the Human Resources Department. ~~The Request to Staff Form must (1) have all appropriate signatures and approvals; (2) be accompanied by a Justification of Need to Hire Memorandum; (3) be accompanied by a proposed notice of vacancy (a copy of the notice of vacancy in Word format should also be emailed to HR) following the University format; and (4) be filed with the Human Resources Department.~~

3.1.2 ~~CLASSIFIED POSITION~~ Prior to initiating a search process, the department/school must complete and route the appropriate portion of the Request to Staff Form (R6) through appropriate channels. All regular classified positions, regardless of whether new or replacement position, will require the Request to Staff Form (R6), which must (1) have all appropriate signatures and approvals; (2) be accompanied by a Justification of Need to Hire Memorandum; (3) be accompanied by a proposed notice of vacancy (a copy of the vacancy in word format should also be emailed to HR) following the University format; and (4) be filed with the Human Resources Department.

### 3.2 ADVERTISING

3.2.1 POSTING VACANCIES – The Human Resources Department is responsible for advertisement of positions in coordination with the hiring supervisor. ~~Employment Opportunities will be posted on the University website. If an external search is deemed necessary, Human Resources will post the position as appropriate. Regular classified employment opportunities will be posted in the Human Resources Department, on the University's web site, and with the Oklahoma Employment Service. Regular, administrative/professional employment opportunities will be posted in the Human Resources Department, on the University's web site, with the Oklahoma Employment Service, and on the internet at HigherEd Jobs.~~ If requested by the department/school, the advertisements will be placed in special publications or area specific (state or national) publications. The department/school will be responsible for the cost of these additional advertisements. The Human Resources Department will review all postings.

~~If unusual circumstances prevent adequate time to conduct a search, a department/school may submit a memorandum explaining the need for a waiver from advertising along with the completed Request to Staff Form (R6) to identify the reason advertising cannot be conducted. The Human Resources Department and the appropriate vice president will determine whether to approve any waiver. When a candidate cannot be found for temporary or seasonal positions, advertising for the position is acceptable.~~

~~Vacancies for regular positions must be posted for a period of at least five (5) working days for a classified position and at least ten (10) working days for an administrative/professional position.~~



### 3.3 SELECTION PROCEDURES

- 3.3.1 DIRECT APPOINTMENT - Direct appointments can be made with the prior written approval of the President. This policy provides operational efficiency, equitable consideration, and opportunity for qualified University employees to fill vacant positions at the University.

Direct appointments will be used when the field of eligible internal candidates is known, when a current employee has been effectively performing higher-level duties for an extended period of time, or when it is considered to be in the best interest of the University to do so.

- 3.3.2 PROMOTIONS AND TRANSFERS - With approval from the responsible vice president, vacant positions may be filled by promotion or lateral transfer. To fill a vacant regular position by promotion or transfer, the hiring official must consider all qualified employees in the department and recommend an employee for selection based on job-related criteria. Employees interested in transfer opportunities must submit all required documentation~~an updated application and resume~~ to the Human Resources Department.

- 3.3.3 SEARCH COMMITTEES - In the ongoing effort to attract and employ quality individuals, the University may decide to form search~~screening~~ committees to facilitate the hiring process.

- Administrative/Professional Positions – A search committee may be used at the discretion of the supervisor (hiring authority for the position); however, a screening committee is not required.
- Classified Positions – A search committee is not required.

The search committee must ensure that it adheres to the University's Affirmative Action Plan and Equal Opportunity Policy. Committee considerations will become a part of the selection process files. Detailed instructions for search committees are available in the Human Resources Department.

- 3.3.4 RECRUITMENT AND SELECTION DOCUMENTATION - The University requires that specific forms be completed throughout the screening and selection process. Please contact the Human Resources Department for details.~~The necessary forms to complete the process are available electronically and are to be completed sequentially as follows:~~

~~Administrative/Professional Positions~~

- ~~• The Request to Staff Form (R6) with requested attachments~~
- ~~• Cameron University Application (A13)~~
- ~~• Applicant Selection Log (A6L)~~
- ~~• Personnel Action Form (P14)~~
- ~~• Payroll Action Form (P7)~~

~~Classified Positions~~

- ~~• Request to Staff Form (R6) with requested attachments~~
- ~~• Cameron University Application (A13)~~
- ~~• Applicant Selection Log (A2)~~
- Payroll Action Form

~~Resumes and required documentation for administrative/professional positions should be forwarded to the Human Resources Department. The Human Resources Department will review applicant packets for completeness and notify applicants of receipt of information. Upon closing of the position announcement, the Human Resources Department will forward all application information to the hiring supervisor.~~

~~Applicants for classified positions must complete an application form and provide test scores, if appropriate, to the Human Resources Department. Applicants may not be selected for any position until a completed Cameron University Application has been submitted to the Human Resources Department. The Human~~

~~Resources Department will screen all classified applicants for minimum requirements before forwarding the applicant packet to the hiring supervisor.~~

~~Administrative/professional finalists may not be selected for any position until a completed Cameron University Application (A13) has been submitted to the Human Resources Department and the appropriate vice president and the President have approved the Personnel Action Form (P14).~~

- 3.3.5 EMPLOYMENT TESTING - Federal regulations require that employee selection testing, if prescribed by a department or school, be validated to show a direct relationship between test results and job performance. All employment tests must be reviewed and approved by Human Resources and/or the Equal Opportunity Officer/Title IX Coordinator before use to ensure the tests are valid, job related, reliable, uniformly administered, and do not have an adverse impact on the employment opportunities of members of protected classes.

### 3.4 CONDITIONS OF EMPLOYMENT

Cameron University is an at-will employer and nothing herein shall be construed to alter or amend an employee's at-will employment status. This means the University or the employee can terminate the relationship with or without cause, with or without notice.

All administrative/professional positions must have necessary signatures and be approved by the President before an offer of employment can be made to the selected candidate.

Prior to making an official offer to the selected candidate for any position, the hiring supervisor will verify that all recommended stipulations of employment and documents used in the selection process have been properly approved ~~(See section, 3.4.1 Documentation)~~. After returning the materials to the Human Resources Department and verifying that University policy has been followed in the selection process, the applicable department/school and the selected candidate will complete the required forms~~appropriate sections of the Payroll Action Form (P7)~~ for employment processing.

The selected candidate must then complete the official employment process in the Human Resources Department. It is the responsibility of the hiring supervisor or the hiring department/school to ensure that the appropriate Payroll Action Form (P7) and ~~other~~ forms required by the Human Resources Department have been completed before a candidate begins employment.

- ~~3.4.1 DOCUMENTATION — The following forms must be completed and on file in the Human Resources Department before the selected candidate is authorized to begin employment. Other forms may be required in addition to those listed below. It is the supervisor's responsibility to ensure that each new employee has completed the employment process in the Human Resources Department.~~

#### FORMS:

(a) Request to Staff Form (R6)

~~All positions must be approved in writing through the appropriate channels before the position can be advertised and filled.~~

(b) Personnel Action Form (P14)

~~No administrative/professional candidate shall be offered an appointment until a completed Personnel Action Form has received all of the appropriate approvals.~~

(c) Payroll Action Form (P7)

~~No individual will be entered into the University personnel and payroll systems until a completed and approved Payroll Action Form has been received by the Human Resources and Payroll Department.~~

(d) Loyalty Oath

~~Oklahoma law requires that each new University faculty and staff member sign a loyalty oath. The requirement extends to all employees and officials of the State of Oklahoma and must be satisfied before an individual can be paid on a State payroll. Temporary employees hired for 30 days or less need not sign a loyalty oath. The oath completed during the previous period of employment remains valid during an employment lapse of up to 30 days.~~

(e) Employee's Withholding Allowance Certification (W-4)

~~Employees are required by federal law to complete and sign a W-4 form. Proof of a social security number by presentation of a social security card is required.~~

(f) Employment Eligibility Verification (I-9)

~~All employees employed after November 6, 1986, are required by federal law to complete Form I-9 and must provide certain documents to prove identity and eligibility for employment. Employees who completed an I-9 within the last three years will not be required to complete the form again unless there is a change in status. The Human Resources Department maintains a list of documents approved for verification of employment eligibility.~~

(g) Voluntary Affirmative Action Form (Optional)

~~Each applicant will be given the opportunity to complete a Voluntary Affirmative Action Form to be used for reporting of affirmative action information (See Affirmative Action, section 10).~~

(h) Veteran's Classification Form

~~All new employees are required to complete a Veteran's Classification Form used for annual reporting to the Department of Labor for the compilation of the Federal Contractor Veterans' Employment Report.~~

3.4.23.4.1 HEALTH STATEMENT – When appropriate, the University may request a medical, physical, psychological, and/or psychiatric examination from applicants for certain positions when a job offer is extended. The University will pay the cost for the examination. Compliance with a request for examination will be a condition of employment. If the examination shows that the individual is unable to perform the essential job duties, with or without reasonable accommodation, the job offer will be withdrawn.

3.4.33.4.2 BACKGROUND CHECK - The University reserves the right to make offers contingent upon the completion of a background check. The background check may include criminal and/or sexual offender and/or motor vehicle records using (1) private companies with which the University has contracted for such services, (2) OSBI, and (3) FBI. The individual must provide authorization for the background check by completing the appropriate information releases and authorizations~~an Authorization to Release Information Form~~. The information will be kept confidential and separate from the application and will not be used except in cases of a job offer. If the background check results show "not approved," the job offer may be withdrawn.

3.4.43.4.3 FALSIFICATION - An applicant will be disqualified for consideration for employment with the University if he/she makes a false statement on the application form or during the interview process, has committed fraud during the application or selection process, or is not legally permitted to hold the position. If such information is found after employment, appropriate disciplinary action, including termination, may be taken.

3.4.53.4.4 NEPOTISM - Except as prohibited by the laws of the State of Oklahoma, relationship by consanguinity (blood) or by affinity (marriage) shall not, in itself, be a bar to appointment, employment, or advancement by the University or, in the case of faculty members, to eligibility for tenure. The University recognizes, however, that there is an inherent conflict of interest when an employee makes hiring, promotion, or salary decisions about a family member, although there may be extremely rare circumstances when the potential benefit to the University in having an employee supervise a family member outweighs the potential harm.

Therefore, no two persons who are related by affinity or consanguinity within the third degree shall be given positions in which either one is directly responsible for making recommendations regarding employment, promotion, salary, or tenure for the other; nor shall either of two persons so related who hold positions in the same budgetary unit be appointed to an executive or administrative position in that unit or to a position involving administrative responsibility over it, as long as the other person remains in the unit, without first receiving a waiver that has been recommended by ~~the Vice President for Academic Affairs, or the~~ appropriate Vice President, and approved by the President and Board of Regents. In recommending the waiver, ~~the Vice President for Academic Affairs or the~~ appropriate Vice President must make a written statement of the facts that have led him/her to conclude that the benefit to the University in granting the waiver outweighs the potential harm. In addition, the ~~Vice President for Academic Affairs or the appropriate~~ requesting Vice President must propose in writing a means by which a qualified, objective person, unrelated to the employee at issue, shall make performance evaluations and recommendations for compensation, promotion, and awards for that employee and state in writing how that means will avoid the conflict of interest. The statement and proposal for supervision shall be made part of the Board of Regents agenda item. Further, a salary increase above the average increase granted to all University employees in similar positions will not be granted to an employee who has been granted a waiver under this policy unless the ~~Vice President for Academic Affairs, or the appropriate~~ requesting Vice President and the President have approved the policy.

It is the responsibility of the head of the budget unit to seek a waiver before offering employment to any person whose employment would violate this policy, and the willful failure to follow this policy may result in disciplinary action against the head of the budget unit. Notwithstanding any other provision of this policy, a conditional hire, prior to approval of the Board of Regents, may be made pursuant to this policy if deemed necessary for legitimate academic or business reasons if justified in writing by the appropriate vice president and approved by the President. At the next regular meeting of the Board of Regents, the written justification and the conditional hire will be considered by the Board of Regents.

Relatives who are within the third degree of relationship to an employee by consanguinity or affinity include the following: spouse, parent, parent of spouse, grandparent, grandparent of spouse, great-grandparent, great-grandparent of spouse, uncle or aunt, uncle or aunt of spouse, brother or sister, brother or sister of spouse, son or daughter, son-in-law or daughter-in-law, grandson or granddaughter, grandson's or granddaughter's spouse, great grandson or great granddaughter, and great grandson's or great granddaughter's spouse. For the purposes of this policy, step- and half-relatives are considered to be related by affinity (University of Oklahoma Board of Regents' Policy Manual CU/RUSU 3.1.11).

3.4.63.4.5 EMPLOYMENT OF MINORS - Oklahoma considers individuals under the age of 16 to be minors for purposes of employment. There are other lesser employment restrictions for minors between the ages of 16 to 18. The provisions of the child labor law distinguish among minors according age, type of occupation, day and nighttime work, and number of hours worked (See the Human Resources Department prior to the employment of a minor).

### ~~3.5~~ FOLLOW-UP LETTERS

~~The Human Resources Department notifies applicants of the receipt of their application information. The Human Resources Department is also responsible for sending letters to unsuccessful applicants to notify them that the position has been filled.~~

## SECTION 4 - CLASSIFICATION

### 4.1 GENERAL

The classification program of the University is administered by the Human Resources Department and is based on skill levels, experience, education, job descriptions, and the [Fair Labor Standards Act \(FLSA\)](#). Each classification is placed in a salary range sufficient to allow incentives for improved performance, job proficiency, years of service, and individual efforts. The Human Resources Department may, upon need or request, conduct classification reviews or studies and may recommend revisions to the Vice President for Business and Finance.

### 4.2 POSITION CLASSIFICATIONS

Each position of the University has been classified in accordance with its function, duties, responsibilities, and relationship to other positions. A job description has been developed for each position specifying the duties, responsibilities, supervision received, supervision given, education, training, and experience necessary for a person to function effectively in that position. The University has two types of non-faculty positions: administrative/professional and classified. Administrative/professional positions are those positions with assignments that have primary responsibility for the management of a department or subdivision or that exist for the purpose of performing academic support, student services, and institutional activities and have assignments that require baccalaureate or master's degrees or experience of such kind as to provide a comparable background. Classified positions are those positions not categorized as administrative/professional and generally include occupational categories of clerical, or skilled crafts, or service/maintenance.

### 4.3 EXEMPT AND NON-EXEMPT CLASSIFICATION

The Human Resources Department shall determine and specify, subject to the provisions of the FLSA, those classifications that shall be exempt. All classifications not specifically determined to be exempt classifications shall be considered non-exempt classifications. Classifications will be determined at the time a position and job description is approved for recruitment and are subject to revision as specified in section 4.1 of this handbook.

- 4.3.1 EXEMPT CLASSIFICATIONS generally apply to executive personnel, administrative and professional personnel, and classified employees who have supervisory responsibilities. Exempt employees shall neither be entitled to the earning of, accrual of, nor credit for overtime and/or compensatory time. The budgetary head has the discretionary authority to arrange the work schedule of an exempt employee.
- 4.3.2 NON-EXEMPT CLASSIFICATIONS apply to all employees not classified as exempt. These employees are generally classified employees. Non-exempt employees are eligible to earn and receive credit for appropriately authorized overtime and/or compensatory time. Non-exempt employees, whose work must be documented and maintained in accordance with federal regulations, must maintain detailed records reflecting the time of arrival and departure from work. The accumulation of overtime or compensatory time is subject to the provisions of the FLSA.

### 4.4 TYPES OF APPOINTMENTS

~~Appointments extend from July 1 to June 30 (fiscal year) unless otherwise stated on the Payroll Action Form (P7). As an at-will employer, the University may initiate or terminate employment at any time during this period. Moreover, employment is not guaranteed beyond the ending date of the appointment, and reappointment is solely at the discretion of the University.~~ Positions at the University are categorized as one of the following for purposes of benefits eligibility:

- 4.4.1 REGULAR, FULL-TIME EMPLOYEES are those permanent employees who are employed to work forty (40) hours per week. Regular permanent employees who work at least thirty (30) hours per week (75%) will receive all University paid benefits appropriate to their classification on a pro rata basis.
- 4.4.2 REGULAR PART-TIME EMPLOYEES are those permanent employees who are employed to work at least twenty (20) hours per week (50%). Employees in this classification may work more than their appointment, on occasion, but should not average thirty (30) hours per week or more during the appointment. Regular Part-Time Employees will receive paid time off benefits at their full-time equivalency rate, but do not receive fringe benefits.
- 4.4.3 TEMPORARY EMPLOYEES - Temporary employment is expected to last less than a year or until the next fiscal year, whichever comes first. Temporary positions that extend longer than the date indicated on the Payroll Action Form (P7) will require completion of a new P7 form.
- 4.4.4 STUDENT EMPLOYEES - Student employee status applies to those employees currently enrolled at the University whose primary purpose for being at the University is to obtain an education. Student employees do not receive benefits and are not paid for holidays.
- 4.4.5 HOURLY EMPLOYEES – Hourly employees are those employees who are paid an hourly rate and work variable hours per week based upon the department's needs rather than a standard schedule. Hourly employees do not receive benefits and are not paid for holidays.
- 4.4.6 FACULTY – Those employees who are generally employed to fulfill the instructional and research mission of the University. Further details on faculty appointments may be found in the Faculty Handbook.
- 4.4.7 9-10 MONTH EMPLOYEES

4.4.7.1 This status is only available to non-faculty, full-time staff whose work closely mirrors the academic calendar or can be easily adjusted to better align with the school year. Departments and staff should discuss whether this option is feasible and how department needs will be met during the off periods. Any eligible employee must receive permission from their supervisor, director (if applicable), vice president, and President.

Converting a staff position to the 9-10 Month Option is completely voluntary and should be initiated by the staff member. The staff member must first submit an application to their supervisor, and the department then submits the completed application to Human Resources department before June 1. Once the application is processed and approved for conversion, Human Resources will take appropriate action to revise payroll and benefits as outlined herein. The transition to 9-10 month position shall be effective from July 1 to June 30 and shall immediately transition back to its previous designation for the following year.

The beginning and ending dates for 9-10 month positions will be posted by Human Resources Department.

Salary for employees electing this option will be reduced accordingly and will be paid in accordance with existing University policy. Benefits will be deducted or withheld in accordance with University policy.

The University will continue to pay the staff member's share of benefits/insurance costs while the employee is in a non-work status during the off period. The pay of a participant must be enough to cover the employee payroll deductions for benefits. Life insurance and long-term disability insurance will be calculated based on reduced hours and pay.

While in a non-work status, the employee:

- shall not accrue annual or sick leave.
- shall not be eligible to use annual or sick leave accruals.
- shall not be eligible for holiday compensation on University or state declared holidays.

- shall not be eligible for unemployment compensation during off period.

If a participant is on Family & Medical Leave Act (FMLA) leave concurrently with their off period, the time on FMLA during the break period does not count against their allowed 12-week (480 hours) FMLA leave.

Employees who do not return to work after the designated end of the off period or terminate during the fiscal year shall have their insurance programs canceled effective the last day for which they had pre-paid a premium.

## SECTION 5 - COMPENSATION

### 5.1 SALARY ADJUSTMENTS

The President may approve individual salary adjustments based on work performance, promotion, demotion, labor market conditions, legislative actions, and budget constraints, subject to and in accordance with Board of Regents Policy.

### 5.2 PAYROLL WARRANTS

Payroll warrants for all administrative and faculty employees are issued on the last working day of the month. The payroll period for all administrative and faculty employees is the first day through the last calendar day of the month. All classified and hourly employees are paid biweekly. Payroll warrants are issued on the second Friday following the last day of the pay period. Pay periods begin on Sunday at 12:00 A.M. and end Saturday at 11:59 P.M. All University pay schedules can be located on the Employee tab on AggieAccess.

Supplemental pay periods are established to pay hourly employees, workshops, ~~overtime~~, new hires not on regular payroll, annual leave payoff, terminated employees, and other miscellaneous payment requirements. Supplemental payroll warrants are issued on a payday established by the Human Resources Department ~~and the Vice President for Academic Affairs~~.

All adjunct faculty employees will be paid on a monthly basis in compliance with O.S. Title 40, Section 165.2. This statute mandates employees of the state be paid a minimum of once a month. The pay period for adjunct faculty employees is the first through the last day of the calendar month. Payroll warrants will be issued no later than the twelfth of the following month. Overload for full-time faculty will be paid on the employee's regular paycheck. Fall overload will be paid on the September through December paychecks. Spring overload will be paid on the February through May paychecks.

The pay period for work-study employees is the first through the last day of the calendar month. Payroll warrants will be issued no later than the twelfth of the following month.

Direct deposit is required for all University employees in compliance with Oklahoma law (74 O.S. 292.12).- All University employees will have their payroll warrant(s) electronically transferred to a financial institution of their choice by submitting a completed Automatic Deposit Transmittal Form (D10) along with a voided check or a direct deposit form from the financial institution.

Employees who are unable to have an account at a financial institution to receive their pay or fail to provide direct deposit information will be enrolled in the state's pay card program. The Oklahoma ~~pay card~~PayCard provides a convenience for state employees who do not have a bank account for direct deposit of their pay. An employee will be set up on the ~~pay card~~Oklahoma PayCard at an employee's request or if direct deposit is not received within a month of the employee's start date.

### 5.3 PAYROLL CHANGES

Changes in payroll deductions are made in the Human Resources Department. All change forms must be received two weeks prior to the pay date to ensure that the change is effective. A list of pay dates is available on the Employee tab in Aggie-Access.

### 5.4 SUPPLEMENTAL PAY

Supplemental pay to employees of the University must be requested and authorized on an approved Payroll Action Form (P7) regardless of the nature of the services provided.

### 5.5 HOLIDAY PAY



To be eligible for University-approved holiday pay, an employee must be a regular, full-time or part-time employee and be in a paid, or paid leave status the day before and the day after the holiday (See Holidays, section 9.1).

The employee will not be charged annual leave time for a University-approved holiday that falls within the annual leave period.

An employee who is on sick leave when a University-approved holiday occurs will receive holiday pay instead of sick leave pay.

## **5.6 GARNISHMENTS**

The University must accept court-ordered wage assignments, garnishments, and tax levies, and will process them in the legally prescribed manner.

## SECTION 6 – HOURS OF WORK

### 6.1 WORKWEEK

The workweek at the University begins at 12:00 a.m., Sunday, and ends Saturday at 11:59 ~~p.m.P.M.~~ A regular, full-time employee will be scheduled to work 40 hours per workweek, and normal work hours are from 8 a.m. to 5 p.m. with one hour off for lunch. Supervisors may designate the lunch hour and make adjustments in the beginning and ending times of an employee's workday or workweek to meet the needs of the University.

### 6.2 FLEXIBLE WORK HOURS

Flextime is an alternative work pattern that allows supervisors the flexibility to vary the arrival and departure times of regular, full-time employees, as long as the employees work a minimum of 40 hours per week. This arrangement allows variations in the length of the workday/workweek. All flextime decisions are subject to approval by the supervisor and the appropriate vice president and may not interfere with the operation of the department or University in general. The supervisor will provide oversight of work hours, and will handle all exceptions on a case-by-case basis. Flextime should be of benefit to both the regular, full-time employee and the University. Written authorization and description of flextime arrangements should be reported to the Human Resources Department Payroll Administrator by the appropriate supervisor. ~~Flextime decisions are subject to departmental and vice presidential approval.~~

### 6.3 LUNCH PERIOD

The lunch period consists of one hour daily, unless otherwise scheduled by the supervisor to meet special needs. An employee may not forego the lunch period to shorten the workday or workweek or to rearrange or extend the lunch period without prior consent of the supervisor.

### 6.4 WORK BREAKS

At the discretion of the supervisor, work breaks may be allowed but are not required. The work break should not interfere with the proper performance of the job responsibilities of the department or University. A work break cannot be longer than 15 minutes twice a day from the point of cessation of labor to resumption of labor. Breaks should be considered a privilege, rather than a right. Break time cannot be accumulated, added to lunch periods, or otherwise used to shorten the workday or workweek.

### 6.5 ABSENTEEISM

An administrative/professional employee, who is aware that he/she will be away from work, is responsible for requesting prior approval from the supervisor and recording the absence on the online leave report by completing a Leave Request Form (L1). Classified employees will receive prior verbal or written approval from the supervisor and note the absence on the Online Timesheet in Aggie-Access. This is not only a courtesy, but also allows the department to make other work arrangements as necessary. Any employee who fails to comply with this rule may be subject to disciplinary action up to and including dismissal.

An employee who is unexpectedly absent from work without prior approval will be responsible for notifying his/her supervisor as soon as possible.

In chronic or unusual cases of absenteeism, the University reserves the right to require documentation or verification of the reasons for any absence. Excessive absenteeism will be reflected in the employee performance evaluation and may lead to disciplinary action, up to and including dismissal. For policies related to Abandonment of Position, please see section 6.7.

### 6.6 TARDINESS

An employee is expected to be at his/her workstation at the scheduled work time. An employee who is unexpectedly late for work without prior approval will be responsible for notifying his/her supervisor as soon as possible. Habitual tardiness may be a matter for disciplinary action up to and including dismissal.

## **6.7 ABANDONMENT OF POSITION**

An employee who fails to report to work for three consecutive workdays without notifying his/her supervisor will be deemed to have abandoned his/her position and will be terminated from employment. The last day worked will be the effective termination date.

An employee who refuses to accept an equitable change in job assignment or location will also be deemed to have abandoned their position within the University and all policies within this section will be applicable.

The employee will receive any payment owed on the payroll payment date for the current pay period. Employer paid health insurance benefits will cease on the last day of the month that the employee last worked. For information regarding COBRA benefits, contact the Human Resources Department.

## **6.8 OVERTIME FOR NON-EXEMPT EMPLOYEES**

Overtime work applies only to non-exempt employees and is to be performed only when approved by the employee's department supervisor in advance. When it is necessary for an employee to work more than eight (8) hours in a workday, the workweek should be rearranged so that the employee does not exceed forty (40) hours. When the hours worked in a workweek (excluding paid leave hours and holidays) exceed forty (40) hours, the employee will be granted compensatory time at the rate of one and one-half hour for each hour of approved overtime worked.

If the employee opts to take compensatory time, it must be taken within the current pay period. The supervisor will determine when the compensatory time is to be taken with the least amount of disruption to University operations. Compensatory time may not be carried over to the next pay period.

If a department cannot allow an employee to take compensatory time off as compensation for overtime during the current pay period, the University will pay the overtime on the payroll payment date for the current pay period. Payment of overtime is calculated as the number of hours worked over 40 hours times the employee's overtime rate. The overtime rate will be one and half times the employee's hourly rate determined by dividing the employee's annual salary by 2,080 hours, or the full-time equivalency.

Each supervisor is responsible for maintaining adequate overtime records for his/her employees. A record of each employee's compensatory or overtime activity should be documented on the Employee's Online Timesheet and submitted in Aggie-Access by the timesheet due date. A schedule of pay period and timesheet due dates may be obtained from the Human Resources Department or accessed on the Employee tab of Aggie-Access.

An employee transferring from one department to another is required to use accumulated compensatory time or be paid for the unused time on the next payroll.

## **6.9 ON CALL**

Some positions may require an employee to be placed "on call" subject to being available should his/her services be required. In some instances this may require the assignment of a personal pager or cellular telephone to the employee at the University's expense. Determinations of whether on-call time will be determined as paid or compensatory time will be in accordance with the applicable provisions of the FLSA. The Human Resources [Department Office](#) can answer questions about FLSA provisions.

## **6.10 Financial Response Planning**

From time-to-time state-budgetary reductions, revenue shortfalls, declining enrollment in specific programs, or when other financial exigencies exist, if such conditions remain unabated, have a drastic impact on instructional programs and will seriously erode the quality of existing programs. In such times, or if determined reductions are needed based on enrollment or discontinuing services, it may be necessary for the University to take actions affecting the pay and the appointments of employees, including salary reductions, reductions in force, and increasing instructional loads for a specified time period. Accordingly, if the President determines that economic or other conditions warrant the above described action, the President may direct the implementation of a financial response plan in accordance with this policy, which shall be reported to the Board at the next regularly scheduled meeting or sooner if warranted.

6.10.1 GENERAL PROVISIONS - When conditions warrant or necessitate the reductions in faculty and staff positions to avoid seriously eroding existing program qualities or to ensure the University's continued financial integrity, the appropriate administrative officials may recommend positions to be eliminated after carefully reviewing the needs of the academic and business unit. The decision to eliminate a specific position shall be based solely on the job functions of the position and the needs of the business or academic unit. The President, in his or her sole discretion, shall approve position eliminations.

A staff member whose conduct is not satisfactory will be separated from the University by the appropriate method rather than by a reduction in force.

Departments are to provide employees scheduled for layoff with reasonable administrative leave for job interviews. Department Heads may not require the use of accrued leave within the minimum 30-day notice period. Employees will receive pay for unused annual and/or compensatory leave in the final check.

6.10.2 ADDITIONAL CONSIDERATIONS FOR STAFF - Priority applicant status will be provided to qualified employees whose position has been eliminated. The priority applicant status will be in effect for three months from the date of the notification and shall receive preference in hiring among substantially equally qualified candidates. Priority applicant status does not guarantee an interview or job. If one position is eliminated but two or more people have the same position in the same area, the decision will be based on seniority and performance.

Impacted staff members will have the option of being reinstated into their former position if the position is restored within twelve months. An employee will not be eligible for recall if, on the RIF notification date, there is a documented performance plan or disciplinary action in the previous twelve-month period.

#### 6.10.3 ADDITIONAL CONSIDERATIONS FOR FACULTY

The University will make every reasonable effort to reassign affected tenured and tenured-track faculty members to positions for which they are properly qualified before dismissal results from a position elimination. If one position is eliminated but two or more people have the same position in the same department, the decision will be made in the following order: tenured-track, tenure, and then seniority and performance. The dismissed faculty member's position will not be filled by a replacement within a period of two years, unless the dismissed faculty member has been offered reappointment at the previous status.

#### 6.10.4 NOTICE TO AFFECTED EMPLOYEES

The President, or his designee, shall provide written notice to affected employees whose positions are being eliminated. Notice will be given at least thirty (30) days before the position is eliminated. The notice shall refer the employee to those sections explaining priority applicant status and recall/reappointment.

## SECTION 7 – EMPLOYMENT POLICIES

### 7.1 GENERAL

The State of Oklahoma is an "at-will" employer. As an arm of the State, the University follows an "at-will" employment policy. The contents included in this Handbook in no way modify or amend the rights of the University as an "at-will" employer in originating or terminating employment. "At-will" employment is for no specified term and is terminable at the will of either the employee or employer. Further, promises or representations made by anyone concerning the conditions of employment, express or implied do not negate the right of the University to terminate employment at any time, with or without cause.

### 7.2 MANAGEMENT PROVISIONS

Subject to Board of Regents' Policy, the University has the right to exercise customary functions of management, which include, but are not limited to, the following:

- a. Hiring, promoting, transferring, disciplining, and terminating employees in accordance with University policies;
- b. Reassigning an employee from one position to another position;
- c. Directing the work force; determining its composition, organization and structure; and scheduling and assigning work;
- d. Establishing reasonable job standards, expectations, work rules, policies, and regulations;
- e. Determining the extent and schedule of its operations;
- f. Maintaining the orderly conduct of the work force, requiring job performance which meets job requirements, terminating employees in accordance with University policies; and
- g. Amending, revising, revoking, or issuing policies and rules governing University employees.

### 7.3 EMPLOYEE PROVISIONS

University employees may:

- a. Be apprised of job-related criteria;
- b. Express employee concerns and complaints;
- c. Expect to work in a safe environment;
- d. Expect reasonable and nondiscriminatory application of the Board of Regents, the University, and departmental policies and rules; and
- e. Expect termination proceedings and other disciplinary actions to be made in accordance with the Board of Regents' and the University's policies.

### 7.4 PERSONNEL FILE POLICY

For the purpose of making employment decisions, the University maintains individual personnel files on all current and former regular, full-time and part-time staff. This policy establishes rules and procedures for access to those records in order to promote an informed public while maintaining the security of personnel records necessary to protect the privacy of its employees and the interests of the University in fulfilling its mission.

- 7.4.1 CONTENTS - Those responsible for the custody of personnel files shall determine information to be placed in the files. Only such information as is germane to the person's employment with the University shall be retained in these files. Examples of this type of information are:

- Information pertaining to bona fide occupational qualifications;
- Summaries of performance, behavior, and discipline matters;
- Personnel actions, such as appointment, change of status, tenure and promotion; and
- Evaluation of work performed.

Individuals may ask that materials relevant to their employment be included in their personnel file by written request to the Director of Human Resources.

7.4.2 CONFIDENTIALITY - The following personnel records shall be deemed confidential and may be withheld from public access:

- (1) Those that relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation;
- (2) Those where disclosure would constitute a clearly unwarranted invasion of personal privacy such as, employee evaluations, payroll deductions, and employment applications submitted by persons not hired by the University; or
- (3) Those that are specifically required by law to be kept confidential.

All personnel records not specifically falling within the exceptions provided above shall be available for public inspection and copying including, but not limited to, records of:

- (1) An employment application of a person who becomes a public official;
- (2) The dates of employment, title or position; and
- (3) Any final disciplinary action resulting in loss of pay, suspension, demotion of position, or termination.

Except as may otherwise be made confidential by statute, an employee of the University shall have a right of access to his/her own personnel file. At the request of the employee, the University shall keep confidential the home address of any person employed or formerly employed by the public body.

7.4.3 ACCESS - Personnel files shall be made available to the public to review in accordance with the Oklahoma Open Records Act. The files may be inspected by persons so entitled only under the supervision of the custodian or his/her designee in the administrative office where the personnel files are maintained. The President shall have the authority to obtain and review personnel files within his/her own office. The Oklahoma Open Records Act will govern all access to personnel files.

Supervisors or administrators shall have access to the personnel files of persons employed or being considered for employment in their areas of responsibility on a need-to-know basis and shall have authority to share the information with others responsible for personnel recommendations and/or decisions. Further, other University officers or employees showing a legitimate need for the information shall be permitted such access.

Except as may otherwise be made confidential by statute, an employee (or his/her designee as authorized in writing and signed by the consenting employee) shall have a right of access to his/her own personnel file, provided these conditions are met:

1. An individual wishing to inspect his/her personnel file should submit a written request for inspection to the custodian of the file; and
2. An individual may not remove or add any records to his/her file at the time of inspection.

7.4.4 CORRECTION OF RECORDS - An employee may dispute the accuracy of any material or correspondence included in his/her personnel file. Such dispute should be directed to the custodian of the file in writing. If the dispute is not resolved by mutual agreement, the employee may submit certain personal responses to any alleged invalid materials or correspondence to be included in his/her file.

## **7.5 FALSIFICATION**

Any false, incomplete, or incorrect statement, answer, or representation, given intentionally or unintentionally by any person, either orally or in writing, pertaining to availability, acceptability, or eligibility for employment in any department, division, classification, or position at the University or pertaining to personal information or background which is elicited for any authorized form, record, or file, is considered a material misrepresentation and may result in refusal of employment by the University. If such information is found after employment, appropriate disciplinary action, up to and including termination, may be taken.

## **7.6 VACANCIES**

An employee desiring to be considered for a vacant position should apply through the Human Resources Department.

~~All classified positions are posted for a minimum of 5 working days and all administrative/professional positions are posted for a minimum of 10 working days. Waivers of posting requirements must be requested through the Human Resources Department.~~

For assistance in filling a vacant position, supervisors should refer to Section 3 (Recruitment, Selection and Hiring) or contact the Human Resources Department for guidance.

## **7.7 PROMOTIONS AND TRANSFERS**

The University encourages the promotion of employees to positions for which they are qualified and which meet their career interests and objectives.

A current employee wishing to be considered for a transfer ~~or promotion~~ must complete an application and follow the same processes as other applicants for the position (See procedure to apply for vacant positions, section 3).

An employee interested in promotional opportunities must provide the Human Resources Department with updated employment application material.

Departments accepting an employee by transfer, promotion, or demotion will be responsible for the employee's accumulated annual, sick, and personal leave balances at the time of transfer.

## **7.8 NEPOTISM**

Refer to Section 3.4. ~~45~~ for information regarding the policy on nepotism.

## **7.9 EMPLOYMENT OF RETIREES**

Oklahoma law provides that retirees may return to work ~~as part time employees~~, but only within the parameters established by Oklahoma law and OTRS. ~~Copies of the law and regulations and related information are available in the Human Resources Department.~~

## **7.10 PROBATIONARY PERIOD**

A probationary period is used to evaluate an individual's ability to perform his/her assigned duties; communicate effectively with co-workers; follow directions, rules, and policies; work in harmony with co-workers; and present a positive image of the University. The end of probationary status does not indicate "permanent" employment. The University maintains its right to employ "at will" and may choose to terminate or not renew an appointment to a position.

All regular, full-time and part-time new-hire and rehired employees will serve a ninety (90) calendar day probationary period. Employees on probationary status are eligible for all benefits that are granted an employee holding a regular position. The probationary period applies to employees accepting promotions or transfers.

The probationary period is a time during which the employee demonstrates the skills and abilities necessary to perform the duties assigned. During the probationary period, the employee will be informed of the expectations and work requirements of the position. Periodically during the probationary period, the employee may receive regular feedback on his/her progress, which may affect continued employment. ~~Two to four weeks prior to the end of the probationary period, the employee will receive a rating of his/her performance. Prior to the 91<sup>st</sup> day of employment, the supervisor will conduct an appraisal of the employee's performance and inform the employee in writing whether he/she will be retained.~~ During the probationary period, the employee may resign without prejudice or be dismissed ~~without recourse to the grievance procedures.~~

If there is an interruption of service during the probationary period, the time lapse during the interruption shall not be included as part of the probationary period.

- 7.10.1 DISMISSAL DURING PROBATIONARY PERIOD - An employee may be dismissed at any time with or without cause during the probationary period. Dismissals shall be coordinated with the Human Resources Department.

It is the responsibility of each employee to comply with the University's work standards, rules, and procedures. If an employee fails to learn procedures, or if the employee persists in poor work habits, a supervisor may recommend disciplinary action, up to and including dismissal.

## 7.11 EMPLOYMENT OF STUDENTS

- 7.11.1 DEFINITION - If a student is a recipient of campus-based federal aid (Federal Work-Study, ~~and/or Federal Supplemental Educational Opportunity Grants~~) that student cannot receive total aid in excess of his/her cost of attendance as determined by ~~the Director of Financial Assistance~~. ~~Total aid is a combination of campus based federal aid, Pell Grants, Bureau of Indian Affairs (BIA) Grants, grants and aid from outside sources, Guaranteed Student Loans, fee waiver scholarships, and other various types of financial aid. Therefore, if~~ a student has a Federal Work-Study allocation, the student cannot be paid in excess of that allocation amount for a given academic year. However, a student who exhausts his/her federal work-study allocation or a student who does not receive any federal work-study money may receive University work-study money, subject to the University's budget and other guidelines.

- 7.11.2 PROCEDURES - Departments wishing to hire student employees should contact the Human Resources Department for details. ~~may post a departmental work study position on the University's website by providing the Student Employment Coordinator a "Request to Advertise a Student Employment Position" (R6 student) and a "Notice of Vacancy" which details a synopsis of the duties, minimum qualifications, application procedures and deadline in which to apply. The Student Employment Coordinator will post the position on the University's website on the Student Work Study link.~~

~~Students interested in on campus employment can log on to the University's website, go to the Quick Links then to the On-Campus Employment site where all of the open positions are posted. The student would then complete the application for employment and take it to the Department that is posting the position to begin the application process.~~

~~Upon approval for employment, the student should submit an approved, completed, student worker Work Authorization Form authorizing an amount (whether Federal or Campus based) that the student is authorized to earn per semester. This form is submitted directly to the Student Employment Coordinator in the Department of Human Resources for processing.~~

~~The student should not begin work and will not be paid until all necessary paperwork has been completed and processed. Student employees must not work more than 20 hours in any week without prior written approval from the Student Employment Coordinator. A full time, regular employee should oversee the work performance of each student employee. A student should not be employed if sufficient budget does not exist to cover the student's work study payroll allocation. It is the responsibility of the hiring department to maintain a reconciled budget and be aware of the departmental balance.~~



~~If a student is terminating from a department or is transferring from one department to another department, the terminating department should forward a completed Student Worker Termination Form (S8) to the Student Employment Coordinator in Human Resources. A Termination Form is not required if the student does not continue work after the spring term (during the summer term). All students on the Work Study Program will terminate after the end of the Academic Year. If they continue to work during the summer term, the department will be required to complete a "Rehire Form" to continue their employment.~~

- 7.11.3 DOCUMENTATION AND COMPENSATION – The student is responsible for keeping his/her time posted to their Aggie-Access online Timesheet Entry. This keeps track of their daily time in and out. The student may not work during scheduled class time. The supervisor is responsible for tracking the time worked to ensure that the student does not work more time than the allocation provided. When the federal work-study allocation is met, the department may request to change the student's status from federal work-study to University work-study, provided the department has a sufficient student wage budget.

The student's monthly time sheet is to be completed by 5:00 pm on the last work day of the month and submitted to the supervisor for approval. Once approved, the supervisor submits the time sheet to the Human Resources Department to process for payment. All employees are required to have their payroll checks direct deposited ~~to either the Aggie One Card or to their personal bank account~~. Students can expect to receive their payment by the 12<sup>th</sup> of the following month. Student work programs are not scholarships; therefore, hours indicated must reflect actual time worked in order for the student to be compensated.

- 7.11.4 BUDGET ALLOCATION - The Business Office Controller sends a copy of the Work Study Fiscal Year Budget (per department) to the ~~Human Resources Department~~ Student Employment Coordinator. ~~The Human Resources Department~~ The Student Employment Coordinator will maintain and monitor all allocations and budgets to ensure that each student and department does not exceed the amount allocated. ~~Once the Student Payroll is submitted to the State of Oklahoma for payment, the Student Employment Coordinator runs a Student Commitment Report that provides a report listing each student, amount of hours worked, and amount to be paid. This report is emailed to each department by the 10<sup>th</sup> of the month for their records and to reconcile their account.~~

## 7.12 TERMINATION OF EMPLOYMENT

- 7.12.1 RESIGNATION -Resignations shall be effective on the employee's last day of service, and an employee shall not be paid for a holiday if the last day of work was prior to the holiday period (University of Oklahoma Board of Regents' Policy Manual CU/RSU 3.1.5).

To resign in good standing, a classified employee shall give notice at least ten (10) working days prior to the effective date of the resignation. To resign in good standing administrative/professional employees shall give notice at least twenty (20) working days prior to the effective date of resignation.

~~A resignation must be made in writing and Resignation/Termination Form (R3) should be~~ submitted to the department supervisor. Supervisors are then responsible for submitting the ~~resignation~~ Resignation/Termination Form (R3) through the appropriate chain of approval to the Human Resources Department. The last day the employee is physically at work shall be the last day of employment. The salary of the employee who resigns before the end of the month will be pro-rated on the basis of the number of days worked during the month of resignation. ~~If the University decides to issue payment for accumulated annual leave, the employee will not be eligible for benefits or accrue additional time off during this period.~~

- 7.12.2 TERMINATION CLEARANCE PROCESS - The terminating employee must complete an Employee Severance Clearance Form (E1) on the last day of work. This process includes return of books and other materials ~~to~~ from the department, return of University keys, ~~purchasing~~ gasoline cards, library books, parking permits, the Staff ID card, and any other items issued during employment. The employee must make payment for all financial obligations to the University. The employee will be provided with contact information for current benefit vendors and COBRA information.

- 7.12.3 DISMISSAL - A copy of each written notice of dismissal or layoff must be submitted to the Human Resources Department. The employee must complete the severance clearance process as defined in Section 7.12.2.

~~The University recognizes the non-probationary employee's right to appeal a decision of his/her termination. If an employee is terminated (with the exception of employees on probation), he/she may appeal the decision by following the University's grievance procedure (See Grievance Policy, section 7.13).~~

### 7.13 GRIEVANCE POLICY

The University recognizes that employees may encounter disagreements arising from work relationships, ~~working conditions,~~ employment practices, or ~~other matters that may arise between a supervisor and employees~~ differences in interpretations of ~~policy~~. In such cases, the employee is encouraged to work diligently with his/her immediate supervisor to resolve the situation. If a resolution cannot be reached, the employee may seek to resolve the situation with the next level of management.

### 7.14 POSITIVE DISCIPLINE

The University employment policy is designed to give each employee a full opportunity for work success. This objective is dependent upon good employee selection procedures, meaningful employee orientation, appropriate on-the-job training, an effective annual performance evaluation, and a positive approach toward employee discipline by University supervisors. Disciplinary action is a corrective process to help employees overcome work-related shortcomings, strengthen work performance, and achieve success. When problems occur, they should be handled in reasonable ways that jointly support the concept of positive discipline and minimize the interruption of University services. Employee discipline may be needed and, as a corrective procedure, is an integral part of University employment policy.

Underlying discipline, however, is an expectation that supervisors will direct their efforts toward employee development and success. When discipline is necessary, the positive guidelines below should be used as part of employee development. The guidelines are not expected to be rigidly applied but will be suitable for most University discipline situations. Depending upon the circumstances and the supervisor's judgment in individual cases, repeating a step, jumping a step, or moving to immediate dismissal may be appropriate.

Supervisors are expected to document disciplinary action taken. The documentation should contain a clear description of the behavior that prompted the discipline, the action taken by the supervisor, how the employee's conduct must change, and in what time frame. Even verbal warnings should be documented in the employee's departmental file to record that the warning was in fact given. All documentation must be factual and complete.

- 7.14.1 ORAL REMINDER - As a first step, the supervisor should discuss the problem or concern with the employee. This involves a discussion between the supervisor and the employee about a minor work performance problem. The objective is to correct the problem by indicating in a positive but serious manner how actual performance falls short of desired performance. Oral reprimands may be documented.
- 7.14.2 WRITTEN REMINDER - This is usually the second step in the procedure if an oral reminder has not corrected the problem. If the offense is of a serious nature, a written reminder may be an appropriate first step. It formalizes a discussion between a supervisor and an employee about a performance deficiency. Additional written warnings for the same offense can result in dismissal, depending upon the frequency and severity of the nature of the offense. In some cases, if an offense is pervasively severe, the first written warning may result in immediate dismissal. Supervisors should consider using a performance improvement plan to correct performance deficiencies.

- 7.14.3 DISCIPLINARY LEAVE - An employee may be placed on a disciplinary leave of absence with or without pay when it is in the best interest of the University to do so. Disciplinary leave, with or without pay, may not exceed five working days. It may be taken after unsatisfactory performance has not been corrected following oral or written reminders. It may be the first and final step before dismissal in the event of a major offense.
- 7.14.4 DISMISSAL - This is not a step in the positive discipline procedure. It may occur when previous steps have been used but performance has not changed or when an employee has committed a major offense. A major offense is one that involves willful or unprofessional misconduct, dishonesty, seriously threatens University operations or the safety and well-being of the individual or other employees, or behavior that is unacceptable to the University.

It is recommended that, when possible, supervisors should notify the appropriate Vice President and the Human Resources Department before dismissing an employee. When circumstances permit, prior to dismissal, an employee should be given an opportunity to explain his/her actions (See Termination of Employment, 7.12.)

## **SECTION 8 – EMPLOYEE BENEFITS**

### **8.1 GENERAL**

These benefits are provided to all regular, full-time employees, as defined in Section 4.0. Contact the Human Resources Department for more specific insurance information.

### **8.2 EMPLOYER-PAID INSURANCE**

- 8.2.1 HEALTH INSURANCE - The University makes health insurance available for all regular, full-time employees working more than 30 hours per week. The University pays the employee's health coverage equal to the premium amount established. The employee pays premiums for dependent coverage through payroll deduction. To inquire about specific insurance questions or provisions, please contact the Human Resources Department.

Health insurance coverage is effective the first day of the month after employment begins. If the first day of employment is on the first day of the month, coverage is effective on the first day of the following month. New employees and dependents may be subject to a one year, pre-existing condition exclusion. ~~To inquire about specific insurance questions or provisions, please contact the Human Resources Department.~~

- 8.2.2 LIFE INSURANCE – Term Life insurance is provided by the University. The University pays 100% of the premium for employees working 30 hours per week or more on a regular appointment basis. Life insurance coverage for employees will be effective the first day of the month following their first month of employment. Life insurance coverage is two (2) times the employee's annual base salary rounded to the next \$1,000, with maximum coverage subject to limits set within the policy. Coverage is reduced annually after the employee's 65<sup>th</sup> birthday.

If an employee becomes totally disabled while insured under the policy, his/her life insurance coverage will continue by a waiver of premium after the employee remains continuously disabled for six (6) months. A physician's statement certifying the employee's disability is required. The disability must occur before the employee reaches age 60.

- 8.2.3 ACCIDENTAL DEATH AND DISMEMBERMENT - Coverage for accidental death and dismemberment is included as an additional benefit within the University-paid life insurance policy. Coverage is two (2) times the employee's annual base salary rounded to the next \$1,000, with maximum coverage subject to limits set within the policy. Coverage is reduced annually after the employee's 65<sup>th</sup> birthday.
- 8.2.4 LONG-TERM DISABILITY INSURANCE – Long-Term Disability insurance is provided by the University for employees working 30 hours per week or more on a regular appointment basis. Long-term Disability

insurance coverage for employees will begin the first day of the month following their first month of employment. Long-Term Disability benefits are based on sixty percent of the employee's covered salary (maximum of \$6,000 a month) after a disability period of six (6) months. Benefits are integrated with workers' compensation insurance, Social Security, and OTRS disability benefits so as to not exceed a certain percentage of the employee's maximum allowable monthly income.

The payment of insurance premiums by the University will cease after the employee exhausts his/her accrued leave, unless the employee is an approved recipient of the Family Medical Leave Act (FMLA). If an employee continues on unpaid leave beyond FMLA limits, the employee will be responsible for their insurance premiums until their return to work.

### 8.3 OPTIONAL INSURANCE

The University offers optional insurance benefits at the employee's expense.

**Available Optional Insurance:**

1. Dental Insurance
2. Vision Insurance
3. Cancer Insurance
4. Long- term Care Insurance
5. Short-term Disability Insurance
6. Dependent Health Insurance
7. Dependent Life Insurance

It is the responsibility of the employee to notify the Human Resources Department when a dependent is no longer eligible for insurance coverage under the University's plan. Failure to do so may result in the member being held responsible for any inappropriate payment of claims.

### 8.4 CONTINUED INSURANCE COVERAGE UNDER COBRA GUIDELINES

Under certain conditions, health insurance coverage may be extended, at the employee's or covered individual's expense, beyond the time that eligibility normally ceases. Qualifying events for the insurance to continue are specified in the contract of insurance but include termination of employment (except for gross misconduct) or change from full-time to part-time employment. Qualifying events for a dependent spouse to continue coverage include the death of the employee, termination of the employee, change from full-time to part-time employment, divorce, legal separation, or the employee's becoming eligible for Medicare. If an otherwise eligible child becomes ineligible due to any of these same reasons, or due to age requirements or student status, that child is also eligible to continue coverage. Further information, is available in the Human Resources Department.

### 8.5 RETIREMENT

8.5.1 Defined – An employee is eligible to retire with benefits from Cameron University if one of the following conditions is met:

- The employee is age 62 with at least 10 years of Cameron benefits eligible service;
- When the employee's age plus (at least ten) years of benefits eligible Cameron service equal 80 or more (Rule of 80);
- Any age with 25 years of benefits eligible Cameron service; or
- The employee is eligible to apply for disability retirement with Cameron at any age with at least 10 years of benefits eligible Cameron service.

8.5.18.5.2 SOCIAL SECURITY (FICA) - Social Security is a federal program that provides for retirement, disability, survivor and Medicare benefits. The University deducts contributions and matches these with the employer's contributions for each employee. Student employees and those paid under the federal work-study program that meet enrollment criteria as defined by the Internal Revenue Service (IRS), students enrolled in at least half-time, and certain non-resident aliens are exempt from paying FICA tax. Contribution rates are determined by the Social Security Administration and are subject to change.

8.5.3 OKLAHOMA TEACHERS' RETIREMENT SYSTEM (OTRS) - Membership in the OTRS is mandatory for regular, full-time ~~employees~~ and ~~regular~~ part-time administrative employees. Administrative/professional employees are enrolled at the time of employment. ~~Classified employees must complete one (1) year of service before enrollment. Enrollment for classified employees is completed on the first day of the month following the one (1) year anniversary of employment.~~

Contributions are based on a percentage of total compensation. The University pays all of the required employee contribution, which is defined by OTRS.

Membership in OTRS is voluntary for regular full-time and part-time classified employees. The required contribution is paid by the employee.

Benefit amounts are determined in accordance with current OTRS guidelines. Employees should contact OTRS to inquire about contributions made and expected benefits upon retirement.

8.5.4 DEFINED CONTRIBUTION PLAN – The University provides a defined contribution plan for all regular full-time and part-time classified employees. The University's contribution is nine percent of the employee's base salary. Contributions are made to each employee's account on a monthly basis.

8.5.28.5.5 TAX SHELTERED SAVINGS PLAN - The University sponsors a salary reduction savings program qualified under the IRS Code Section 403(b). The program is available to all regular employees. Employees must enroll directly with the University's authorized providers (the Human Resources Department has a list of providers). Employees must authorize payroll deductions within contribution limits established by IRS Code Section 403(b).

8.5.38.5.6 HEALTH INSURANCE COVERAGE AFTER RETIREMENT – Benefits eligible ~~Employees~~ who officially retire ~~from the University under the provisions of the OTRS with at least ten (10) years of service as defined herein~~ may enroll or continue enrollment in ~~Cameron the~~ University's health insurance plan until they are eligible for Medicare. The retiree is responsible for and OTRS will pay the full the cost of coverage. The retiree may enroll in dental, vision, and/or eligible dependent coverage at his/her own expense. ~~When an OTRS retiree becomes eligible for Medicare, the retiree may enroll in supplemental health insurance at his/her own expense. Contact the Human Resources Department for additional information.~~

8.5.48.5.7 LIFE INSURANCE COVERAGE AFTER RETIREMENT - The University provides life insurance for employees who officially retire under from the University as defined herein~~provisions of the Oklahoma Teacher's Retirement System (OTRS).~~ More information is available from the Human Resources Department upon request.

## 8.6 SECTION 125 FLEXIBLE BENEFIT PLAN

Employees may allocate specific amounts, according to contract and IRS limits, of monthly salary or wages, on a pre-tax basis, for the reimbursement of medical expenses or dependent care expenses or both. Employees may subsequently file a claim voucher for reimbursement of the eligible medical and/or dependent care expenses that they have incurred. ~~The University's annual plan limits are \$2,500 for medical and \$5,000 for dependent care.~~

Employees may also elect to enroll in the Flexible Benefit Plan to allow employee-paid insurance premiums to be deducted on a pre-tax basis.

Employees must enroll in this plan within thirty days of employment or during open enrollment. This plan is effective January 1<sup>st</sup> of every year.

## 8.7 UNEMPLOYMENT AND WORKERS' COMPENSATION INSURANCE

Workers compensation insurance is provided for all employees irrespective of employment status. Unemployment compensation is provided for all employees except students. For additional information, please contact the Human Resources Department. ~~All~~

~~University employees are covered by Workers' Compensation insurance. Health expenses directly attributable to the performance of compensable work for the University are covered under this program.~~

~~8.7.1 — PROCEDURES — If an employee is injured on the job, the supervisor should immediately contact the Human Resources Department to ensure that proper procedures are followed (see Health and Safety, section 11.5). These procedures will assure that the medical service provider is provided with the appropriate information to ensure the employee is not charged for services rendered.~~

~~In the case of life threatening injuries, the employee should be transported by ambulance to the nearest available emergency health care treatment center. The incident should be reported immediately to the Human Resources Department by the injured employee's supervisor and the medical service provider(s) should be notified that the injury occurred on the job and that the proper authorization will be provided.~~

~~An injured employee MUST obtain authorization from Consolidated Benefits Resources, the University's worker's compensation claims administrator, before changing physicians or health care facilities after initial treatment. If this authorization is not obtained prior to being seen by the new physician, the employee is responsible by law for payment of the expenses incurred.~~

~~8.7.2 — COMPENSATION — If an employee misses work because of an on the job injury, he/she has the option of being paid accrued sick leave for the time lost or receiving temporary compensation from Consolidated Benefits Resources or a combination of both, not to exceed 100% of the employee's regular pay.~~

~~Temporary compensation cannot be paid in excess of 156 weeks (exceptions for good cause may be granted by a court). Temporary compensation checks are paid weekly by Consolidated Benefits Resources and payments are never made in advance.~~

~~An employee may elect to receive payment for annual leave and/or compensatory time while receiving workers' compensation benefits. After an employee officially begins to receive workers' compensation, a total of three (3) days sick leave will be charged against the employee's accrued sick leave for the first 3 days away from work. Sick leave will be charged on a pro rata basis, beginning on the fourth (4<sup>th</sup>) day and continuing until the last day that the employee terminates workers' compensation or until sick leave and annual leave are exhausted. Annual leave may not be used until sick leave is exhausted. This will allow the employee to earn full pay through this period.~~

## ~~8.8 — UNEMPLOYMENT COMPENSATION~~

~~The University has contracted with the Oklahoma State Employment Security Commission to provide unemployment compensation benefits for eligible terminated employees or those who are laid off. Information concerning unemployment compensation can be found in a booklet entitled *Information for Workers Who are Unemployed Concerning their Rights to Receive Unemployment Compensation*. Copies of the booklet may be obtained from the Oklahoma State Employment Security Commission.~~

## ~~8.9 — COMPREHENSIVE AUTOMOBILE LIABILITY INSURANCE~~

~~Currently, all University employees are covered under certain provisions of the State Risk Management program while operating a University owned or personal vehicle while conducting official University business. This coverage does not extend to non-employee passengers or to any damage sustained by the employee's personal vehicle and/or property. Coverage under the program is subject to change without notice. If the employee is operating a personal vehicle while conducting University business, the State of Oklahoma requires such persons to have personal automobile liability insurance in force at the time of use.~~

~~Third parties injured as a result of a University employee operating a University vehicle or a personal vehicle while acting within the scope of their employment, are covered for liability risk up to amounts set by statute.~~

## ~~8.10 — PROFESSIONAL LIABILITY~~

~~Effective January 23, 1995, professional liability coverage provided insures actual or alleged "wrongful" acts, which are defined as any breach of duty, neglect, error, or misstatement, misleading statement, or act or omission by any employee in his/her capacity as such, committed solely in the course of his/her employment and of the activities of the University, including but not limited to, discrimination, whether based upon race, sex, age, national origin, religion, or disability; sexual harassment, libel, slander, defamation, or publication or utterance in violation of an individual's right to privacy.~~

~~The State Risk Management Office, under the State of Oklahoma's Self Insurance Program, provides the following insurance coverage:~~

- ~~• Directors & Officers Errors & Omissions~~
- ~~• Tort Liability~~

~~In the event an employee is sued or threatened with litigation by a third party based on his/her acts as an employee, that employee should notify the Vice President for Business and Finance as soon as possible.~~

### 8.118.8 EMPLOYEE ACADEMIC TUITION WAIVER PROGRAM

An Employee Academic Tuition Waiver Program is available to regular full-time, ~~time and~~ three-quarter time ~~and part time~~ classified, administrative/professional and faculty employees on the date of hire. Employees must meet the academic requirements of the University to enroll in coursework and be a resident of Oklahoma to receive an academic tuition waiver for resident tuition charges.

Employees may ~~receive a waiver for take~~ up to six credit hours per semester during Fall and Spring semesters and three credit hours per summer session using the tuition waiver benefit. Based on the best interest of the University, supervisors may approve an employee to take up to one, three credit hour course during scheduled work hours. All time missed from scheduled work hours must be made up or taken as annual leave.

This program allows an employee to apply for a tuition waiver (100% of tuition costs; fees are excluded) for any University courses in which the employee desires to enroll, including audited courses. Three-quarter time ~~and part time~~ employees' tuition waiver ~~are~~ prorated to match their employment status. No tuition assistance may be used for courses in which an employee received a grade of D, F, U, I, or W. ~~Employees receive a 10% discount for books and supplies from the campus bookstore.~~ All class related activities (admission, enrollment, advising, homework, etc.) must be done outside work hours.

The employee must obtain approval from his/her supervisor before enrolling. The Employee Academic Tuition Waiver Request Form ~~(E4)~~ is available on AggieAccess. The Employee Academic Tuition Waiver Request Form should be filed with the Business Office prior to the start of classes or the tuition waiver may be disallowed (See the University's Employee Tuition Waiver Policy).

### 8.128.9 CHANGE OF EMPLOYEE INFORMATION

Changes of address, telephone number, marital status, number of dependents, beneficiaries, etc., are to be promptly reported to the Human Resources Department.

## SECTION 9 – LEAVES OF ABSENCE

The University allows regular, full-time and part-time employees (as defined in Section 4.4.1) to accumulate leave. Accruals begin on the date of hire. Leave shall accrue in proportion to the percentage of a full-time (40 hours per week) position. Leave does not accrue by an employee during leave of absence without pay, unpaid leave, suspension with or without pay, layoff, or removal from the payroll for any reason. Employees may only use leave that has been earned through the last day of the pay period preceding the date of absence. It is the responsibility of the employee and the supervisor to ensure that sufficient leave has accrued to cover the absence prior to the request and approval of the request.

Requests for any type of leave should be submitted to the supervisor as soon as the employee knows that such leave will be necessary or desired. Advance notice allows the supervisor to consider such leave requests when planning work schedules. When conditions do not permit a request in advance (illness, personal emergency, etc.), the employee is to notify the supervisor at the earliest possible time of the need to use accrued leave. If the supervisor is not available, the next higher level in the administrative chain may be notified.

### 9.1 HOLIDAYS

Each academic year, the University recognizes the following holidays:

a) Traditional Holidays:

New Year's Day  
~~Martin Luther King Jr. Day~~  
 Memorial Day  
 Independence Day  
 Labor Day  
 Thanksgiving Day  
 Christmas Day

b) Other days as designated by the President

~~Martin Luther King Jr. Day~~

Paid holidays apply only to full-time and part-time employees employed on a regular basis (as defined in section 4.4.1).

Employees must work or be in a paid leave status the day before and the day after the holiday to receive holiday pay.

Regular, full-time employees and regular part-time employees will be excused from work with pay on those days recognized by the University as holidays. At the discretion of the President, time off may be given for holidays falling on the weekend. Employees will be notified accordingly.

When operations of the University require that a non-exempt employee work on days recognized as traditional holidays (category a), the employee will be granted compensation at the rate of time-and-one-half to the extent that the hours worked exceed 40 hours for that week. If an employee is required to work on traditional holidays that do not result in 40 hours in that workweek, the rate of compensation will be at the regular rate of pay. ~~When operations of the University require that a non-exempt employee work on other days as designated by the President (category b), the employee will be granted compensation at the rate of hour for hour.~~

### 9.2 ANNUAL LEAVE

The following is a schedule of annual leave accumulation according to years of service and classification at the University.



9.2.1 ADMINISTRATIVE/PROFESSIONAL EMPLOYEES (Regular full-time administrative/professional employees employed to work a minimum of 40 hours per week).

- 13.36 work hours per month (160 hours per year).
- Annual leave earned in excess of 320 hours by administrative/professional staff must be used within the same fiscal year ending June 30, or it will be forfeited. The maximum number of annual leave hours an employee who is terminating employment may be paid is 320 hours.

9.2.19.2.2 REGULAR, FULL-TIME CLASSIFIED EMPLOYEES (employed to work a minimum of 40 hours per week):

- 0-5 years of service – 80 hours per year
- 6-10 years of service – 96 hours per year
- Over 10 years of service – 120 hours per year
- The maximum number of accrued hours that can be carried over to the next fiscal year or that can be paid out to a terminating employee is two years' accrual.

9.2.29.2.3 REGULAR PART-TIME CLASSIFIED AND ADMINISTRATIVE EMPLOYEES (employed to work at least 20 hours per week)

- Annual leave is earned at a proportionate rate for part-time ~~classified~~ employees, provided they were employed to work at least 20 hours per week on a regular basis.

~~9.2.3 ADMINISTRATIVE/PROFESSIONAL EMPLOYEES (Regular, full-time administrative/professional employees employed to work a minimum of 40 hours per week):~~

- ~~• 13.36 work hours per month (160 hours per year).~~
- ~~• Annual leave earned in excess of 320 hours by administrative/professional staff must be used within the same fiscal year ending June 30, or it will be forfeited. The maximum number of annual leave hours an employee who is terminating employment may be paid is 320 hours.~~
- ~~• Administrative/Professional personnel employed on a regular basis, who work at least 20 hours or more per week, will earn annual leave at a proportionate rate.~~

9.2.4 OTHER Annual leave is earned by pay period and is available to be used based on the unused prior pay period's balance. All leave earned in excess of each classification's maximum accrual rate must be used within the same fiscal year of accrual ending June 30, or it will be forfeited. Employees also have the option of donating unused annual leave to the Shared Leave Donation pool.

The maximum number of annual leave hours for which classified and administrative/professional employees terminating employment may be paid is two year's accrual.

Annual leave is granted at the convenience of the University by the supervisor upon request of the employee. The desire of an employee as to the dates he/she will take leave will be respected insofar as this can be done without inconvenience to the department or the University. (Annual leave is not automatically extended because of illness during the annual leave period).

Twelve-month employees who terminate their employment under satisfactory conditions will be compensated for paid leave time that they have accrued not to exceed the amount of their accrual limits. A lump sum payment for accrued annual leave will be made to the employee on the final paycheck.

Any individual employed with restricted funds (federal grants, special projects, etc.) may accrue annual leave only during the duration of the grant period. All annual leave should be taken prior to the ending date of the grant or contract. The University will not accept liability for accrued annual leave after a grant or contract is discontinued. Accrued annual leave is forfeited if not taken prior to the ending date of the grant or contract.

Grant administrators should take appropriate steps to ensure that their budgets are sufficient to fund all accrued leave.

### 9.3 SICK LEAVE AND EXTENDED UNPAID SICK LEAVE

Only regular full-time, and regular part-time employees may accrue sick leave. Benefits eligible employees working less than 40 hours per week will accrue sick leave benefits on a pro-rata basis. Sick leave starts accruing from the dateday of employment and can be used to the extent accrued through the last pay period (See the University's Sick Leave Policy).

The following is a schedule of sick leave accumulation according to years of service and classification at the University. Employees resigning, retiring, or being terminated will NOT be paid accrued sick leave.

9.3.1 FULL-TIME ADMINISTRATIVE/PROFESSIONAL EMPLOYEES (EMPLOYED TO WORK 40 HOURS PER WEEK ON A REGULAR BASIS).

- 12 hours per month (maximum accrual 1,440 hours).

9.3.19.3.2 FULL-TIME CLASSIFIED EMPLOYEES (EMPLOYED TO WORK 40 HOURS PER WEEK ON A REGULAR BASIS).

- -6 hours on each of the first 2 biweekly pay periods of the month (maximum accrual 1,440 hours).
- ~~Employees resigning, retiring, or being terminated will NOT be paid accrued sick leave.~~

9.3.29.3.3 PART-TIME CLASSIFIED AND ADMINISTRATIVE EMPLOYEES (EMPLOYED TO WORK A MINIMUM OF 20 HOURS PER WEEK ON A REGULAR BASIS).

- Sick leave is earned at a proportionate rate.
- ~~Employees resigning, retiring, or being terminated will NOT be paid accrued sick leave.~~

~~9.3.3 FULL-TIME ADMINISTRATIVE/PROFESSIONAL EMPLOYEES (EMPLOYED TO WORK 40 HOURS PER WEEK ON A REGULAR BASIS).~~

- ~~• 12 hours per month (maximum accrual 1,440 hours).~~
- ~~• Employees resigning, retiring, or terminated will NOT be paid accrued sick leave.~~

Employees may only use sick leave that has been earned and credited to their sick leave account prior to a sickness or injury. Current earned balances can be viewed on the Employee tab on Aggie-Access.

Employees who transfer within the University will maintain their unused, accumulated sick leave. Employees who transfer from another Oklahoma higher education institution are eligible to have earned sick leave transferred, up to a maximum of 1,440 hours. The employee must provide official written documentation from the transferring institution to the University's Human Resources Department within thirty (30) days of employment. Employees who were members of the OTRS may be able to use accumulated sick leave to receive additional service credit for OTRS retirement benefits. OTRS can provide regulations governing service credit.

Earned sick leave may be used only for employee's illness or temporary disability or for illness or temporary disability of a member of the immediate family. Immediate family is defined as spouse, dependent children, or parents. A total of 72 hours or half of the employee's annual accrual (the lesser accrual) of earned sick leave per fiscal year may be used to care for immediate family members who are ill or incapacitated. . An employee may request an exception to the annual limit of 72 hours if the immediate family member's medical condition involves a catastrophic or life-threatening medical condition requiring the employee to be absent from work for a period of 10 or more working days. The request should be submitted to the employee's supervisor. The employee's supervisor will review the application and forward his/her recommendation to the Human Resources Office. The Director of Human Resources will review the information and make a recommendation to the appropriate Executive Council member, who will make a recommendation to the President. Leave may be used for a personal or an immediate family member's appointment with recognized, licensed medical practitioners. Sick leave may be used for maternity/paternity leave when there is medical justification for the employee's absence.

If the period of absence exceeds three consecutive workdays, the immediate supervisor may require the employee to verify his/her illness or disabling condition by appropriate certification of illness or injury. Periods of leave exceeding three working days for the care of an immediate family member may also require documentation.

Requests for information pertaining to the FMLA or extended leave without pay should be directed to the Human Resources Department. For additional information pertaining to FMLA or leave without pay, see sections 9.6 and 9.7 of this handbook.

In the event of illness while on annual leave, the employee must submit a physician's statement as to health condition in order to use sick leave for the period of illness or injury occurring during this period.

The employee or his/her representative must provide timely notification to the supervisor upon return to work and must report sick leave in the appropriate manner. Classified staff will report used sick leave on their online timesheet, and administrative/professional personnel will report used sick leave on the [Online Leave Report/Leave Request Form \(L1\)](#).

No payment will be issued for unused sick leave. Employees who terminate employment with the University shall forfeit all unused sick leave. Sick leave requests must meet the provisions and policies in regard to Workers' Compensation, FMLA, and Long-Term Disability.

Extended Unpaid Sick Leave – Based on the needs of the University, the actual position held by the employee may be held for a reasonable period of time after the exhaustion of all paid leave. After that time, the employee may be dismissed. The University may require a physician's statement periodically from employees on extended unpaid sick leave. Failure to provide a statement from a physician could lead to dismissal. Failure to return to work at the beginning of the next scheduled workday after being released by a physician may result in dismissal.

#### **9.4 PERSONAL LEAVE POLICY**

Administrative/professional and classified employees shall be granted upon request up to three (3) days of Personal Leave per fiscal year for the death of an immediate family member. For the purpose of this policy, the immediate family is defined as the father, mother, brother, sister, spouse, son, daughter, grandparent, grandchild, corresponding step-family relationships, or corresponding in-law relationships. Requests for Personal Leave must be approved by the supervisor and should be made in advance, except in emergency cases. (See the University's Personal Leave Policy.)

#### **9.5 ADMINISTRATIVE LEAVE**

An administrative leave with pay may be given when it is determined to be in the University's best interest that an employee not return to work for a specified period of time or for designated emergency closings of the University. Recommendations for administrative leave must be submitted to the President or President's designee for approval (The Board of Regents Policy Manual CU/RSU 3.1.6.1).

#### **9.6 LEAVE OF ABSENCE WITHOUT PAY**

Leave ~~of absence~~ without pay may be recommended by a supervisor when it appears to be in the best interest of the University. Such leave may not exceed one year in length and may not be for absences one day or less. Presidential approval is required for all leaves ~~without pay of absence~~, and Board of Regents' approval is required for a leave ~~without pay of absence~~ of more than three months.

Whether ~~or not~~ the University will continue to pay employer paid benefits during a leave ~~of absence~~ without pay will be determined at the discretion of the President and will be decided based upon what is in the best interest of the University. A period of leave of absence without pay does not count as service time for computation of retirement benefits, and no leave time will be earned during leave without pay.

Leave ~~of absence~~ without pay may not be used unless all accrued compensatory, sick, and annual leave has been exhausted.

- 9.6.1 PERSONAL - When employees are ~~placed on leave~~ ~~granted a leave of absence~~ without pay for personal reasons, the University will give consideration to reemploying the individual in either the same or a similar position within the recommending department. Prior to granting ~~a~~ leave ~~of absence~~ without pay, departments should carefully consider whether they would be in a position to reemploy the individual at the conclusion of the leave. If the position cannot be held open or filled on a temporary basis, the department should make it clear to the employee and state in a memorandum to the Human Resources

Department (copied to the employee) that the leave is being granted with the understanding that the University is not obligated to reemploy the individual at the conclusion of the leave. Leave of absence without pay requests may be refused if the request is not in the best interest of the University.

## 9.7 FAMILY AND MEDICAL LEAVE

The University's Family and Medical Leave (FML) Policy, which incorporates provisions of existing University policies and the federal Family and Medical Leave Act (FMLA) of 1993, is designed to enable ~~an~~ employees to balance ~~their~~his/her work responsibilities ~~in the event of serious personal illness or injury or when with the demands of~~ caring for family members ~~or in the event of serious personal illness or injury~~. To be eligible for FML, an employee must have one year of employment at the University ~~Any employee who has been employed at Cameron for at least one year, and have~~worked at Cameron for at least 1,250 hours ~~during the twelve months prior to the start of FML in the previous calendar year (January 1—December 31) and has a qualifying event is eligible for FMLA leave. No employee shall be allowed to take more than 12 weeks of FMLA leave during a calendar year (January 1—December 31). An eligible employee will be granted up to a total of twelve work weeks of leave (combined paid and unpaid) in a calendar year in accordance with the provisions of the University FML policy. More information is available at [www.cameron.edu/policies](http://www.cameron.edu/policies).~~

~~9.7.1 FAMILY AND MEDICAL LEAVE Family leaves of absence may be taken for the following reasons: (1) incapacity due to pregnancy, prenatal medical care, or childbirth; (2) care for the employee's child after birth, or placement of child for adoption or foster care; (3) care for the employee's spouse, son, daughter, or parent who has a serious health condition; (4) a qualifying exigency which occurs while the employee's spouse, child, or parent is on covered active duty or has been notified of an impending call or order to covered active duty in the Armed Forces. The term "covered active duty" means duty during deployment to a foreign country; (5) a serious health condition that prevents the employee from performing any or all of the essential functions of the employee's job. A serious health condition is one that requires in-patient care or continuing treatment by a health care provider. When leave with pay is no longer available, the leave may be extended to a total of twelve (12) workweeks (combined paid and unpaid) by using leave without pay. While on FMLA, the University will continue to pay the cost of employer provided insurance coverage regardless of whether the employee is on an unpaid leave status. Spouses who are both employed by the University will be limited to a combined total of twelve (12) workweeks of family leave.~~

~~Pregnancy is to be treated as any other sick leave, with the duration of the disability to be medically determined. An employee may continue normal duties through pregnancy or use available leave while unable to perform regular duties. Employees who utilize leave for pregnancy shall suffer no penalty, retaliation or other discrimination. Leave for the birth of a child may be extended beyond that granted for the medical disability to a total of twelve (12) weeks through the utilization of accrued compensatory, and annual and sick leave, or leave without pay.~~

~~Annual leave or leave without pay will be used for the care of an ill or injured child. Seventy two (72) hours per fiscal year or one half of an employee's annual accrual, whichever is less, of accrued sick leave may be used for dependent care if it is determined by a physician that the child is ill or injured. Leave may also be used for medical appointments for the employee's child.~~

~~9.7.2 MEDICAL LEAVE Medical leaves of absence may be taken intermittently or on a reduced time basis (e.g., by working fewer days in a week or by fewer hours in a day) if such a schedule is needed for medical reasons. The University will require acceptable medical documentation of illness or disability for a personal illness or injury and acceptable documentation from the health care provider for care of a spouse, son or daughter, or parent.~~

~~Accrued leave, as provided for in Section 9 of this Handbook, shall be used initially in accordance with the University's leave policies. When leave with pay is no longer available, leave may be extended to a total of twelve (12) workweeks in a twelve (12) month period by using leave without pay. While on leave without pay, the University will continue to pay all of University paid benefits for the employee up to a total of twelve (12) weeks.~~

~~9.7.3 — PROCEDURE — Requests for family or medical leaves of absence must be in writing and must include the reason for the request, the anticipated time period for the leave, and sufficient information for the University to determine if the leave may qualify for FMLA protection. All requests for family and medical leaves of absence shall be made at least thirty (30) days in advance to the extent practicable. If the leave is for planned medical treatment, the employee is expected to schedule the treatment so as to create minimum disruption for the University. When leave is used for the employee's own serious health condition or to care for a spouse, son or daughter, or parent with a serious health condition, acceptable medical documentation from the health care provider will be required. Leave will be denied if the employee fails to provide the required medical documentation.~~

~~9.7.4 — RETURN TO WORK — Eligible employees who take a family or medical leave of absence from a position within the University will be able to return to the same or equivalent position and employment benefits. In the event of budgetary or organizational changes during the period of absence, the employee shall be treated as if he/she were occupying the same position at the time of the change. If an employee does not return to work as agreed upon in writing, unless other arrangements are made, he/she shall be considered to have resigned from the University effective the day after the last day of approved absence.~~

~~If the reason for leave is personal illness or injury of the employee, medical proof of fitness to return to work may be required indicating the employee is able to perform the essential functions of the job.~~

~~A complete copy of the FMLA, (29 C.F.R. § 825), which contains further definitions that may apply to an employee's situation, is available from the Human Resources Department.~~

## **9.8 SHARED LEAVE**

The Shared Leave Program is an employee benefit providing eligible University employees additional leave from annual leave donated by other University employees. The shared leave benefit is available to an employee experiencing a serious health condition which has caused or is likely to cause, the employee to take leave without pay. (See the University's Shared Leave Policy, for additional eligibility and benefit information.)

## **9.9 JURY DUTY/SUBPOENA**

When in obedience to a subpoena or direction by proper authority, an employee appears as a witness or a jury member for the Federal government, State of Oklahoma, or any political subdivision thereof, he/she shall be entitled to a leave of absence for such duty with full pay and benefits. A copy of the Request to Report to Jury Duty must be submitted to the supervisor and forwarded to the Human Resources Department prior to the start of the leave. The employee should note the leave as special leave on the online timesheet for classified staff or on the [leave report/Leave Request Form \(L1\)](#) for administrative/professional staff.

If an employee is not selected for jury duty after reporting each of the required days, he/she must return to work for the remainder of the day. The employee must provide to the supervisor evidence of having served on a jury for the time claimed.

## **9.10 COURT DUTY**

When an employee is subpoenaed to appear in court in a matter relating to University business in the employee's job responsibilities, he/she must submit a copy of the subpoena to the Human Resources Department. The employee should note the time used on the online timesheet or [leave report/Leave Request Form \(L1\)](#). The employee shall be entitled to a leave of absence for such duty with full pay and benefits. If the subpoena is regarding a personal matter, the employee must take annual or unpaid leave.

## **9.11 VOTING**

A sufficient amount of time off with pay will be given for the purpose of voting in national, state, and local elections.

## **9.12 MILITARY LEAVE**

In accordance with federal and state law, all employees of the University who are members of [the Oklahoma National Guard](#) or any component of the armed forces of the United States shall, when ordered by proper authority to active duty or service, be entitled to a leave of absence for such active service without loss of status or negative performance evaluation. There will be no loss of pay during the first 20 working days of such leave per calendar year. Military leave does not affect the accumulation of any other type of leave. Prior approval must be obtained by submitting a copy of the duty orders to the supervisor.

The University's policy on military leave of absence is administered in accordance with federal and state law (University of Oklahoma Board of Regents Policy Manual CU/RSU 3.1.6).

### 9.13 INCLEMENT WEATHER ~~(REVISED APRIL 2012)~~

The President or designee will be responsible for contacting the media if the decision is made to close or delay opening any part of the University due to inclement weather conditions. Unless the media announcement indicates that the University is closed, offices are presumed to be open, even if classes are cancelled.

Announcements concerning weather related cancellations will be made through [radio, television, social media](#) and the following media:

- ~~— KCCU Radio (Lawton Ft. Sill 89.3 & 102.9, Wichita Falls 88.7, Ardmore 90.3, Altus 90.1, Duncan 89.3, Weatherford Clinton Elk City 89.1, Chickasha 100.1)~~
- ~~— KSWO (Channel 7, Lawton)~~
- ~~— KFDX (Channel 3, Wichita Falls)~~
- ~~— KAUZ (Channel 6, Wichita Falls)~~
- ~~— KFOR (Channel 4, OKC)~~
- ~~— KWTV (Channel 9, OKC)~~
- ~~— KOCO (Channel 5, OKC)~~
- Cameron University home page
- Campus Alerts on AggieAccess
- An email to all Faculty and Staff
- An email to all students (email will be sent to students' Cameron University email account)
- Message to telephone, email and text message contacts listed for each individual through the University's Emergency Communication System.

If the University is closed, the absence for that period is recorded as "Other Hours with Pay - Special." Employees other than "essential personnel" will be paid for the period the University is closed, and the time will not be deducted from accumulated leave.

Essential personnel are employees whose presence is critical to the day-to-day functioning of the University. Essential personnel are required to report to work even if the University is closed and should plan accordingly. Essential personnel not reporting to work as required must charge annual leave, leave without pay, or accrued compensatory time for days missed. [Essential personnel paid on an hourly basis \(classified or non-exempt\) will be paid for the hours worked on the closure day in addition to the "special" hours.](#)

Essential personnel include:

President

[Vice President for Academic Affairs](#)

[Vice President for Business and Finance](#)

[Vice President for Enrollment Management and Student Success](#)

[Director of Physical Facilities](#)

~~Members of Executive Council~~

~~Senior Director of Public Affairs~~

Designated Physical Facilities crew members (designated by the Director of Physical Facilities)

Food Service Personnel

Public Safety Officers

Designated Information Technology staff [\(designated by the Director of Information Technology Services\)](#)

Designated ~~Student Housing~~~~Residence Life~~ staff (designated by the Dean of Students)

If the University is open, employees who determine they cannot travel safely to the University are expected to notify their supervisor by telephone. Unless the supervisor extends permission to make up the time within the current workweek, this absence must be taken as annual leave, leave without pay, or accrued compensatory time.

#### **9.14 LEAVE RECORDS**

Each employee must accurately maintain leave records and is responsible for reporting such time to his/her supervisor. Classified employees will record their leave through their online timesheet in AggieAccess and submit it to their supervisor for approval. Administrative and Faculty employees must record their leave on the online leave report in AggieAccess and submit to the supervisor for approval.~~Leave Request Form (L1) which will be forwarded to the Human Resources Department.~~

## SECTION 10 – FEDERAL COMPLIANCE POLICIES

### 10.1 EQUAL OPPORTUNITY POLICY

The University, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, sexual orientation, gender identity, gender expression, genetic information, sex, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and education services ~~(University of Oklahoma Board of Regents' Policy Manual CU/RSU 3.2.1).~~

### 10.2 AFFIRMATIVE ACTION

The Affirmative Action Plan serves to supplement the Board of Regents' policy on equal opportunity, as it pertains to employment, and is an integral part of the employment policies of the University. The Plan is revised once each year to address the current requirements for affirmative action in employment. The principal objectives are:

- 1) To assure all persons equal opportunity for employment and advancement in employment regardless of ;
- 2) To meet institutional responsibilities under the Civil Rights Act of 1964 and commitments as a federal contractor under Executive Order 11246 and Executive Order 11375; and
- 3) To take positive actions in the recruitment, placement, development, and advancement of diversity inclusion ~~women and racial minority members~~ in University employment.

Each person having administrative or supervisory responsibilities is expected to provide leadership in applying the Affirmative Action Plan (University of Oklahoma Board of Regents Policy Manual CU/RSU 3.2.2).

The Equal Opportunity Officer may be contacted in the Equal Opportunity Office, Howell Hall, Room 210, (580) 581-6712 ([www.cameron.edu/oeo](http://www.cameron.edu/oeo)). ~~email: tomr@cameron.edu~~

### ~~10.3 NONDISCRIMINATION POLICY/SEXUAL HARASSMENT/SEXUAL ASSAULT POLICY~~

~~10.3.1 INTRODUCTION - Diversity is one of the strengths of our society as well as one of the hallmarks of a great university. The University supports diversity and therefore is committed to maintaining employment and educational settings which are multicultural, multiethnic, and multiracial. Respecting cultural differences and promoting dignity among all members of the University community are responsibilities each of us must share.~~

~~Racial and ethnic harassment is a growing concern across American college campuses. It has taken various forms, from criminal acts (assault and battery, vandalism, destruction of property) to anonymous, malicious intimidation. The University does not discriminate or permit discrimination by any member of its community against any individual based on race, color, sex, sexual orientation, gender identity, gender expression, religion, political beliefs, national origin, age (40 or older), genetic information, disability, or veteran status in matters of admissions, employment, financial aid, housing or services in educational programs or activities the University operates.~~



The University policy also prohibits retaliation against a person for filing a complaint of discrimination or harassment under this policy or other applicable federal, state, or local laws. This policy also prohibits retaliation against any person who assists someone with a complaint of discrimination or harassment or who participates in any manner in an investigation or resolution of a complaint of discrimination or harassment

#### 10.3.2 Policy Statement

Principles of academic freedom and freedom of expression require tolerance of the expression of ideas and opinions, which may be offensive to some, and the University respects and upholds these principles. The University also adheres to the laws prohibiting discrimination in employment and education. The University recognizes that conduct which constitutes discriminatory harassment in employment or educational programs and activities shall be prohibited and is subject to remedial or corrective action as set forth in this policy. This policy is premised on the University's obligation to provide an environment free from unlawful discrimination. The University will vigorously exercise its authority to protect employees and students from harassment by agents and employees of the University, students, visitors, and guests.

Agents and employees of the University, acting within the scope of their official duties, shall not treat an individual differently on the basis of race, color, sex, sexual orientation, gender identity, gender expression, religion, political beliefs, national origin, age (40 or older), genetic information, disability, or veteran status in the context of an employment or educational program or activity without a legitimate, nondiscriminatory reason.

The University shall not subject an individual to different treatment on the basis of race, color, sex, sexual orientation, gender identity, gender expression, religion, political beliefs, national origin, age (40 or older), genetic information, disability, or veteran status by effectively causing, encouraging, accepting, tolerating, or failing to correct a racially or ethnically hostile environment of which it has notice.

#### 10.3.3 Retaliation

Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of sexual harassment will be treated as a separate and distinct violation of this policy.

#### 10.3.4 Corrective Action

Violations of this policy shall result in corrective action(s) designed to reestablish an employment or educational environment which is conducive to work or learning. Corrective actions will include disciplinary action directed by the executive officer having responsibility for the offender, where appropriate. Corrective actions will be tailored to redress the specific problem and may include apologies, mandatory attendance at specific training programs, reprimands, suspension, demotion, expulsion, or termination. Corrective actions shall be based upon the facts and circumstances of each case and shall be in accordance with the terms and guidelines of the applicable campus grievance procedures.

#### 10.3.5 Administrative Action

The University recognizes its obligation to address incidents of discriminatory harassment on campus when it becomes aware of their existence, even if no complaints are filed. Therefore, in such circumstances, the University reserves the right to take appropriate action unilaterally under this policy.

Upon a determination at any stage in the investigation or grievance procedure that the continued performance of either party's regular duties or University responsibilities would be inappropriate, the proper executive officer may suspend or reassign said duties or responsibilities or place the individual on leave of absence, with or without pay, as may be approved by the President, pending the completion of the investigation or grievance procedure.

10.3.6 Complaint Procedure

Complaints alleging a violation of the Nondiscrimination Policy shall be reported to and investigated by the Equal Opportunity Officer.

**10.4 GENDER BASED MISCONDUCT**

The Board of Regents explicitly condemns gender-based misconduct, including, but not limited to, discrimination based on sex, sexual assault, sexual or sexual harassment against students, staff, and faculty.

Accordingly, the University is committed to providing an environment of study and work free from all forms of gender-based harassment, exploitation, or intimidation and to ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding gender-based discrimination. Any such activity committed by a member of the University community may subject the individual to University sanctions as well as civil and criminal penalties. This policy covers unwelcome conduct of a sexual nature. Consensual romantic relationships between members of the University community are subject to other University policies.

10.4.1 Gender-Based Misconduct Defined

Gender-based misconduct comprises a broad range of behaviors focused on sex and/or gender that may or may not be sexual in nature. Any intercourse or other intentional sexual touching or activity without the other person's consent is sexual assault, which is a form of gender-based misconduct under this Policy. Sexual harassment, sexual exploitation, gender-based harassment, stalking, domestic violence, and dating violence are also forms of gender-based misconduct. Intimidation for one of these purposes is gender-based misconduct, as is retaliation following an incident of alleged gender-based misconduct or attempted gender-based misconduct. Misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone regardless of gender identity, and can occur between people of the same or different sex or gender. This Policy prohibits all forms of gender-based misconduct.

10.4.2 Retaliation

University policy also prohibits retaliation against a person for filing a complaint of discrimination or harassment under the Nondiscrimination Policy and/or the Gender-Based Misconduct Policy or other applicable federal, state or local laws. This Retaliation Policy also prohibits retaliation against any person who assists someone with a complaint under these laws or policies or who participates in any manner in an investigation or resolution of such a complaint.

10.4.3 Sanctions

Appropriate disciplinary for employees found responsible for gender-based misconduct may include a range of actions up to and including dismissal.

10.4.4 Duty to Report Gender-Based Misconduct

Any member of the University community may report conduct that could constitute gender-based misconduct, including sexual assault, discrimination and harassment. Additionally, supervisors, managers, and other designated employees are responsible for taking all appropriate action to prevent gender-based misconduct sexual assault, discrimination and harassment, to correct it when it occurs, and to promptly report it to the Equal Opportunity Officer, Title IX Officer, or other appropriate University official. Failure to do so may result in disciplinary action up to and including termination.

10.4.5 Complaint Procedure

~~10.3~~ Any individual who at the time of the actions complained of was employed by the University may file a complaint concerning violations of the Gender-Based Misconduct Policy with the Title IX Officer and/or the Equal Opportunity Officer for review and investigation regarding complaints against University students, faculty, staff or those third parties utilizing University services or third parties on University premises.

~~10.3.1~~ ~~STATEMENT~~ ~~The Board of Regents explicitly condemns sexual harassment of students, staff, and faculty. Sexual harassment is unlawful and those who engage in it will be subject to University sanctions as well as civil and criminal penalties.~~

~~When criminal action is pursued in addition to an administrative grievance under this policy, the Equal Opportunity Officer will coordinate his/her investigative actions with the University or local law enforcement authorities to ensure that criminal prosecution is not jeopardized. The University is still required to meet its Title IX obligations to resolve issues promptly and in an equitable manner. Police investigations will not prevent the University from taking interim steps to ensure the well being of complainant(s) and the school community. Where review by the University Equal Opportunity Officer or other University executive officer determines that immediate administrative action is necessary for the safety, health, and well-being of the University community, such action may be taken in advance of resolution of criminal charges.~~

~~Since some members of the University community hold positions of authority that may involve the legitimate exercise of power over others, it is their responsibility to be sensitive to that power. Faculty and supervisors in particular, in their relationships with students and subordinates, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Because there is an inherent power difference in these relationships, the potential exists for the less powerful person to perceive a coercive element in suggestions regarding activities outside those appropriate to the professional relationship. It is the responsibility of faculty and staff to behave in such a manner that their words or actions cannot reasonably be perceived as sexually coercive, abusive, or exploitive. Sexual harassment also can involve relationships among equals as when repeated advances, demeaning verbal behavior, or offensive physical contact interfere with an individual's ability to work or study productively.~~

~~The University is committed to providing an environment of study and work free from sexual harassment and to ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding sexual harassment. The University reserves the right, however, to deal administratively with sexual harassment issues whenever becoming aware of their existence. Records of all complaints, except for hearings before the Faculty Appeals Committee, shall be transmitted to and maintained by the University Equal Opportunity Officer as confidential records, except to the extent disclosure is required by law (See Confidentiality of Proceedings and Records, section 10.7.6).~~

~~The University encourages victims to report instances of sexual assault or other sex offenses, either forcible or non forcible. In addition to internal grievance procedures, victims are encouraged to file complaints or reports with the Office of Public Safety or local law enforcement agencies by telephoning 911 as soon as possible after the offense occurs in order to preserve evidence necessary to the proof of criminal offenses. The Office of Public Safety is available to assist victims in filing reports with other area law enforcement agencies.~~

~~The number for the Office of Public Safety on campus is 2911; off campus, the number is 581-2911.~~

~~10.3.2~~ ~~DEFINITION OF SEXUAL HARASSMENT~~ ~~Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following context:~~

- ~~1)~~ ~~When submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing; or~~

~~2) When submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or~~

~~3) When such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.~~

~~10.3.3 EXAMPLES OF PROHIBITED CONDUCT — Conduct prohibited by this policy may include, but is not limited to:~~

- ~~• Unwelcome sexual flirtation, advances, or propositions for sexual activity;~~
- ~~• Continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes;~~
- ~~• Sexually degrading language to describe an individual;~~
- ~~• Remarks of a sexual nature to describe a person's body or clothing;~~
- ~~• Display of sexually demeaning objects or pictures;~~
- ~~• Offensive physical contact, such as unwelcome touching, pinching, brushing against the body;~~
- ~~• Coerced sexual intercourse;~~
- ~~• Sexual assault;~~
- ~~• Rape, date or acquaintance rape, or other sex offenses, forcible or non forcible;~~
- ~~• Actions indicating that benefits will be gained or lost based in response to sexual advances.~~

~~10.3.4 RETALIATION — Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of sexual harassment will be treated as a separate and distinct violation of this policy.~~

~~10.3.5 SANCTIONS — Appropriate disciplinary action may include a range of actions up to and including dismissal and/or expulsion.~~

~~10.3.6 COMPLAINT PROCEDURE — Complaints alleging a violation of the Sexual Harassment/Sexual Assault Policy shall be handled in accordance with the Equal Opportunity Grievance Procedure, as described in Section 10.7.~~

(University of Oklahoma Board of Regents Policy Manual CU/RSU 3.2.4.)

#### 10.4 10.5 CONSENSUAL SEXUAL RELATIONSHIP POLICY

~~10.4.1~~10.5.1 CONSENSUAL SEXUAL RELATIONSHIPS POLICY RATIONALE - The University's educational mission is promoted by professionalism in faculty, staff, and student relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of faculty, staff, and students that harm this atmosphere undermine professionalism and hinder fulfillment of the University's mission. Trust and respect are diminished when those in positions of authority abuse, or appear to abuse, their power. Those who abuse, or appear to abuse, their power in such a context violate their duty to the University.

University employees exercise power over subordinate employees and students, whether in giving them praise or criticism; evaluating them; making recommendations for promotion, further studies, their future employment; or conferring any other benefits on them. Amorous relationships between employees and subordinate employees or subordinate students are wrong when the employee has professional responsibility for the subordinate employee or student. Such situations greatly increase the opportunities that a University employee may abuse his/her power and sexually exploit the subordinate employee or subordinate student. Voluntary consent in such a relationship is suspect, given the fundamentally asymmetric nature of the relationship. Moreover, other employees and students will likely be adversely affected by such unprofessional behavior because it places the employee in a position to favor or advance one individual's interest at the expense of others and implicitly makes obtaining benefits contingent on amorous or sexual favors. Therefore, the University will view it as unethical if staff or faculty members engage in amorous relations with subordinate employees or students enrolled in their classes or subject to their supervision, even when both parties appear to have consented to the relationship.

10.4.210.5.2 DEFINITIONS - As used in this policy, the term "employee" includes all employees, including but not limited to, academic and non-academic administrators, supervisory personnel, staff, faculty, student employees, and other instructional personnel. The term "consensual sexual relationship" may include amorous or romantic relationships and is intended to indicate conduct that goes beyond what a person of ordinary sensibilities would believe to be a collegial or professional relationship.

The term, "subordinate" as used here means an employee or student in a position of lesser power or authority than the other party to the amorous relationship; e.g., any employee or student who is beneath another in the employment chain of command or who relies upon the other for day-to-day directions would be "subordinate" as would a project team member or housing resident with respect to the project director or resident advisor, respectively.

10.4.310.5.3 POLICY

10.4.310.5.3.1 EMPLOYEE RELATIONSHIPS WITH SUBORDINATE STUDENTS OR SUBORDINATE EMPLOYEES

1. INSTRUCTIONAL CONTEXT – It is considered a serious breach of professional ethics for an employee to initiate or acquiesce in a sexual relationship with a student who is enrolled in a course being taught by the employee or whose academic work (including work as a teaching assistant) is being supervised by the employee.
2. OTHER CONTEXTS – Sexual relationships between employees and subordinate employees or subordinate students occurring outside the instructional context may also lead to difficulties, particularly when the employee and subordinate employee or subordinate student are in the same academic unit or in units that are closely allied. Relationships that the parties view as consensual may appear to others to be exploitative. Further, in such situations the employee may face serious conflicts of interest and must be careful to distance himself or herself from any decisions that may reward or penalize the subordinate employee or subordinate student involved. An employee who fails to withdraw from participation in activities or decisions that may reward or penalize such subordinates with whom the employee has or has had an amorous relationship will be deemed to have violated his/her ethical and professional obligations to the University.

10.4.3210.5.3.2 PROHIBITIONS

Consensual sexual relationships between employees and subordinate employees or subordinate students are prohibited. Violations of this policy may lead to disciplinary action up to and including termination and/or expulsion.

### 10.4.3.3 COMPLAINT PROCEDURE

Complaints alleging a violation of the Consensual Sexual Relationships Policy shall be reported to and investigated by the Equal Opportunity Officer, handled in accordance with the Equal Opportunity Grievance Procedure as outlined in Section 10.7.

(University of Oklahoma Policy Manual CU/RSU 3.2.6.)

The Equal Opportunity Officer may be contacted in the Equal Opportunity Office, Howell Hall, Room 210, (580) 581-6712. Email: tomr@cameron.edu

## **10.5 RACIAL AND ETHNIC HARASSMENT POLICY**

~~10.5.1 INTRODUCTION Diversity is one of the strengths of our society as well as one of the hallmarks of a great University. The University supports diversity and therefore is committed to maintaining employment and educational settings which are multicultural, multiethnic, and multiracial. Respecting cultural differences and promoting dignity among all members of the University community are responsibilities each of us must share.~~

~~Racial and ethnic harassment is a growing concern across American college campuses. It has taken various forms, from criminal acts (assault and battery, vandalism, destruction of property) to anonymous, malicious intimidation, most often directed toward persons whose race and ethnicity is readily identifiable. In employment, racial/ethnic harassment is race discrimination, which interferes with an employee's ability to perform his/her duties or creates a hostile or intimidating work environment, prohibited by law under Title VII of the Civil Rights Act of 1964. In the educational context, racial/ethnic harassment is race discrimination, which interferes with students' opportunities to enjoy the educational programs offered by the University, and is prohibited by law under Title VI of the Civil Rights Act of 1964.~~

~~10.5.2 POLICY STATEMENT Principles of academic freedom and freedom of expression require tolerance of the expression of ideas and opinions, which may be offensive to some, and the University respects and upholds these principles. The University also adheres to the laws prohibiting discrimination in employment and education. The University recognizes that conduct which constitutes racial/ethnic harassment in employment or educational programs and activities shall be prohibited and is subject to remedial or corrective action as set forth in this policy. This policy is premised on the University's obligation to provide an environment free from unlawful discrimination. The University will vigorously exercise its authority to protect employees and students from harassment by agents or employees of the University, students, visitors, or guests.~~

~~Agents or employees of the University, acting within the scope of their official duties, shall not treat an individual differently on the basis of race, color, or national origin in the context of an employment or educational program or activity without a legitimate, nondiscriminatory reason.~~

~~The University shall not subject an individual to different treatment on the basis of race or ethnicity by effectively causing, encouraging, accepting, tolerating, or failing to correct a racially or ethnically hostile environment of which it has notice.~~

~~10.5.3 CORRECTIVE ACTIONS Violations of this policy shall result in corrective action(s) designed to reestablish an employment or educational environment which is conducive to work or learning. Corrective actions will include disciplinary action directed by the executive officer having responsibility for the offender, where appropriate. Corrective actions will be tailored to redress the specific problem and may range from apologies, mandatory attendance at specific training programs, reprimands, suspension, demotion, expulsion or termination. Corrective actions shall be based upon the facts and circumstances of each case and shall be in accordance with the terms and guidelines of the applicable campus grievance procedures.~~

~~Violations of this policy by students will be considered as violations of the Code of Student Conduct and will subject student offenders to the corrective actions(s) provided by the Code.~~

~~10.5.4 ADMINISTRATIVE ACTION—The University recognizes its obligation to address incidents of racial/ethnic harassment on campus when it becomes aware of their existence, even if no complaints are filed; therefore, in such circumstances, the University reserves the right to take appropriate action unilaterally under this policy.~~

~~With respect to students, the Dean of Students, or other appropriate persons in authority may take immediate administrative or disciplinary action, which is deemed necessary for the welfare or safety of the University community. Any student so affected will be granted due process including an opportunity to be heard regarding the matter. Any hearing involving disciplinary suspension or expulsion shall be conducted in accordance with the University's Code of Student Conduct. Lesser administrative or disciplinary action may be appealed to the Director of Student Development. Such requests must be in writing and filed within seven (7) calendar days following summary action. The Director of Student Development will issue a written determination to the student within three (3) working days following the date the request is received.~~

~~With respect to employees, upon a determination at any stage in the investigation or grievance procedure that the continued performance of either party's regular duties or University responsibilities would be inappropriate, the proper executive officer may suspend or reassign said duties or responsibilities or place the individual on leave of absence, with or without pay, as may be approved by the President, pending the completion of the investigation or grievance procedure.~~

~~10.5.5 RETALIATION—Threats or other forms of intimidation or retaliation against complaining witnesses, other witnesses, any reviewing officer, or any review panel shall constitute a separate violation of this policy which may be subject to direct administrative action.~~

~~10.5.6 COMPLAINT PROCESS—The complaint procedures delineated herein apply to all students, faculty, staff, guests, or visitors. Complaints alleging violation of the racial and ethnic harassment policy will be reviewed and investigated by the appropriate University office. Complaints may be resolved informally or may proceed through the applicable formal complaint proceedings. Complaints may be filed in the following manner:~~

~~1) Complaints against students or student organizations, faculty or staff, or contractors working on University premises shall be filed with the Equal Opportunity Officer for review and investigation. The Equal Opportunity Officer, or his/her designee, may assist in the informal resolution of the complaint or in processing a complaint through the applicable University procedures.~~

~~2) Complaints against visitors or guests should be directed to the Office of Public Safety. The Office of Public Safety will forward informational copies of all reports and inquiries dealing with discrimination, harassment, or hate crimes to the Equal Opportunity Officer.~~

~~10.5.7 RESPONSIBLE OFFICIAL—The Equal Opportunity Officer is charged with the responsibility for administering this policy. The Office of Equal Opportunity will serve as a repository for all records of complaints, investigative reports, and remedies/corrective actions in connection with this policy. The Equal Opportunity Officer is the overall coordinator of all University activities dealing with discrimination in employment or education.~~

~~(The Board of Regents of The University of Oklahoma Policy—CU/RSU 3.2.3).~~

~~The Equal Opportunity Officer may be contacted in the Equal Opportunity Office, Howell Hall, Room 210, (580) 581-6712. Email: tomr@cameron.edu~~

#### **10.6 DISCRIMINATION POLICY (FOR OTHER THAN SEXUAL OR RACIAL/ETHNIC HARASSMENT)**

The University has a policy of internal adjudication in matters relating to alleged discrimination. Any faculty member, staff member, or student, including without restriction, those on temporary or part time status, who believes that he/she has been discriminated or retaliated against should file a complaint under the Equal Opportunity Grievance Procedure.

~~Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of discrimination and/or harassment will be treated as a separate and distinct violation of this policy.~~

~~(The Board of Regents of The University of Oklahoma Policy—CU/RSU 3.2.5).~~

#### 10.7.10.6 EQUAL OPPORTUNITY GRIEVANCE PROCEDURE

~~10.7.10.6.1~~ WHO MAY USE PROCEDURE - The grievance procedure embodied herein shall be used, to the extent not in conflict with other policies, when violations of the Nondiscrimination and Gender-Based Misconduct Policy are alleged against employees available to any person who, at the time of the acts complained of, was employed by, was an applicant for employment with, or was enrolled as a student at the University.

10.7.2 FILING OF COMPLAINT - This procedure applies to persons who have complaints alleging discrimination ~~based upon race, color, national origin, sexual orientation, genetic information, sex, age, religion, disability, political beliefs, or status as a veteran or complaints alleging sexual harassment, consensual sexual relationships, retaliation, or racial and ethnic discrimination, harassment,~~ or retaliation. Such persons may file their complaints in writing with the University Equal Opportunity Officer.

Complainants who exercise their right to use this procedure agree to accept its conditions as outlined. Where multiple issues exist (e.g., sexual harassment and violation of due process or grade appeal), the complainant must specify all of the grounds of the grievance of which the complainant knows or should have reasonably known at the time of filing. A grievance filed under this procedure may normally not be filed under any other University grievance procedure. Depending on the nature of the issues involved, the complainant will be advised by the University Equal Opportunity Officer or his/her designee about the appropriate procedure(s) to utilize.

10.7.3 TIMING OF COMPLAINT - Any complaint must be filed with the University Equal Opportunity Officer within 180 calendar days of the act of alleged discrimination, harassment, or retaliation. The University Equal Opportunity Officer may reasonably extend all other time periods.

#### 10.7.4 ADMINISTRATIVE ACTION

1. The University recognizes its obligation to address incidents of discrimination, harassment, or retaliation on campus when it becomes aware of their existence. Even if no complaints are filed, the University reserves the right to take appropriate action unilaterally under this procedure.
2. With respect to students, the appropriate student policy will apply to investigations, process, and discipline. University chief student affairs officer or other appropriate person(s) in authority may take immediate administrative or disciplinary action which is deemed necessary for the welfare or safety of the University community. Any student so affected will be granted appropriate due process.
3. With respect to employees, upon a determination at any stage in the investigation or grievance procedure that the continued performance of either party's regular duties or University responsibilities would be inappropriate, the proper executive officer may suspend or reassign said duties or responsibilities or place the individual on leave of absence pending the completion of the investigation or grievance procedure.

10.7.5 WITHDRAWAL OF COMPLAINT - The complainant may withdraw the complaint at any point prior to the adjournment of a formal hearing. However, the University reserves the right to proceed unilaterally.



- 10.7.6 CONFIDENTIALITY OF PROCEEDINGS AND RECORDS - Investigators and members of the Hearing Panel reviewing the grievance are individually charged to preserve confidentiality with respect to any matter investigated or heard. A breach of the duty to preserve confidentiality is considered a serious offense and will subject the offender to appropriate disciplinary action. Parties and witnesses also are admonished to maintain confidentiality with regard to these proceedings.

All records, involving discrimination, harassment, or retaliation upon disposition of a complaint, shall be transmitted to and maintained by the University Equal Opportunity Officer as confidential records except to the extent disclosure is required by law.

- 10.7.7 PROCEEDINGS AND INVESTIGATION - Upon receipt of a complaint, the University Equal Opportunity Officer is empowered to investigate the charge, to interview the parties and others, and to gather pertinent evidence. The investigation should be completed ~~within 10 calendar days of receipt of the complaint, or as soon as practical. If a time period is extended for more than 10 calendar days, the University Equal Opportunity Officer will provide written or oral notice of reason for extension to all parties involved.~~ The investigator shall prepare a record of the investigation.

In arriving at a determination of a policy violation at any stage of the proceedings, the evidence as a whole and the totality of the circumstances and the context in which the alleged incident(s) occurred shall be considered. The determination will be made from the facts on a case-by-case basis.

Upon completion of the investigation, the University Equal Opportunity Officer shall report findings to the appropriate designated individual (Director of Human Resources, Vice President for Academic Affairs, etc.) with any recommendations for corrective action. The appropriate designated individual, in consultation with their director or supervisor, may accept the EO Officer's recommendations, if any, or modify the corrective actions as circumstances warrant. ~~is authorized to take the following actions:~~

~~10.7.7.1 SATISFACTORY RESOLUTION—Resolve the matter to the satisfaction of the University and both the complainant and the respondent. If a resolution satisfactory to the University and both parties is reached through the efforts of the University Equal Opportunity Officer, he/she shall prepare a written statement indicating the resolution. At that time, the investigation and the record thereof shall be closed.~~

~~10.7.7.2 DISMISSAL—Find that no policy violation occurred and dismiss the complaint, giving written notice of said dismissal to each party involved. Within 15 calendar days of the date of the notice of dismissal, the complainant may appeal said dismissal in writing to the University Equal Opportunity Officer by requesting a hearing. If no appeal is filed within the 15 calendar day period, the case shall be considered closed.~~

~~10.7.7.3 DETERMINATION OF IMPROPRIETY—Make a finding of impropriety and notify the parties of the action to be taken. Either party has the right to appeal said determination in writing within 15 calendar days of the date of the notice of determination to the University Equal Opportunity Officer by requesting a hearing. If no appeal is filed within the 15 calendar day period, the case shall be considered closed.~~

~~In the case of a complaint against a faculty member, the administrative investigator may determine that the evidence is sufficiently clear and serious so as to warrant the immediate commencement of formal proceedings as provided in the Severe Sanctions sections of the Faculty Handbook. If the President concurs with the administrator's finding, the case may be removed at the option of the accused from the grievance proceedings contained herein, and further action in the case shall be governed by the Board of Regents' severe sanctions policies. Otherwise, this policy and procedure shall apply.~~

~~(The Board of Regents of The University of Oklahoma Policy—CU/RSU 3.2.7).~~

## 10.8 INDIVIDUALS WITH DISABILITIES

The University is committed to the goal of achieving equal educational opportunities and full participation for individuals with disabilities. Consistent with the applicable provisions of the Rehabilitation Act of 1973, as amended and the Americans with Disabilities Act, as amended, the University strives to assure that no "qualified individual with a disability" will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination solely on the basis of disability under any program or activity offered by the University.

The University will reasonably accommodate otherwise qualified individuals based upon documentation of a disability unless such accommodation would pose an undue hardship; would result in a fundamental alteration in the nature of the service, program or activity; or in undue financial or administrative burdens. The term "reasonable accommodation" is used in its general sense in this policy to apply to employees, students, and visitors.

Reasonable accommodation may include, but is not limited to (1) making existing facilities readily accessible and usable by individuals with disabilities; (2) job restructuring; (3) offering part-time or modified work schedules; (4) providing reassignment to a vacant position if qualified; (5) acquiring or modifying equipment or devices; (6) adjusting or modifying examinations, training materials or policies; (7) providing qualified readers or interpreters; or (8) modifying policies, practices, and procedures.

Reasonable accommodation with respect to employment matters should be coordinated with the Human Resources Department and the individual with the disability. Reasonable accommodation with respect to students should be referred to the Office of Student Development.

Individuals who have complaints alleging discrimination based upon a disability may file a complaint with the University's Affirmative Action Officer in accordance with the Equal Opportunity Grievance Procedure.

The ~~Equal Opportunity Affirmative Action~~ Officer and the Office of Student Development can provide complete copies of the University's Reasonable Accommodation policy.

## 10.9 PREVENTION OF ALCOHOL ABUSE AND DRUG USE ON CAMPUS AND IN THE WORKPLACE

The federal Drug-Free Workplace Act enacted into law in 1988 requires that any entity seeking to be considered to receive a grant from any federal agency, and any entity seeking to be awarded a contract for the procurement of any property or services of a value of \$25,000.00 or more from any federal agency, certify to the Federal granting or contracting agency that it will provide a drug-free workplace.

The University recognizes its responsibility as an educational and public service institution to promote a healthy and productive work environment. This responsibility demands implementation of programs and services that facilitate that effort. The University is committed to a program to prevent the abuse of alcohol and the illegal use of drugs and alcohol by its students and employees. The University's program includes this policy, which prohibits illegal use of drugs and alcohol in the workplace, or as part of any University-sponsored activities. It is the Board of Regents' policy that:

- 1) All students and employees shall abide by the terms of this policy as a condition of initial and continued enrollment/employment.
- 2) The illegal use of drugs and alcohol is in direct violation of local, state, and federal law, as well as University policies governing faculty, staff, and student conduct. This policy strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs, or controlled substances in the workplace, on its premises, or as a part of any University-sponsored activities.
- 3) Violating this policy shall be a major offense, which can result in a requirement for satisfactory participation in a drug or alcohol rehabilitation program, at the employee's expense, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the University. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy.
- 4) Violations of applicable local, state, and federal laws may subject a student or employee to a variety of legal sanctions including, but not limited to, fines, incarceration, imprisonment, and/or community service requirements. Convictions

become a part of an individual's criminal record and may prohibit certain career and professional opportunities. A current listing of applicable local, state, and federal sanctions can be obtained through the Office of Student Development and the Office of Public Safety.

- 5) An employee shall notify his/her supervisor in writing of a criminal conviction for drug or alcohol-related offenses occurring in the workplace no later than five calendar days following the conviction.
- 6) The University provides access to information about the dangers of drug and alcohol abuse. Voluntary participation in or referral to these services is strictly confidential.
- 7) An employee shall not perform safety sensitive functions while a prohibited drug or alcohol is in his/her system.
- 8) The University may require drug testing of safety sensitive employees (as defined by federal law) prior to employment, when there is reasonable cause, after an accident, on a random basis, and before allowing the employee or student to return to duty after refusing to take a drug test or after not passing a drug test.
- 9) The University shall distribute this policy to all staff, faculty, and students.

Health risks generally associated with alcohol and drug abuse can result in, but are not limited to: a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes, and thought disorders.

The chief fiscal officer is responsible for notifying Federal funding agencies within ten calendar days whenever an employee is convicted of a drug-related crime that occurred in the workplace. Decisions under this policy are subject to the grievance procedures stated elsewhere in the Board of Regents policy (University of Oklahoma Board of Regents Policy Manual CU/RSU 3.1.12).

#### **10.10 INTELLECTUAL PROPERTIES POLICY**

The people of the State of Oklahoma may reasonably expect that their investments in the University will create new industry and enhance existing industry within the State and Nation. Such new industry creates greater employment opportunities for citizens of the State and the Nation and an improvement in their standard of living.

The creation and development of intellectual property at the University encourage new business and are key to creating strong University and industry partnerships. It is the responsibility of University employees to disclose intellectual property and to foster an entrepreneurial attitude within the work force by involving students in the creation of intellectual property. Intellectual property development shall be pursued in concert with, but subject to, the University's principal responsibilities of education and knowledge creation.

Therefore, it is in the best interest of the University to adopt a policy that encourages disclosure of discoveries and inventions and rewards such creative activity. To do so, the University's policy must insure that creators of copyrightable works or trademarks and inventors share in any financial success enjoyed by the University through the creation and commercialization of intellectual property. The basic objectives of the University's policy concerning creative works, trademarks, discoveries, and inventions (i.e., intellectual property) include the following:

1. To maintain the University's academic policy of encouraging research, publication, and scholarship independent of potential gain from royalties or other income.
2. To make patented materials created pursuant to University objectives available in the public interest under conditions that will promote their effective utilization and commercialization.
3. To provide adequate incentive and recognition to faculty and staff through proceeds derived from their creative works, trademarks, discoveries, and inventions.

(University of Oklahoma Board of Regents Policy Manual CU/RSU 3.1.9.)



## SECTION 11 – STATE COMPLIANCE POLICIES

### 11.1 CONFIDENTIALITY OF LIBRARY RECORDS

The University adheres to Oklahoma and federal law with respect to confidentiality of library records. The records of library materials borrowed or used cannot be disclosed to anyone except:

1. Persons acting within the scope of their duties in the administration of the library;
2. Persons authorized to inspect such records, in writing, by the individual or group whose records are sought; or
3. As otherwise required by law.

(University of Oklahoma Board of Regents Policy Manual CU/RSU 3.5.)

### 11.2 CONFLICTS OF INTEREST

- 11.2.1 PURPOSE OF POLICY - This policy addresses situations where there might be a potential financial conflict between a particular outside interest of a faculty or staff employee and the obligation that the employee owes to the University such that an employee's profit or advantage may come, or reasonably appear to come, at the expense of the well-being of the University.

The purpose of this policy is to aid in identifying apparent, actual, and potential conflicts of interest and assuring that such conflicts do not improperly affect the activities or professional conduct of the University or its employees. It is not the intent of this policy to restrict legitimate work appropriate to the employee's profession or discipline, but only to provide the University with authority to take action that is appropriate, proportionate, and focused on substantial conflicts of interest that compromise an employee's professional judgment.

- 11.2.2 STATEMENT OF GENERAL POLICY - The University is a public institution committed to the mission of teaching, research and creative/scholarly activity, and professional and University service and public outreach. To these ends, the University balances an assortment of principles: maintaining an atmosphere that promotes free and open scholarly inquiry; facilitating the transfer of information and technology for the benefit of the public; and serving as a prudent steward of public and private resources entrusted to it. Faculty and staff have a primary commitment to their basic University duties of teaching, research and creative/scholarly activity, professional and University service, and public outreach. These basic duties often limit outside activities. As a result, professional and personal activities may present financial conflict of interest situations, which should be evaluated under the auspices of this and other applicable policies.

Employee participation in outside professional, commercial, and *pro bono publico* activities can make important direct and indirect contributions to the strength and vitality of the University. Through participation in such activities, employees may add to knowledge and understanding that is relevant and useful to teaching and research within the University, develop sources of funding and support for activities carried out in the University, and establish relationships valuable to the University. Because of its value to the University, its rewards for an individual employee, and its contributions to the larger society of which the University is a part, the University recognizes that employee participation in outside professional, commercial, or *pro bono publico* activities is often appropriate.

Sound professional discretion is an integral part of the University's financial conflict of interest system. Any review of a potential financial conflict of interest will be undertaken in light of four general propositions.

First, conflicts of interest per se are inevitable and do not necessarily represent any impropriety by employees if disclosed in advance. Second, the failure to disclose a conflict of interest for administrative

review and response would be a serious mistake for any employee and may be a breach of this policy. Third, there is a presumption in favor of allowing employees to act in dual roles once the conflict of interest has been disclosed (prior written approval is required in cases of potential conflicts involving federal grants or contracts). Fourth, conflicts of interest may be so profound or substantial that it would be best for all concerned if the employee did not participate in a particular transaction.

It is not possible to completely eliminate the potential for financial conflicts of interest because there are certain rewards and incentives that are inherent or appropriate in the structure of a University enterprise. Such conflicts become detrimental when the potential temptations, financial or otherwise, undermine reasonable objectivity in the design, interpretation, and publication of research; in setting University policies; in managing contracts; in selecting equipment and supplies; in involving students in sponsored projects; or in performing other roles in University governance in which objectivity and integrity are paramount. Furthermore, since allegations of conflicts of interest based on appearances can undermine public trust in ways that may not be adequately restored even when mitigating facts are brought to light, apparent conflicts should be avoided, when feasible and appropriate.

Other sections of this policy notwithstanding, it is the ongoing responsibility of the employee to abide by the provisions of all other applicable federal and state laws, and the University's policies relating to financial conflicts of interest; to identify potential conflicts of interest; and to disclose and seek guidance on such matters from the appropriate vice president (University of Oklahoma Board of Regents Policy Manual CU/RSU 3.1.8).

### 11.3 ETHICS POLICY

~~University employees are expected to comply with all state ethics rules. Laws, rules, and interpretations can be found at the following website: <https://www.ok.gov/ethics/>. The State Ethics Commission was established under Article XXIX of the Oklahoma Constitution. The Commission is charged with promulgating rules of ethical conduct of state officials and employees, including civil penalties for violations of such rules. State officers and employees are to comply with the Ethics Commission Act [Section 4200 et seq. of Title 74] and the Ethics Commission Rules [Chapter 20 of Title 257 of the Ethics Commission rules]. The Rules and the Act deal with prohibitions against political activities, financial disclosure, conflicts of interest, and penalties and enforcement. Further detailed information, is available from the campus liaison, the Vice President for Business and Finance.~~

### 11.4 FIREARMS POLICY

Firearms and munitions of all types are prohibited on all property owned, leased, or occupied by the University at all times except as specifically authorized ~~by Board policy below:~~

~~11.4.1 — DEFINED — For purposes of this policy, firearms include, but are not limited to the following: conventional weapons from which a projectile is discharged by an explosive propellant charge; antique, replica, and inert firearms; compressed gas weapons; and string propelled weapons. For purposes of this policy, munitions include, but are not limited to, any projectile that incorporates a propellant charge and/or explosive contents.~~

~~11.4.2 — AUTHORIZATION — Firearms are permitted on campus only under the following circumstances:~~

- ~~1. — In the possession or control of sworn law enforcement officers or properly licensed, armed security guards employed by the University who are performing their assigned duties. The Director of Public Safety must approve in advance the use or employment of armed private security providers.~~
- ~~2. — In the possession of personnel of active or reserve armed forces of the United States or the Oklahoma National Guard when in the performance of duties assigned by an authorized commander.~~
- ~~3. — In the possession of ROTC participants when under the supervision of authorized members of the regular armed services.~~

- ~~4. As "starter pistols," incapable of chambering or firing live projectile ammunition, for athletic events. Starter pistols and blank ammunition shall be secured at all times when not in use, and shall be under the supervision and control of appropriate staff or athletic officials when in use.~~
- ~~5. As construction equipment employing blank ammunition as a propellant for setting fasteners when used under the supervision of authorized and trained personnel.~~
- ~~6. For use as a teaching aid, subject to the following conditions:
  - ~~• Permission for such use must be granted by the Academic Dean and prior written notice of the presence of the firearm on campus must be given to the Director of Public Safety.~~
  - ~~• Such firearms must be approved and secured by means acceptable to the Director of Public Safety.~~
  - ~~• Except for recognized University shooting ranges and while under authorized supervision, munitions shall not be present with firearms when used in class.~~~~
- ~~7. Any group desiring to use a firearm and/or munitions for ceremonial purposes on the campus will tender a request to the Director of Public Safety. The Director will review the request and forward it to the chief fiscal officer, who will in turn forward to the Office of Legal Counsel with a recommendation for approval or disapproval based on safety considerations. The Office of Legal Counsel will notify the chief fiscal officer and any other appropriate officials of any approvals that are granted for the use of ceremonial firearms.~~
- ~~8. For use during public performances, subject to the following conditions:
  - ~~• Firearms for use in public performances shall be rendered inoperable whenever discharge is not required as an integral part of the production.~~
  - ~~• When discharge is necessary as part of a performance, blank ammunition shall be used. Blank ammunition is not permitted in weapons pointed at performers at any time during the production.~~
  - ~~• Weapons present for a performance shall be kept secure or in the possession of a designated staff member at all times when not actively in use.~~~~
- ~~9. For display in support of the education mission of the University or in any University museum. Such firearms must be inoperable and approved and secured by means acceptable by the Director of Public Safety.~~
- ~~10. For purposes of this policy, "inoperable" means physically rendered incapable of firing either by removal of critical parts or installation of a device to prevent operation, or both. Where firearms are required to be inoperable, the Director of Public Safety shall inspect and certify that the firearm is inoperable (University of Oklahoma Board of Regents Policy Manual CU/RSU 3.1.13).~~

## 11.5 HEALTH AND SAFETY

The University is committed to providing a safe and healthy environment for the entire University community and to complying with all applicable Federal and State laws and regulations pertaining to occupational and environmental safety. Academic and administrative personnel with supervisory and teaching roles must ensure that procedures are developed and followed which are designed to prevent injury, protect the assets of the University, and protect their environment. It is the responsibility of all University faculty, staff, and students to follow safe working practices, obey health and safety rules and regulations, and work in a manner that protects their health and that of others and does no harm to the environment.

In the event of an employee injury, the following practices will help guide the employee relative to his/her rights. Employees should follow the *Procedures For Reporting An On-The-Job Injury*. For vehicular incidents, the employee should refer to the

guide *In Case of Vehicular Accident* available in the Business Office. This guide is also in the glove compartment of each University owned vehicle.

The Human Resources Department will assist the injured employee in filing an injury report with Workers' Compensation authorities. The Business Office will assist an injured non-employee in filing an injury report with Risk Management.

11.5.1 RISK MANAGEMENT - If an individual incurs an injury on University property and is not involved in compensatory work for the University, a Standard Liability Incident Report should be filed with the Business Office. The Oklahoma Governmental Tort Claim Act addresses liability of the University to those individuals who are on state property but not performing compensatory work and are injured while on state property. Claims to the State Risk Management Office will be evaluated to determine if the University is liable for damages. Additional information is available in the Business Office.

11.5.2 WORKERS' COMPENSATION - If an employee sustains an injury during the course of the performance of compensatory work for the University, appropriate Workers' Compensation claim forms must be filed through the Human Resources Department.

## 11.6 OPEN RECORD REQUEST

It is the policy of the University to abide by the Oklahoma Open Records Act and the Family Educational Rights and Privacy Act (FERPA) as they relate to records requests. Requests made under the Oklahoma Open Records Act or directory requests under FERPA should be sent to the Office of Public Affairs~~Associate Vice President for Enrollment Management~~. Other requests made under FERPA-protected information should be sent to the Office of Enrollment Management. Requests made to this office will be sent to the University's Legal Counsel. The University's Legal Counsel will facilitate and coordinate responses to the requests.

## 11.7 POLITICAL ACTIVITIES OF EMPLOYEES

An employee of the University who participates in political activities must do so in a manner that:

1. Does not imply, directly or indirectly, that the University endorses such activities;
2. In no way interferes with the rights and privileges of other employees of the University;
3. In no way interferes with the rights and privileges of students attending the University;
4. In no way interrupts the normal routine operation of the University;
5. In no way interferes with the assigned duties of the employee;
6. Does not utilize University funds, equipment, supplies, paid staff time, or other University resources in support of partisan political activities, or a ballot measure.

Violation of this policy may be cause for dismissal.

## 11.8 CANDIDATES FOR POLITICAL OFFICE

Any employee of the University who becomes a candidate in any primary or general election for any county, state, or federal office shall, prior to announcing his/her candidacy for any said office, first offer his/her resignation to the Board of Regents, without reservation.

~~In making the announcement of the adoption of the resolution of this provision, the~~The Board of Regents does not intend to discourage employees~~stated that it did not want to be understood as offering discouragement~~ from becoming candidates for public office. Employees may regard it as their duty to become candidates.

(University of Oklahoma Board of Regents Policy Manual CU/RSU 3.1.14.)

## 11.9 SECTION RESERVED FOR FUTURE USE

## ~~11.10~~11.9 TRAVEL POLICIES AND REIMBURSEMENT GUIDELINES



Employees traveling on University business with students must be aware of and adhere to the University's Student Travel Policy.

The use (including rental) of 15-passenger vans for transporting University employees, students, visitors or guests is prohibited.

Employees are not permitted to use hand held University cellular or mobile devices, or any other hand held device, pagers, digital assistants, laptops, or any other electronic communication devices while operating a motor vehicle on University business.

For University business, employees may only fly on commercial aircraft. Employees are not authorized to fly or travel in personally-owned, corporate noncommercial, chartered or leased aircraft on University business. An exception is allowed for an employee who is a licensed pilot electing to fly him/her self, but no other University employee.

The following travel reimbursement guidelines are based upon the Oklahoma State Travel Reimbursement Act, Title 74 O.S., Section 500.1 et seq., and procedures established by the Office of State Finance, unless otherwise noted.

Employees may be reimbursed for travel expenses incurred while conducting official University business or attending professional development events. Requests to attend professional meetings must be accompanied by a program or letter of invitation.

All out-of-state travel, except for routine business during the day, requires prior approval of the President. A Travel Request for Leave and Reimbursement (T3) form should be submitted at least thirty (30) days prior to the date of travel. Presidential approval must be obtained before any funds are encumbered or travel begins.

If available and requested, a University owned vehicle may be reserved. If it becomes necessary to cancel a vehicle reservation, notification of the cancellation should be made to Physical Facilities so that the vehicle can be reassigned for another purpose.

Reimbursement for authorized expenses may be requested by providing appropriate documents to the Travel Clerk in the Business Office as soon as travel is completed. The amount claimed for reimbursement should not exceed the amount approved on the Travel Request for Leave and Reimbursement form, if applicable.

Additional guidance on travel procedures is available from the Business Office.

~~11.10.4~~11.9.1 IN-STATE REIMBURSEMENT/GENERAL PROVISIONS - Official travel status for the purpose of meals and lodging shall be defined as absence from the employee's home area or official station area while performing assigned official duties, such trips must be of sufficient duration and distance to qualify as overnight absence from the person's home or official duty station area.

~~11.10.2~~11.9.2 OUT-OF-STATE REIMBURSEMENT/GENERAL PROVISIONS - Reimbursement for meals and lodging on out-of-state trips shall not begin more than twenty-four (24) hours before or continue more than twenty-four (24) hours after the trip objective, such as a meeting, workshop, or conference.

~~11.10.3~~11.9.3 LODGING - Reimbursement for overnight lodging for official travel may be made at a rate not to exceed the specified limit per night for in-state or out-of-state travel, except for designated meeting sites. Receipts issued by the hotel, motel, or other public lodging place must accompany the claim for reimbursement. If the place of lodging is the designated meeting site, a brochure from the event sponsor reflecting such designation must be submitted with the claim.

~~11.10.4~~11.9.4 PER DIEM - Reimbursement for meals, during official travel, is authorized at rates set by Oklahoma Statute, provided the trip meets the overnight criteria. In computing the reimbursement for per diem, a day shall be a period of twenty-four (24) hours. Reimbursement is not allowed for meals that have been provided as part of the registration fee or by any party other than the employee.

~~11.10.5~~11.9.5 IN-STATE TRANSPORTATION - Travel by privately owned vehicle may be reimbursed based on the distance set forth by the official state map produced by the Oklahoma Department of Transportation. Any vicinity travel must be entered on travel claims as a separate item.

~~11.10.6~~11.9.6 **OUT-OF-STATE TRANSPORTATION** - Regardless of the mode of travel (including privately owned vehicle) reimbursement for out-of-state transportation costs shall not exceed that of coach airfare. However, travel by commercial airline on a business or first-class basis may be reimbursed if coach class space is not available within a reasonable time and is justified by attachment to the claim for reimbursements. Airline tickets for employee travel must be purchased from travel agents listed on the State contract. However, if a lower cost arrangement can be found with a non-listed travel agent, internet travel provider, or direct from the airlines, this lower cost arrangement will be allowed as a reimbursable cost, provided a written contemporaneous cost comparison is provided reflecting a lower cost.

Mileage for out-of-state travel by privately owned vehicle will be based upon the appropriate state map or a mapping internet site, such as MapQuest. Documentation provided with the claim must include the method of calculation.

~~11.10.7~~11.9.7 **LOCAL TRANSPORTATION** - Taxi fares will be reimbursed only upon justification as to the necessity of their use.

Local transportation costs incurred during out-of-state travel may be reimbursed on the basis of an itemization of such costs. Reimbursement for leased or rented automobiles will be made in the same manner.

~~11.10.8~~11.9.8 **TRANSPORTATION OF PASSENGERS** - It is the policy of the University that non-employee passengers shall not be transported in state vehicles or private vehicles used for state business purposes where the employee expects to be reimbursed.

~~11.10.9~~11.9.9 **MISCELLANEOUS EXPENSES** - Reimbursement claims for miscellaneous travel expenses such as communication charges and registration fees for attending workshops, conferences, etc., must be itemized.

Reimbursement for communication charges incurred during in-state travel must be necessary and justified.

~~11.10.10~~11.9.10 **RECEIPTS REQUIRED** - Lodging receipts from a motel, hotel, or other public lodging place must accompany the claim for reimbursement. The lodging receipt must show a zero balance; otherwise, proof of payment is required.

Reimbursement requests for leased or rented vehicles used in official University business must be supported by a receipt indicating the miles traveled.

The original receipt for registration fees must accompany the claim for reimbursement. Copies of the registration fee receipt are not acceptable for reimbursement purposes.

## ~~11.11~~11.10 **UNIVERSITY-OWNED EQUIPMENT/FACILITIES**

~~11.11.1~~11.10.1 **EQUIPMENT** - In accordance with state statutes, the use of any University asset by individuals or organizations for activities not directly related to the execution of University business is strictly prohibited. University-owned or controlled assets shall not be removed from the University premises except in cases where such equipment is to be used for University business.

~~11.11.2~~11.10.2 **FACILITIES** - For information about scheduling University facilities for use during hours which do not conflict with regularly scheduled classes and events, contact the Director of [Events Management](#). ~~Conferencing Services~~.

~~11.11.3~~11.10.3 **PETS** - Pets (dogs, cats, birds, other pets, etc.), except for service animals while performing duties for the individual they accompany, are not permitted inside any University-controlled building y. Domesticated pets are permitted outside on campus grounds when leashed and properly attended at all times. Pet owners must clean up after their animals. Animals that are officially part of the University's teaching, research, or clinical programs are exempt from this policy. Students residing in a Student Housing

Facility on campus should refer to the Student Housing Policies and Procedures handbook under the section titled "PETS" concerning pets in residence halls.

#### 11.1211.11 UNIVERSITY RECORDS

In accordance with state statutes and the Oklahoma Archives and Records Commission, the University has designated the Vice President for Business and Finance as the liaison to the Oklahoma Archives and Records Commission. The University follows the Commission's rules and procedures for retention and destruction of University records. All executive staff, deans, department heads, and departmental supervisors are provided General Records and Retention Schedules and updates to the schedules. A designated University accountant assists in coordinating this effort and administers the University's record storage facilities. The accountant coordinates the retention and destruction of all University electronic and computer-related records and files.

#### 11.1311.12 USE OF STATE OR UNIVERSITY-OWNED VEHICLES

Oklahoma statutes prohibit the use of State-owned vehicles for private purposes. In compliance, the University prohibits the use of University-owned vehicles for private purposes. It is the policy of the University that passengers shall not be transported in State or University vehicles unless they are on State or University business.

A State-owned or University-owned vehicle should not be driven to the residence of an employee unless it is required in performing his/her official duties.

11.13.11.12.1 DRIVER'S LICENSE - Employees who are required to operate a University motor vehicle on any public roadway while in the performance of their regular duties must have a valid driver's license issued by the State of Oklahoma. Below are the procedures to ensure adherence to this policy:

- a) The University will conduct a driver's license verification and status review on new employees selected for positions that involve operation of a University motor vehicle. In addition, the University may conduct periodic driver's license verification and status reviews on all employees in positions involving operation of a University motor vehicle.
- b) Any new employee who has applied and been accepted for University employment in a position where possession of a valid driver's license is a requirement and who is subsequently determined not to have (or have had at time of application) a valid Oklahoma driver's license will be considered to have submitted false information and will be subject to termination.
- c) An individual who is employed by the University and who holds a valid out-of-state driver's license will be considered to be a properly licensed driver for employment purposes. However, any such employee must obtain a valid Oklahoma driver's license within thirty calendar days of the first day of employment. Failure to obtain an Oklahoma driver's license within this period may result in termination. Student employees may operate a University motor vehicle in the course of their employment if they hold a valid driver's license issued by their state/country of residence/origin. The only driver's licenses recognized by the State of Oklahoma and Oklahoma law enforcement agencies are those issued in the United States and those issued by the country of origin of international students.
- d) Current employees who must possess a valid driver's license to perform their job duties are required as a condition of employment to notify their supervisor immediately upon receipt of any notification from the Oklahoma Department of Public Safety or any court of competent jurisdiction that their driver's license has been suspended or revoked or has in any way been modified or subjected to restrictions not previously known to the supervisor. Failure to make such notification may result in termination.
- e) Oklahoma law requires that holders of a driver's license who have taken legal action to change their name (through marriage, divorce, or court action) and/or have changed their mailing

address must notify the Oklahoma Department of Public Safety of such change(s) within 10 days. University employees are expected to be in compliance with this provision of the law.

- f) If a current employee's license is suspended or revoked, expires, or is subject to modification or restriction, the employee will not be permitted to operate a University motor vehicle until the license is fully reinstated, renewed, or additionally modified. Until the employee's driving privileges are restored, the employee's department may reassign the employee to a job not requiring the operation of a University motor vehicle or place the employee on appropriate leave status, including but not limited to compensatory time, paid leave, or leave without pay. Before the employee may resume operating a University motor vehicle, written confirmation from the Oklahoma Department of Public Safety verifying license reinstatement or conferring privileges to drive while at work or a properly issued renewal license must be presented to the supervisor.
- g) Employees are required to read the University's Vehicle Regulations Policy and sign an agreement to follow the University's policies and regulations.

#### 11.1411.13 WHISTLE BLOWER

Employees shall not be disciplined or dismissed for reporting actions taken by the employer that might violate the law as cited under the Whistle Blower Statute, 74 O.S. §840-2.5. Further information is available from the Human Resources Department.

#### 11.14 LIABILITY COVERAGE

The State of Oklahoma provides professional and automobile liability insurance under the State Tort Claims Act for all employees who are acting within the scope of their duties. The liability coverage also extends to authorized volunteers for their operation of University-owned vehicles while acting within the scope of their authority if the authorized volunteer has completed and filed the Volunteer Acknowledgment and Release Form with the authorizing department. Copies of the State of Oklahoma Certificate of Self-Insurance are located in the glove compartment of all University vehicles. Further information is available from the Business Office. Employees are prohibited by state law from texting or utilizing electronic devices while driving University vehicles or while driving private vehicles on University business. Failure to abide by this policy results in the loss of insurance coverage for any accident, and the employee will be held personally liable for any and all damages and injuries caused as a result of such accidents, regardless of actual fault. Further, smoking in University-owned, rented, or leased vehicles is prohibited by state law.

## SECTION 12 – GENERAL INFORMATION

### 12.1 DRESS/GROOMING

The University community is proud of its appearance and its tradition of excellence in education. That pride is reflected in attention to the physical facilities, the landscape, and the professionalism of University personnel. Each member of the University community shares a responsibility in maintaining a professional image by dressing and grooming appropriately for his/her respective position. Questions regarding dress code should be directed to the employee's ~~immediatedirect~~ supervisor.

Uniforms may be required for specific positions, as deemed necessary by the University.

### 12.2 EMERGENCY PROCEDURES

In the event of an emergency, all staff in a supervisory role have the responsibility to give instructions to students, faculty, and staff and provide safety measures until otherwise directed by the Office of Public Safety or other properly identified emergency personnel.

12.2.1 FIRE ALARM AND PROCEDURES - When a fire alarm is sounded, everyone should clear the building by the nearest exit and proceed to an open area on campus. Everyone must stay clear of the danger area unless called upon to help; employees should keep all roadways and walkways clear for emergency vehicles. NO PERSON SHALL RE-ENTER the building until instructed to do so by the Office of Public Safety or other properly identified emergency personnel.

12.2.2 TORNADO WARNING - A civil defense siren is sounded when a tornado has been spotted or when a very strong storm cell is over the area.

When the warning is sounded, everyone will immediately proceed to the nearest protective area. Protective areas are basement areas or ground floor interior spaces or hallways away from exterior walls and windows.

Additional emergency information is contained in the *Emergency ~~Operations~~ Procedures Plan* in the Office of Public Safety.

### 12.3 EMPLOYEE FINANCIAL OBLIGATIONS

Faculty, staff, and student employees of the University are required to pay all outstanding financial obligations due to the University in accordance with the due dates established for such obligations. For faculty, staff, and student employees who do not pay such financial obligations, the University will seek such remedies as are allowed by law.

### 12.4 IDENTIFICATION CARDS

A University identification card will be issued to regular, full-time and part-time employees at no cost to the employee. The employee should obtain an identification card on the first day of employment or at the time the employee completes the required paperwork for employment. An identification card may be obtained at the One Stop located on the first floor in the McMahon Centennial Complex, Monday through Friday, from 8:00 a.m. to 5:00 p.m. If this time is not convenient, the employee should contact the Business Office to arrange for a convenient time.

The employee's identification card is required for access to certain events and/or facilities. The identification card will admit the employee to designated official University-sponsored events. In addition, the identification card may be used for library privileges and use of the ~~Aggie Rec~~ Fitness Center.

The identification card does not authorize the holder to obligate the University in any manner. The identification card is the property of the University and must be returned to the Business Office at the time employment is terminated. Students may retain their student identification cards.

An employee is responsible for reporting any lost or stolen identification card immediately to his/her supervisor, the Office of Public Safety, and Physical Facilities. Employees shall be charged for replacement cards.

## 12.5 INCIDENT POLICY

The University is committed to maintaining a workplace environment that is safe and secure for all employees of the University. Threats, threatening behavior, acts of violence, and unwanted attention directed against other employees, visitors, or guests by an employee of the University will not be tolerated.

All employees are responsible for notifying their supervisor and/or the Office of Public Safety of any threats that they have witnessed, ~~or received,~~ or heard ~~about~~. Even without an actual threat, employees should also alert their supervisor to any behavior which can be regarded as threatening or violent when that behavior is job-related or might be carried out in the workplace. Employees are responsible for making this report regardless of the nature of the relationship between them and the person initiating the threat or threatening behavior.

The provision of a safe workplace and the protection of employees from threats to their safety cannot be effectively accomplished unless supervisors and officers from the Office of Public Safety are informed of these circumstances.

## 12.6 INFECTIOUS DISEASE POLICY STATEMENT

The purpose of this policy is to establish procedures to be followed when a University student and/or employee is infected with a communicable disease. Such diseases include, but are not limited to, hepatitis, meningitis, mumps, ~~AIDS,~~ whooping cough, measles, diphtheria, chicken pox, and tuberculosis.

The University is committed to providing a working and learning environment free of health hazards for its students and employees. So long as medical evidence shows, with reasonable medical certainty, that a particular disease is not communicable by the casual contact normally found in the workplace or classroom, or through airborne transmittal, those areas will not be considered to be hazardous as a result of the presence of an infected student or employee.

The University will comply with all federal and state laws applicable to students and employees with communicable diseases.

The confidentiality of information regarding individuals infected with a communicable disease shall be respected as may be provided by law. As long as a student and/or employee with a communicable disease is able to pursue his/her education within the established academic standards and/or continue performance of job duties and medical evidence indicates that his/her condition is not a threat to him/herself or others, the student or employee is to be treated consistently with other students and/or employees.

Discrimination against or harassment of the student or employee infected with a communicable disease is prohibited. The University will make educational materials on communicable diseases available for students and employees through the Office of Student Services, Office of Public Safety, and Physical Facilities.

~~Individuals with a communicable disease shall be required to inform the proper University personnel that they have a communicable disease. Failure to do so may cause a student to be administratively withdrawn from classes and may lead to disciplinary action for an employee, up to and including dismissal.~~

~~A student must inform the Dean of Students if he/she has been diagnosed as having a communicable disease. The Vice President will notify the appropriate administrator(s) within the normal channel of communication of this situation. In the event the student is a minor and the minor's parents or legal guardians are aware of the disease, the student's parents or legal guardians shall have a concomitant duty to so inform the Dean of Students. An employee must inform the Director of Human Resources if he/she has been diagnosed as having a communicable disease.~~

~~The University shall request from the student or employee (or if the student is a minor, from the parents or legal guardian of the minor), a medical report from a licensed physician, which may be reviewed by a physician designated by the University. The University reserves the right to request that a physician designated by the University examine the student and/or employee a~~

~~second time. The medical report or medical evidence will be used to assess the proper action for each reported illness on a case-by-case basis.~~

~~Those evaluating the case will include the Dean of Students (for students) or Vice President for Business and Finance (for employees) and other appropriate administrative personnel, in conjunction with the student (the student's parents or legal guardians if the student is a minor) or employee and, if requested by the student and/or employee, the student's or employee's physician. A determination shall be made, based on medical evidence concerning the nature of the risk posed by the illness, the likely duration of the risk, the severity of the risk, the probability that the disease will be transmitted and, if transmitted, the varying degree of harm. If, upon the request of the Dean of Students (for students) or Vice President for Business and Finance (for employees), the student or employee refuses or otherwise fails to provide the medical report, the student or employee will not be allowed to return to the University until such time as the medical report is provided. Should the illness persist, an updated medical report from a licensed physician shall be provided not less than every six (6) months or as otherwise required by the University.~~

~~The student may be administratively withdrawn from classes if it is determined on the basis of medical evidence that his/her continued attendance poses an unacceptable risk to himself/herself or to others. The employee may be placed on administrative or family medical leave if it is determined on the basis of medical evidence that his/her continued attendance poses an unacceptable risk to himself/herself or to others.~~

## **12.7 KEYS AND ELECTRONIC ACCESS**

Keys and electronic access shall be authorized for issue only to persons with a substantial need for access to specific facilities, and they shall be issued only after verification of administrative approval on a properly executed Key Request Form (K1). Keys must be picked up in person at the Physical Facilities Office.

Keys remain University property, entrusted to the individual key holder for his/her exclusive use and should never be exchanged or loaned. No one has authority to produce, duplicate, or alter a University key, except the Physical Facilities Office. Unauthorized use or duplication of a key is cause for disciplinary action, up to and including dismissal.

An employee is responsible for reporting any lost or stolen keys immediately to his/her supervisor, the Office of Public Safety, and Physical Facilities. When a key is lost or stolen, the employee must pay a replacement fee. If the key is found after the replacement fee has been paid, the money will be refunded if the building was not re-keyed as a result of the key loss.

All keys must be returned to the Physical Facilities Office during the termination clearance process or at the time of a job change, office relocation, or lock change.

## **12.8 LITTER/POLITICAL MATERIAL POLICY**

~~12.8.1 DISPLAY OF POLITICAL LITERATURE AND CAMPAIGN PLACARDS—Display of political literature, campaign placards, signs, and posters on campus will be regulated and supervised by the Director of Student Development. Such material may not be displayed on educational buildings, trees, sidewalks, handrails, or grounds, and must be limited to display in student union buildings or student housing complexes (See Posting of Notices in University Buildings, section 12.12).~~

~~12.8.2 CONTROL OF LITTER—The Director of Student Development will be responsible for promulgating and enforcing appropriate and reasonable regulations to control display of political and other materials and prevent litter on the campus. The spirit of this policy is not to suppress political activity by students, but to preserve the aesthetic value and appearance of the campus and prevent unnecessary public expenditures because of litter.~~

~~12.8.3 PROPER DISPOSAL OF LITTER—Trash receptacles are provided on University property for the proper disposal of trash. Individuals who litter are subject to citations and/or disciplinary action up to and including dismissal.~~

## **12.9 LOST/MISPLACED/STOLEN OR DISCARDED ITEMS**

Lost, misplaced, or stolen personal items such as jewelry, keys, or clothing, regardless of where found, should be turned in immediately to the Office of Public Safety. Lost items should not be turned in to individual departments on campus.

If an employee finds discarded equipment and/or equipment no longer in use, he/she should call the Business Office. The Business Office will make arrangements for the reallocation and/or disposal of such property. Additional instructions on inventory procedures are issued by the Business Office.

~~IF AN EMPLOYEE FINDS DISCARDED EQUIPMENT AND/OR EQUIPMENT NO LONGER IN USE, HE/SHE SHOULD CALL THE BUSINESS OFFICE. THE BUSINESS OFFICE WILL MAKE ARRANGEMENTS FOR THE REALLOCATION AND/OR DISPOSAL OF SUCH PROPERTY. ADDITIONAL INSTRUCTIONS, ON INVENTORY PROCEDURES ARE ISSUED BY THE BUSINESS OFFICE.~~

## 12.10 OFFICE OF PUBLIC AFFAIRS/OFFICIAL COMMUNICATIONS

Any statement made on behalf of the University to the public through the press or through any other agency shall be made by the Board of Regents and/or the President of the University or his/her designee. Further, this policy is not intended to and should not be construed to abridge the rights and privileges of any employee of the University to publicly express his/her personal opinions on any matter or to abridge constitutional rights of employees to comment on matters of public concern or to prohibit any other rights of communication established by law.

## 12.11 PARKING PERMITS AND TRAFFIC REGULATIONS

The Board of Regents has determined that it is in the best interests of the University that rules and regulations be promulgated and adopted governing the keeping and use of automobiles by University employees, visitors, and students, providing parking areas for the employees, visitors, and students of the University, and providing a method of carrying such rules and regulations into effect and the enforcement thereof. The applicable portion of these regulations shall apply to every employee of the University, and the portions applicable to students shall be deemed a part of the established regulations of the University that govern every student.

The President may revise, alter, or amend these regulations when conditions warrant. Such amendments, revisions, or alterations shall, unless otherwise ruled by the Board of Regents, be effective and of the same dignity as if enacted or ordered by said Board of Regents (University of Oklahoma Board of Regents Policy Manual CU/RSU 4.8).

- 12.11.1 PARKING PERMITS - All vehicles parked on University property must display the appropriate parking permit, which is available free of charge at the Office of Public Safety, Monday through Friday, between 8 a.m. and 5 p.m. If this time is not convenient, the employee should contact the Office of Public Safety to schedule an appointment. Vehicles parked on University property without a parking permit will be ticketed.

The permit holder is responsible for all charges resulting from citations issued against his/her permit number, regardless of the identity of the driver; therefore, employees are encouraged to remove parking permits from vehicles that will no longer be operated by the employee. All employees are required to return parking permits as part of the clearance process when terminating employment from the University.

- 12.11.2 TRAFFIC REGULATIONS – The Office of Public Safety enforces the traffic regulations of the University and Oklahoma vehicle laws applicable to street traffic, make arrests, issue citations for traffic violations, and investigate accidents. No person, owner or operator shall park/drive or permit to be parked/driven any vehicle which has four (4) or more citations against it per academic semester. Copies of the University Traffic Code can be reviewed/obtained in the Office of Public Safety.

Payment for a citation is made in the One Stop Business Office. The citation must be presented with the payment.

## 12.12 USE OF UNIVERSITY FACILITIES BY UNAFFILIATED ENTITIES OR INDIVIDUALS POSTING OF NOTICES IN UNIVERSITY BUILDINGS



~~The University has adopted policies and requirements for the use of its facilities (including advertising, marketing, private sales solicitations, etc.) by unaffiliated entities. This policy is posted at [www.cameron.edu/policies](http://www.cameron.edu/policies). It is the policy of the University to provide the University community with up to date information on University activities using various communication methods including the posting of notices (flyers). Approval and coordination must be obtained from the Director for Student Development prior to any posting. Flyers are not to be posted on walls or doors, but should be placed on designated bulletin boards.~~

#### ~~12.12.1—Posting Policy~~

~~The first priority for postings on the University campus shall be for University and recognized employee organizations events and activities. Organizations posting materials are responsible for the prompt removal, on the day following the event, of all outdated materials advertising their event. Off campus, commercial groups, and other advertising postings are limited to designated locations on campus. Advertisements posted on campus for events or sales of goods or services off campus by a non campus organization, individual, or business enterprise will be done on a limited basis at the discretion of the Director of Student Development.~~

~~12.12.2—In order to obtain campus authorization for posting or displays, a representative of the sponsoring group or unit must bring all material to be posted to the Student Development Office for an authorization stamp. Upon approval of the event and the item to be posted, the group's representative will be given a current listing of approved posting areas on campus upon request.~~

~~a. Flyers should not exceed 14" x 22" in size. Signs exceeding this limitation must receive special permission from the Office of Student Development (or by Student Activities, Student Housing, or Public Affairs, if sponsored by those departments).~~

~~b. The name of the sponsoring group or unit must appear on each flyer, sign and display. The organizations name spelled out is preferred, but Greek letters, acronyms, and logos will be accepted if these clearly identify the sponsor. In case of symbols or initials which are not clear, the group will spell out the entire name of the group.~~

~~c. No poster or display in a language other than English will be approved.~~

~~d. Publicity displaying any type of alcoholic beverage or encouraging the use of alcohol is prohibited.~~

~~e. Signs are not to be posted on trees or shrubs, trash cans, glass, painted surfaces, wooden surfaces, etc. Any signs posted in unapproved areas will be removed. Only one poster per event is permitted on each bulletin board or authorized wall/tile area.~~

~~f. Signs without a registered stamp or those remaining up beyond the expiration date will be removed. Posting in unauthorized places may result in the individual or group being fined and/or prohibited from distributing posters for a definite period.~~

~~g. The chalking or painting of sidewalks, buildings, etc. is not permitted, except when prior special permission has been obtained from the Student Development Office.~~

~~h. Lawn signs will be stamped and registered in the same manner as those to be posted inside.~~

~~i. On campus organizations may have flyers posted in Student Housing by bringing 18 approved flyers to the Student Housing Office. Resident Assistants will post the flyers.~~

~~j. Do not use plastic or duct tape.~~

~~k. Signs advertising events on campus must include the following: *Accommodations on the basis of a disability are available by contacting the Office of Student Development at (580) 581-2209 or by email at [student\\_development@cameron.edu](mailto:student_development@cameron.edu).*~~

~~12.12.3—Posters and printed material may be placed only in the areas designated for each individual building. All materials found outside these areas will be removed and destroyed, and responsible parties will be subject to fines or an alternate form of punitive action. Promotional materials may not be placed on car windshields. A campus activity must be approved prior to promoting the function. Materials posted on university grounds must receive prior approval by the Director of Student Development.~~

#### ~~12.12.4—DISTRIBUTION OF PAMPHLETS AND WRITTEN MATERIALS~~

~~a. Any organization or group affiliated with the University may distribute in any open exterior campus space pamphlets, booklets, brochures and other forms of written material on the condition that such pamphlets and materials do not contain commercial solicitations or advertisements and are designed for informational (not commercial) purposes. Acceptance of donations for such material is prohibited. Any individual, group or organization must receive prior approval from the Director of Student Development.~~

b. If, in the opinion of the Director of Student Development, the pamphlets or materials being distributed are primarily intended for commercial purposes, the representative(s) of the organization or the individual distributing such pamphlets or materials will be subject to removal from campus by the University police. The organization or the individual may then petition the Dean of Students to allow continued distribution upon a showing of the noncommercial nature of the publication.

c. Advance approval of materials is required for noncommercial distribution and a copy of the material must be approved by the Director of Student Development prior to the time distribution begins.

d. In so expressing a policy of open distribution of written materials intended for noncommercial purposes, the University does not assume any obligations or responsibility for the content of the materials distributed; furthermore, the University reminds any organization or individual so distributing materials to be aware of current laws regarding libel, defamation, obscenity, fair labor relations and other applicable laws.

~~12.12.5 OFF CAMPUS SPEAKERS~~ Cameron University recognizes the importance of free expression and the exchange of differing opinions and views. The free discussion and presentation of information is available and encouraged. Such inquiry must be conducted in a way which furthers the educational purpose of the institution. University facilities are not available for exploitation by special interests that may present a clear and present danger to the United States of America, the state of Oklahoma, or Cameron University. The sponsoring group will be held responsible for any activity or activities resulting from the event. Only organizations recognized by the University may sponsor off-campus speakers. The group must receive the consent of the advisor before extending an invitation to an outside speaker and before the event is publicized. The speaker's name and topic must appear on the facility request form.

The presentation of a speaker does not imply approval or disapproval of the speaker or the speaker's views by the student organization, Cameron University or the Board of Regents. It must be made clear by the sponsoring organization that the views expressed are not necessarily those of Cameron University or its Board of Regents. It must also be made clear that it is the sponsoring organization who is extending the invitation. In the case of highly controversial speakers, announcements are to be made at least thirty days prior to appearance so that faculty might have the opportunity to discuss issues with the students. Also, no such speaker shall be presented who will not consent to questioning (not heckling) by students and faculty following their presentation. Every precaution should be taken to maintain the highest level of excellence and good taste in such matters commensurate with the dignity of an institution of higher education.

~~12.12.6 OFF CAMPUS SPEAKERS POLITICAL~~ Use of the University name, letterhead, or logo for partisan electoral purposes, like the solicitation of funds or other contributions in support of a political candidate or party or the endorsement of candidates for public office, is prohibited. Use of campus facilities for campaign fundraising or party fundraising activities is prohibited. Off campus organizations may not use campus facilities to engage in partisan campaign activities unless sponsored by a university recognized organization. Activities and events by university recognized organizations or by faculty/staff/academic departments aimed at educating students with respect to the political process are encouraged. However, every effort should be taken to ensure that appearances on campus of candidates running for public office or their representatives have a substantive educational purpose and that such visits are not done solely as campaign events. Recognized student organizations, such as College Republicans or College Democrats, may use facilities for meetings, speeches, and events involving candidates for public office and political parties provided that a Facilities Reservation form has been properly completed and approved by appropriate departments. If faculty/staff/academic departments or the university invites a candidate to speak, every effort should be made to provide opposing candidates the same opportunity. Organized voter registration activities, voter education programs, or voter drives are permitted, provided no attempt is made to advance or oppose individual candidates or political party or to promote or oppose a position on a public referendum or issue up for vote.

### ~~12.13 PRIVATE SALES SOLICITATIONS~~

~~Outside sales solicitations or presentations in University facilities are prohibited unless authorized in advance, in writing by the Vice President for Business and Finance. This restriction does not apply to private entities under contract with the State that are acting in an official capacity as agents of the State.~~

## ~~12.14~~12.13 PUBLICATIONS/ADVERTISING

The Office of Public Affairs must approve all layouts or copy for all publications.

The University does not endorse any commercial product, program, enterprise, and idea. Under certain circumstances, the University's name or symbols may be used in connection with advertising or promotional material. Permission and approval of all copy must be obtained from the Senior Director of Public Affairs. The University from time to time may wish to reach a certain segment of the public by purchasing advertising in the media. The material contained in this advertising may include matters related to increasing enrollments, promotional advertising, or informational material related to specific policies, projects, departments, and curricula. With the exception of staff employment advertising, which is coordinated through the Human Resources Department, no contracts for advertising should be entered into and no oral or written commitments should be made by any University employee without the approval of the Senior Director of Public Affairs.

### 12.14.1 Advertising Policy

~~This policy applies to all advertising and promotion in whatever format. Examples are books, brochures, posters, programs, directories, newspapers, signs, radio, and television, video, audio tape, and electronic computer generated programming. This policy also applies to all events and activities organized by or sponsors by University departments or registered student organizations.~~

- ~~a. Only University recognized organizations are allowed to advertise on campus, except when approval is received from the Director of Student Development.~~
- ~~b. Advertising which encourages students at the University to purchase reports and/or research material done by others is not acceptable.~~
- ~~c. Advertising which requires the reader to send money to obtain further information on the product is not acceptable.~~
- ~~d. Advertising deemed offensive or in poor taste is not acceptable. This may include, but is not limited to, advertisements derogatory to individuals or groups.~~
- ~~e. Advertising of products which encourage violations of city, state, or federal laws and regulations are not acceptable.~~
- ~~f. Two local references for ads of a "questionable" nature will be required. This includes, but is not limited to, masseurs and masseuses, dating services, escort services, models, pregnancy referral, adoption services and "get rich quick" promotions, as interpreted by the Director of Student Development. Ads must include a street address and phone number.~~
- ~~g. Posters, flyers and handbills and other marketing items must comply with both the posting policy in section 12.12.1 and the guidelines concerning the distribution of literature as stated in this publication.~~
- ~~h. Using chalk to write on concrete sidewalks is allowed. All chalking must be approved by the Director of Student Development prior to its use. The name and phone number of the responsible party should be submitted with the message. Chalking can be done 72 hours prior to an event and should be removed within 72 hours after the function.~~
- ~~i. All other advertising mediums besides those listed above must receive the approval of the Director of Student Development before implementation.~~
- ~~j. The University reserves the right to remove any advertising that does not follow University policy.~~

## ~~12.15~~12.14 SERVICES

~~12.15.1~~12.14.1 RECREATIONAL FACILITIES - The use of the ~~Aggie Rec~~University Fitness Center is available to University employees at no charge during normal operating hours.

~~12.15.2~~12.14.2 FOOD SERVICES - Catering services for functions held on or off campus are available through ~~the~~ University's food service provider. ~~SODEXO. Contact SODEXO for pricing and additional information.~~

~~12.15.3~~12.14.3 TELEPHONE - The campus telephone system is designated for business use. Employees are to limit personal calls and use third party billing or personal credit cards for personal long-distance calls that

must be made from work. The University's incoming 800 line must not be used for personal calls, violations will result in disciplinary action, up to and including dismissal.

~~12.15.4~~12.14.4 **EMERGENCIES** - In the event of an emergency, dial 2911 when using a campus phone and 581-2911 when calling from off-campus.

## ~~12.16~~12.15 **TECHNOLOGY**

Information Technology Services (ITS) offers technology assistance to all employees and students. All purchase recommendations relating to computers, telecommunications equipment, software, and peripherals are made by ITS. ITS Helpdesk repairs, maintains, transfers, relocates, and disposes of all computer and technology equipment. Requests to reassign computer equipment from its present use should be directed to the Helpdesk coordinator by deans, chairs, and directors. Deans/chairs/directors are responsible for an annual physical inventory of all computer equipment for which they are accountable. Theft of computer equipment must be reported to ITS Helpdesk and the Office of Public Safety.

## ~~12.17~~12.16 **COMPUTER USE POLICY**

The University has adopted policies and requirements for the use of its electronic devices including computers, phones, tablets, etc. by student, employees, and visitors. This policy is posted at [www.cameron.edu/policies](http://www.cameron.edu/policies).

~~12.17.1 PURPOSE AND SCOPE~~ Access to modern information technology is essential to the pursuit and achievement of excellence across the University mission of instruction, research and academic advancement. The privilege of using computing systems and software, as well as internal and external data networks, is important to all members of the University community. The preservation of that privilege for the full community requires that each individual student, faculty member, staff member, administrator, and guest comply with institutional and external standards for appropriate use.

### ~~12.17.2 DEFINITIONS~~

~~12.17.2.1 ABUSER~~ Any person who engages in misuse of computing resources as defined in Section 12.17.3.2 of this Policy.

~~12.17.2.2 COMPUTING RESOURCES~~ Includes computers, computer equipment, computer assistance services, software, computer accounts provided by the University, information resources, electronic communication facilities (including electronic mail, telephone mail, Internet access, network access), networks, blogs, www browsing, storage media, mobile computing devices or systems with similar functions.

~~12.17.2.3 COMPUTER ACCOUNT~~ The combination of a user number, username, or UserID and a password that allows an individual access to a server or some other shared computer or network.

~~12.17.2.4 INFORMATION RESOURCES~~ Data or information and the software and hardware that render data or information available to users.

~~12.17.2.5 NETWORK~~ A group of computers and peripherals that share information electronically, typically connected to each other by either cable or satellite link.

~~12.17.2.6 PERIPHERALS~~ Special purpose devices attached to a computer or computer network, such as printers, scanners, plotters, and similar equipment.

~~12.17.2.7 SERVER~~ A computer that contains information shared by other computers on a network.

~~12.17.2.8 SOFTWARE—Programs, data, or information stored on magnetic media (tapes, disks, diskettes, cassettes, etc.). Usually used to refer to computer programs.~~

~~12.17.2.9 SYSTEM ADMINISTRATOR—Faculty, staff, or administrators employed by a central computing department such as Information Technology Services whose responsibilities include system, site, or network administration and other faculty, staff or administrators whose duties include system, site or network administration. System administrators perform functions including, but not limited to, installing hardware and software, managing a computer or network, and keeping a computer operational. System administrators include any persons responsible for a system which provides the capability to assign accounts to other users.~~

~~12.17.2.10 USER—Any individual who uses, logs in, attempts to use, or attempts to log in to a system, whether by direct connection or across one or more networks, or who attempts to connect to or traverse a network, whether via hardware, software, or both. Each user is responsible for his/her use of the computer resources and for learning proper data management strategies.~~

### ~~12.17.3 POLICY~~

~~12.17.3.1 APPROPRIATE USE OF COMPUTING RESOURCES—The computing resources provided by the University are primarily intended for teaching, educational, research and administrative purposes, and may generally be used only for authorized University related activities. Use of the computing resources is governed by all applicable University policies, including, but not limited to, sexual harassment, copyright, and student and employee disciplinary policies, as well as by applicable federal, state, and local laws. Personally owned computing resources being used to conduct University business are also governed by all applicable University policies as stated above. See Institutional Form F11, Faculty and Staff Mobile Email Agreement.~~

~~12.17.3.2 PROHIBITED USE OF COMPUTING RESOURCES—The University characterizes misuse of computing and information resources and privileges as unethical and unacceptable. Misuse constitutes cause for taking disciplinary action, up to and including dismissal. Misuse of computing resources includes, but is not limited to, the following:~~

- ~~a. Attempting to modify, remove, or add computer equipment, software, or peripherals without proper authorization;~~
- ~~b. Connecting personally owned equipment, such as printers, notebooks, laptops, desktop computers to the University network; personally owned software may not be installed on University computing equipment;~~
- ~~c. Accessing computers, computer software, computer data or information, or networks without proper authorization, regardless of whether the computer, software, data, information or network in question is owned by the University, including, but not limited to, abuse or misuse of networks to which the University belongs or computers at other sites connected to those networks;~~
- ~~d. Circumventing or attempting to circumvent normal resource limits, logon procedures, and security regulations;~~
- ~~e. Sending fraudulent computer mail, breaking into another user's electronic mailbox, or reading another user's electronic mail without his/her permission;~~
- ~~f. Sending any fraudulent electronic transmission, including but not limited to fraudulent requests for confidential information, fraudulent submission of electronic purchase requisitions or vouchers, and fraudulent electronic authorization of purchase requisitions or vouchers;~~

- ~~g. Violating any software license agreement or copyright, including copying or redistributing copyrighted computer software, data, or reports without proper, recorded authorization;~~
- ~~h. Using University computing resources to harass or threaten others;~~
- ~~i. Using University computing resources for development, posting, transmission of, or link to, any of the following: commercial or personal advertisements; solutions; promotions; destructive programs; political material; messages which are fraudulent, harassing, obscene, indecent, profane, intimidating, or otherwise unlawful; or any other unauthorized or personal use;~~
- ~~j. Taking advantage of another's naiveté or negligence to obtain access to any computer account, data, software, or file that does not belong to the user or for which the user has not received explicit authorization to access;~~
- ~~k. Physically interfering with other users' access to University computing resources;~~
- ~~l. Encroaching on others' use of University computer resources, including but not limited to: disrupting other users' use of computer resources by excessive game playing; by sending electronic chain letters or other excessive messages, either locally or off campus; printing excessive copies of documents, files, data or programs; modifying system facilities, operating systems, or disk partitions; attempting to crash or tie up a University or network computer; or damaging or vandalizing University or network computing resources, equipment, software, or computer files; using peer to peer software; standard computers cannot be used as FTP servers;~~
- ~~m. Disclosing or removing proprietary information, software, printed output, or magnetic media without the explicit permission of the owner;~~
- ~~n. Data protected by Health Insurance Portability and Accountability Act of 1996 (HIPAA) is prohibited from storage on University computing resources and being transmitted on the University's network;~~
- ~~o. Credit card and banking information is prohibited from storage on University computing resources and being transmitted on the University's network;~~
- ~~p. Reading other Users' data, information, files, or programs on a display screen, as printed output, or via electronic means, without the owner's explicit permission;~~
- ~~q. Violating any applicable federal, state or local law; or~~

~~12.17.3.3 USER RESPONSIBILITY. All Users of University computing resources must act responsibly. Every user is responsible for the integrity of these resources. All users of University owned or University leased computing resources must respect the rights of other computing users, respect the integrity of the physical facilities and controls, and respect all pertinent license and contractual agreements. It is the policy of the University that all members of its community act in accordance with these responsibilities, relevant laws, contractual obligations, and the highest standard of ethics.~~

~~12.17.3.4 PASSWORD PROTECTION. Each User is responsible for maintaining absolute security of any password or password right granted to the user. Passwords must not be "shared" with another user. Password security helps to protect the University's system against unauthorized access.~~

~~12.17.3.5 COMPUTING RESOURCE ACCESS. Access to the University's computing resources is a privilege granted to the University's students, faculty, staff, and administrators. The University~~

~~reserves the right to limit, restrict, or extend computing privileges and access to its information resources.~~

~~12.17.3.6 FREEDOM OF COMMUNICATION— It is the intention of the University to maximize freedom of communication for purposes that further the goals of the University. The University places high value on open communication of ideas, including those new and controversial.~~

~~12.17.3.7 GENERAL RIGHT OF PRIVACY— A general right of privacy should be extended to the extent possible to the electronic environment. The University and all electronics users should treat electronically stored information in individual files as confidential and private. Contents should be examined or disclosed only when authorized by the owner, approved by an appropriate institution official, or required by law. Privacy is mitigated by the following circumstances.~~

~~a. The University is an agency of the State of Oklahoma and therefore subject to the Oklahoma Public Records Act. For University employees, electronic information created in the performance of their duties may be public records, just as are paper records. Such records may be subject to review and/or release under Oklahoma law. All computer files and e-mail communications, unless subject to a specific privilege, are subject to production under the Oklahoma Public Records Act and/or other legal requirements, and when relevant, to discovery in litigation. In these cases, disclosure of personal e-mail or files not related to the specific issue discussed in any Public Records request or discovery will be avoided to the extent allowed by law; however, all materials stored on University owned media and devices are/may be University property and therefore subject to review and/or disclosure by the University and its authorized personnel.~~

~~b. Administrative files of the University are generated as part of the process of managing the University. Files that employees create or maintain can be reviewed by supervisors within this administrative context. Generally, faculty research files and files relating to scholarly endeavor will not be subject to such a review.~~

~~c. There is an acknowledged trade off between the right of privacy of a user and the need of system administrators to gather necessary information to ensure the continued functioning of these resources. In the normal course of system administration, system administrators may monitor any computing activity or examine activities, files, electronic mail, and printer listings to gather sufficient information to diagnose and correct problems with system software or hardware. Sometimes system administrators may monitor computing activity or access files to determine if security violations have occurred or are occurring. In that event, the user should be notified as soon as practical. System administrators at all times have an obligation to maintain the privacy of a user's files, electronic mail, and activity logs.~~

~~d. Computer systems and stored data are subject to review by authorized personnel for audit purposes, or when a violation of University policy or law is suspected.~~

~~12.17.3.8 DISCLAIMER— The University makes no warranties of any kind, whether express or implied, regarding the electronic communications facilities or services it provides. The University will not be responsible for any damages suffered by a user through the use of the University's electronic communications facilities or services, including, but not limited to, loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or by any error or omissions or any user. Use of any information obtained via the internet will be at the user's risk. The University specifically denies any responsibility for the accuracy or quality of information obtained through its electronic communications facilities and services.~~

#### ~~12.17.4 PROCEDURES~~

- ~~12.17.4.1 Computer accounts will be issued to authorized users only by Information Technology Services personnel.~~
- ~~12.17.4.2 Prior to issuance of an account and password, all users must execute such forms, including an acknowledgment and acceptance of the terms of this policy, as may be reasonably required by the University.~~
- ~~12.17.4.3 User passwords must be kept private and may not be disclosed to any other individual or entity. Passwords should be memorized; however, if a password is written down, it should be kept at all times in the user's wallet or purse. A password must NEVER be posted or placed where it can be discovered by someone other than the user.~~
- ~~12.17.4.4 Each user will be assigned a UserID in accordance with rules established by Information Technology Services. The UserID will be used consistently for all logons.~~
- ~~12.17.4.5 Personal passwords will be maintained by the individual user and must be changed at least every 90 days for faculty and staff and at least every 120 days for students, or at more frequent intervals as the user may elect. Passwords shall be selected in accordance with rules established by Information Technology Services. In the event another person learns a user's password, the user must immediately change the password. Information Technology Services will never ask a user for their password.~~
- ~~12.17.4.6 Any user who learns of an unauthorized use of his/her account must report the unauthorized use to Information Technology Services immediately.~~
- ~~12.17.4.7 In the event it appears that a user has abused or is abusing his/her computing privileges or engages in any misuse of computing resources, then the University may pursue any or all of the following steps to protect the user community:
  - ~~a. Take action to protect the system(s), user jobs, and user files from damage;~~
  - ~~b. Begin an investigation and notify the suspected abuser's project director, instructor, academic advisor, dean, or administrative officer of the investigation;~~
  - ~~c. Refer the matter for processing through the appropriate University disciplinary system, seeking disciplinary measures up to and including termination of employment or enrollment;~~
  - ~~d. Suspend or restrict the suspected abuser's computing privileges during the investigation and disciplinary processing. A user may appeal such a suspension or restriction and petition for reinstatement of computing privileges through the procedures existing at the time the user requests an appeal, which procedures will be provided to the appealing user in writing;~~
  - ~~e. Inspect the alleged abuser's files, diskettes, and/or tapes. System administrators must have reasonable cause to believe that the trail of evidence leads to the user's computing activities or computing files before inspecting any user's files;~~
  - ~~f. In the event the misuse also constitutes a violation of any applicable federal, state or local law, the University may refer the matter to appropriate law enforcement authorities.~~~~

~~12.18~~12.17 CELL PHONE ~~AND~~ MOBILE SERVICES, ~~AND~~ PAGERS POLICY

The use of cellular or mobile services is limited to employees whose job duties and responsibilities make such services a necessity. Necessity includes, but is not limited to, situations in which time is of the essence in accomplishing University purposes. Issuance of cellular or mobile devices requires the President's approval. Personal use of cellular or mobile devices provided by the University is not permitted. Personal use by an employee of cellular or mobile devices provided by the University



may result in disciplinary action, up to and including dismissal. This policy applies to cellular or mobile telephones, pagers, and cellular or mobile telephone and pager services, the cost or compensation for which is provided wholly or partially by the University. Additional information may be found in the Business Office. A copy of the University's Cell Phone Policy is available in the Human Resources Department.

#### **12.19 SOCIAL MEDIA POLICY**

The University has adopted policies and requirements for the use of social media. This policy is posted at [www.cameron.edu/policies](http://www.cameron.edu/policies). ~~recognizes the evolving nature of technology. There are many opportunities for students, employees and visitors to participate in interactive discussions and share information using a wide variety of social media. However, the use of social media can pose risks to the University's confidential and proprietary information, reputation and brand. Usage can compromise University compliance with applicable local, state and federal law as well as its own policies. To ensure that these rights and obligations are observed, the University has adopted a Social Media Policy. (Additional information may be found in the Social Media Policy).~~

#### **12.20 UNIVERSITY SEAL**

The University Seal is reserved for official uses, as in publications of the University, its certificates, diplomas, legal documents, and printed materials used in conjunction with official functions of the University.

#### **12.21 TOBACCO USE**

To address the public health concern of tobacco usage and in compliance with the Governor's Executive Order 2012-01 issued on February 6, 2012, Cameron University prohibits all forms of tobacco on campus. The use, sale, or distribution of tobacco, including smoking and the use of smokeless tobacco, electronic cigarettes or vaping devices is prohibited on the University campus, including all indoor and outdoor spaces. Campus also includes University vehicles.

The University shall communicate information regarding tobacco use prevention efforts on campus related to policy, prevention, and cessation. In addition, the University shall make available appropriate educational activities concerning the harmful health consequences of tobacco use.

Compliance with the Tobacco Free Campus Policy by all students, faculty and staff is expected based on our commitments to a healthy culture, free of tobacco, and should be a cooperative effort, encouraged by all faculty, staff and students. Individuals who are in violation of this policy are subject to citations and/or disciplinary actions, up to and including dismissal. This policy applies equally to employees, students, and visitors.

#### **12.22 STATEMENT OF CONFIDENTIALITY**

As a Cameron University employee, you may have access to, or come into contact with, confidential and private records of other staff, faculty and students. Under federal law and University policy, student and employee records are protected from disclosure to a third party. Employees should not access staff, faculty, or student information unless there is a legitimate work-related reason to do so. The unauthorized release, access, or use of such privileged information violates Cameron University Policy.

An employee will treat confidential information with the highest level of privacy, care, and professionalism. Confidential information should only be discussed with authorized personnel, and only for legitimate work-related purposes. Any breach of confidentiality of this information, whether intentional or due to neglect, or any abuse of an employee's position, including but not limited to unauthorized access to records, disclosure of information from student or employee records, alteration of records, and/or destruction of records or other similar acts, is considered a serious offense and may result in disciplinary actions up to and including immediate termination of employment.

#### **12.23 EMAIL AND NOTICE**

All employees are provided with University email accounts and are expected to use these accounts for the conduct of University business. Email sent to an employee's University provided email address shall constitute satisfactory notice under this policy or other applicable policies requiring notice be given.

## **2.3 University Committees**

### **2.3.1 Standing Committees**

Faculty membership on standing University committees will **commence upon employment and** be determined on a yearly basis by the Faculty Senate's Committee on Committees (hereinafter the "Committee") in accordance with these broad philosophical guidelines: each School will be represented on each committee, except as specified in the following descriptions; each faculty member will be allowed to express preferences for membership on committees; each faculty representative will be a full-time faculty member (Department Heads are eligible for appointment **in special circumstances**); faculty ~~will~~ **should** serve on no more than two University committees. Service on a University, school or department committee is an important component of service to the University.

Committees will select a day and time for their meetings. Any faculty not able to meet at a time or place agreed upon by the majority will ask their senator to recommend another person to the committee and inform the Faculty Senate.

Membership on committees is three years. To facilitate scheduling, all terms for a given School will expire in rotation. At the first meeting of each year, the committee members will select a chair, secretary, and other officers as they deem appropriate.

Each committee chair will ensure that correct procedures are followed, based upon *Robert's Rules of Order* and will forward minutes to the Secretary of the Faculty Senate, and to the university webmaster. **This should be done within 30 days of the approval of minutes.**

#### **Selection Procedure**

University committee assignments for the following academic year will be made in the spring. Faculty hired subsequent to the process will be assigned membership in the fall.

- In February, the Senate will ask each faculty member for a statement on which committee(s) he/she prefers membership.
- In March, the "Committee" will meet to select members for University committees, basing that selection on its own guidelines (see below) and on the skills, experience, expertise, and preferences of the faculty member and the needs of each committee.
- Between April 15 and May 1, members of committees will be notified of seating in writing.

The University Committee Structure functions as the faculty's voice in University governance. It is critical that these committees meet on a regular basis and actively contribute to the quality of the institution. Refer to 3.2.3 in this manual for more information on service obligations.

### **2.3.1.1 ~~Committee on Academic Integrity~~ Committee**

Function: Promote academic integrity by: 1) providing members to serve on the Academic Misconduct Board and the Grade Appeal Board (see Student Code Title 12 and Title 13), 2) consulting with faculty and students about matters pertaining to academic integrity; and 3) reviewing the Code of Academic Conduct and proposing changes as needed. Issues concerning Academic Integrity will be addressed in accordance with the provisions set forth in the Code of Academic Conduct.

Membership: ~~Six full-time~~ faculty members, **three of whom should be tenured, appointed by the Faculty Senate** (three from each School) and **one** ~~three~~ students ~~recommended~~ **appointed** by the Student Government Association and approved by the Vice President for Student Affairs.

Recommendations: The Vice President for Academic Affairs is responsible for all forms, files and administrative activities related to this Committee.

Meetings: As called by the Vice President for Academic Affairs.

### **2.3.1.2 Academic Policies Review Committee**

Function: Receive, initiate and review all academic policies, including those contained in the Academic Policies and Procedures Manual.

Membership: At least six ~~appointed senior School~~ faculty **appointed by the Faculty Senate (three from each School)**. ~~ideally three Faculty Senate members.~~ **The Parliamentarian of the Faculty Senate will serve as chair of this committee.**

Recommendations: Through the Faculty Senate to the Vice President for Academic Affairs.

### **2.3.1.3 Academic Technology Committee**

Function: Make recommendations ~~on the~~ **for policies and procedures regarding the training**, evaluation, acquisition, and use of technology in scholarship and instruction. The committee will consider policies and procedures pertaining to the areas of distance learning technology,

telecommunications, campus network, university computer labs, computer hardware and software, and other technology.

Membership: At least six ~~appointed School~~ faculty **appointed by the Faculty Senate (three from each School)**. It is suggested that a **representative from Pryor and Bartlesville serve when possible. A member of the Library will serve as a voting member.** ~~and a representative from each of the following areas will be appointed by the administrator of the area to serve as a voting member of the committee: Center for Teaching and Learning, Library, Pryor Campus, and Bartlesville Campus.~~ The **Director of Information Technology Academic Computing Services and the Director of the Center of Teaching and Learning** will serve as ~~an~~ **ex-officio members**.

Recommendations: **Through the Faculty Senate** to the Vice President for Academic Affairs.

#### **2.3.1.4 Assessment Committee**

Function: ~~Design and implement an assessment process that will ensure quality instruction.~~ **Serve as the primary faculty committee tasked with monitoring and evaluating the assessment of student learning in the RSU programs of study. Provide guidance on issues related to assessment, informs department assessments to improve student learning, and provides feedback on assessment findings for individual degree programs.**

Membership: A representative from each department and the Assistant Vice President for Accountability and Academics, who will serve as ex-officio member of the committee.

Recommendations: Through the Faculty Senate to the Vice President for Academic Affairs.

#### **2.3.1.5 University Curriculum Committee**

Function: Review and make recommendations regarding proposed curriculum and/or program changes.

Membership: A representative from each department. Faculty should be senior (at least five years at RSU) whenever possible. **A member of the Library should serve as a voting member. The Vice President of Enrollment Management & Registrar should serve as an ex-officio member.**

Recommendations: Through the Faculty Senate to the Vice President for Academic Affairs.

### **Distance Education Committee**

Function: ~~Make recommendations for policies and procedures regarding all aspects of distance education~~

Membership: ~~At least six appointed faculty, two per School and the Director for The Center for Teaching and Learning. The Director for the Center for Teaching and Learning will serve as a voting member.~~

Recommendations: ~~Through the Faculty Senate to the Vice President for Academic Affairs.~~

### **2.3.1.6 Enrollment Management Committee**

Function: Make recommendations regarding policies and procedures related to ~~marketing~~, recruitment, admissions, registration, financial aid, **transfer**, and retention.

Membership: At least ~~three~~ **six** faculty as appointed by the Faculty Senate (~~three from each School~~), (~~one from each School~~), **the Vice President of Enrollment Management & Registrar**, ~~the Executive Director of Enrollment Management~~, the Director of Admissions, **and** the Director of Financial Aid. **It is suggested that a** ~~and one~~ representative each from the Bartlesville and Pryor campuses as appointed by the senior campus officer. **serve when possible**. All will be voting members.

Recommendations: **Through the Faculty Senate** to the Vice President for Academic Affairs.

### **2.3.1.7 Faculty Appellate Committee**

Function: Hear appeals from faculty members 1) whose application for promotion has been disapproved by the Vice President for Academic Affairs, or 2) who believe that tenure procedures were violated or 3) who appeal a pending severe sanction. The recommendation of the committee will be based on majority vote. The committee chair will have the right to vote only in order to break a tie.

Membership: ~~Nine~~ **Seven** tenured faculty members, **with at least three** ~~four~~ from each School, appointed by the Faculty Senate. ~~A quorum will be five members or a majority of qualified members of the committee.~~

Recommendations: To the Vice President for Academic Affairs.

### **2.3.1.8 Faculty Development Committee**

Function: Investigate, plan, and implement faculty activities in order to provide opportunities for the enhancement of teaching and professional skills.

Membership: At least six ~~appointed School~~ faculty **appointed by the Faculty Senate (three from each School)**, a member of the Library, and the Director for the Center for Teaching and Learning. The Director for the Center for Teaching and Learning will ~~be a voting member of the committee~~ **serve as ex-officio member of the committee.**

Recommendations: Through the Faculty Senate to the Vice President for Academic Affairs.

### **2.3.1.9 General Education Committee**

Function: Provide oversight of all aspects of general education, including assessing and evaluating the general education program, recommending improvements, reviewing all general education proposals, and reporting annually on the effectiveness of general education. Coordinate with other standing committees (~~particularly Assessment, Curriculum, and Distance Education~~) as appropriate.

Membership: At least nine ~~appointed~~ faculty **appointed by the Faculty Senate (with three from each School)** ~~with at least three from each School.~~ Faculty should have significant general education teaching experience and/or assessment experience whenever possible. **The Assistant Vice President for Accountability and Academics will serve as ex-officio member.**

Recommendations: Through the Faculty Senate to the Vice President for Academic Affairs.

### **2.3.1.10 Honors Program Committee**

Function: Make recommendations involving all aspects of the Honors Program, particularly including Honors curriculum development, modification, and implementation.

Membership: The Director of Academic Enrichment, six additional faculty ~~chosen~~ **appointed** by the Faculty Senate (**with three from each School**) and one member each from the Foundation, Student Activities, and the

Office of Admissions. The Director of Academic Enrichment will chair the Committee.

#### **2.3.1.11 Library Committee**

Function: Advise the Schools, Library Services, and the Vice President for Academic Affairs as to the library needs as they fit into the academic program, as to the development of library resources, and as to means of integrating the library function into a total University program.

Membership: At least six ~~appointed School faculty~~ **appointed by the Faculty Senate (with three from each School)** and the Director of Library Services. The Director of Library Services will ~~be a voting member of the committee~~ **will serve as ex-officio member of the committee.**

Recommendations: Through the Faculty Senate to the Vice President for Academic Affairs.

#### **2.3.1.12 Scholarly Activities Committee**

Function: Encourage research and creative activities among members of the faculty and students. The committee will review research and creative activity proposals in order to determine recommendations for internal grant funding.

Membership: At least six ~~appointed faculty~~ **(with at least three per from each School), appointed by the Faculty Senate. Academic Affairs will appoint an ex-officio member.**

Recommendations: ~~To the Vice President for Academic Affairs.~~ **Through the Faculty Senate to the Vice President for Academic Affairs.**

#### **2.3.1.13 ~~Committee on Student Conduct~~ Committee**

Function: Hear appeals of non-academic misconduct cases resulting in interim suspension, suspension, or expulsion. Issues concerning non-academic student conduct will be addressed in accordance with the provisions set forth in the Student Code of Responsibilities and Conduct, Non-Academic Code of Conduct.

Any act by a properly constituted committee, where at least five members of the committee (one of whom must be a student except in matters involving gender-based misconduct) are present, will be binding.



Membership: The committee will be composed of three faculty members (~~including one from each school~~) appointed by the Faculty Senate (**with at least one from each School**), two staff members appointed by the University President, and two students ~~recommended~~ **appointed** by the Student Government Association and approved by the Vice President for Student Affairs.

Recommendations: To the University President.

Meetings: As called by the Vice President for Student Affairs.

#### **2.3.1.14 Strategic Planning Committee**

Function: Design and implement a process to ensure the University identifies and maintains an optimal alignment with the most important elements of its environment. The strategic planning process will result in: 1) recommended basic short- and long-range goals for RSU, and 2) **objectives strategies** to achieve the identified goals.

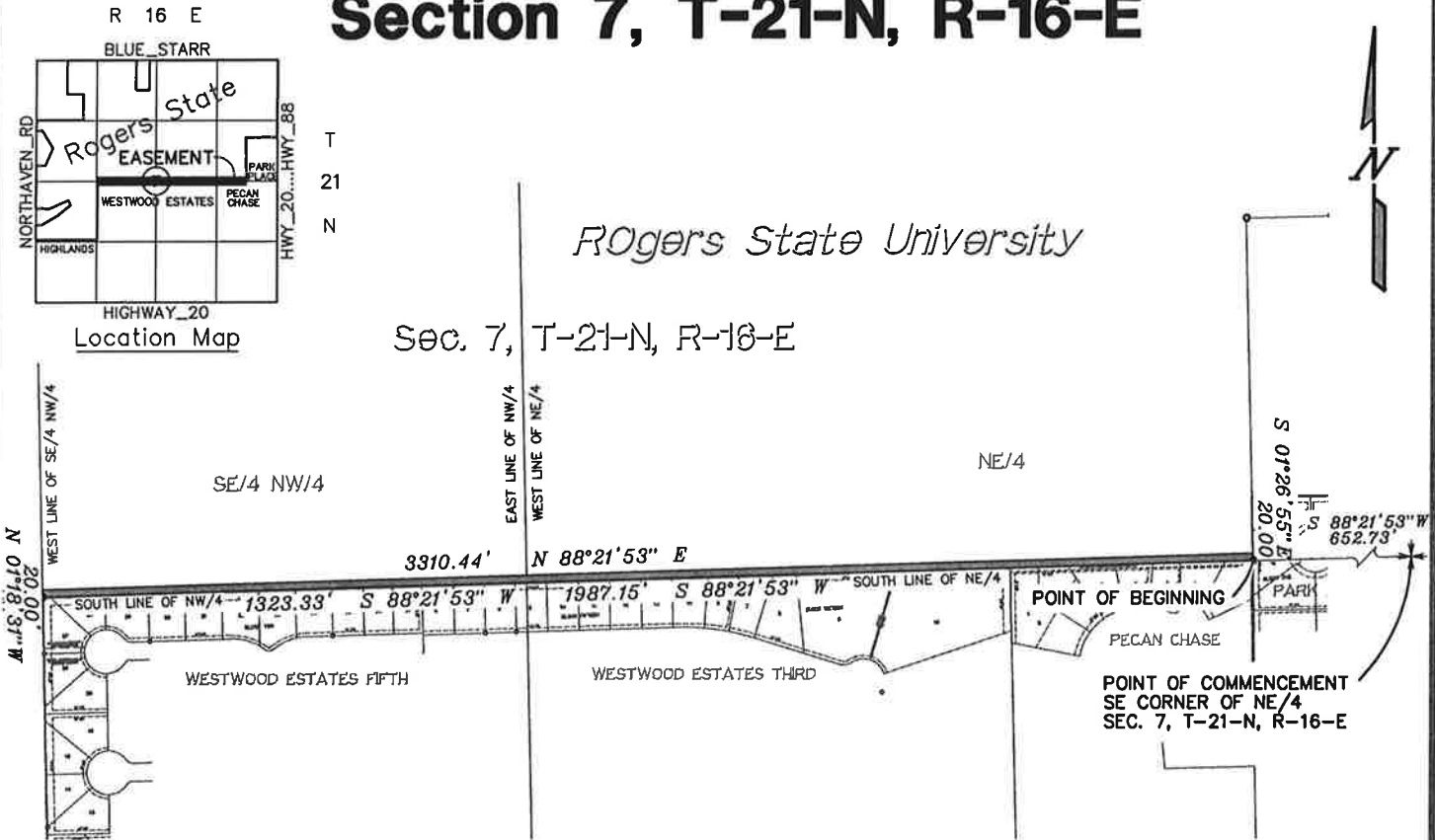
Membership: The President will appoint all members to the committee, including at least three full-time faculty members, ~~with at least one per~~ **from each** School, as recommended by the Faculty Senate.

Recommendations: To the University President

Meetings: As called by the President.

# EXHIBIT 'A'

## Legal Description of 20 foot wide Perpetual Easement Section 7, T-21-N, R-16-E



### Legal Description

A tract of land located in the Northeast Quarter (NE/4) and the Northwest Quarter (NW/4) of Section Seven (7) of Township Twenty-one (21) North and Range Sixteen (16) East of the Indian Base and Meridian (I.B.&M.), according to the U.S. Government Survey, thereof, Rogers County, State of Oklahoma; being more particularly described as follows:

Commencing at the SE corner of the NE/4 of Sec. 7, T-21-N, R-16-E, I.B.&M.; Thence S 88°21'53" W along the south line of said NE/4 a distance of 652.73 feet to the Point of Beginning; Thence S 88°21'53" W a distance of 1987.15 feet to the SE corner of the NW/4 of said Sec. 7; Thence S 88°21'53" W a distance of 1323.33 feet to the SW corner of the SE/4 of said NW/4; Thence N 01°18'31" W a distance of 20.00 feet; Thence N 88°21'53" E a distance of 3310.44 feet; Thence S 01°26'55" E a distance of 20.00 feet to the Point of Beginning.

Basis of bearing is the Oklahoma State Plane Coordinate System.

7.10.2 Employee's Spouse and/or Dependent(s) Academic Tuition Assistance Program

A Tuition Assistance Program is available for qualified dependent children and/or the legal spouse of regular, full-time employees after six months of employment. The President may grant variance to the six-month employment restriction when it is deemed to be in the best interest of the University.

The program allows the dependent(s) and/or legal spouse to apply for a 50% tuition waiver for a maximum of fifteen (15) undergraduate credit hours for each of the fall and spring semesters and six (6) credit hours for the summer term. Tuition assistance is not available for courses audited or repeated. Tuition waivers do not provide remuneration for fee(s) assessment. Dependent(s) and/or spouse must be qualified Oklahoma residents to be awarded a tuition waiver.

Employees must provide appropriate proof of dependent(s) and/or spouse relationship by signing an affidavit provided by the Human Resources department along with the applicable Academic Tuition Assistance Program Form. Completed forms must be submitted to the Human Resources Office before the last day of the drop/add period, as defined in the Class Schedule. Requests received after this date will not be considered.

Disbursement of tuition waiver aid will be in conjunction with all other aid received by the dependent(s) and/or spouse from internal and external sources. Aid will be disbursed in the following hierarchy:

- 1) External funding specifically designated for tuition remuneration
- 2) RSU Foundation scholarships and endowment funding
- 3) RSU Academic Tuition Waiver
- 4) RSU Academic Tuition Assistance Tuition Waiver
- 5) Federal and/or State grants
- 6) Federal Loans and/or other forms of aid
- 7) Private Loans and/or other forms of aid

Tuition waiver funds will never be refunded directly to the student (dependent(s) and/or spouse). RSU Tuition waivers will be stackable up to 100% of the tuition cost.

Dependent(s) are eligible to receive the tuition waiver benefit up to the age of 26.

Dependent(s) and/or spouse may receive tuition waiver benefits up to degree or credential completion or a maximum of 120 semester credit hours.

Dependent(s) and/or spouse must meet the minimum admission standards for undergraduate study at Rogers State University and be admitted to the University to be eligible to receive this benefit. Dependent(s) and/or spouse must maintain a minimum retention/graduation GPA of 2.5 each term to retain the tuition waiver. Dependent(s) and/or spouse whose term retention/graduation GPA falls below a 2.5 would be placed on tuition waiver probation for the subsequent term (including summer). Should the student's retention/graduation GPA remain below a 2.5 in the subsequent term, the tuition waiver benefit will be discontinued.

Dependent(s) and/or spouse admitted on academic probation will have one term in which to earn the required retention/graduation term GPA of 2.5 to retain their tuition waiver in subsequent terms. Academic probation and suspension determinations are made independently of this policy but may impact the continued receipt of tuition waivers under this policy.

Dependent(s) and/or spouse tuition waiver assistance is not available for graduate study.