



EASTERN OKLAHOMA STATE COLLEGE
Policies and Procedures



Chapter 01

Board of Regents Policies and Procedures

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01.001 – Mission Statement

CULTIVATE GROWTH, CREATE FUTURES, and CHANGE LIVES

01.002 - Vision Statement

Eastern Oklahoma State College strives to be a transformative learning community, known for academic excellence, accessibility, innovation, and service, to shape a brighter future for students and the region.

01.003 – History of Eastern

Eastern Oklahoma State College was originally established in 1908 as the Oklahoma School of Mines and Metallurgy, offering degrees in mining engineering. Although closed during World War I, the school reopened in 1920 with trade and industrial education added to the curriculum. In 1924, the School of Mines added teacher training and extension courses, but with the decline of local area mining by then well advanced, the school dropped mining engineering. Then in 1927, the school won a long overdue name change to Eastern Oklahoma State College and with the change came an added mission of pre-college level instruction.

In 1941, the again renamed Eastern Oklahoma State College Agricultural and Mechanical College moved under the control of the State Board of Agriculture as a junior college. Finally, in 1972, the legislature settled on the name Eastern Oklahoma State College and created a separate board to govern the institution. Since that time, Eastern has been a comprehensive community college providing instruction in a wide range of curricula.

Eastern Oklahoma State College is a public community college, offering associate degree and certification programs at four locations in southeast Oklahoma to meet the needs of a diverse community of students.

01.004 - Functions of Eastern

As a system institution coordinated by the Oklahoma State Regents for Higher Education (OSRHE), Eastern Oklahoma State College is charged with the following functions:

- Participate in programs of economic and community development independently or in cooperation with public and private entities.
- Provide general education for all students.
- Provide micro-credentials, certificates, and degrees to prepare individuals to enter the labor market.
- Responsibility for institutional and applied research in those areas related closely to their programs of study and effectiveness of operation.
- Responsibility for public service in the geographic regions in which they are located.
- Provide formal and informal programs designed to serve Oklahomans with continuing education and professional enhancement opportunities.

- Provide developmental education for students who lack required high school academic requirements for college admission or competency in the basic academic skills areas.
- Perform other special programmatic activities as authorized by the State Regents.
- Provide one- and two-year programs of technical and occupational education to prepare individuals to enter the labor market.

McAlester Branch Campus

In addition to sharing the functions of the main campus, the OSRHE have charged Eastern's McAlester Branch to serve as the institution responsible for providing and facilitating higher education courses and programs at the lower-division, upper-division, and graduate level in the McAlester area. The McAlester Branch Campus should:

- Assess the community's higher education needs.
- Provide courses and programs that are part of the institution's assigned functions within the limits of available resources.
- Offer community services through programs of continuing education and public service.
- Provide concurrent enrollment opportunities for area high school students.
- Coordinate and facilitate the delivery of courses and programs from other institutionally accredited colleges and universities.

01.005– Core Values

SERVICE – We strive to ensure service to others is deeply ingrained in our culture, empowering students to become compassionate leaders and active contributors to society.

TEAMWORK – We value teamwork, embracing collaboration across disciplines, departments, and communities to provide comprehensive support systems that promote student success.

RESPECT – We believe every individual is valued and treated with dignity. We nurture an environment that creates a sense of belonging, fostering an enriching educational experience for all.

INTEGRITY – We emphasize ethical conduct, honesty, and transparency. We strive to instill values that promote ethical decision-making, social responsibility, and personal accountability in our students and employees.

VISION – We embrace innovation and a proactive approach to address challenges and opportunities. We are committed to evolving and enhancing our programs and services to meet the needs of our students and the workforce demands of a global workforce.

EXCELLENCE – We aspire for excellence in all that we do. Through a commitment to continuous improvement, we aim to exceed expectations in instruction, student support, and community engagement.

01.006 - Location

Eastern Oklahoma State College's main campus is located in Wilburton, Oklahoma, the Latimer County seat, the heart of a beautiful valley between the San Bois and Winding Stair Mountain Ranges. Forest covered mountains, streams, and nearby Robbers Cave State Park provide a great outdoor playground for swimming, fishing, hunting, picnicking, and hiking year-round.

Wilburton is located at the intersection of U.S. Highway 270 and State Highway 2. Thanks to the generosity of the people of McAlester and principal donors Clark and Wanda Bass, Eastern opened a branch campus in McAlester in 1998. Eastern's McAlester campus is located 30 miles west of the main campus at the intersection of U.S. Highway 69 and U.S. Highway 270. The McAlester campus is easily accessible from the Indian Nation Turnpike. Eastern also offers classes at Southeastern Oklahoma State University's McCurtain County Campus located in Idabel, Oklahoma. Since fall 2006, Eastern has offered developmental and general education classes at Kiamichi Technology Center located in Antlers, Oklahoma.

01.007 - Facilities

Eastern's physical facilities in Wilburton and McAlester are designed to support instruction. The main library is centrally located in the Bill H. Hill building and contains approximately 50,000 volumes with specialized rooms and multimedia equipment. Laboratories are equipped for instruction in the fields of science, nursing, respiratory therapy, computer technology, horticulture, and meat science. Surrounding the attractive and modern campus are 3,900 acres of farm and forest land used as a living laboratory for the College's outstanding agricultural programs. A show barn and other buildings support these programs. Eastern's field house is home to men's and women's basketball. The baseball, softball, and men's and women's soccer teams play on well-groomed fields. Students can swim in the College's aquatic facility. There are two buildings at the McAlester campus, one of which opened in 2005.

01.008 - Accreditation and Memberships

Eastern is officially accredited by The Higher Learning Commission (since March 1954), the State Regents for Higher Education, the Accreditation Commission for Education in Nursing (ACEN), the National Accrediting Agency for Clinical Laboratory Sciences, Oklahoma State School Accrediting Agencies, and The Commission on Accreditation for Respiratory Care (CoARC).

Eastern's memberships include the American Association of Junior Colleges, the Council of North Central Junior Colleges, and the Oklahoma Association of Junior Colleges.

01.009 - Strategic Plan

The **2023-2026 Strategic Plan** outlines the goals and priorities that will shape Eastern's next three years. It is designed as a living document that will continually change as needs are assessed, data is collected and analyzed, initiatives are implemented, and progress is measured. The plan will help Eastern's administration, faculty, and staff prioritize our efforts and measure their success.

01.010 - Fact Book

The **Eastern Oklahoma State College Fact Book** is a publication of the Office of Institutional Research designed to provide reliable information about the institution and the students. Information can be used to evaluate trends.

01.011 - Eastern Presidents

Eastern Presidents

1908-1913	George E. Ladd
1913-1915	Edward P. Barrett
1915-1916	John W. Graves
1916-1917	Lynn Glover
1917-1919	Closed years
1919-1923	Mead Johnson
1923-1924	John K. Walsh
1924-1936	E. E. Tourtellotte
1937-1951	C. C. Dunlap
1951 (acting)	R. B. Mitchell
1952-1961	E. T. Dunlap
1961-1969	J. N. Baker
1969 (acting)	Walter Williams
1970-1986	James Miller
1986-2000	Bill H. Hill
2000-2002	Rollin Reimer
2002 (interim)	J. C. Hunt
2003	Bill Campion
2004 (interim)	J. C. Hunt
2004-2007	Richard Bernard
2007-2020	Stephen E. Smith
2020-2025	Janet Wansick
2025-Present	Randy Harp

01.012 – The Boards Authority

The provision of higher education is a function of the State of Oklahoma. By law, the Board of Regents for Eastern Oklahoma State College is the agent for the state governing the college. The powers and duties of the Eastern Board of Regents are limited by subject to the authority expressly delegated under the Oklahoma Higher Education Code, Article I, Section 5 (b)(3). Authority for operating the McAlester branch of the college is in 70 O.S. 3511.1 (1996). The authority of the Board resides in the Board as a whole and not in its individual members.

The Board's Specific Powers and Duties

The Board shall have the authority to appoint, evaluate, reappoint, and/or terminate the president and adjust his/her compensation.

Upon the recommendation of the president, and in compliance with all applicable laws, the Board shall have the authority to:

- Adopt policies, rules, and regulations, which it considers necessary to govern the college.
- Employ and adjust the compensation of all other employees of the college.
- Enter into contracts on behalf of Eastern Oklahoma State College.
- From time to time, delegate to the president or other college official the authority to enter into contracts, execute contracts, or carry out the other powers conferred upon the Board as provided by law.
- Approve all expenditures for supplies, material, and equipment, and may give college officials authority to approve such expenditures below certain levels, which the board may set.
- Receive and make disposition of monies, grants, gifts, and property from federal and state agencies, from the sale of bonds, and from all other public, private, and corporate sources.
- Acquire, hold, and dispose of real and personal property.
- Supervise alterations to the physical plant of the college.
- Issue bonds in the name of the college.
- Maintain an inventory of all college property.
- Establish and maintain policies covering all aspects of college employment, including those related to faculty tenure.

The Board shall have the authority to audit all college accounts.

The Board shall have the authority to take other actions, which the Board deems necessary or convenient, to carry out the powers and functions assigned to the college.

The Board's Overall Executive, Legislative, and Judicial Authority

In order to meet its responsibilities, the Board shall assume executive, legislative, and judicial authority, as follows.

Executive Authority – The Board exercise executive authority through the president.

Legislative Authority – The Board, upon advice of the President, exercises legislative authority through the establishment of general policies and such rules and regulations, as the Board feels necessary to affect these policies.

Judicial Authority – The Board, upon advice of the President, exercises judicial authority as a final arbitrator for appeals of internal disputes.

The Board’s Responsibility for the Functions of the College

The Oklahoma State Regents for Higher Education, the state’s coordinating board for colleges and universities, has delegated the functions listed below to the college. It is the responsibility of the Eastern Board of Regents to see that the college:

- Provides general education for all students.
- Provides education in several basic fields of university-parallel study for those students who plan to transfer to senior institutions and complete bachelor's degrees.
- Provides one- and two-year programs of technical and occupational education to prepare individuals to enter the labor market.
- Provides support for those whose previous education may not have prepared them for college.
- Provides both formal and informal programs of study, specially designed for adults and out-of-school youth in order to service the community with continuing education opportunities.
- Carries out programs of institutional research designed to improve the institutions efficiency and effectiveness of operation.
- Participates in programs of economic development with comprehensive or regional universities toward the end that the needs of the institution’s geographic service area are met.

The Board’s Responsibility for the Special Functions of the McAlester Branch Campus.

The Oklahoma State Regents for Higher Education, the state’s coordinating board for colleges and universities, has delegated the following functions listed below to the McAlester branch of the college. It is the responsibility of the Eastern Board of Regents to see that the college:

- Assesses the community’s higher education needs.
- Provides concurrent enrollment opportunities for McAlester area high school students.
- Provides lower-division courses and programs which are part of the institution’s assigned function and programs within the limits of available resources.
- Serves as the institution responsible for providing and facilitating higher education courses and programs in the lower-division, upper-division, and graduate level in the McAlester area. Specifically, Eastern Oklahoma State College will contract and make arrangements with other regionally accredited colleges and universities to offer courses and programs.

01.013 – Organization of the Board

Membership and Terms

The Eastern Board of Regents is composed of seven (7) members, appointed by the governor with the consent of the Oklahoma Senate, for seven-year, staggered terms. These terms expire on the 30th day of June. In certain cases of vacancy, the governor may make interim appointments to the Board. Members appointed as interims have the same privileges as those appointed to regular terms. Board members will be sworn in at the end of the June board meeting to begin their seven (7) year term as of the following July meeting.

Officers

The Officers of the Board shall consist of a chair, vice chair, and secretary.

Election of Officers

At its annual June meeting, the Board will elect the chair, vice chair, and secretary.

Succession

If for any reason, the office of chair becomes vacant, the vice chair will serve as acting chair until the next Board meeting, at which the Board will elect a new chair to complete the unexpired term.

If for any reason, the office of vice chair becomes vacant, the secretary will serve as acting vice chair until the next Board meeting, at which time the Board will elect a new vice chair to complete the unexpired term.

If for any reason, the office of secretary becomes vacant, the Board, at the next meeting, will elect a new secretary to complete the unexpired term.

Term Limits

During any seven-year period, no Board member may serve as chair for more than two (2) years, plus the length of any unexpired term which he/she filled.

01.014 – Duties of Officers

Chair

The chair of the board shall preside at all meetings but shall have full rights of discussion and voting. The chair shall appoint all committees. Unless delegated by the Board to another Board member or official of Eastern Oklahoma State College, the chair shall execute all contracts, bonds, and legal documents approved by the Board and, with the Board secretary, shall sign and seal the Board's minutes.

Vice Chair

The vice chair shall perform the duties of the chair in his/her absence or temporary disability.

Secretary

The secretary shall keep accurate records of the proceedings of the board, and, with the chair, shall sign and seal the Board's minutes. The administrative assistant to the president of the college, who also serves as the administrative assistant to the Board, shall aid the Board secretary by keeping minutes of the Board meetings and properly recording them.

01.015– Meetings

Regular Meetings

Eastern Board shall hold regular monthly meetings nine to twelve times per year. Meetings will be scheduled annually with a copy of the meeting dates being sent to the Oklahoma Secretary of State. All meetings shall comply with the Open Meetings Act, 25 O.S. 2001, Section 301-314. The date, time, and place of regular meetings may be changed in compliance with the Open Meetings Act. Any changes to meeting dates, time, or place are to be sent to OSRHE prior to the meeting.

Special Meetings

Either the chair or any three (3) members of the Board may call a special meeting of the Board in compliance with the Open Meetings Act.

Emergency Meetings

Either the chair or any three (3) members of the Board may call an emergency meeting of the Board in compliance with the Open Meetings Act.

Executive Sessions

The Board may meet in executive session either alone or with others, only as authorized by the Open Meetings Act. No votes may be cast in the executive session.

Quorum

Four (4) members, called together for the purpose of a formal meeting and physically present together, shall constitute a quorum capable of transacting business.

Agenda

The college president prepares the Board's agenda. By communicating either to the president or to the chair, three members of the Board may cause items to be included.

01.016 – Voting

Physical Presence

Members must be physically present at a formal meeting to vote.

Public Votes

The vote of each member on each motion shall be publicly cast and recorded.

Majority Votes

A majority of the votes cast by those present shall decide all matters. An abstention shall not count as a "no" vote.

01.017 – Committees

Standing Committee

The Board has two (2) standing committees: A Finance Committee and an Academic Affairs Committee. The chair appoints members to these committees. Because the committees are advisory, committee members may include both members of the Board and other people.

Special Committees

The chair or at least four (4) members of the Board may appoint a special committee. Such committee shall be charged with one or more duties and shall exist until those duties are complete or the end of June. Because the committees are advisory, committee members may include both members of the Board and other people.

01.018 – Policy and Provision

In order to ensure that Eastern Oklahoma State College maintains its eligibility for a “local diversity of ownership” credit, as that term is defined by the Federal communications commission’s rules, neither the College, nor any members of the Board of Regents, either current and future, will hold or acquire any attributable interest in any other broadcast station or authorized construction permit whose principal community contour overlaps the principal community contour of the proposed new station on Channel 216C1 at Wilburton, Oklahoma.

01.019 – Amendments

Any provision of these rules and regulations, except as prohibited by statute or by rules or policies of the Oklahoma State Regents for Higher Education, may be amended by a majority vote, provided that the proposed amendment or amendments are submitted in writing to the Board at least one (1) month in advance of any votes on them.