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INTRODUCTION

Brief Overview
This document is intended to supplement the Preliminary Information Form submitted by the College of the Muscogee Nation on October 1, 2010 by providing additional information and documentation. Subsequent to the date of submission we have held telephone discussions with the HLC Accreditation Services staff regarding this submission.

The College of the Muscogee Nation is committed to the values of the Higher Learning Commission and with this Supplement, as with the Preliminary Information Form, we continue to seek opportunities for institutional improvement and effectiveness. In our efforts toward candidacy we will strengthen CMN in whatever ways are necessary to meet and fulfill the Minimum Expectations within the Criteria for Accreditation.

Format of the Supplement
This Supplement address changes that describe the continued growth and development of the tribal college since submitting the Preliminary Information Form. In addition, for some of the Eligibility Requirements, more in-depth discussion is provided in an effort to bring more clarity to our responses.

Please note, we have not included supplemental information for Eligibility Requirements 2 and 9. In general, narratives and appendixes will be provided in relation to the following 10 of 12 Eligibility Requirements listed below:

**Eligibility Requirement 1:** Explanation focuses on the relationship between the Muscogee culture and the legal status of the college. In addition, a description of our new location including the new building and campus is provided along with plans to begin construction of student residence units in April, 2011. Further discussion includes the recognition CMN received in a Report of a Comprehensive Evaluation Visit to Oklahoma State University Institution of Technology by the Evaluation Team for the Higher Learning Commission.

**Eligibility Requirement 3:** Explanation focuses on an update of graduation numbers from three degree programs and two certificate programs.

**Eligibility Requirement 4:** Explanation focuses on the authority the college derives directly from the Tribal Constitution in Article XIII. Further discussion addresses the context of culture, amended legislation and bylaws to
demonstrate sufficient autonomy of the college from the tribal government and the college administration from the Board of Regents.

**Eligibility Requirement 5:** Explanation focuses on recent developments regarding co-curricular activities to demonstrate the continuing emphasis of preparing students for life in the communities as integral part of our academic program.

**Eligibility Requirement 6:** Explanation focuses on newly added faculty and staff and their impact on the capability of the college. In particular, the Associate of Applied Science in Police Science Degree Program is strengthened by the addition of a highly qualified full-time instructor.

**Eligibility Requirement 7:** Explanation focuses on the development of the library and an update on the learning resources and services since relocating to our own facility.

**Eligibility Requirement 8:** Explanation focuses on CMN’s ongoing revenue sources and additional clarification of the budgeting process. Further discussion addresses the stability and capacity of Muscogee (Creek) Nation government that provides a reliable foundation for the tribal college.

**Eligibility Requirement 10:** Explanation will focus on how the college presents itself to students and the public in general, including our increased capabilities to provide up-to date electronic information via our technological training and augmented equipment.

**Eligibility Requirement 11:** Explanation will focus on the dissemination, refinement, and development (i.e. for student housing) of policies and procedures informing faculty, staff, and students of their rights and responsibilities within the College. In addition, CMN Safety Manual is discussed.

**Eligibility Requirement 12:** Explanation will focus on the strategic planning efforts of the college relating to specific functional plans for facilities, assessment, and accreditation timeline. Further discussion addresses our autonomy with specific regard to separation from Oklahoma State University Institute of Technology (OSUIT).

Each of the supplement narratives that follow is directly related to the appropriate Eligibility Requirement. Supporting documentation referenced in the narratives can be found in the Supplement Appendix which is linked to the Appendices of the PIF (*Note: appendices in the Supplement are identified by letters and the functional category [i.e. College Foundation/Governance] that it is related to in the PIF Appendices*).
Supplement to PIF Eligibility Requirement 1

Hold an appropriate legal status to operate as an organization offering higher learning in one of the states or sovereign nations within the North Central region, and have the legal authority to award higher education degrees and any other educational offerings wherever and however delivered.

As discussed in the Introduction of this Supplement to the original Preliminary Information Form submitted by CMN, additional information and discussion in relation to this Requirement will be provided herein.

1. Appropriate legal status within the sovereign Muscogee (Creek) Nation is established within Muscogee traditional cultural foundations and is described in detail in Eligibility Requirement 4 that follows. These traditional cultural foundations are active in both ceremonial settings and in the nation’s formal tri-partite government, as they represent the expectations of the citizens of the Muscogee Nation in tribal communities. The Constitution of the Muscogee Nation grants the tribal college appropriate legal status to offer higher learning that meets the educational needs, first and foremost, of the citizens of the Muscogee Nation (see Appendix A). The significance of this is that even if the Principal Chief were not personally in support of the tribal college, our legal status within the Muscogee Nation cannot be revoked solely by the Principal chief because he or she is not the sole embodiment of tribal authority - the Muscogee (Creek) Constitution is- as determined by the citizens of the Muscogee Nation.

2. In the PIF we referred to our upcoming move to our new campus facilities. This move has since taken place, and we have achieved a major step toward establishing our autonomy with the completion of our first building in December, 2010; approximately ½ mile from our former location on the OSUIT campus. Now all faculty, staff, academic programs and student services of The College of the Muscogee Nation are physically located in our new 22,000 sq. ft. facility with a 15 acre campus located on 1200 Highway Loop 56 in Okmulgee, OK. This move is a milestone toward becoming a fully operational college— independent from our partner, OSUIT.
3. Our next phase of development toward autonomy is evident with the construction of our Student Residence Units. Construction is set to begin in May, 2011 with completion planned for August 2011 (see Appendix L). In laying the groundwork for the new Student Residence Units, college administrative planning is being facilitated by the Dean of Student Affairs and selected faculty and staff. The committee is addressing Admission, Student Resident Policies and Procedures, Meal Arrangements, Student Activities, Security, Federal Reporting Requirements and Billing Processes—all of which comprise support systems for this expansion of our college.

4. A noteworthy recognition of our ability is acknowledged in our partner institution’s, OSUIT’s, HLC Comprehensive Evaluation Team Visit Report (see Appendix F). The College of the Muscogee Nation is cited as the second in a list of the top five strengths of OSUIT. “Solid governance structures are in place for the new tribal college” (p. 6). These findings, along with the letter from the Oklahoma Board of Regents of Higher Education which states that “….CMN is operating through a partnership with OSUIT, it is in full compliance with Oklahoma laws and State Regents’ policies” provide sound evidence for the tribal college’s potential to fulfill the responsibilities that accompany the legal authority to award higher education degrees (see Appendix M for recognition received for the partnership from the Oklahoma State Regents for Higher Education).
Eligibility Requirement 2

Publish and make available to students and the broader public statements of mission approved by its governing board defining clearly the nature and purpose of the higher learning provided by the organization and the students for whom it is intended.

No Supplement contained herein--refer to Preliminary Information Form.
Eligibility Requirement 3

Have students enrolled in degree programs before achieving candidacy or have graduated students from its degree programs before achieving accreditation.

As discussed in the Introduction of this Supplement to the original Preliminary Information Form submitted by CMN, additional information and discussion in relation to this Requirement will be provided herein. The College of the Muscogee Nation now holds graduation ceremonies in the Spring term of each academic year. In April 2011, we are anticipating the following numbers of graduates, according to degree/certificate program:

1. A.S. Tribal Services: 18
2. A.A.S. Gaming: 6
3. A.A. Native American Studies: 4
4. Certificate in Gaming: 1
5. Certificate in Mvskoke Language Studies: 4
6. Total Anticipated 2011 Graduates: 33
Eligibility Requirement 4

Document governance and administrative structures that legally enable the organization to protect its institutional and educational integrity.

As discussed in the Introduction of this Supplement to the original Preliminary Information Form submitted by CMN, additional information and discussion in relation to CMN governance and administrative structures identified in this Requirement is provided herein.

1. On November 7, 2009 Muscogee (Creek) citizens voiced their support for the College of the Muscogee Nation to become a constitutional college. Passage of the referendum resulted in the College of the Muscogee Nation Board of Regents becoming ARTICLE XIII in the Constitution of the Muscogee (Creek) Nation (see Appendix A). This specific act strengthened the governance of the college through this constitutional mandate with the authority coming from the Constitution of Muscogee (Creek) people and no longer from the Executive or Legislative Branches. Therefore CMN has a firmer foundation of more than mere legislation. As with all boards in the Muscogee (Creek) Nation even though the Principal Chief appoints with the advice and consent of the National Council, the CMN board remains independent guaranteed by the Constitution, Legislation, and the Muscogee (Creek) Nation Code.

2. On March 26, 2011 the National Council of the Muscogee (Creek) Nation voted unanimously to adopt the amendments for the legislation for the College of the Muscogee Nation (see Appendices B & C). Amendments relate to:
   - Section One, D and F. ....Findings;
   - Section 4-107. B. 7. Expend Funds ...delegated to president;
   - Section 4-107. B. 16. ....day-to-day operations;
   - Section 4-108. B. Qualifications for Regents
   - Section 4-108. D. Appointments
   - Section 4-108. M. Expenditure of Funds
   - Section 4-111. C. Regents Staff
   - Section 4-111. D. President Hire Deans.....

These amendments were written to address the following issues: Reinforce the autonomy of the Board of Regents, Delegation of authority to the President to expend funds; Micromanagement; Qualifications of the Board of Regents; Both Chief and Council required to seat Board of Regents; Staff for Board of Regents; and Delegation of authority to the President to hire staff. With these amendments in place the autonomy of the college is evident. The amended legislation has been sent to the Principal Chief for his signature, in order for legislation to become tribal law.
In addition, to maintain consistency between the legislation and the governance of the tribal college; the CMN bylaws will be amended to reflect changes in the legislation (See Appendix D for proposed bylaw amendments.) After the legislation is signed into law the amended bylaws will be submitted to the Regents for adoption.

3. The CMN institutional and educational integrity is protected at numerous levels within the context of the Muscogee (Creek) Nation. In addition to the governmental standards to which each branch of government adheres, there are tribal traditions on which current tribal law is based. In regard to sufficient autonomy there are checks and balances in place within the tribal government to avoid external interference by elected tribal officials of independent agencies such as the tribal college. Following is a description of the foundations in place that define and limit the roles of the Muscogee (Creek) Nation in the governance and operations of the College of the Muscogee Nation:

A. Cultural Foundations of Tribal Law. History documents the fact that through the centuries, Muscogee (Creek) leaders have appointed tribal members to various positions within the tribe. Following tribal tradition, current tribal law provides for the Principal Chief to appoint tribal citizens to the Regents with the advice and consent of the Council.

Leadership and delegation of authority is given through example in what may very well be at the center of Muscogee (Creek) culture, the making of the sacred Green Corn Ceremonial medicine *mekko hoynevcv* (red root). Ethnographer John Swanton (1928) described how the *Heles Hayv* (Medicine Maker) tells the *Mekko* (Chief) when to call his people for the ceremony. “The Medicine-maker orders the Mekko to prepare for the next day, the Mekko then directs certain men to dig the medicine plants (Swanton, 1928, 552). “Then officers appointed called medicine mixers place all of the medicines into one of four pots for the people to use later in the ceremony” (Swanton, 1928, 552).

Cultural aspects of leadership continue today at ceremonial grounds and in the nation’s formal government as noted. The ceremonial grounds rely on age old customs when choosing leaders, while the formal government relies on the constitution (i.e. Article XIII, The Board of Regents consisting of five members are appointed by the Principal Chief of the Muscogee (Creek) Nation with the advice and consent of the Muscogee (Creek) National Council.) Tribal tradition represents the expectations of members of the tribal community and is reflected through our current law as well.
B. **Constitutional Authority-Execution of Laws.** In regard to the Constitution, the source from which the Principal Chief derives his/her authority requires that the Principal Chief affirms in the oath of office to uphold the Constitution of the Muscogee Nation. (The Constitution was ratified by Muscogee (Creek) Indians and adopted by the Creek Constitution Commission August 20, 1979 in accordance with the Court Order of September 2, 1976, in the case of Harjo v. Andrus, Case 74-179, U.S. District Court, Washington D. C. and approved by the United States Department of Interior.) The Constitution guards against a single person seating board members, first, by creating three branches of government with separation of powers and second, requiring the advice and consent of the legislative branch, the National Council. In *Brown and Williamson Tobacco Corp. v. District Court 1998,* it was a decision of the court that the Principal Chief is not the sole embodiment of Creek tribal Authority, thus the acts of the Principal Chief are within the context of the other branches of tribal government and according to the Constitution and tribal laws. The Executive power is vested in the Office of the Principal Chief with the responsibility of executing the laws of the Muscogee Nation. Therefore, the Principal Chief must appoint Regents as required by the MCN Constitution-Article XIII and the Tribal Legislation of the College of the Muscogee Nation. As stated this specific act strengthens the governance of the college through this constitutional mandate with the authority coming from the Constitution of Muscogee (Creek) people and no longer from the Executive or Legislative Branches.

C. **Separation of Powers -Assure Appointment of Regents.** Checks and balances involving the Principal Chief is initiated in the Constitution and supported by three separate branches of government established by the Constitution, as well. The branches consist of: Executive-Principal Chief; Legislative- National Council; and Judicial-District and Supreme Courts and according to the Muscogee District Court each branch has its own autonomy (*Brown and Williamson Tobacco Corp. v. District Court, 1998*), separation of powers (*Cox v Kamp, 1991*), and are separate, distinct legal entities (*Preferred Mgmt. Corp v. National Council,* 1990); therefore the requirement for each Regent who is nominated to be confirmed by the legislative body, the National Council. No Regent may be seated on the Board until confirmed by the National Council- thus, showing that a single person cannot truly seat board members. Should the appointment process not follow tribal law, the Supreme Court may direct tribal Chief and other tribal
officials to conform their conduct to validly enacted tribal laws \cite{National Council v. Cox, 1990}; assuring the appointment of Regents within the limits of the law.

**D. Board of Regents Stability.** There are safeguards in place to protect the College from unlawful removal of Regents and for protecting the College against Regents for ineffective performance of duties as identified in Title 31. “Removal of Officers” of the Muscogee (Creek) Nation code. Specifically, it is unconstitutional for the Principal Chief to not appoint Regents to be submitted to the National Council for confirmation as it is noncompliant with the constitution and the Tribal College Legislation, NCA 11-040. Therefore, the Supreme Court may direct the Principal Chief to conform to validly enacted laws. Conversely, Regents may be removed from office only as provided by law as defined in Title 31, Chapter 1. Removal of Officers in the Muscogee (Creek) Nation Code. Therefore, the College of the Muscogee Nation has policies and laws in place to guard against unlawful removal of Regents and to allow for removal of Regents for just cause.

**E. Sufficiently Autonomous.** As a legally identified independent agency of the Muscogee (Creek) Nation \cite{Law of the Muscogee (Creek) Nation, NCA 11-040} and a constitutional college \cite{Article XIII}, the College of the Muscogee Nation has an established structure within the tribal government that provides the foundation for sufficient autonomy for the College. To ensure the ability of the Board of Regents to act independently from all of the Muscogee (Creek) Nation branches of government there are laws and policies established to strengthen the autonomy and freedom of the college. In addition, the College of the Muscogee Nation legislation, bylaws and policies protect the College daily operations from micromanagement by the Board of Regents. Within the legislation which will serve as the foundation for the Bylaws, Sections 4-107, B. 7 and 4-111 D. both delegate authority to the President for expenditure of funds and hiring. Also, in Section 4-107, B. 16 specifically states, that the Board” will abstain from the involvement in day to day operations”. Bylaws for the CMN are consistent with the legislation. Should conflicts arise for the Board or College, there are remedies within the laws, policies and precedents in the tribal courts to ensure that the Board and the College administration are able to act in the best interest of the College of the Muscogee Nation.
Eligibility Requirement 5

Document that it has core values and strategic priorities that assure its graduates will be capable of contributing to the communities in which they live and work.

As discussed in the Introduction of this Supplement to the original Preliminary Information Form submitted by CMN, additional information and discussion in relation to this Requirement will be provided herein. This supplement provides further evidence of our core values and strategic priorities that enable us to provide CMN graduates with innovative co-curricular activities that prepare them to contribute to the communities in which they live and work. These opportunities can be seen in many ways:

1. An updated list of student curricular and co-curricular activities is provided in Appendix G of this document, demonstrated continued opportunities for students to contribute to educational communities. CMN’s activities are designed to encourage students to participate in campus activities, because the more that students participate the more likely they are to integrate knowledge and learning achieved in the classroom into community involvement and leadership contributions.

Selected activities and honors reflect the contributions of the tribal college’s students not only to the higher education campus communities, but broader communities as well. Examples of this are evident when NASA was awarded the 2010 OSUIT Outstanding Student Club at Student Life’s Banquet and also when NASA was invited to sing traditional Mvskoke Hymns and greet guests at the Council House Ceremony.

2. A competitive grant-funded tutoring program available to all enrolled students demonstrates our commitment to academic retention, thereby contributing to the communities in which students live and work as employable and educated citizens. Students are able to obtain services on a walk-in basis or by appointment. Two Peer Tutors (current CMN students) and three Mentor Tutors (successful professionals with a bachelor’s degree or higher) offer students assistance in Mvskoke Language, English Composition, History, Math, Computer Skills, Reading, and Study Skills in addition to providing insight into a variety careers.

3. Single students will soon have the opportunity to experience on-campus residential learning communities as we begin to provide campus housing. It is
our plan that residence units will address attrition concerns to further support student success. A planning committee headed by the Dean of Student Affairs to prepare for this current phase of expansion. The purpose is to provide students with a safe and educationally supportive living environment, in keeping with the mission, goals and core values of the College of the Muscogee Nation. Please see the Narratives accompanying Eligibility Requirements 11 for discussion of the Resident Student Handbook and 12 for a description of the building.
Eligibility Requirement 6

Demonstrate that it has engaged qualified academic personnel essential to assure effective curriculum, instruction, and academic programs.

As discussed in the Introduction of this Supplement to the original Preliminary Information Form submitted by CMN, additional information and discussion in relation to this Requirement will be provided herein. This supplement explains progress toward our goals to continue upgrading and strengthening our course offerings in every degree program including Police Science degree program.

1. With the addition of a full-time instructor for the Associate of Science in Police Science degree program, each degree program now has a full time faculty member. The recently added instructor is Kasey McKenzie, a member of the Kiowa Tribe of Oklahoma who graduated from the University of Oklahoma with a Bachelor’s of Arts in Letters and a minor in Sociology-Criminology. She earned her Juris Doctorate in 2000 with the Health Law Certificate from the University of Tulsa College of Law. Prior to joining the CMN faculty, Ms. McKenzie served as the Second Assistant Attorney General for the Muscogee (Creek) Nation Attorney General’s Office. It was during this nine year period that she gained vital knowledge into all aspects of Indian law and the day-to-day operations of tribal government, including its law enforcement department, the Lighthorse Police. She is licensed to practice law in the State of Oklahoma, the Muscogee (Creek) Nation, the United States District Court for the Northern District of Oklahoma and the United States District Court for the Eastern District of Oklahoma (see Appendix H).

2. Of significance is that all CMN faculty, except one have at least Masters degrees and all are Native. The general education instructor who does not have his masters has now completed fifty percent of his coursework toward the degree.
Eligibility Requirement 7

Demonstrate the ownership of or responsibility for assuring access to the learning resources and support services necessary to facilitate that learning expected of its enrolled students.

The intent of this portion of the Supplement will clarify the scope of our current ability to make learning resources available to students through recent additions to our capabilities as a result of moving into our new building. There is particular regard to the ongoing development of the College of the Muscogee Nation Library (formerly the Learning Resource Center). The CMN virtual and on-campus library is a vital part of CMN’s instructional program. Books; periodicals; local, state, and national newspapers; audiovisual materials; and a Native American collection are available for student and faculty use.

1. All of the classrooms and the computer lab in our new building are equipped with SMART Boards. SMART Boards are interactive white boards that provide the classroom with virtual technologies through a liquid crystal display (LCD) projector to show images from a computer. Upon first glance, the SMART board looks like a basic white board, or dry-erase board. The standard model ranges in active screen area size from 48 inches to 94 inches. The ‘touch-sensitive’ technology allows the instructor to write, navigate files and web-pages, erase, and enter text and data directly on the board manually much like a touch-screen telephone.

2. Along with our move to our new building, we have also continued to effectively enhance students’ access to learning on our partner’s (OSUIT) campus classrooms and auxiliary services by providing shuttle van rides for students Monday – Friday from 8:00 a.m. to 5:00 p.m. when classes are in session. In addition, our new library and wireless network continues to enable our students, faculty, staff, and community members to search and access the library’s growing collection of print and audiovisual materials.

3. The current status of the library services include four major developments: Online public access catalog, increases in holdings, library website improvements, and additional curricular materials.

A. Currently, the Online Public Access Catalog (OPAC) is available on campus, via network computers. In accordance with the American Library Association’s “Bill of Rights” and the tenets of intellectual freedom, the College of the Muscogee Nation provides equal access to our collection to students, faculty, staff, and community members. An alphabetical list of our holdings is available on the CMN Library webpage at [http://mvsktc.org/academics_library.html](http://mvsktc.org/academics_library.html).
B. Materials are being added to our collections on a continuing basis. The next phase of our library growth will also include a marked expansion of our collection over the next two years. The library’s primary purpose is to support the curriculum and mission of the College, hence the collections are intended to support the courses offered at the College. In addition, we maintain extensive holdings of Muscogee (Creek) and American Indian materials. Once curriculum needs have been met, the CMN Library Collection Policy (the updated Library Handbook is available online at http://www.mvsktc.org/pdf/CMN-Library-Handbook.pdf) guides any further acquisition of materials to fulfill the needs of the Muscogee (Creek) and American Indian communities—in keeping with our status as a tribal college.

C. The CMN Library webpage provides access to the Oklahoma State Department of Libraries’ Digital Prairie Project, thus providing continued direct access to online databases such as EBSCO Host, WorldCat, and Books in Print. As previously addressed, the OSUIT library website (http://mvsktc.org/academics_library.html) provides additional on-line resources and references, and a librarian is available to assist with research, accessing other libraries, and interlibrary loans. Quiet study areas, computers, an on-line catalog, printer, and copiers are also available for students.

D. A specific example of the College’s continued support of the academic curriculum, the library has recently added seven Service Learning Toolkits to accompany the Service Learning component of the degree programs. The library has also incorporated several more American Indian periodicals to support our Native American Studies program. Over the last three months, we have increased our holdings by 2.5% with the addition of 67 books from various sources, including the National Museum of the American Indian in Washington, D.C.

4. Future plans for the Library include OPAC information hosted on our website to be installed by the Information Technology Manager for the tribal college (please refer to Appendix I for position description). This will increase faculty and student access to learning resources.

A. The Online Public Access Catalog (OPAC) information will be uploaded to CMN’s website and accessible to all who have computer access. Please see Appendix J for a letter from our IT Specialist regarding this process and the estimated timeline involved.

B. In addition to the Integrated Library System and OPAC, the College of the Muscogee Nation’s library plans to increase its holdings by a total
of five percent or approximately 133 holdings over the next two years. To date, we have already increased holdings by over 2.5% in only a matter of five months, so we are well on our way to this goal.

C. This increase to the holdings will be divided between our four degree programs as well as general education. The library’s collection goal is to add to the Native American Studies, Police Science, and Gaming collections by approximately five (5) percent. Our Tribal Services holdings will expand by an estimated five (5) percent as well, while our General Education holdings will increase by approximately ten (10) percent. Currently, our collection emphasizes Native American titles, particularly history and literature, which strengthen our General Education holdings, however since General Education is the foundation for our degree programs, we continue to focus on further expanding this area. The CMN library/library also plans to make additions to our collection in other formats as well. An estimated 30 Periodicals, CDs and DVDs will also be added. These additions to our collection will be funded in part by a $7,000 grant awarded by the Institute of Museum and Library Services and allocations for the Library in the Institutional Budget.

D. In conjunction with WorldCat, CMN will continue to offer its students Interlibrary Loan Privileges independently of OSUIT with whom we have current Interlibrary Loan arrangements. This gives our students access to materials throughout North America.

E. A portion of the Institute of Museum and Library Services grant will also be used for the professional development of the Librarian. Most recently, our Librarian participated in Rogers’ State University’s American Indian Symposium which included a break out session for librarians. Additionally, the Librarian will be attending the Oklahoma Library Association (OLA) 2011 Annual conference in late March 2011. We will continue to strengthen the scope and frequency of opportunities to educate and support the information literacy of CMN students via classroom and library/library training workshops. The Librarian provides instruction in how to best utilize the library’s collections and academic databases available for our students. Currently, the Librarian is collaborating with librarians from around the state of Oklahoma to ensure that CMN students have access to the best possible resources. Networking with other professionals in the field allows our librarian the opportunity to maximize the library’s objectives of installing a user friendly OPAC, as well as enhancing the library’s collections.
Eligibility Requirement 8

Provide documentation of existing and future financial capacity.

As discussed in the Introduction of this Supplement to the original Preliminary Information Form submitted by CMN, additional information and discussion in relation to this Requirement will be provided herein. This supplement will explain our ongoing revenue sources and commitment of the Muscogee (Creek) administration to funding from the College of the Muscogee.

1. The College of the Muscogee Nation is the Institution of higher education for the Muscogee (Creek) Nation, a sovereign nation that has a treaty relationship with the United States government dating back to 1790. The Muscogee (Creek) Nation is a sound tripartite tribal government that has been in the Midwestern United States, originally Indian Territory, 70 years before Oklahoma became a state. Muscogee people prior to Oklahoma statehood have always maintained a democracy; originally with a bicameral form of government composed of The House of Kings and The House of Warriors with the Executive Branch headed by the Principal Chief. District courts were located throughout the Nation with law enforcement under the responsibility the Muscogee (Creek) Lighthorsemen. History shows the Muscogee (Creek) Nation has been in this area for nearly two centuries and plans to continue its growth and development into the future.

2. Consistent with other governments the Muscogee (Creek) Nation funds its college in accordance with its constitution and laws. Unlike corporate entities which operate proprietary institutions that are responsible to stock holders or corporate officers; CMN is responsible to the 70,759 citizens of the Muscogee Nation through the constitution and laws and the governance of the Board of Regents. Also unlike other tribes that are governed by tribal business committees or tribal councils, MCN has distinct separation of powers among the three branches of government: executive, legislative, and judicial to ensure full compliance with the constitution and laws of the Muscogee Nation. In comparison to our earlier form of government, established by the 1867 Constitution, the bicameral government having a House of Kings and a House of Warriors in the legislative branch our government organized under the 1979 Constitution has a single council in the legislative branch, Principal Chief in the Executive Branch, and Courts in the Judicial Branch— in some cases. Records show that the Muscogee (Creek) Nation have had a democratic form of government many years before other sovereign tribes within the United States adopted similar forms of representational government.

This history of our government, including the organization and financial ability, underscores the stability and inherent capacity within the MCN government to provide funding for the college on a continuing basis. Within the MCN Code, Title
37, Chapter 2. Budget and Finance under Subchapter 1. Required Annual Budget Items; the College of the Muscogee Nation is listed which verifies that the college is a line item in the tribal budget as established by law. In Section 2-137 expenditure of funds is further defined as follows, “Beginning with Fiscal Year 2009, the annual appropriation allocated to the College of the Muscogee (Creek) Nation in the Comprehensive Annual Budget shall carry forward until fully expended.” Therefore, our funding is secure according to tribal law just as state governments funding to their colleges is provided by law.

3. A major consideration in the college stability and continued funding by the Muscogee (Creek) Nation is that the tribe is substantially invested in and dedicated to the College it has already provided $7,500,000 for a fifteen (15) acre campus and its first building, with an additional $2,500,000 for student housing being appropriated; therefore, this capital commitment is not only on paper but in actual dollars provided as well.

4. Furthermore, the Muscogee Nation has the financial capacity to provide an ongoing source of revenue for the College of the Muscogee. In the past thirty years the Muscogee comprehensive tribal budget has grown steadily with the recent 2011 budget being $205 million and in comparison the tribal college budget has grown equally as well to the current amount of $3.2 million. Although this appropriation has been growing annually, an analysis of the MCN Comprehensive Annual Budget (CAB) reveals that the 2011 Tribal College budget was just a small fraction (1.5 %) of the financial breadth of the MCN, thus demonstrating the existing and future financial capacity of the Muscogee Nation to fund CMN. In addition, the tribal government has funding safeguards in place to address any revenue downturns in the future.

5. The CMN budget is developed and funded through the budgeting legislation of the government as required by law and in compliance with the Constitution of the Muscogee (Creek) Nation the Principal Chief is mandated by law to prepare and submit the CAB to the National Council for approval.

As we have seen our budget grow steadily we have also become a line item in the Nation’s Comprehensive Annual Budget as stated previously, thus further enhancing our financial stability. With good reason, we are confident in our financial stability and believe the budgets document our stability which is critical to a newly developing college. In the future additional revenue will be available from tuition and fees, student housing payments, other auxiliary services and formula funding from the Tribally Controlled Community Colleges and Universities Act.

Each of these facets discussed above serve to strengthen the financial integrity and viability of the College of the Muscogee Nation. Although our revenue stream will
evolve and diversify as we mature as an institution, the funding from the Muscogee Creek Nation remains constant. We are funded by the people and for the people of the MCN: never to be subject to single-person rule.
Eligibility Requirement 9

Provide students with electronic or print documents that outline educational program requirements appropriate in terms of length, content, and required learning outcomes for the credential awarded.

No Supplement contained herein--refer to Preliminary Information Form.
Eligibility Requirement 10

Document that it presents itself to the public and prospective and enrolled students fairly and accurately with up-to-date information published electronically or in print about admissions, credit transfer, costs and refunds, financial aid, and the accreditation status of the organization and its programs.

As discussed in the Introduction of this Supplement to the original Preliminary Information Form submitted by CMN, additional information and discussion in relation to this Requirement will be provided herein. This supplement will explain the additional ways in which the College of the Muscogee Nation continues to increase its capacities to provide students, tribal citizens, and the general public with up-to-date information regarding the opportunities offered by the College of the Muscogee Nation. The following are examples of ways in which we accomplish this:

1. Methods of communication that enable CMN to widely and effectively disseminate current information in a timely manner include:

   A. The Muscogee Nation News tribal newspaper features stories and photography done by staff reporters covering programs, services, special, community, church and ceremonial ground events through the official semimonthly news publication. It has a circulation of approximately 8,500 with an estimated readership of at least 21,250, according to the MCN Communications Department. The paper runs regular stories and announcements for CMN. It is also available online at:  

   B. The one hundred and twenty square-foot electronic marquee located at the entrance of the College provides outstanding visibility from Highway Loop 56. Public information and announcements are changed regularly to promote awareness of College policy and activities.

   C. The CMN Website enables us to update our information in a timely manner that is easily accessible to our constituencies. To support accessibility, we provide technological training for students, faculty, and staff. Throughout our campus, we provide a wireless network to ensure high-speed access to all forms of information. Workshops and seminars are scheduled regularly and include student, faculty, and staff participation with our technological resources, including SMART Boards—described in more detail in the narrative for Eligibility Requirement 5.

2. As the rights and responsibilities of our campus increase with new residency options for our students, we are developing our functional capacities and the
dissemination of rights and responsibilities related to this next phase of our campus growth. The CMN Resident Handbook and information about our new student activities will be available to students on our website as well as in print. See the Narrative for Eligibility Requirement 11 in this Supplement for more detailed information regarding the Resident Handbook.
As discussed in the Introduction of this Supplement to the original Preliminary Information Form submitted by CMN, additional information and discussion in relation to this Requirement will be provided herein. This supplement will document the expanding means by which CMN provides students, administrators, faculty, and staff with accurate and up-to-date policies and procedures informing them of their rights and responsibilities within the growing tribal college.

1. Meetings have been held with OSUIT’s Director of Residential Life to facilitate the work of the planning committee headed by CMN’s Dean of Student Affairs in order to prepare for single-student on campus housing. The committee is charged with the responsibility of developing: the Room and Board Contract that residents will be required to sign; a list of Housing Coordinator responsibilities; the Resident Handbook which will include policies, rules/regulations regarding Student code of conduct; visitors; safety; co-curricular activities for residents; and reporting activities to be in compliance with federal, state, and tribal regulations—specifically in accordance with the Student Right-to-Know and Campus Security Acts. In addition, an amendment to the CMN Agreement with OSUIT includes that OSUIT will offer a meal plan to CMN resident students (see Appendix E).

2. The CMN Safety Manual addresses the basic legal requirements; administrative policies, procedures and information to provide and maintain a focused learning environment in a safe and secure campus (see Appendix O). Regular safety training is available to all faculty and staff—for example, a crisis management Active Shooter training seminar was held on Friday, March 11, 2011 on the CMN campus and attended not only by CMN faculty and staff but also staff from other departments of the Muscogee (Creek) Nation. Also, emergency exit plans are posted throughout the building in strategic locations. To further these commitments to our goals of providing a safe and secure learning environment, a Security Officer Position has been funded and will be filled. As part of the CMN Security Officer’s responsibilities, he or she will facilitate a mutual aid agreement between OSUIT Security Officers, Okmulgee City Police and the MCN Lighthorse Chief. At the current time the MCN Lighthorse Department has publicly assumed initial primary police response/presence for the College of the Muscogee Nation and the residential housing units when completed (see Appendices N and P).
Eligibility Requirement 12

Present evidence of ongoing planning that includes a realistic action plan for achieving accreditation with Commission within the period of time set by Commission policy.

As discussed in the Introduction of this Supplement to the original Preliminary Information Form submitted by CMN, additional information and discussion in relation to this Requirement will be provided herein. This supplement will explain our planning activities that have recently transpired.

1. Funding in the amount of $2,500,000 from the Muscogee (Creek) Nation has been appropriated with an additional $800,000 in supplemental funding awarded by The Department of Housing and Urban Development for the single student housing project (See HUD award letter in Appendix L). Additional funding in the amount of $260,000 has been requested and is expected from the Department of Energy for geothermal heating and cooling for the units. Construction of Student Housing Units is planned for mid April with the completion date set for September of this year. Units are two bedroom-two bath 900 square feet, which will house four students (See Appendix L for the floor plan.) Located on the northeast corner of the campus, the complete housing project is designed to accommodate 60-64 students with an additional unit for the Resident Unit Manager.

2. Plans are being developed for a student activity center with a grill and meeting/class rooms to be developed in phases. Phase I, a 9,500 square foot structure designed for adding a second story, when the funding proposal is accepted. Phase II will be designed for additional classroom space. Funding for Phase I of this project will come from a 2.5 million tax-credit program. (See Appendix Q for a sketch of Phase I of this structure.)

3. Implementation of the Assessment Plan for the college will be the responsibility of the Assessment Committee that will be formed to design the Assessment Plan in accordance with the Flow Chart (See Appendix K). Assessment functions that CMN currently performs in various departments include:

   A. Academic Affairs: Needs Assessments, Course Tests, Course Assignments, Grade Reports, Student Portfolios, Course Evaluations, Service Learning Evaluation, Faculty Evaluations, Course Syllabi Audits, New Program Requests, Library Use Data

   B. Student Affairs: American Indian Measures of Success Report, Financial Aid Information, Graduate Exit Survey, Student Recruitment Data

   C. Business Affairs, Budget Development, SEBA-Budget Report, Annual Audit, Staff Evaluations, Safety Hazards and Accident Report.
Cooperative assessment functions between CMN and OSUIT will become the sole responsibility of CMN as we progress through the candidacy process. These functions are as follows:

A. CMN/OSUIT: Campus Crime Report, IPEDS, Accident and Safety Reports, Academic Placement Testing, Ability to Benefit Test, Satisfactory Academic Progress Report, and Early Alert for Monitoring Student Academic Performance,

While the tribal college has begun focusing more on becoming independent from its partner institution OSUIT, the assessment program will become more developed and coordinated at CMN. This will allow for a comprehensive assessment program, separate from OSUIT.

4. This discussion will focus on the phases involved in becoming autonomous from OSUIT. With the development of the College of the Muscogee Nation, its capacity has increased to become separate and independent from our partner institution. When the tribal college opened in 2004, OSUIT and its administrative staff played a valuable role in providing support for the foundation of CMN. Although we are grateful for their contributions we must continue to establish ourselves as a freestanding institution by defining new goals that will lead to that end. At this point in CMN history we have achieved numerous milestones that are essential for achieving independent status. Since the PIF was submitted on September 30, 2010 we have fulfilled the following which is significant to achieving independent status:

A. Each degree program now has at least one full-time faculty member.
B. CMN has moved into its own facility with classrooms, library, and offices—none of the CMN operations are housed on the OSUIT Campus.
C. The CMN organization has been staffed to fulfill the essential college functions for serving and teaching our students.
D. CMN will build residential units to house students staying on campus.
E. CMN has implemented a tutoring program available to all CMN students.
F. CMN has offered distance courses online.

Within the next year college functions that will be completed and are currently in process:

A. CMN will establish a Comprehensive Assessment program.
B. CMN is negotiating an agreement that will provide funds for a combination Student Center, Grill and meeting/classroom space.
C. Update the Master Site Plan to include a Classroom Building, Fitness Center, Muscogee Garden, and Walking Trail.
D. CMN will develop a Resident Student Handbook.
E. CMN has budgeted and will hire a security officer and a housing coordinator (see Appendices L & N).
F. CMN will develop a billing process for tuition, fees, meals, and residence charges.
G. CMN will establish our student records system (Empower) as the primary operating database.
H. CMN will develop additional student organizations including a student government.
I. CMN will develop a disaster plan for the campus.
J. CMN will develop a non-profit, 501 (c) 3 corporation.

Within the next two years CMN will fully implement the following:

A. CMN will provide auxiliary services including bookstore, mail service for student residents, and food service.
B. Develop a CMN student ID and parking permit system.
C. Establish a consortium with OSUIT that will establish the two institutions as equal partners.

During the past seven years CMN has developed, from the primary needs assessment we conducted in 2003, to the point of having our own campus with its expansion guided by our Strategic Plan. This development included planned steps that balanced growth with capacity and OSUIT as a viable partner in our goal to provide transferable courses. However, as we have accomplished more of our objectives, our efforts to become an independent institution are becoming more realistic and achievable. Within the immediate future we expect to separate from OSUIT but will continue to maintain a working relationship with them to provide educational opportunities for both CMN and OSUIT students.

5. The College of the Muscogee Nation Accreditation Planning Timeline (see Appendix R) has been updated to include HLC’s proposed process for institutions seeking affiliation with the Higher Learning Commission. This includes significant events such as candidacy, anticipated for June of 2013, and HLC Accreditation, anticipated for June of 2015. We realize that these timeframes are contingent on the successful completion of the necessary requirements.
APPENDIX

A: Supplement to PIF Appendix—College Foundation/Governance Category—Constitutional College: Article XIII of the Muscogee (Creek) Constitution

B: Supplement to PIF Appendix—College Foundation/Governance Category—Legislation
NCA 11-040: College of the Muscogee Nation Board of Regents (Amended)
   Section One, D and F. Findings
   Section 4-107. B. 7. Expend Funds delegated to president
   Section 4-107. B. 16. day-to-day operations
   Section 4-108. B. Qualifications for Regents
   Section 4-108. D. Appointments
   Section 4-108. M. Expenditure of Funds
   Section 4-111. C. Regents Staff
   Section 4-111. D. President Hire Deans.....

C: Supplement to PIF Appendix—College Foundation/Governance Category—Legislation Amendments: Letter from National Council and National Council Meeting
   Unofficial Voting Records of NCA 11-040

D: Supplement to PIF Appendix—College Foundation/Governance Category—Board of Regents Bylaws (Amendment Recommendations)
   Article VI, 6.4 Regents Staff
   Article VI, 6.4 President hire Deans....
   Article VIII, 8.7 Expend funds delegated to president
   Article IX, 9.2 Qualifications of Board
   Article IX, 9.4 National Council Confirmation

E: Supplement to PIF Appendix—College Foundation/Governance Category—Updated College of the Muscogee Nation and OSUIT Agreement

F: Supplement to PIF Appendix—College Foundation/Governance Category—Oklahoma State University Institution of Technology (OSUIT) Continuing Accreditation Site Review Team Final Report.

G: Supplement to PIF Appendix—Student Affairs Category—Updated List of Co-Curricular Activities

H: Supplement to PIF Appendix—Academic Affairs Category—New Faculty Resume

I: Supplement to PIF Appendix—Business Affairs Category—IT Manager Position Description
J: Supplement to PIF Eligibility Requirement — Academic Affairs Category — Supporting Documentation to enable OPAC on the CMN Website: Letter from IT Manager and communication with Resource One customer service

K: Supplement to PIF Appendix — Planning Category — Flow Chart for Assessment Plan

L: Supplement to PIF Appendix — Student Affairs Category — Student Residence Units: Letter from Construction Manager; Student Residence Units Floor Plan; Housing Coordinator Position Description; and Housing and Urban Development (HUD) Award Letter

M: Supplement to PIF Appendix — College Foundation/Governance Category — Oklahoma State Regents for Higher Education Economic Development Partnership Honorees

N: Supplement to PIF Appendix — Business Affairs Category — Security Officer Position Description

O: Supplement to PIF Appendix — Business Affairs Category — Safety Manual

P: Supplement to PIF Appendix — Business Affairs Category — Security: Letter from Lighthorse Police Chief

Q: Supplement to PIF Appendix — Planning Category — Updated Master Site Plan and Student Center Rendering

R: Supplement to PIF Appendix — Planning Category — Updated Timeline for Accreditation
Appendix A:

Supplement to PIF Appendix—College Foundation/Governance Category—Constitutional College: Article XIII of the Muscogee (Creek) Constitution
CONSTITUTION
OF THE
MUSCOGEE (CREEK) NATION

Under the guidance of the Almighty God, our Creator, We the People of the Muscogee (Creek) Nation, do promote Unity, to establish Justice, and secure to ourselves and our children the blessings of Freedom, to preserve our basic Rights and Heritage, to strengthen and preserve self and local Government, in continued relations with the United States of America, do ordain and establish this Constitution for the Muscogee (Creek) Nation.

ARTICLE I
Section 1. The name of this Tribe of Muscogee (Creek) people shall be the “Muscogee (Creek) Nation”, and is hereby organized under Section 3 of the Act of June 26, 1936 (48 Stat. 1967).

Section 2. The political jurisdiction of the Muscogee (Creek) Nation shall be as it geographically appeared in 1900 which is based upon those Treaties entered into by the Muscogee (Creek) Nation and the United States of America; and such jurisdiction shall include, however not limited to, properties held in trust by the United States of America and to such other properties as held by the Muscogee (Creek) Nation, such property, real and personal to be TAX-EXEMPT for Federal and State taxation, when not inconsistent with Federal law.

....ARTICLE II THROUGH ARTICLE XII OMITTED FOR THE PURPOSE OF EXHIBIT...

ARTICLE XIII
Section 1. The governing body of the Mvskoke Etvlwv Nakcokv Mvhakv Svhulwecvt, otherwise known in the English language as the College of the Muscogee Nation, is hereby vested in the Board of Regents consisting of five members to be appointed by the Principal Chief of the Muscogee (Creek) Nation with the advice and consent of the National Council. The term of said Regents shall be in accordance with the rules set forth in the Charter and the By-laws of the Mvskoke Etvlwv Nakcokv Mvhakv Svhulwecvt, the College of the Muscogee Nation. The exception is that the appointed members of the Board of Regents in office at the time of the
adoption of this Amendment as provided by law at the time of this Amendment's ratification, shall continue in office during the term for which they were appointed, and thereafter as provided herein. Members of the Board of Regents of the Mvskoke Etvlwv Nakcokv Mvhakv Svhulwecvt, the College of the Muscogee Nation, shall be subject to removal from office only as provided by law for the removal of elective officers not liable to impeachment.

ADOPTED this 20th day of August, 1979, by the Creek Constitution Commission in accordance with the Court Order of September 2, 1976, in the case of Harjo v. Andrus, Case 4-189, U.S.; District Court, Washington, D.C.

CREEK CONSTITUTION COMMISSION

August 20th, 1979
Date

/S/_____________
Bryant Jesse, Chairman

/Louis Fish, Commissioner
/S/_____________

Allen Harjo, Commissioner

/_____________
Virginia Thomas, Commissioner
/S/_____________
Robert Trepp, Commissioner

CERTIFIED:

August 20, 1979
Date

/S/_____________
Paula L. Francis
Recording Secretary

APPROVAL

I, Sidney L. Mills, Acting Deputy Commissioner of Indian Affairs, by virtue of the authority granted to the Secretary of the Interior by the Act of June 26, 1936, 49 Stat. 1967, as amended and delegated to me by 230 DM 1.1, do hereby approve the Constitution of The Muscogee (Creek) Nation subject to ratification by the qualified voters as provided in Article X of said Constitution; provided that nothing in this approval shall be construed as authorizing any action under the Constitution that would be contrary to federal law.
CERTIFICATE OF RESULTS OF ELECTION

The Acting Deputy Commissioner of Indian Affairs Approved the foregoing Constitution of the Muscogee (Creek) Nation on August 17, 1979.

It was submitted for ratification to the qualified voters of the Muscogee (Creek) Nation and was on October 6, 1979 duly ratified by a vote of 1,896 for and 1,694 against, in an election in which at least 30 percent (30%) of the 9,125 qualified voters cast their ballots in accordance with Section 3 of the Act of June 26, 1936, 49 Stat. 1967.

/S/____________
Bryant Jesse, Chairman

/S/____________
Louis Fish, Commissioner

/S/____________
Allen Harjo, Commissioner

/S/____________
Virginia Thomas, Commissioner

/S/____________
Robert Trepp, Commissioner

Date: October 9, 1979
Appendix B:

Supplement to PIF Appendix —College Foundation/Governance Category—Legislation NCA 11-040: College of the Muscogee Nation Board of Regents (Amended)

Section One, D and F. ....Findings
Section 4-107. B. 7. Expend Funds ...delegated to president
Section 4-107. B. 16. .....day-to-day operations
Section 4-108. B. Qualifications for Regents
Section 4-108. D. Appointments
Section 4-108. M. Expenditure of Funds
Section 4-111. C. Regents Staff
Section 4-111. D. President Hire Deans.....
March 7, 2011

Thomas Yahola, Chairperson
Human Development Committee
Muscogee (Creek) National Council

Dear Chairperson:

NCA 11-040 (attached) is being assigned to your Committee for review and consideration.

NCA 11-040  A LAW OF THE MUSCOGEE (CREEK) NATION AMENDING MCNCA TITLE 18, CHAPTER 4, ENTITLED “College of the Muscogee Nation Board of Regents”

If you have any questions regarding this legislation, please contact this office.

Sincerely,

Roger Barnett, Speaker
Muscogee (Creek) National Council

Attachments

cc: Yonne Tiger, In-House Counsel
A LAW OF THE MUSCOGEE (CREEK) NATION AMENDING MCNCA TITLE 18, CHAPTER 4, ENTITLED “College of the Muscogee Nation Board of Regents”

Be it enacted by the National Council of the Muscogee (Creek) Nation:

SECTION ONE. FINDINGS. The National Council finds that:

A. The operations of successfully establishing and operating a College require expertise in Education and other relevant areas that are benefited by the oversight of the Board of Regents.

B. The College of the Muscogee Nation Board of Regents shall be independent and function without interference from other branches of government of the Muscogee (Creek) Nation, but shall abide by the established laws of the Muscogee (Creek) Nation.

SECTION TWO. AMENDMENT. MCNCA Title 18, Chapter 4 is hereby amended to read as follows:

§4-101. Short Title.

This Chapter shall be entitled “College of the Muscogee Nation Board of Regents” and shall be codified as Chapter 4 in Title 18, “Education,” of the Code of Laws of the Muscogee (Creek) Nation.

§4-102. Definitions. For purposes of this chapter, the following words shall have the following meanings:
A. "Agreement" means the Memorandum of Agreement between the College of the Muscogee Nation Board of Regents and Oklahoma State University-Okmulgee.

B. "Board" means the College of the Muscogee Nation Board of Regents.

C. "Nation" means the Muscogee (Creek) Nation.

D. "Regent(s)" means individual member(s) of the College of the Muscogee Nation Board of Regents.

E. "College" means the College of the Muscogee Nation.

§4-103. Establishment of the College of the Muscogee Nation Board of Regents.

The College of the Muscogee Nation Board of Regents is hereby established as an independent agency of the Muscogee (Creek) Nation. The Board shall establish an institution of higher education to provide collegiate level education to tribal members and non-tribal members.

§4-104. Fiscal Year of the College of the Muscogee Nation Board of Regents.

Initially, the fiscal year of the College of the Muscogee Nation Board of Regents shall coincide with the fiscal year of the Muscogee (Creek) Nation which shall begin on October 1st and end on September 30th of the following year. However, if the Board determines that the fiscal year of the College of the Muscogee Nation Board of Regents would be better suited to coincide with other institutions of higher education, then the Board shall seek National Council approval to change its fiscal year.

§4-105. Registered Office and Agent of College of the Muscogee Nation Board of Regents.

A. Registered Office. The registered office of the Board shall be located at the Muscogee (Creek) Nation Tribal Complex, Loop 56 and Highway 75 (P.O. Box 580), Okmulgee, Oklahoma 74447.

B. Registered Agent. The registered agent of the Board shall at all times be the person holding the office of Board Chairperson but only for the duration of his/her term of office.

§4-106. Charter.

The Principal Chief shall grant, prepare, issue and execute to the College of the Muscogee Nation Board of Regents a "Charter of Formation" for the Oklahoma Tribal University College of the Muscogee Nation.
§4-107. Purpose and Authority of College of the Muscogee Nation Board of Regents.

A. Purpose of the College of the Muscogee Nation Board of Regents. The purpose of the Board is to evaluate the possible establishment of an institute to provide collegiate level education to Muscogee (Creek) Nation citizens and other interested persons.

B. Authority of College of the Muscogee Nation Board of Regents. The Board is hereby authorized to do the following:

1. Adopt and use an official seal;
2. Enter into agreements, contracts, partnerships, cooperative projects and/or any other appropriate relationship with any federal, tribal, state or municipal government, or with any agency or authority of any such government, or with any person, partnership, corporation, college, university or any other legal entity and agree to any conditions attached to federal financial assistance or contract subject to the terms of this chapter;
3. Apply for grants and financial assistance as necessary for the furtherance of the College;
4. Coordinate and partner with other institutes of higher learning;
5. Enter into Co-Charting, Transfer and/or Articulation Agreements with other institutes of higher learning;
6. Acquire personal property of any kind, including funds, securities and other intangible property or property rights and to own and hold same in its own name, separate and apart from the property and assets of the Muscogee (Creek) Nation;
7. Expend funds appropriated by the Nation; provided the Board may grant funds delegate its power to the President to expend up to one hundred thousand dollars ($100,000) for the benefit of the college.
8. Sell, lease, exchange, transfer and/or assign personal property of any kind owned by the Board.
9. Borrow money; provided that the notes and other obligations of the Board shall not be debts of the Muscogee (Creek) Nation and shall not create a lien or any other encumbrance on any property or assets of the Muscogee (Creek) Nation and any such obligations shall so state on their face;
10. Pledge the assets and receipts of the Board as security for debts;
11. Employ personnel and establish compensation, benefits and conditions for employment and delegate to such personnel any powers and/or duties as the Board may deem proper, subject to the terms of this chapter;
12. Employ consultants, attorneys, advisors, planners and any other experts, as deemed necessary, by written contract in accordance with tribal and federal law;

13. Open and maintain, in the name of the, accounts in any financial institution whose deposits are insured by an agency of the United States government.

14. Enter into partnerships, joint ventures or other arrangements with any person, government, governmental agency or authority, college, university or any other legal entity to effectuate the purposes of the Board, subject to the provisions of this chapter; and

15. Purchase insurance from any stock or mutual company for any property or against any risk or hazards.

16. Will abstain from the involvement of the day to day operations.

§4-108. Board of Regents.

A. College of the Muscogee Nation Board of Regents. The College of the Muscogee Nation Board of Regents is hereby established.

B. Qualifications. A Regent must be a citizen of the Muscogee (Creek) Nation, have at least five (5) years of educational, professional and/or related experience, be at least thirty (30) years of age or older and possess at a minimum a Bachelor’s Degree from an accredited college or university.

C. Composition and Terms. The Board shall be comprised of five (5) tribal citizens who shall serve staggered terms. Within ninety (90) days of enactment of this Law, the Principal Chief shall make the following nominations with terms as follows:

1. One nomination to end on September 30, 2005;
2. One nomination to end on September 30, 2006;
3. One nomination to end on September 30, 2007;
4. One nomination to end on September 30, 2008; and
5. One nomination to end on September 30, 2009.

Thereafter, the terms for said positions shall not exceed six (6) years and shall end on September 30 of the appropriate year. The date on which appointments are made shall have no effect on the ending dates of the Regent’s term of office.

D. Appointments. All Regent nominations shall be made by the Principal Chief subject to National Council confirmation by Tribal Resolution. No Regent shall be seated without the National Council majority confirmation. At the expiration of a Regent’s term, said Regent shall hold over in office until a new Regent has been nominated and confirmed, provided that no Regent shall hold over in office for more than ninety (90) days.
E. Regent Officers. The Board shall elect from its membership a Chairperson, Vice-Chairperson and Secretary. The term of office shall be for two (2) years. The Chairperson shall preside over all Board meetings and shall execute all documents on behalf of the Board.

F. Ex-officio Member. The Human Development Committee Chairperson or his/her designee shall serve as an ex-officio member to the Board in order to act as a liaison between the Board and the National Council. The ex-officio member may participate in discussions at the Board meeting but shall not make motions or vote.

G. Board Office. The Nation shall provide the Board with a permanent office in which to conduct meetings and other Board business. The Nation shall charge the Board rent for said space in accordance with established federal guidelines.

H. Stipend and Mileage. Regents shall receive a monthly stipend of Five Hundred Dollars ($500) for attendance at Board meetings and meetings dealing with the Board and the future formation of the College. Regents shall receive mileage reimbursements for Board meetings and meetings dealing with the Board and the future formation of the College, mileage shall be calculated using the allowable GSA rate. Regents shall turn in attendance and mileage reports to the Nation’s Controller no later than the fifth day of the month following the scheduled meetings. The ex-officio Board member may receive mileage from the National Council budget in accordance with National Council Policies and Procedures.

I. Travel. With respect to overnight and/or out-of-state travel, the Board shall follow the Nation’s travel policies.

J. Removal. A Regent may be removed from office as provided for in Muscogee (Creek) Nation Code Annotated Title 31, § 1-101, et seq., entitled “Removal of Officers.”

K. Vacant Seat on Board. The seat of a Regent may be declared vacant based on failure to attend three (3) consecutive duly convened regular monthly meetings of the Board, except for situations where said Regent has informed the Chairperson of his/her absence from the meeting and the absence is recorded as “excused” in the Board meeting minutes. The declaration of vacancy shall be effected by National Council approval of a Tribal Resolution declaring a vacancy based on Section 110.K. of this Act, submitted to the National Council by the Principal Chief, Second Chief or a National Council Representative, a copy of which shall be mailed to the last known address of the Regent.

L. Vacancy. If a vacancy shall arise on the Board, the Principal Chief shall make a nomination to fill said vacancy pursuant to this section. The vacancy shall be only for the remainder of the vacant term.
§4-109. Meetings of Board; Open Meeting Requirements.

A. Regular Meetings. Regular meetings of the Board of Regents shall occur bi-monthly at the Board's offices located within the jurisdiction of the Muscogee (Creek) Nation. The date and time of such regular meetings shall be set by the Chairperson, provided that proper notice is given according to the provisions herein. The Board shall adopt procedures not inconsistent with this subsection governing its meetings, which shall address, among other matters, the election of a Chairperson, Vice-Chairperson and Secretary.

B. Notice of Meetings. The Chairperson (or in his absence, the Vice-Chairperson) shall give notice of the time and place of any regular monthly meeting of the Board of Regents in writing to each Regent, the Board's attorney, the Attorney General, the Principal Chief and the Speaker of the National Council, at least five (5) days before such meeting. Service of said notice may be effected by first class U.S. mail, facsimile or hand-delivery, and shall be effective on the date of delivery to the official entitled to such notice or to the office of said official's regular place of business in the case of hand-delivery or facsimile transmission; or, in the case of notice sent by U.S. mail, 2 days after the notice, in a properly addressed envelope with sufficient postage thereon, is deposited in the U.S. mail. The date of the postmark on such envelope shall be conclusive evidence of its date of deposit in the U.S. mail. In addition, such notice of the regular monthly meeting shall be posted at the offices of the Regents, the Administration Building of the Capital Complex in at least 2 prominent places and on 2 exterior doors of the Mound Building.

C. Special Meetings. Special meetings of the Board of Regents may be held when circumstances require such a meeting. Special meetings may be called (1) by the Chairperson or (2) by a majority of the Regents. Notice of special meetings shall be in writing and served on each Regent, Principal Chief and Speaker of the National Council at least forty-eight (48) hours before such meeting. Service of such notices shall be effected by hand-delivery or facsimile and shall be effective upon the date of delivery to the official entitled to such notice or to the office of said official's meeting shall be posted in at the offices of the Regents, the Administration Building of the complex in at least two (2) prominent places and on two (2) exterior doors of the Mound Building at least forty-eight (48) hours before such special meeting.

D. Emergency Meetings. Emergency meetings may only be held in the most extraordinary circumstances. Emergency meetings may be called by giving telephone or facsimile notice to each Regent, the Principal Chief and the Speaker of the National Council, provided that no action in an emergency meeting shall have any valid or binding effect unless ratified at the next regular or special meeting of the Board of Regents.

E. Quorum. All meetings of the Board of Regents shall require a majority of the Board members to be present to constitute a quorum and conduct business, which shall require the physical presence of at least three (3) Regents. If a quorum is
established at the beginning of any meeting but is lost during the course of a meeting, no action taken during the period when less than a quorum is present shall be valid.

F. Meetings. All meeting of the Board of Regents shall be public meetings; therefore, open to the public, except for executive sessions. The Board may exclude any person from an executive session except the Board’s attorney, Principal Chief, Second Chief, Speaker, Second Speaker, any National Council Representative or a representative from the Attorney General’s Office; however, the Board may exclude any of the following individuals if said individual is related to an employee or an individual who shall be discussed in the executive session. The Board may go into executive session only (1) to discuss personnel issues and matters of confidentiality that relate to one or more specific employees, or (2) to meet and consult with the Board’s attorney on confidential legal matters. All other matters shall be discussed audibly to all persons in the room in open session. Executive sessions may only be held after they have been posted as an item on the agenda for the meeting in which the executive session is held. The general subject of the executive session must be described in the posted agenda, and no action by the Board may occur in executive session. It shall be unlawful for any person present in a meeting held in executive session to make public, or otherwise disclose or describe to any person not so present, any discussion or statements made during such executive session. Violation of any of the open meetings requirements of this section shall constitute a criminal offense punishable by up to six (6) months imprisonment and/or a $500.00 fine. Persons who violate this section shall be subject to expulsion and banishment from the Nation’s territory.

G. Meeting Agenda. Notice of meetings of the Board of Regents, either regular or special, shall contain an agenda which describes each item of business to be conducted. There may be an agenda item for new business which shall only be for gathering of the Board to discuss Board of Regents business shall be considered a meeting subject to the requirements stated herein.

H. Minutes. Minutes of all meeting of the Board of Regents, other than meetings or portions thereof held in executive session, shall be kept by a Recording Secretary. In addition thereto, an audio recording of all meetings shall be made, except for that part of the meeting in executive session.

I. Null and Void Action. Any action taken by the Board during a meeting convened or held in violation of this Subsection shall be null and void.

§4-110. Memorandum of Agreement Between the College of the Muscogee Nation Board of Regents and Oklahoma State University-Okmulgee.

Once all nominations to the Board have been confirmed by the National Council, the Board shall begin negotiations with OSU-Okmulgee to establish a Memorandum of Agreement. The purpose of the Agreement is to formalize the relationship between the Board and OSU-Okmulgee. OSU-Okmulgee shall provide the Board with the necessary
mentor-protégé relationship that shall enable the Board to establish the College of the Muscogee Nation. At a minimum, the Agreement shall include the following provisions:

A. Standards of higher education which shall be applicable to the College;

B. Functions and courses of study at the College, provided that said functions and courses shall conform to prescribed standards;

C. Establish degrees and other forms of academic recognition for the completion of courses at the College; and

D. Establish a calendar for the completion of the College’s Plan for Initiation.

E. Once the Agreement is finalized between the Board and OSU-Okmulgee, the Agreement shall be presented to the National Council for approval by duly adopted Tribal Resolution.

§4-111. Powers and Duties of College of the Muscogee Nation Board of Regents.

In addition to any other authority, powers and duties of the Board provided for in this chapter, in furtherance of the purposes of examining and establishing the College, the Board shall have the following powers and duties:

A. To be responsible for the fiscal affairs of the Board and all ventures under its management and to oversee and control the financial and business affairs of the Board and all ventures under its management through the establishment and implementation in accordance with generally accepted accounting principles of an administrative system that shall include, but not be limited to controlling, accounting and reporting disbursements, payroll, cost management and investments and establishing and maintaining bank accounts in the name of the Board, in any financial institution whose deposits are insured by an agency of the United States Government; provided that expenditures may be made only upon approval by (1) the Chairperson of the Board or (2) another member of the Board who has been designated by duly enacted resolution of the Board to approve the expenditure of funds or (3) subject to the control and oversight of the Board, the President and/or the Dean(s) employed by the Board pursuant to section 113.D. if so authorized by duly enacted resolution of the Board; provided that the Controller shall deliver all funds appropriated through the Muscogee (Creek) Nation pursuant to the Nation’s Comprehensive Annual Budgets or special appropriations acts to the Board for its use in accordance with this chapter and generally accepted accounting principles.

B. Ensure that all records, information and affairs of the Board are located in a safe and secure location.
C. Employ administrative staff to **carry out administrative duties for** serve the Board.

D. Employ a President, **who shall have the authority to hire** Dean(s), administrative staff, **clerks** and other employees who shall be primarily responsible for carrying out the day-to-day operations of the College, subject at all times to oversight by the Board.

E. Adopt administrative and personnel policies and procedures for the Board’s staff, any other personnel who are responsible for carrying out the day-to-day operations of the College, provided that said policies and procedures shall include, but not limited to, the following:

1. Fringe benefits, to include, but not limited to medical, dental and vision insurance, life insurance, disability insurance and 401K Plan;
2. Prevention of nepotism in the hiring of personnel and procurement of good and services; and

F. Adopt procurement policies and procedures to be used in contracting for and/or purchasing goods, services and supplies, including without limitation rules prohibiting transactions and/or actions which would violate the Nation’s laws regarding conflicts of interest.

G. **Review and approve educational projects of the College.**

H. Hold regular monthly meetings and special meetings of the Board, pursuant to §4-109 of this Title conduct business and discharge its powers and duties hereafter;

I. **Delegate such authority to the President and/or Dean(s) of the College as the Board deems appropriate and necessary for the furtherance of the University College.**

J. Approve all contracts proposed by the President and/or Dean(s) for the engagement of consultants, advisors, planners, legal counsel, accountants and any other expert whom the Board deems appropriate and necessary to carry out the purpose of the Board and/or College, provided that all such contracts shall be in writing, approved by Board Resolution at a duly convened Board meeting and available for review upon request of the National Council and Attorney General.

K. **Approve contracts, agreements and grants on behalf of the Board and the College.**
L. Perform any other functions which are necessary for the betterment of the
Board and/or the College.

§4-112. By-laws.

The Board shall adopt by-laws, provided that such by-laws and any amendments shall
be in writing and shall not be inconsistent with this chapter.

§4-113. Records and Audits.

The Board shall maintain complete and accurate books and records relating to the
financial affairs of the Board. By July of each calendar year, the Board shall furnish an
annual budget, annual balance sheet and complete annual report of the financial affairs
of the Board to the National Council. The books and records of the Board shall be
audited each year by an independent Certified Public Accountant in accordance with
generally accepted auditing procedures.

SECTION THREE. EFFECTIVE DATE. This Act shall become effective immediately
upon proper approval and execution in accordance with the requirements of the
Muscogee (Creek) Nation Constitution.
Appendix C:

Supplement to PIF Appendix — College Foundation/Governance Category — Legislation Amendments: Letter from National Council and National Council Meeting Unofficial Voting Records of NCA 11-040
March 11, 2011

Robert Bible
President
College of the Muscogee Nation
P.O. Box 917
Okmulgee, OK 74447

RE: NCA 11-040

Dear Mr. Bible:

The Human Development Committee met on March 7, 2011 and NCA 11-040 A LAW OF THE MCN AMENDING MCNCA TITLE 18, CHAPTER 4, ENTITLED "College of the Muscogee Nation Board of Regents" was do passed unanimously by the committee, to be forwarded on to the next National Council level. As part of the legislation process, the committee meetings are held monthly on all legislation that has been assigned and during that meeting National Council Members discuss and vote on each bill. At that point, approved bills move forward to the full Council.

NCA 11-040 will be placed on the agenda for the full Council meeting that is set for March 26, 2011 at 10:00 a.m. Once the bill is adopted, the Principal Chief has ten days to sign it into law, return as a veto with objections, or return it unsigned and it will become law as if he had signed it.

If you have any additional concerns or amendments to the legislation, please contact the National Council Attorney so that she may prepare the amendments to be added on the floor at the National Council meeting. As always, the Muscogee (Creek) Nation supports your efforts and work towards making the College of the Muscogee (Creek) Nation a successful endeavor.

Should you have any questions, please feel free to contact me at my office.

Sincerely,

Roger Barnett, Speaker
Muscogee (Creek) National Council

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Appendix D:

Supplement to PIF Appendix — College Foundation/Governance Category — Board of Regents Bylaws (Amendment Recommendations)

Article VI, 6.4 Regents Staff

Article VI, 6.4 President hire Deans...

Article VIII, 8.7 Expend funds...delegated to president

Article IX, 9.2 Qualifications of Board

Article IX, 9.4 National Council Confirmation
College of the Muscogee Nation
Board of Regents Bylaws

For the purpose of forming a tribally-controlled College under and pursuant to the sovereign and governmental powers of the Muscogee (Creek) Nation and pursuant to NCA 04-151 Amended by NCA 05-072 of the Title 18, “Education,” Code of Laws of the Muscogee (Creek) Nation, do hereby establish a tribally-controlled College, to further the social, educational, economic and cultural well-being of the tribe and do hereby adopt the following Articles.

ARTICLE I - NAME

The name of the organization shall be “College of the Muscogee Nation” hereinafter called College.

ARTICLE II - REGISTERED OFFICE

The Registered Office of the Board of Regents of the College shall be located at the Muscogee (Creek) Nation Tribal Complex, Loop 56 and Highway 75 (P.O. Box 580), Okmulgee, OK 74447.

ARTICLE III - REGISTERED AGENT

The Registered Agent of the Board of Regents of the College shall at all times be the person holding the office of Board Chairperson but only for the duration of his/her term of office.

ARTICLE IV - DURATION

The duration of the College’s existence shall be perpetual, subject to Article XXII, Dissolution.

ARTICLE V - PURPOSES

The purposes of the College shall be:

5.1 To analyze community educational training needs and to develop and offer courses at the higher education level. The educational and training services will be provided to the members of the Muscogee (Creek) Nation and other qualified students, for the benefit of the academic, economic, and cultural needs of the general community within Muscogee (Creek) Nation Tribal Boundaries.

5.2 To plan, develop, and implement curriculum which incorporate traditional Muscogee Creek culture, heritage and values.

5.3 To assist Indian students in continuously expanding educational opportunities in post-
secondary education.

5.4 To develop expanded educational opportunities for Indian students and maintain an open door policy.

5.5 To provide, within the Indian Community, a system of post-secondary and continuing education with an appropriate degree and certificate granting capabilities.

5.6 To provide opportunities for individual self-improvement in a rapidly changing technological world, while maintaining the cultural integrity of the Muscogee Creek.

5.7 To develop resources and technical assistance for individual, project, and community research.

5.8 To develop educational training programs to meet the present and future needs of Muscogee (Creek Nation) Tribal College community.

5.9 To encourage staff and faculty development.

5.10 To continue community involvement and support.

5.11 To provide student services to meet the needs of Native American and other student populations.

5.12 To continue expansion and improvement of campus facilities and resources.

5.13 To encourage the faculty and staff to improve their administrative and/or instructional capabilities and cultural sensitivity.

ARTICLE VI - POWERS

In addition to any other authority, powers and duties of the Board of Regents provided for in this Article, furtherance of the purposes of examining and establishing the College, the Board shall have the following powers and duties:

6.1 To be responsible for the fiscal affairs of the Board and all ventures under its management and to oversee and control the financial and business affairs of the Board and all ventures under its management through the establishment and implementation in accordance with generally accepted accounting principles of an administrative system that shall include, but not be limited to controlling, accounting and reporting disbursements, payroll, cost management and investments and establishing and maintaining bank accounts in the name of the Board, in any financial institution whose deposits are insured by any agency of the United States Government, provided that
expenditures may be made only upon approval by (1) the Chairperson of the Board or (2) another member of the Board who has been designated by duly enacted resolution of the Board to approve the expenditure of funds or (3) subject to the control and oversight of the Board, the President and/or the Dean(s) employed by the Board pursuant to section 407.D. if so authorized by duly enacted resolution of the Board; provided that the Controller shall deliver all funds appropriated through the Muscogee (Creek) Nation pursuant to the Nation’s Comprehensive Annual Budgets or special appropriations acts to the Board for its use in accordance with this Article and generally accepted accounting principles.

6.2 Insure that all records, information and affairs of the board are located in a safe and secure location.

6.3 Employ administrative staff to carry out the functions of serve the Board, but not to serve the College of the Muscogee Nation staff who will be primarily responsible for the daily operations of the college.

6.4 Employ a President who will hire all Dean(s), administrative staff, clerks and other employees who shall be primarily responsible for carrying out the day-to-day operations of the College, subject at all times to oversight by the Board.

6.5 Adopt administrative and personnel policies and procedures for the Board’s staff, any other personnel who are responsible for carrying out the day-to-day operations of the College, provided that said policies and procedures shall include, but not limited to, the following:

1. Fringe benefits, to include, but not limited to medical, dental and vision insurance, life insurance, disability insurance and 401K Plan;
2. Prevention of nepotism in the hiring of personnel and procurement of goods and services; and

6.6 Adopt procurement policies and procedures to be used in contracting for and/or purchasing goods, services and supplies, including without limitation, rules prohibiting transactions and/or actions which would violate the Nation’s laws regarding conflicts of interest.

6.7 Review and approve educational projects of the College.

6.8 Hold regular monthly meetings and special meetings of the Board, pursuant to Article XIV, in order to conduct business and discharge its powers and duties hereafter.

6.9 Delegate such authority to the President and/or Dean(s) of the College as the Board
6.10 Approve all contracts proposed by the President and/or Dean(s) for the engagement of consultants, advisors, planners, legal counsel, accountants and any other expert whom the Board deems appropriate and necessary to carry out the purpose of the Board and/or College, provided that all such contracts shall be in writing, approved by Board Resolution at a duly convened Board meeting and available for review upon request of the National Council and Attorney General.

6.11 Approve contracts, agreements and grants on behalf of the Board and the College.

6.12 Perform any other functions which are necessary for the betterment of the Board and/or College.

ARTICLE VII - RESTRICTIONS

7.1 The College shall not afford pecuniary gain, incidentally or otherwise, to its regents, officers or members, except that the College shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article V herein above.

7.2 No part of the net income of the College shall inure to the benefit of any regent, officer or member, and any balance of money or assets remaining after the full payment of corporate obligations of any and all kind shall be devoted solely to the charitable educational and benevolent purposes of the College.

7.3 The College shall be deemed to be operated exclusively for the following purposes: charitable, educational, social and scientific. No interpretation or applications of the purposes set forth in Article V shall be made beyond the aforementioned categories.

7.4 Notwithstanding any other provisions of these By-Laws as may be adopted by the College, the College shall not carry on any activities not permitted to be carried on:

By a corporation exempt from Federal income tax under Sections 501 (c) (3) of the Internal Revenue Code of 1954 as amended, or any future United States Revenue Law; or

By corporation contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954, as amended, or any future United States Revenue Laws.

7.5.1 Admission to any educational service or activity of the College shall not be denied any Indian Student because he or she is a member of any Tribe, or is not a member of any
The Board of Regents of the College of the Muscogee Nation in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, Americans with Disabilities Act, and other tribal and federal laws and regulations does not discriminate on the basis of race, color, ethnicity, national origin, sex, age, religion, disability, political affiliation, 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 educational services.

ARTICLE VIII – AUTHORITY

The Board is hereby authorized to do the following:

8.1 Adopt and use an Official Seal.

8.2 Enter into agreements, contracts, partnerships, cooperative projects and/or any other appropriate relationship with any federal, tribal, state or municipal government, or with any agency or authority of any such government, or with any person, partnership, corporation, college, university or any other legal entity and agree to any conditions attached to federal financial assistance or contract subject to the terms of this article.

8.3 Apply for grants and financial assistance as necessary for the furtherance of the College.

8.4 Coordinate and partner with other institutes of higher learning.

8.5 Enter into Co-Chartering, Transfer and/or Articulation Agreements with other institutes of higher learning.

8.6 Acquire personal property of any kind, including funds, securities and other intangible property or property rights and to own and hold same in its own name, separate and apart from the property and assets of the Muscogee (Creek) Nation.

8.7 Expend funds appropriated by the Nation and grant funds through the delegation of authority to the President. The Board of Regents shall grant the President the authority to expend up to $______ for the benefit of the College.

8.8 Sell, lease, exchange, transfer and/or assign personal property of any kind owned by the Board.

8.9 Borrow money; provided that the notes and other obligations of the Board shall not be debts of the Muscogee (Creek) Nation and shall not create a lien or any other...
encumbrance on any property or assets of the Muscogee (Creek) Nation and any such obligations shall so state on their face.

8.10 Pledge the assets and receipts of the Board as security for debts.

8.11 Employ personnel and establish compensation, benefits and conditions for employment and delegate to such personnel any powers and/or duties as the Board may deem proper, subject to the terms of this chapter.

8.12 Employ consultants, attorneys, advisors, planners and any other experts, as deemed necessary, by written contract in accordance with tribal and federal law.

8.13 Open and maintain, in the name of the Oklahoma Tribal College Board of Regents, accounts in any financial institution whose deposits are insured by an agency of the United States government.

8.14 Enter into partnerships, joint ventures or other arrangements with any person, government, governmental agency or authority, college, university or any other legal entity to effectuate the purposes of the Board, subject to the provisions of this article.

8.15 Purchase insurance from any stock or mutual company for any property or against any risk or hazards.

8.158.16 Will abstain from the involvement of the day to day operations.

ARTICLE IX - BOARD OF REGENTS

9.1 The management of this College shall be vested in a Board of Regents, numbering five (5) tribal citizens.

9.2 The qualifications for service upon the Board of Regents shall be as follows:

a) Citizen of the Muscogee Creek Nation

b) At least thirty (30) years of age or older

c) Five (5) years of educational, professional or related experience; and

c) Possess, at a minimum, a Bachelor’s Degree from an accredited college or university.

9.3 The terms of the Board of Regents will be as follows:

The Principal Chief shall make the following nominations with terms as follows:

1. One nomination to end on September 30, 2005;
2. One nomination to end on September 30, 2006;
3. One nomination to end on September 30, 2007;
4. One nomination to end on September 30, 2008; and
5. One nomination to end on September 30, 2009.

Thereafter, the terms for said positions shall not exceed six (6) years and shall end on September 30 of the appropriate year. The date on which appointments are made shall have no effect on the ending dates of the Regent’s term of office.

9.4 All Regent nominations shall be made by the Principal Chief subject to National Council confirmation by Tribal Resolution. No Regent shall be seated without the National Council majority confirmation. At the expiration of a Regent’s term, said Regent shall hold over in office until a new Regent has been nominated and confirmed, provided that no Regent shall hold over in office for more than ninety (90) days.

9.5 The seat of a Regent may be declared vacant based on failure to attend three (3) consecutive duly convened regular monthly meetings of the Board, except for situations where said Regent has informed the Chairperson of his/her absence from the meeting and the absence is recorded as “excused” in the Board meeting minutes. The declaration of vacancy shall be effected by National Council approval of a Tribal Resolution declaring a vacancy based on Section 406. K of this Act, submitted to the National Council by the Principal Chief, Second Chief or a National Council Representative, a copy of which shall be mailed to the last known address of the Regent.

9.6 If a vacancy shall arise on the Board, the Principal Chief shall make a nomination to fill said vacancy pursuant to this section. The vacancy shall be only for the remainder of the vacant term.

9.7 Confirmation to the Board of Regents shall be by vote of an absolute majority of the National Council.

9.8 A Regent may be removed from office as provided for in Muscogee (Creek) Nation Code Annotated Title 31, §1-101, et seq., entitled “Removal of Officers.”

9.9 Individuals who are regularly employed by the College in a position equivalent to half-time or greater shall not be eligible for appointment to the Board of Regents.

ARTICLE X - BOARD OF REGENTS - EX-OFFICIO MEMBERS

10.1 The Human Development Committee Chairperson or his/her designee shall serve as an ex-officio member to the Board in order to act as a liaison between the Board and the National Council.
10.2 The ex-officio member may participate in discussions at the Board meeting but shall not make motions or vote.

ARTICLE XI - OFFICERS OF THE BOARD OF REGENTS

11.1 The Board shall elect from its membership a Chairperson, Vice-Chairperson and Secretary. The term of office shall be for two (2) years.

11.2 An individual may hold more than one office, but shall not at the same time hold the office of President and Vice-President, or of President and Secretary, or of President and Treasurer, simultaneously.

11.3 The duties of the Chairperson of the Board of Regents shall be:

a) To preside over all Board meetings and shall execute all documents on behalf of the Board;
b) To vote only in the event of a tie;
c) To carry out the agenda of the board meeting;
d) To call special meetings and to act for the Board of Regents between meetings as authorized;
e) To appoint members and designated chairpersons of all special committees approved by the Board;
f) To execute all contracts approved by the Board and other official documents legally requiring the signature of the Chairperson of the Board;
g) To represent the Board at meetings of the National Council; and
h) To perform any other duty formally assigned by the Board, or by legislative enactment.

11.4 The duties of the Vice-Chairperson of the Board of Regents shall be:

a) To perform all duties of the Chairperson of the Board in the absence or disability of the Chairperson;
b) To perform any other duties as may be assigned by the Chairperson of the Board; and
c) When presiding, the Vice-Chairperson shall have all rights, privileges and duties of the Chairperson.

11.5 The duties of the Secretary of the Board of Regents shall be:

a) To be responsible for the written notification of all concerned of regular and special meetings;
b) To keep an accurate record of all matters transacted at Board meetings;
c) To transmit the Board agenda and copy of the minutes of the previous meeting of
the Board;

d) To be responsible for recording, preparing and distributing to all members of the Board, the minutes of all regular and special meetings of the Board;

e) To have custody of the Official Seal of the College, to affix it to official documents, and to attest the same by signature;

f) To prepare and maintain for the Board an indexed compilation of all By-Laws and amendments thereto; and a copy of all policies of the Board and all amendments thereto; the whole of which shall be known as the Policies of the Board of Regents of the Oklahoma Tribal College;

g) To receive declarations of candidacy from candidates for the office of Regents;

h) To give such public notices of Board actions as may be required by statues, By-Laws or Resolutions of the Board; and

i) To perform such other duties as may be assigned by the College President and the Board, or required by law.

11.6 The duties of the Treasurer of the Board of Regents shall be:

a) To cause records of all College money collected and expended to be kept current, complete, accurate and legal;

b) To disburse College funds only upon the proper order and authorization from the Board, or its designated committee;

c) To promptly notify the President of all funds received, the source and nature of such funds, and to arrange for the deposit of such funds to the appropriate accounts to the College;

d) To account for all money received and for all money paid out on a monthly basis to the Board of Regents;

e) To invest the College’s surplus funds, if any, in lawful investments and as approved by the Board;

f) To cause to be published annually a statement of revenue, expenditures and fund balances as of the end of the fiscal year; and

g) To prepare such other reports and perform such other duties as the President or Board may from time to time direct.

ARTICLE XII - EXECUTIVE COMMITTEE

12.1 The Board of Regents may, but need not, constitute and maintain the Executive Committee consisting of the Chairperson, Vice-Chairperson, and Secretary.

12.2 The Executive Committee, subject to direction by the Board of Regents and further subject to a later action by the Board of Regents shall have the power of the Board of Regents, to act on its behalf at such time as the Board of Regents is not in session.

12.3 A majority of the Executive Committee, except as otherwise specified by the By-Laws or
by the Board of Regents, shall be empowered to enter into contracts on behalf of the Commission and to sign and cash negotiable instruments on behalf of the Corporation.

ARTICLE XIII - COMMITTEES

The Board of Regents shall have the power to create and make appointments to such committees as it may find useful in carrying out the purposes specified herein above.

ARTICLE XIV - CONDUCT OF MEETINGS OF BOARD OF REGENTS

14.1 Regular meetings of the Board of Regents shall occur monthly at the Board’s offices located within the jurisdiction of the Muscogee (Creek) Nation. The date and time of such regular meetings shall be set by the Chairperson, provided that proper notice is given according to the provisions herein. The Board shall adopt procedures not inconsistent with this article governing its meetings, which shall address, among other matters, the election of a Chairperson, Vice-Chairperson and Secretary.

14.2 The Chairperson (or in his absence, the Vice-Chairperson) shall give notice of the time and place of any regular monthly meeting of the Board of Regents in writing to each Regent, the Board’s attorney, the Attorney General, the Principal Chief and the Speaker of the National Council, at least five (5) days before such meeting. Service of said notice may be effected by first class U.S. mail, facsimile or hand-delivery, and shall be effective on the date of delivery to the official entitled to such notice or to the office of said official’s regular place of business in the case of hand-delivery or facsimile transmission; or, in the case of notice sent by U.S. mail, two (2) days after the notice, in a properly addressed envelope with sufficient postage thereon, is deposited in the U.S. mail. The date of the postmark on such envelope shall be conclusive evidence of its date of deposit in the U.S. mail. In addition, such notice of the regular monthly meeting shall be posted at the offices of the Regents, the Administration Building of the Capital Complex in at least two (2) prominent places and on two (2) exterior doors of the Mound Building.

14.3 Special meetings of the Board of Regents may be held when circumstances require such a meeting. Special meetings may be called (1) by the Chairperson or (2) by a majority of the Regents. Notice of special meetings shall be in writing and served on each Regent, Principal Chief and Speaker of the National Council at least forty-eight (48) hours before such meeting. Service of such notices shall be effected by hand-delivery or facsimile and shall be effective upon the date of delivery to the official entitled to such notice or to the office of said official’s meeting shall be posted in at the offices of the Regents, the Administration Building of the complex in at least two (2) prominent places and on two (2) exterior doors of the Mound Building at least forty-eight (48) hours before such special meeting.

14.4 Emergency meetings may only be held in the most extraordinary circumstances.
Emergency meetings may be called by giving telephone or facsimile notice to each Regent, the Principal Chief and the Speaker of the National Council, provided that no action in an emergency meeting shall have any valid or binding effect unless ratified at the next regular or special meeting of the Board of Regents.

14.5 All meetings of the Board of Regents shall be public meetings, therefore, open to the public, except for executive sessions. The Board may exclude any person from an executive session except the Board’s attorney, Principal Chief, Second Chief, Speaker, Second Speaker, any National Council Representative or a representative from the Attorney General’s Office; however, the Board may exclude any of the following individuals if said individual is related to an employee or an individual who shall be discussed in the executive session. The Board may go into executive session only (1) to discuss personnel issues and matters of confidentiality that relate to one or more specific employees, or (2) to meet and consult with the Board’s attorney on confidential legal matters. All other matters shall be discussed audibly to all persons in the room in open session. Executive sessions may only be held after they have been posted as an item on the agenda for the meeting in which the executive session is held. The general subject of the executive session must be described in the posted agenda, and no action by the Board may occur in executive session. It shall be unlawful for any person present in a meeting held in executive session to make public, or otherwise disclose or describe to any person not so present, any discussion or statements made during such executive session. Violation of any of the open meetings requirements of this section shall constitute a criminal offense punishable by up to six (6) months imprisonment and/or a $500.00 fine. Persons who violate this section shall be subject to expulsion and banishment from the Nation’s territory.

14.6 Notice of meetings of the Board of Regents, either regular or special, shall contain an agenda which describes each item of business to be conducted. There may be an agenda item for new business which shall only be for gathering of the Board to discuss Board of Regents business shall be considered a meeting subject to the requirements stated herein.

14.7 Minutes of all meetings of the Board of Regents, other than meetings or portions thereof held in executive session, shall be kept by a Recording Secretary. In addition thereto, an audio recording of all meetings shall be made, except for that part of the meeting in executive session.

14.8 Any action taken by the Board during a meeting convened or held in violation of this Article shall be null and void.

ARTICLE XV - DUTIES OF THE PRESIDENT OF THE COLLEGE

15.1 The President of the College shall be the Executive Officer of the Board through which the Board carries out its program and exercises its policies and shall be appointed by and
15.2 Within the framework of policies adopted by the Board, the President shall exercise discretionary authority in carrying out responsibilities of the position and shall perform the following functions:

- a) To inform the Board of all actions taken under authority granted by it.
- b) To perform all executive functions of the Board, such as:
  
  1) Prepare the Agenda for Board meetings;
  2) Conduct official correspondence of the Board;
  3) Issue its Orders;
  4) Prepare contracts and other documents;
  5) Provide for the custody of all records, proceedings, and documents of the Board and assume responsibility for making them available for public inspection; and
  6) Ensure that trustees, directors, and employees handling College funds are adequately bonded at College expense to protect the College from loss sustained through fraudulent or dishonest acts or any act of omission performed in the line of official duty.

- c) To advise the Board in all areas of policy and make recommendations on all matters that affect the College before action is taken by the Board.
- d) To make recommendations to the Board for the appointment, retention or dismissal of administrative and academic teaching personnel of the College.
- e) To appoint, manage, supervise and discharge all employees other than administrative and academic teaching personnel
- f) To prepare and submit to the Board an annual budget and administer the Board-approved budget.
- g) To be responsible for the formulation of all reports as may be required by the Board and by local, state and national agencies.
- h) To formulate and promulgate regulations and procedures designed to implement Board policies.
- i) To represent the College to the community by interpreting the College program to the public, parents, the press and community organizations.
- j) To execute all documents pursuant to the authority granted to the President by the Board.
- k) To prepare and submit to the Board an annual report of the operation of the College, including recommendations for the immediate and long range development of the College.
- l) To serve as the official channel for all contacts between staff members and the
m) To act as the chief administrator and educational leader of the College, responsible for the organizational structure of the College and for all executive and administrative duties in connection with the operation of the College.

n) To propose long range plans for College programs, recommending to the Board from time to time such changes in programs and services as he or she deems desirable to fulfill the stated philosophy and goals of the College.

o) To establish College objectives consistent with the Board-approved philosophy and goals, and provide for evaluation of all personnel and programs in accordance with the stated objectives.

p) To recommend to the Board, site location and site utilization and direct the development of the campus building program.

q) To participate in College programs at the local, state, and national level by representing the College at meetings of all organizations to which the College belongs and others as approved by the Board.

r) To review legislation providing assistance to the College and report the substance thereof to the Board.

s) To attend Board meetings, as requested, by the Board of Regents.

t) To designate, subject to Board approval, an administrative officer of the College to serve as acting President in the President’s place and stead during absences.

u) To perform such other duties as may be assigned or granted by the Board as required by law.

ARTICLE XVI - NO PERSONAL LIABILITY

The Members, Regents, Officers, and Employees of the College shall not have any personal liability for College obligations, except as may be imposed by law, and the private property of said individuals shall not be subject to the payment of College debts to any extent whatsoever.

ARTICLE XVII - CAPITAL STOCK

17.1 The College shall issue no capital stock, nor shall there be stockholders, College shareholders or the like.

ARTICLE XVIII - CONTRIBUTION

18.1 The General Membership of the College, the Board of Regents of the College, or such delegate as may be appointed by the General Membership or the Board of Regents, may accept on behalf of the College, contributions, gifts, bequests, or devises for any general charitable purpose, or any specific charitable purpose currently being served by or of interest to the College. Where consistent with the charitable purposes of the College, but acting solely as the principal and not as an agent, designated contributions will be accepted from donors, and designations honored, as to any special fund, purpose, or use.
of such designated contributions, notwithstanding designation. No officer or Regent or other person, purporting to act in the name of the College, can obligate the College to satisfy any designation of any contribution.

18.2 The College shall maintain its qualification as an “Exempt Organization” under Section 501 (c) (3) of the Internal Revenue Code of 1954, as amended, or such other provision of the Internal Revenue Code as may be applicable.

ARTICLE XIX - QUORUM

19.1 All meetings of the Board of Regents shall require a majority of the Board members to be present to constitute a quorum and conduct business, which shall require the physical presence of a lest three (3) Regents. If a quorum is established at the beginning of any meeting but is lost during the course of a meeting, no action taken during the period when less than a quorum is present shall be valid.

ARTICLE XX - SOVEREIGN IMMUNITY

20.1 Nothing within these By-Laws, unless unambiguously expressed herein, shall be deemed or construed to be a waiver of sovereign immunity of the College from suit, or to be consent by the College, by the tribe, to the jurisdiction of the United States or of any State with regard to the business or affairs to the College or, as to any cause of action, case or controversy.

20.2 The College, acting through its Board of Regents may request a waiver of sovereign immunity through the governing body as applicable to the College. Any waiver of sovereign immunity shall be effective only upon approved tribal resolution and may not be general in nature, but shall be specific and limited, as applicable, to duration, grantee, transaction, property or funds, court jurisdiction and/or law to be applied.

20.3 Nothing in these By-Laws shall be deemed to waive, or permit the corporation to waive, the sovereign immunity of the Muscogee (Creek) Nation.

20.4 Any waiver of sovereign immunity for the College by tribal resolution is not intended to be, nor shall it be construed as, a waiver of the sovereign immunity of the Muscogee (Creek) Nation, nor shall any such waiver create a liability on the part of the Muscogee (Creek) Nation for the debts or obligations of the College. Any exercise of the College’s authority to sue or to be sued shall not be construed to operate as consent to suit by or against, or to attachment of assets of, the Muscogee (Creek) Nation.

ARTICLE XXI - BY-LAWS - AMENDMENTS

21.1 The Board shall adopt by-laws by majority vote, provided that such by-laws and any amendments shall be in writing and shall not be inconsistent with the articles.

ARTICLE XXII - DISSOLUTION
22.1 Should dissolution of the College occur the Board of Regents shall engage in no further activity except to conclude the College’s matters in an orderly fashion to pay liabilities if there are sufficient assets to liquidate for that purpose and to dispose of resulting College assets in a manner consistent with the purposes of the College set forth in Article V by distributing same to an organization or organizations organized and operated exclusively for charitable, educational, social, benevolent and scientific purposes and which shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) as the Board of Regents shall determine. Any of such assets not so timely disposed of shall be distributed by the Tribal Court of the Muscogee (Creek) Nation to such an organization or organizations as said Court shall determine to be organized and operated for such purposes as are substantially similar to those of this College.

22.2 No dissolution of this corporation shall occur absent the absolute majority vote of the Board of Regents.

ARTICLE XXIII - DISPUTES

23.1 Any dispute arising between General Membership and the Board of Regents may be settled by an Arbitration Board acceptable to both parties or by the Tribal Court.

Adopted 4-13-05 by the Board of Regents of the College of the Muscogee Nation.
Appendix E:

Supplement to PIF Appendix —College Foundation/Governance Category—Updated College of the Muscogee Nation and OSUIT Agreement
AGREEMENT
Between College of the Muscogee Nation
And Oklahoma State University

College of the Muscogee Nation
600 N. Mission
Okmulgee, Oklahoma
AGREEMENT
Between College of the Muscogee Nation
And Oklahoma State University

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AGREEMENT
Between College of the Muscogee Nation
And Oklahoma State University

1.0 Introduction
This document is a cooperative agreement between the College of the Muscogee Nation (CMN) and the Oklahoma State University (OSU). It defines the relationship between the institutions and the expected roles and responsibilities of each.

1.1 Background
In 2003, Principal Chief R. Perry Beaver expressed the intent of the Muscogee (Creek) Nation to build a tribal university to officials of the Bureau of Indian Affairs and Dr. David J. Schmidly, President of the Oklahoma State University system. Dr. Schmidly offered Chief Beaver and the Muscogee Nation the cooperation and support of the OSU system to develop the tribal university. OSU-Okmulgee was designated as the primary contact institution for the OSU System with Dr. Bob Klabenes serving as the primary contact and administrator.

After Chief Beaver completed his term of office in January 2004, the newly elected Principal Chief A.D. Ellis provided his full support to the concept and convened a Tribal College Work Study Group consisting of members representing the Muscogee Nation, OSU, and Dan Keating of the President’s Board of Advisors on Tribal Colleges and Universities. The initial management team for partnership include Dr. Bob Klabenes, primary contact with the OSU system; Jerry Wilson, OSU liaison to the Muscogee Nation; Mike Flud, coordinator with the Muscogee Nation; and Dr. James King, Interim President of the tribal university.

1.2 Purpose of Agreement
The intent of the agreement is to formalize the working relationship and responsibilities in a manner that the partnering institutions will understand and be accountable for their contributions. In addition, the agreement will define and adopt standards for consistent implementation and to be cognizant of accreditation requirements for both institutions.

1.3 Goal of Agreement
1.3.1 Goal – The goal of the Agreement is to support the College of the Muscogee Nation in establishing its institution of higher education that emphasizes Native culture, values, language, and self-determination as well as providing a positive learning environment for tribal and non-tribal students as citizens of a tribal and global society supported by teaching excellence and to offer exemplary academic programs with the support and assistance of the Oklahoma State University system that meet student, tribal, and societal needs.

1.4 Objectives of Agreement
1.4.1 Objectives – The objectives of the Agreement are for Oklahoma State University to assist the College of the Muscogee Nation when requested with the:
   1.4.1.1 Organization of the College, development of the College functions, and support of the College President in building the institution.
   1.4.1.2 Accreditation process for becoming an accredited institution.
   1.4.1.3 Strategic planning process that establishes priorities and guides the College’s growth and development.
1.4.1.4 College systems for academic programs, student registration, faculty/instruction, and management.

1.4.1.5 Offering of College courses on a continuing basis each semester.

1.5 Performance Measurements – Following is a list of five performance measures that will be used to assess CMN progress and performance:

1.5.1 Employ administrative staff – As a result of employing staff identified in the Annual Budget, the College of the Muscogee Nation will:

1.5.1.1 Establish a network beneficial to the College by participating in professional and institutional meetings and conferences.

1.5.1.2 Develop needs-based degree plans, course names, course numbers, and course descriptions.

1.5.1.3 Develop a standard format for course syllabi and prepare a syllabus for each course in each degree plan.

1.5.1.4 Update the student registration system as degree plans are approved.

1.5.1.5 Organize an Administrative Council to establish a policy approving body for the College.

1.5.2 Establish Agreements with accredited institutions of higher education – As a result of negotiating Agreements with accredited institutions, the partner institutions of the College of the Muscogee Nation will:

1.5.2.1 Ensure that coursework for students will be accredited.

1.5.2.2 Arrange for student support services.

1.5.2.3 Provide for classroom and office space.

1.5.2.4 Provide auxiliary services.

1.5.3 Develop a Long Range Plan – As a result of adopting a Long Range Plan, the College of the Muscogee Nation will:

1.5.3.1 Identify student, academic, and administrative priorities for future development.

1.5.3.2 Design an accreditation strategy.

1.5.3.3 Identify standards for campus site selection and buildings.

1.5.3.4 Develop a site master plan for the campus.

1.5.4 Develop College Systems – As a result of implementing systems, the College of the Muscogee Nation will:

1.5.4.1 Develop a College Catalog.

1.5.4.2 Design a method for approving degree programs.

1.5.4.3 Implement a student registration system.

1.5.4.4 Develop a Student Handbook.

1.5.4.5 Develop a Faculty Handbook.

1.5.4.6 Implement a course and syllabus approval process.

1.5.4.7 Develop an Operations Manual.

1.5.4.8 Determine the approach for financial management.

1.5.4.9 Plan a Financial Aid Program for implementation.

1.5.5 Offer college courses on a continuing basis – As a result of offering college credit courses, the College of the Muscogee Nation will:

1.5.5.1 Schedule courses for the fall, spring and summer semesters.

1.5.5.2 Enroll an average of ten students per class.

1.5.5.3 Provide an adequate number of course offerings for students to graduate within reasonable length of time and increase the student enrollment by 10% each year.
2.0 Basis for Agreement
2.1 Tribal and State Institution Collaboration
This Agreement will be the foundation for the College of the Muscogee Nation and the
Oklahoma State University system to collaborate for the purpose of assisting CMN to become an
accredited institution of higher education and to establish eligibility under P.L. 95-471 Tribally
Controlled Community Colleges for federal funding.

2.2. Steering Committee
A Steering Committee will be organized to oversee matters involving this agreement. This
committee will include the following: from the College of the Muscogee Nation, the Chair of the
Board of Regents, President, Academic Administrator and Higher Education Specialist; and from
the OSU system, the President of OSU-Okmulgee and Administrators representing Academic
Affairs, Student Services, Instructional Technology, Health and Environmental Technologies and
University and External Relations. The adopted Mission is:

The Steering Committee shall assist with the implementation
of the Memorandum of Understanding between CMN and
OSU-Okmulgee by facilitating communications for day-to-day
operations as well as long-term implications. The
collaborative effort will orchestrate environmental scanning
related to continuous framing and evolvement of the mission
of the College of the Muscogee Nation. Clarification of the
distinctive characteristics of the Tribal College and the
philosophy of land-grant institutions of higher education will
be communicated.

3.0 Scope of the Agreement
3.1 Status of Agreement
The Agreement between the College of the Muscogee Nation and the Oklahoma State University
system will become effective upon approval of the Presidents of CMN and OSU-Okmulgee.
Until the Agreement is approved, CMN and the OSU system will continue to collaborate as in
prior semesters.

3.2 Academic Degrees and Certificates of Completion
Academic degrees awarded by CMN through the OSU system will be at the Associate level.
Prior approval for the degrees by the OSU system will be required. Certificates of Completion
may also be offered as well under the same conditions as the degree programs. This Agreement
will not preclude CMN from collaborating with other institutions of higher education for
additional degrees or planning and developing Bachelor degree programs.

3.3 Institution Awarding Credit
The OSU system will be the institution awarding the degrees during the pre-accreditation stage
for CMN. CMN will award the credit and degrees when it receives accreditation.
3.4 Transferable College Credit
The courses offered by CMN will be transferable to any institution where the OSU system
courses are transferable. CMN will award the credit when accreditation is received.

3.5 Continuing Education Credit and Non-Credit Courses
For continuing education credit and non-credit purposes, the College of the Muscogee Nation as
the higher education institution of the Muscogee (Creek) Nation may develop and conduct
courses for consistent with the Mission of the CMN; hold workshops, seminars, and forums to
benefit its citizens and students; and educate the public about tribal topics of general interest.

3.6 Student Support Services
Students enrolled in CMN courses through the OSU system will have access to all OSU student
service programs afforded students of the OSU system.

3.7 Assessment
Students enrolled in CMN courses through the OSU system will have access to all OSU
assessment services afforded students of the OSU system.

3.8 Agreements with other Institutions
CMN reserves the right to collaborate with non-OSU institutions if the OSU system does not
offer courses or degrees in subjects or academic areas in which CMN has a need to offer.

3.9 Institutional Relationship
CMN and the OSU system will fully cooperate in order for the CMN to become an accredited
institution of higher education.

3.10 Shared Database
This Agreement will allow the OSU system and the CMN to share the database information as it
relates to the necessary reports to track CMN students and document CMN enrollment. The
Steering Committee will identify the necessary information that is to be reported to the CMN.
When the College of the Muscogee Nation acquires a student enrollment system, the Registrar of
OSU-Okmulgee will assist with selection of the student enrollment system to ensure that both
enrollment systems are compatible and that data will be shared when required.

4.0 Administration

4.1 Governance of the College of the Muscogee Nation
The College of the Muscogee Nation has a five member Board of Regents that governs the
institution. The Board officers include the Chair, Vice Chair, and Secretary. Candidates for the
Board are recommended by the Principal Chief and confirmed by the National Council. Regents
serve staggered terms and are appointed for 5-year terms.

4.2 Organization
The President of the CMN is the Chief Executive Officer for the institution and is responsible for administering board level policy. In cooperation with tribal, state, and federal entities, the President will develop and establish partnerships to create a fully functioning College of the Muscogee Nation that will become independent and accredited.

4.2.1 Tribal Institution Systems – This Agreement will provide the basis for the OSU system to assist CMN in its pursuit of establishing the basic structure of a college organization to include: 1) Organization for Management, 2) College Governance, 3) Academic Organization, and 4) Administrative and Coordinating Functions; 5) Controlling College Resources to include: Budgeting Systems, Revenue and Enrollment, Tuition, Fees, and Financial Aid, and Academic Resources and Facilities; 6) Programs and Quality to include; Quality Standards and Assessment, and Accreditation and other areas as deemed necessary.

4.2.2 Tuition and Fees – In the beginning stages of development, the CMN will offer all courses through the OSU system using its academic system, enrollment process, adjunct faculty pay, grading and transcript system. CMN will develop the curriculum, syllabi, recruit adjunct faculty, recruit students, and provide enrollment support. Students will pay the established rate for tuition and fees. The OSU system will reimburse CMN at a negotiated rate for costs of processes associated with, but not limited to, student recruitment and enrollment, to be adjusted when determined to be necessary.

4.2.3 Library and Instructional Technology Fees – As OSU allocates a portion of student fees for library and instructional technology- by enrolling through OSU, CMN students are automatically charged the same fee rate. CMN may request and OSU may grant a proportional use of library fees for selected library materials to complement its curriculum. CMN may also request and OSU may grant a proportional set-aside of instructional technology fees to strengthen its IT infrastructure. (Refer to the Technology Fee OSU-Okmulgee Guidelines.)

4.2.4 Training and Technical Assistance – The OSU system will assist CMN to secure training and technical assistance for its Board of Regents, administrative staff, and faculty relating to, but not limited to, governance, administrative management, enrollment management, budgeting, strategic planning, site planning, academic planning, faculty and staff development, financial aid, student services, and accreditation.

4.2.5 Resources – The OSU system will provide office space, classrooms and furnishings, academic support services, student support services and computer assistance as in-kind contributions.

5.0 Tribal College Eligibility

5.1 Institutional Memberships
The College of the Muscogee Nation will apply for membership in various higher education/college organizations to establish a support network for developing the College. In its applications, CMN will specify the arrangement with the OSU system.

5.2 Bureau of Indian Affairs Tribal College Eligibility
CMN will establish its eligibility for funding from the federal government by applying to the BIA. In its application, CMN will specify the collaborative arrangement with the OSU system. Funding will be specific to the tribal college for operating costs.

5.3 Related Studies
CMN will conduct need assessments, faculty evaluations, faculty research, academic studies, student assessments, student satisfaction surveys, and related studies and research. When
requested, the OSU system will assist CMN by making available existing studies, technical support, statistical analysis and report preparation support.

5.4 Accreditation
CMN will organize an Accreditation Team to include CMN administration and faculty and OSU system administration and staff. The team will be chaired by the CMN President and include the necessary committees to meet requirements for North Central Accreditation, American Indian Higher Education Consortium membership, and the Bureau of Indian Affairs Eligibility Study. Training and technical assistance will be provided by the OSU system when requested by CMN.

6.0 Curriculum

6.1 Objective
CMN will offer a need based curricula that is consistent with the college mission, goals, and objectives. OSU will review the curricula and suggest modifications to ensure consistency with its mission and compliance with accreditation requirements for the curriculum prior to the CMN Board of Regents’ approving it as a sanctioned academic program of CMN.

6.2 Degree Plans
During the early stages of development, CMN will offer associate degree programs in academic areas of need approved by the CMN Board of Regents. Each degree plan will have three or four components: (1) General Education, (2) Specialization, and, if appropriate, (3) Core and/or (4) Electives. OSU will review and suggest modifications to ensure consistency with its mission and compliance with accreditation requirements for the degree plans prior to the CMN Board of Regents approving them as official degree plans.

6.3 Course Offerings
Courses will be developed by CMN administration, faculty, and staff; approved by the CMN Board of Regents; and included on a list of official course offerings. OSU will review the list and offer suggestions for change during the semester submitted. Any modifications to the courses must be agreeable to CMN. When CMN offers courses, it reserves the right to monitor and administer its courses according to CMN policies. CMN classes will not be cancelled until the total course offerings are reviewed for overall enrollment, adjunct source of pay, and the need to offer the course.

6.4 Program Approval and Review Process
Proposals for academic programs will be submitted to the CMN Regents for approval and to OSU for review and if required, approval. The proposal will include Needs Data, Program Design, Staffing and Facility Requirements, Organizational Structure, Financial Projections and Funding Needs, Student Assessment, Program Evaluation, and Time Schedule. All degree and certificate programs will be submitted according to the criteria listed.

7.0 Admissions, Academic Standards, and Graduation
7.1 Regular Admission
Prospective students or applicants must possess a high school diploma or General Education Development (GED) Certificate and have taken the ACT or a similar battery of tests. Each applicant shall submit a completed application for admission, official high school transcript showing date of graduation or official document verifying successful completion of the GED, ACT (or similar battery) scores, official transcripts of all colleges attended, and proof of immunization record or signed certificate of exemption.

7.2 Academic Standards
Degree and certificate programs will be designed to meet the standards of the Higher Learning Commission, North Central Association of Colleges and Schools. Faculty will possess the necessary level of education for courses they are assigned to teach.

Grades for all courses will be based on:
A- Excellent, 4 grade points each semester hour
B- Above Average, 3 grade points each semester hour
C- Average, 2 grade points each semester hour
D- Below Average, 1 grade point each semester hour
F- Failure, no grade points
P- Passing, no grade points
I- Incomplete
W- Withdraw
AU- Audit
P-F- Pass-Fail

Academic advisement will be provided by CMN administration and staff with the assistance of OSU staff responsible for providing advisement services.

7.3 Graduation and Degree/Certificate Requirements
The grades, transcripts, diplomas and degrees will indicate both institutions, the College of the Muscogee Nation and the appropriate branch of the OSU system. To meet graduation requirements, students must complete at least 50 hours from CMN or OSU, have a 2.0 GPA, complete the course requirements on their degree plan, complete a degree check, and file for graduation.

8.0 Student Support Services

8.1 Objective
Student services of CMN are designed to support the concept of educating the whole person and to complement the academic and learning environment of all students.

8.2 Student Access to Learning Resources
Students enrolled in CMN will have access to the OSU Learning Resource Center or Library.

8.3 Student Access to Other Services
Students enrolled in CMN will have access to all student activities provided by OSU.

8.4 Assessment and Advisement
CMN students will be assessed by staff of the OSU Assessment Center and advisement will be provided by the CMN administration and staff.
8.5 Counseling
CMN administration, staff, and OSU Counseling Center staff will counsel CMN students on issues that do not require a counseling license. Students with personal and psychological issues will be counseled by licensed professionals.

8.6 Financial Aid
CMN students will apply for financial aid through the OSU Financial Aid Office. When CMN is qualified to establish a financial aid program, CMN students will apply to CMN. (See Addendum 1 regarding Students in CMN Housing and OSUIT Financial Aid)

9.0 Quality Control
9.1 Faculty Credentials
CMN will adhere to the Higher Learning Commission, North Central Association of Colleges and Schools requirements for faculty credentials. For tribal specific courses, tribal knowledge and experience will be given priority when selecting faculty.

9.2 Assessment
CMN may request the assistance of OSU for assessment plans for programs, instructional competency, and student performance.

9.3 Review of Degree/Certificate Programs
As deemed necessary the CMN Board of Regents will review selected degree and/or certificate programs based on past, present and future enrollment, job market, cost effectiveness, and accreditation.

10.0 Financial Issues
10.1 Financial Arrangements
The primary purpose of the Agreement is to support a cooperative relationship between OSU and CMN with an emphasis on attainment of accreditation and eligibility for federal funding for CMN. Financial support for CMN will consist primarily of OSU system in-kind contributions, direct funding from the Muscogee Creek Nation, and, for special activities, funding will be designated by the Steering Committee. CMN students will receive the same services from OSU that all students receive without the student or the CMN being assessed a charge.

10.2 Compensation for Adjunct Faculty and Staff
Adjunct faculty will be compensated by the OSU system at the standard rate of $500 per credit hour. Staff will be compensated by CMN unless otherwise approved by the Steering Committee. Payment for certain expert instructors in specialized fields such as technical courses may exceed the standard rate but as an accepted norm for equivalent instruction in Oklahoma colleges or universities. Together or separately, OSU and CMN may compensate such instructors. Both institutions may compensate instructors for under enrolled classes.

10.3 Compensations for Eminent Scholars and Experts
CMN reserves the right to special authority to appoint instructors with expertise relevant to its mission and charter. Instructors appointed under this authority may have specialized skills
and/or knowledge in fields not conventionally acquired through academic degree programs. Their qualifications will include a demonstrated record of achievement and recognition as a foremost expert in that instructor’s area of expertise, though academic degrees may also be considered. Together, OSU and CMN may issue *honoraria*, stipends, and other compensations as established by their respective policies for such scholars, Artists-in-Residence, and other experts in their field.

10.4 Grants and Contracts
Grant or contract proposals will designate the recipient of funding for respective projects. The specific amount of funding to each entity will be identified. Roles for both CMN and the OSU system will be specified in writing to the Steering Committee.

10.5 Cost of Partnership
CMN will pay for the costs to develop the tribal college including facilities, systems, supplies, personnel, and equipment; however, during the interim stage of development, the OSU system will support CMN with in-kind contributions for office, classrooms, enrollment support, technical support, and equipment and supplies. Any unique activity costs; including cost sharing, will be discussed by the Steering Committee.

10.6 In-Kind Contributions
The OSU system will provide office, classroom, and storage space as well as furnishings, telephone service, computer access, and technical services. College of the Muscogee Nation courses will be included in the schedule as an inkind service. A minimal amount of printing for enrollment and recruitment will be provided at no cost to the tribal college.

11.0 Marketing and Outreach

11.1 Marketing Approach
The OSU system will include CMN in its marketing program to attract students to CMN. The Steering Committee will designate which marketing tools will be used and how CMN will be included. Staff from the CMN will be given the opportunity to participate in recruiting activities of the OSU system.

11.2 Marketing Cost
Any special activities designed solely for the CMN will be funded by the CMN. Activities, which are a part of the marketing program of the OSU system, will include CMN at no cost to CMN on approval of the Steering Committee.

12.0 Reporting

12.1 Annual Report
At the end of the summer semester of each year, a summary report will be submitted to the Steering Committee.

12.2 Student and Program Assessment Reports
The Assessment reports prepared by OSU will have a section relating to CMN. Data relating to the CMN will be presented to the Steering Committee.
12.3 Degree Program and Certificate Program Reports
When CMN establishes Degree Programs and Certificate Programs, reports of each will be included in the summary report.

13.0 Agreement Period, Renewal, Termination and Amendments

13.1 Period
This agreement will be renewed for a period of five years beginning ______, 201__ and ending ______, 201__ and is subject to continual updating.

13.2 Renewal
This agreement may be renewed for the number of years determined by the designated officials of CMN and OSU system at the end of the five-year agreement period.

13.3 Termination
This agreement may be terminated by either party, within ninety days after written notification.

13.4 Amendments
Both parties must agree to any amendments to this agreement.

Signed/Date:

Robert Bible, President
College of the Muscogee Nation

Dr. Bob Klabenes, President
OSU-Oklahoma

12/21/2010
ADDENDUM 1. Students in CMN Housing and OSUIT Financial Aid Agreement between College of the Muscogee Nation and Oklahoma State University

The College of the Muscogee Nation will complete construction of student residence units in the fall of 2011 and CMN students will move in during that semester. When students apply for residency in CMN housing units they will also apply for federal and state need based financial aid through the Free Application for Federal Student Aid (FAFSA). OSUIT Student Financial Services will administer/process the FAFSA.
Following are additional items to be considered:

1. Students residing in CMN housing will be considered off-campus for OSUIT financial aid purposes.
2. It is noted that OSUIT will offer a commuter meal plan to students who do not live in OSUIT university housing and that the commuter meal plan offer will include the CMN students living in CMN housing.
3. The billing and payment for CMN student housing will be administered by the CMN Business Office.

[Signature] 12-21-2016
Initial/Date

[Signature] 12-22-2016
Initial/Date
Appendix F:

Supplement to PIF Appendix — College Foundation/Governance Category — Oklahoma State University Institution of Technology (OSUIT) Continuing Accreditation Site Review Team Final Report.
ASSURANCE SECTION

REPORT OF A COMPREHENSIVE EVALUATION VISIT

TO

Oklahoma State University Institute of Technology
Okmulgee, Oklahoma

March 29-31, 2010

FOR

The Higher Learning Commission
A Commission of the North Central Association of Colleges and Schools

EVALUATION TEAM

Dr. Kim Linduska, Executive Vice President, Academic Affairs, Des Moines Area Community College, Ankeny, IA, (Chair)

Dr. Robert Dunker, President, Western Iowa Technical Community College, Sioux City, IA

Ms. Jeralyn Jargo, Dean, Business, Science and Technology, Century Community and Technical College, White Bear Lake, MN

Dr. Daniel McLaughlin, Assessment Director, Northern New Mexico College, Espanola, NM

Dr. Karen Schmid, Vice Chancellor for Academic Affairs, Purdue University North Central, Westville, IN
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than half of some degree programs are offered online. Given the new HLC requirements: “Approval of Distance and Correspondence Education” (http://www.ncahlc.org/information-for-institutions/publications.html), OSUIT should review the requirements to ensure compliance as distance learning offerings increase at the college.

F. Interactions with Constituencies
- President
- Director of Development
- Director of Technology & Learning Innovation
- Director of Physical Plant Services
- University Marketing and Public Relations
- Assistant Director of Computer & Information Services
- Vice President of Fiscal Services
- Vice President of Enrollment Management
- Vice President of University and External Relations
- Executive Vice President of Administrative and Academic Services
- Coordinator of International & Multicultural Affairs
- Director of Institutional Research & Assessment
- OSU Board of Regents members (3)
- Vice Chancellor for Academic Affairs, Oklahoma State Regents for Higher Education
- Staff at Mid America Industrial Park in Pryor
- Staff at Central Tech at Drumright
- Director of Technology & Learning Innovation
- Development Officer/OSU Foundation
- Self Study Committee (11)
- College of the Muscogee Nation Administrators (4)
- Residential Life and Student Life (22)
- Executive Team and Division Chairs (17)
- Faculty (62)
- Staff (27)
- Advisory Committee Members (19)
- Student Leaders (17)
- Community business partners (16)
- Community Leaders (9)
- Distance Learning Committee (9)
- Assessment Committee (19)

G. Principal Documents, Materials, and Web Pages Reviewed
- Alliance Documents
- Cooperative Alliance Enrollment Agreement (OSUIT & Central Tech Drumright /Sapulpa)
- Cooperative Alliance Resource Guide
- Annual Student Assessment Reports (2000-2001 through 2009-2010)
- Preliminary FY 2009-2011 Budget
- College of Muscogee Nation
- College of Muscogee Nation-Historical Materials

(June 8, 2010)
College of Muscogee Nation – Syllabi & Curricula Vitae
Enrollment Management Plan (OSU System, 2005-2010)
Enrollment Management Plan (OSUIT 2005-2010)
Fox Reports and Enrollment by Semesters 2000-2010
Recruitment Plus-Contact Information, example letters
Training Manual Friends of Pete
Administrative & Professional Staff Handbook
Affirmative Action Plan
Catalog 2007-2008
Catalog 2009-2010
Classified Staff Handbook
Faculty Handbook
Technology Plan (Computer Replacement Plan)
OSU Board of Regents Agenda Documents
August In-Service Days Schedule
New Faculty Workshop Series Notebook
TechKnowledgy Fridays Schedules
Compliant Log
Resident Life Handbook
Post Audit Reports 2009
Low Productivity Programs 2009
Academic Plan 2010
Self Study 1974
NCA Self Study 1990
Team Report 1990
NCA Self Study 2000
Team Report 2000
NCA Focus Visit Self Study 2002
Team Report 2002
Institutional Change Request 2004 (Self Study)
Team Report 2004
Institutional Change Request 2006 (Self Study-Pryor Campus)
Technical-Occupational Self Study 2003
Technical-Occupational Self Study 2008
Diversity Self Study – OSU-June 2007
Diversity Self Study – OSUIT-January 2008
Passage to the Emerging Frontier 1993 (OSUIT)
Strategic Plans (2003-2004; System)
Strategic Plan 2009
Strategic Planning Drafts 2010 (OSUIT)
List of Major Programs, Credits per course, length of the program, contact hours per program, overall credit hours required; differences between similar programs offered on and off campus.
Samples of transfer policy disclosures
Samples of log in or verification software
Letters from the Department of OSUIT related to Title IV participation/eligibility
Program Participation Agreement (PPA)
Recent program audits

(June 8, 2010)
ADVANCEMENT SECTION

REPORT OF A COMPREHENSIVE EVALUATION VISIT

TO

Oklahoma State University Institute of Technology
Okmulgee, Oklahoma
March 29-31

FOR

The Higher Learning Commission
A Commission of the North Central Association of Colleges and Schools

EVALUATION TEAM
Dr. Kim Linduska, Executive Vice President, Academic Affairs, Des Moines Area Community College, Ankeny, IA Chair

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(June 8, 2010)
Topic Two: Cooperative relationship with the College of the Muscogee Nation
OSUIT must be commended for its exemplary support of the development of the College of the Muscogee Nation. OSUIT has helped open access to higher education for American Indian learners in the region, resulting in the establishment of a more level playing field for economic opportunity in Eastern Oklahoma, and support for Muscogee sovereignty at a crucial state in the tribe’s development.

The partnership between the College of Muscogee Nation and OSUIT has produced excellent results thus far. Solid governance structures are in place for the new tribal college. Articulation details have been worked out on both campuses. Enrollments at CMN are healthy and steadily increasing. CMN has attained candidacy status with the Higher Learning Commission, and the College of the Muscogee Nation is moving ahead with plans to build its own campus adjacent to OSUIT. All of these are major accomplishments.

The partnership will be well served in the years ahead by thoughtful planning and ongoing reflection on how to best meet the needs of the students of the CMN and those of OSUIT. CMN planners have reviewed lessons learned from other partnerships between new tribal colleges and mainstream universities. We urge them to continue to scan the research to ascertain best partnership practices.

One such lesson learned from tribal college partnerships elsewhere concerns the central role that leadership plays. Key to a successful partnership is to have a champion in the mainstream institution that is able to marshal fiscal and human resources, overcome policy obstacles, and work with tribal leaders as a cultural broker in widely different institutional, socio-political, and cultural contexts. That role has been executed very effectively by OSUIT’s President, Dr. Bob Klabenes.

Looking ahead to Dr. Klabenes’ retirement in January, 2011, a new OSUIT champion for the partnership, with policies, organizational structures, and funding schemes that support all aspects of the venture, will need to be identified. For this work, the review of best practices and lessons learned from other tribal college partnerships will continue to be essential. (Dine College and Arizona State University’s fifteen-year partnership is an excellent example to study.) The extent to which the details are codified in a memorandum of agreement could help create conditions for ongoing partnership success.

Any formal or informal agreement between the CMN and OSUIT should spell out structural support for planning and assessment. OSUIT has important opportunities for addressing its own diversity needs by involving CMN faculty and staff in planning, assessment, evaluation, and data management on its own campus. Inviting CMN personnel to training for these aspects of organizational development, and for WEAVEonline in particular, will be significant as the partnership undergoes the pending leadership transition at OSUIT.

A long term plan for the partnership that articulates phase out strategies will be useful. OSUIT should identify an institutional point person during the leadership transition period, and put in place an internal working group and external advisory committee that will guide all aspects of the work. Those groups could set strategic goals and annual action plans with measures, targets, and feedback loops directed toward achieving those goals.

(June 8, 2010)
Since the beginning of the partnership, there have been, and will be, opportunities to celebrate success, and opportunities to improve services to students and enhancement of the partnership. The CMN-OSUIT venture has required, and will continue to demand, cultural brokering that goes not merely back and forth, but in many directions: from CMN to OSUIT and vice-versa, and also from each institution separately and both institutions together to various stakeholder groups in American Indian and non-Indian contexts throughout the region. Engaging CMN faculty and staff in OSUIT organizational life, OSUIT personnel in CMN development, and representatives from both groups with stakeholders throughout the region, will greatly benefit both organizations.

**Topic Three: Use of WEAVEonline**

OSUIT's subscription to WEAVEonline's planning and assessment management system offers an important asset that has yet to be sufficiently tapped. WEAVEonline tools support all aspects of planning, assessment, evaluation, and process improvements that are at the heart of Core Component 2C, discussed in detail in the Assurances section of this report.

In its effort to utilize the web-based resources so as to archive assessment and evaluation data, analyze assessment results, and implement improvements on the basis of that analysis, OSUIT should consider identifying one person (or group) as the WEAVEonline administrator and training coordinator. Using a train the trainer model, a point person could work with the OSUIT's Assessment Committee on the academic side, and Executive Vice President or Institutional researcher (and/or strategic planning group) on the institutional planning and academic support side, to build out outcomes and objectives, archive data, design improvements, and monitor process improvement action plans necessary to pull together all planning initiatives needed to address Core Component 2C.

As outlines in the team recommendation for Criteria Two, improving institutional effectiveness and continuous improvement processes should become a part of the overall strategic planning processes for OSUIT. With a comprehensive strategic plan in place, WEAVEonline could be used to identify and gather additional data, including the establishment of benchmark data regarding assessment and institutional evaluation processes; identification of best practices related to the use of planning and assessment processes. This data will allow the faculty and staff at OSUIT to brainstorm weaknesses and threats as a part of its planning process and prioritize problems to be addressed; brainstorm and prioritize solutions, measures, steps, and persons responsible; and implement a comprehensive action plan, analyze process evaluation data, and make improvements as needed to address Core Component 2C of Criterion Two.

**Topic Four: Implementation of the Bachelor of Technology Degrees**

OSUIT now offers three baccalaureate degrees, Instrumentation Engineering Technology, Information Assurance and Forensics, and Civil Engineering Technology. The institution has the opportunity to further develop a baccalaureate culture and assure appropriate academic rigor especially through ongoing program review and assuring faculty education and experiences appropriate to the requirements of a four year degree program. Benchmarking of each baccalaureate degree program with similar programs within Oklahoma and with peer colleges should be particularly useful to assist OSUIT to gain greater knowledge of the particular challenges of offering the baccalaureate degree. OSUIT is encouraged to investigate the possibility of specific program accreditation (where applicable) as well as regular program reviews for all baccalaureate programs. According to the Self-Study report, all new faculty are
Appendix G:

Supplement to PIF Appendix — Student Affairs Category — Updated List of Co-Curricular Activities
October 1, 2010- NASA organizational meeting in HET 116.

October 6, 2010- Attended OSUIT’s President Roundtable with one Student.

October 15, 2010- Tailgatin’ on 75, CMN and NASA had booth, 4 students participated.

October 22, 2010- Grand Opening Committee meeting.

October 27, 2010- ONASHE Planning Committee at NSU. Upcoming conference is going to be hosted by NSU, went and looked at facilities and planned for conference.

October 28, 2010- NASA had a food booth at OSUIT’s Carnifall. Ten students participated.

November 3, 2010- NASA was awarded the 2010 OSUIT Outstanding Student Club at Student Life’s Banquet.  

November 5, 2010- NASA organizational meeting meeting in HET 116. 

November 5, 2010- Plays stickball with Preston Public Schools JOM Students. Six Students participate.  

November 8, 2010- In honor of Native American Heritage Month NASA sponsored a Social Stickball Game on OSUIT’s Sports Field. The women won the game. Twenty students attended. 

November 9, 2010- In honor of Native American Heritage Month NASA sponsored a Stompdance Exhibition at the Kite Pavilion. Thirty students attended. 

November 10, 2010- Attended the Faculty Council Chili Cookoff. Eleven Students entered.  

November 12, 2010- ONASHE Planning Committee Conference Call. One student participated. 

November 18, 2010- Attended Indian Youth Career Day at the University of Oklahoma. Workshop Presenter in Gaming, One students presented in College Student Panel. 

November 19, 2010- NASA attended an ONASHE Student Meeting hosted by NOC in Tonkawa. Students decided on the Theme for the upcoming conference, Learning from the Past, Changing the Future. Four students attended. 

November 20, 2010- NASA was invited to sing Mvskoke Hymns and serve drinks at the Council House Ceremony. Twenty students participated. 

December 1, 2010- Attended OSUIT President’s Roundtable with two students.

December 3, 2010- ONASHE Planning Committee Conference Call. Three students participated.
December 3, 2010- NASA organizational meeting in HET 116.

December 10, 2010- NASA Potluck and Stickball game. Nine students participated.

Spring 2011

January 12, 2011- OSUIT President’s Roundtable.

January 14, 2011- NASA Meeting held in CMN room 103. 16 students attended.

January 28, 2011- NASA officers meeting. 4 Students attended.

January, 2011- NASA has team in OSUIT intramural basketball. 6 Students participate.

February, 2011- NASA has team in OSUIT intramural volleyball. 6 Students participate.

February 18-19, 2011- 9 Students attend Oklahoma Native American Students in Higher Education at NSU. Dustye Monahwee was awarded the Bradley H. Wahnee Memorial Award.

March 4, 2011- NASA meeting held in Student Activity Center. 8 Students attended.

March 9, 2011- OSUIT President’s Roundtable.
Appendix H:

H: Supplement to PIF Appendix — Academic Affairs Category — New Faculty Resume
VITA

McKenzie, Kasey Roberta  
Police Science Instructor  
Route 1, Box 1564  
Checotah, Oklahoma 74426

1. Academic Degrees  
   1997  B.A. University of Oklahoma  
   2000  J.D. University of Tulsa College of Law

2. Professional Experience  
   2011-Present  Police Science Instructor, College of the Muscogee Nation  
   2007- 2010  Second Assistant Attorney General, Muscogee (Creek) Nation, Department of Justice,  
                Office of the Attorney General  
   2001- 2007  Assistant Attorney General, Muscogee (Creek) Nation, Department of Justice, Office  
                of the Attorney General

3. Selected Collegiate Assignments  
   Faculty Council  
   Graduation Committee  
   Dormitory Committee  
   Student Advisor

4. Collegiate Activities  
   Developed MCNCA Title 18, Chapter 4, “College of the Muscogee Nation Board of Regents”  
   Responsible for all aspects of acquisition of the College of the Muscogee Nation Property  
   Prepared Architect Contract – College of the Muscogee Nation’s New Administration Building  
   Prepared Construction Contracts – College of the Muscogee Nation New’s Administration Building

5. Bar and Professional Memberships  
   Oklahoma Bar Association (2001)  
   Muscogee (Creek) Nation Bar Association (2001)  
Appendix I:

Supplement to PIF Appendix—Business Affairs Category—IT Manager Position Description
Title: IT Manager
Department: College of the Muscogee Nation
Classification: Salaried
Reports to: President

Occupational Code:
Position Number: SG 13
Pay/Grade: SG 13
FLSA Designation: non-exempt

JOB DESCRIPTION

General Summary:
Under the supervision of the President, the IT Manager is responsible for the management of the IT Department. Perform analysis and support of new applications and computer networks, maintaining systems operating system. Provide technician assistance for all computers and security of College networks.

Principal Duties and Responsibilities
Functions
1. Maintain system design, testing, networking and documentation.
2. Maintain Windows server operating system; perform administration functions.
3. Skilled in solving complex problems related to computerized systems in a structured and controlled manner.
4. Provide technical solutions for the majority of computer related problems.
5. Schedule job tasks for future IT staff.
6. Analyze data processing requirements for all College departments to provide system capabilities required for projected workloads.
7. Co-ordinate hardware, software, installations, and training of all computerized projects.
8. Co-ordinate internet website changes that reflects the best interest of the College.
9. Advanced knowledge of software packages and configurations of Microsoft and troubleshooting skills.
10. Install and maintain all Network Printers each department.
11. Advanced knowledge of TCP/IP and Networking protocols and associated programs.
12. Assist all departments with Virus Security issues and procedures to ensure protection.
13. Capable of setting up a network interfaces (wiring, connectors, hub configurations).
14. Perform Internet connections on T1, DSL and Fiber lines.
15. Knowledge of fiber network connections used at Creek Nation and College.
16. Knowledge of cisco network equipment
17. Shall perform all other duties as assigned.

Tribal College Functions
Job Specifications:
1. Monitor all college computer networks and operating systems.
2. Maintain appropriate diligence in maintaining internet and network safety.
3. Able to follow instructions.
4. Will make written notations on daily duties performed.
5. Enjoy working in a public setting that has a variety of work spaces for administration, instructors, and students.
Minimum Requirements - High School Diploma or GED equivalent. 3 + years current IT experience or certifications in computer trouble shooting and maintenance.

Preferred Requirements – Bachelors degree in Computer Science. Ability to speak the Muscogee Creek language is preferable but not a requirement. Native American and Veteran preference.

Special Considerations -

Licensure (if appropriate): Valid Oklahoma Drivers License

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.

REVIEW/APPROVALS

[Signature]
Immediate Supervisor

10-1-10
Date

[Signature]
Executive Office

4-4-10
Date
Appendix J:

Supplement to PIF Eligibility Requirement — Academic Affairs Category — Supporting Documentation to enable OPAC on the CMN Website: Letter from IT Manager and communication with Resource One customer service
March 28, 2011

Higher Learning Commission
Preliminary Information Form
Eligibility Reviewers

Re: Plan to make CMN Online Public Access Catalog available via the CMN website

Dear Eligibility Reviewers:

CMN’s Online Public Access Catalog Database has been activated for the internal CMN network. This allows students internal access to the library’s resources while they are on a computer within the CMN campus. Once remaining server configurations have been completed, CMN will allow access of the catalog for external users. Once CMN’s OPAC Database is online for external access, students would be able to access the library’s searchable catalog using their password to authenticate access.

Completion of these processes should occur the week of April 28, 2011.

Sincerely,

Richard Harley
Information Technology Manager
Hello Karen,

I have set you up to be able to access the Web Search file through a download from our website. I have set up your Account online so you can access the installation file at any time.

To do this, go to www.resourcemat.com and click on My Account along the right side of the screen. Your User name is the email address you provided: khaught@muscogeenation-nsn.gov

And the password is your serial number: 11245-146185 (hyphen included)

That will log you into your account where you can download the installation file. Note, please change any of the information we have added into your account regarding name, address, etc, where appropriate. Also, you can reset your password to anything you want, but please write it down for the next time you want to download the installation file. Your account will also be where you can create purchases, etc.

Also, you will be receiving an email order confirmation (to info@hpnc.org) but you can disregard that as we had to create the 'fake' order to have the installation file accessible to you.

Please let us know if you have any further inquiries.

Sincerely,
Judy Witty
Customer Service

At 12:15 PM 2/23/2011, you wrote:

Hello,

I still have not received the email with the web license information. Cheryl recommended that I send you an email. Thank you for your help.

Karen Haught
Librarian
College of the Muscogee Nation
1200 Highway Loop 56
Okmulgee, OK. 74447
918-549-2812
http://www.mvsktc.org/

*This transmission is from the office of the Library for the College of the Muscogee Nation and may contain information that is privileged or confidential. If you are not the addressee, note that any disclosure, copying, distribution, or use of the contents of this message is prohibited. If you have received this transmission in error,
Jaywil Software Development Inc.
P.O. Box 25005
Guelph, ON, Canada
N1G 4T4
Phone 519-837-8370 Fax 519-837-8656

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Paid, Thank you.

TOTAL $85.00
Appendix K:

Supplement to PIF Appendix — Planning Category — Flow Chart for Assessment Plan
ASSESSMENT PLAN

1200 Highway Loop 56
Okmulgee, OK 74447
918-549-2800
918-549-2880 Fax
www.mvsktc.org
APPENDIX K: FLOW CHART FOR ASSESSMENT PLAN

Legend:
- Triangle: Functional Unit involved
- Circle: CMN meeting goal
- Star: Return to Phase I.

I. Assessment Planning Committee

I. Current Assessment Resources

II. Assessment Strategy

III. Plan Development

IV. Implementation

1. Current Assessment Resources
2. Conduct assessment
3. Identify assessment needs
4. Plan assessment strategy

5. CMN meeting goal
6. Assessment Strategy
7. Plan Development
8. Implement plan

9. Plan Development
10. Evaluate plan
11. Adjust plan
12. Replan

13. Implementation
14. Return to Phase I
15. End
Appendix L:

Supplement to PIF Appendix — Student Affairs Category — Student Residence Units: Letter from Construction Manager; Student Residence Units Floor Plan; Housing Coordinator Position Description; and Housing and Urban Development (HUD) Award Letter
March 17, 2011

Mr. Robert Bible, President
College of the Muscogee Nation
1200 Highway Loop 56
Okmulgee, OK 74447

RE: College of the Muscogee Nation Student Housing Project

Dear President Bible:

The following are all the contracts that have been fully executed to date:


2. Nabholz Construction, AIA Document A133™ - 2009 Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of Work Plus a Fee with a Guaranteed Maximum Price – 01/17/2011

Contracts are maintained at the Tribal Construction office and copies may be provided upon request.

If you have any questions, please call me.

Sincerely,

Solomon Morgan
Tribal Construction Project Manager

SM:mb
Title: Housing Coordinator
Department: College of the Muscogee Nation
Classification: Salaried
Reports to: Dean of Student Affairs

Occupational Code:
Position Number:
Pay/Grade: SG
FLSA Designation: non-exempt

JOB DESCRIPTION

General Summary:
Under the supervision of the Dean of Student Affairs, the Housing Coordinator is responsible for the coordination of activities for residents of the college dormitories.

Principal Duties and Responsibilities

Functions
1. Enforce rules and regulations to ensure the smooth and orderly operation of dormitory programs.
2. Provide information and assistance to residents.
3. Provide simple first aid and summon medical assistance when necessary.
4. Mediate interpersonal problems between residents.
5. Communicate with the Dean of Student Affairs to resolve problems with individual residents.
6. Make regular rounds to ensure that residents and areas are safe and secure.
7. Make unscheduled room checks for use of unauthorized substances or appliances.
8. Observe residents areas to detect and report unusual behavior.
9. Determine the need for facility maintenance and repair, and notify appropriate personnel.
10. Direct and participate in on- and off-campus recreational activities for residents of dormitories.
11. Supervise Housing Coordinator Assistants.
12. Maintain student laundry facility.
13. Plan and chaperone group trips and social functions.
14. Inventory, pack and remove items left behind by former residents.
15. Will collect and review all incident report forms before meeting with Dean of Student Affairs.
16. Shall perform all other duties as assigned.

Tribal College Functions

Job Specifications:
1. Maintain appropriate diligence in maintaining cleanliness and safety.
2. Able to follow instructions.
3. Will make written notations on daily duties performed.
4. Enjoy working with students.

Minimum Requirements - High School Diploma or GED equivalent. Required to live in campus housing. CPR/AED certified. Must pass background check and drug testing. Experience working with college students. Experience working in a college dormitory or similar
establishment.

Preferred Requirements – Ability to speak the Muscogee Creek language is preferable but not a requirement. Native American and Veteran preference.

Special Considerations -
Licensure (if appropriate): Valid Oklahoma Drivers License

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.

REVIEW/APPROVALS

________________________________________________________________________
Immediate Supervisor

Date

________________________________________________________________________
President

Date

________________________________________________________________________
Executive Office

Date
Dear Chief Ellis:

SUBJECT: Indian Community Development Block Grant (ICDBG) Program  
Project Number: B-10-SR-40-0724  
Grant Approval Notification

The Southern Plains Office of Native American Programs (SPONAP) is pleased to inform you that the following projects included in your ICDBG application has been selected for funding:

<table>
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<tr>
<td>Infrastructure Project for Student Housing</td>
<td>91</td>
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As a result, a Grant Agreement in the amount of $800,000 has been authorized for your ICDBG projects. Your implementation schedule approved with your application may need to be amended and submitted to SPONAP for approval.

Three signed copies of the Grant Agreement are enclosed. Please acknowledge your receipt and acceptance of the Grant Agreement by signing all copies and returning two to this office.

Please return all required documents no later than 14 days from the date of this letter.

Please note the reference in the Grant Agreement for an environmental review pursuant to the regulations at 24 CFR Part 58. Contact your assigned Grants Management Specialist if you are not familiar with the environmental review process for your funded activity.

Other special conditions may have been included in block 7 of form HUD-52734, Funding Approval/Agreement. Please be aware of these conditions.

The Grant Agreement incorporates the enclosed conditions and other information included in your application. HUD must approve any changes to the agreement. The Implementation Schedule submitted in your application will be the basis for monitoring the Tribe's progress in completing the grant activities. Adherence to the Implementation Schedule is an aspect of program performance that will be used to evaluate your Tribe's administrative capacity should you submit future applications for ICDBG funds. The Implementation Schedule may be revised with SPONAP's concurrence for well-justified and documented reasons outside the control of the tribe.
Appendix M:

Supplement to PIF Appendix —College Foundation/Governance Category —Oklahoma State Regents for Higher Education Economic Development Partnership Honorees
Dear All,

Attached is the invitation to the upcoming Partnership Recognition Ceremony to be held on Tuesday, April 26th at 3:30 p.m. to be held at Seminole State College this year. We will need to rsvp for those that are planning to attend. Please let me know and I will send in the names. Also, we can plan to carpool if you would like, just let me know. Thanks!

Anita

Institute of Technology

Anita Gordy-Watkins
Vice President
University and External Relations
Donald W. Reynolds Center
1801 E. 4th Street
Okmulgee, OK 74447-3901
H: 918-293-5156
FAX: 918-293-4633

From: Lake, Connie [mailto:clake@osrhe.edu]
Sent: Monday, March 28, 2011 2:00 PM
To: Deborah Hefner; Dr. Debra Stuart; Nero, Donnie; Dr. Erik Guzik; Dr. James Pappas; Lomax, John; Dr. Judy Colwell; Dr. Marvin Hankins; Dr. Patti Wilber; Dr. Ray Brown; Dr. Rick Wetherill; Dr. Stephen Smith; Mr. Arun Tilak; Mr. Cal Hobson; Mr. Cecil Carter; Mr. Greg Gardner; Mr. Jack Bryant; Mr. Jerry Cook; Mr. Larry Smith; Mr. Ray Murphy; Mr. Robert Lindley; Mr. Stan Grell; Gray, Tom; Mr. Tony Hutchison; Waldron, Susan A; Gordy Watkins, Anita; Ms. Diane Murphey; Ms. Emelia Ross; Ms. Evelyn Bollenbach; Ms. Gina Wekke; Kay, Heather; Ms. Kathy Hendrick; Ms. Linda Tillman; Ms. Lisa Greenlee; Ms. Mary Ann Philpott; Ms. Mitzi McCraw; Ms. Nikki Heath; Ms. Nina Ritchie; Ms. Renae Brill; Ms. Traci Schwerdtfeger
Subject: 2011 Partnership Recognition Program

Please note this event is on Tuesday, April 26, 2011. Feel free to share this electronic invitation with your PRP honoree and with others on your campus who may be planning on attending. A corrected invitation will be mailed to the business partners.
The Economic Development Council
cordially invites you to a

Reception

In Recognition of the OSRHE
Economic Development Partnership
Honorees

At Seminole State College
Enoch Kelly Haney Center
2701 Boren Boulevard
Monday, April 26, 2011 - 3:30 p.m.

Please R.S.V.P. to Renae Brill – 405.225.9460
by April 8, 2011

For more information about the program and directions, please visit, www.okhighered.org/econ-dev/partner-recognition.html
Oklahoma State Regents for Higher Education
2011 Partnership Recognition Program
Oklahoma State University Institute of Technology/College of Muscogee Nation

Oklahoma State University Institute of Technology has a long history of partnering with the Muscogee Creek Nation. Through the years, the partnering has included such things as professional development and training for tribal employees, programming for summer youth, business assistance and various economic development projects. In 2003, OSUIT began working with the Tribe on a concept for a tribal college to increase the number of Native American students that are attending and graduating from college.

On October 10, 2003, a delegation from the Muscogee (Creek) Nation, the Oklahoma State University System and Oklahoma State University Institute of Technology obtained support from the Intertribal Council of the Five Civilized Tribes in Muskogee to establish a Native American college in Okmulgee. The delegation then went to Washington D.C. and sought Federal funding for the project. The college would be accredited through OSU, with OSUIT providing class space, faculty, curriculum, publications, public relations support and ongoing consultation. Consecutively the Muscogee (Creek) Nation would provide faculty expertise in the Muscogee language, culture, Native American history, tribal services and casino gaming operations.

By the fall of 2004 The College of the Muscogee Nation opened its doors on the OSUIT campus and a pilot semester was launched. In 2008, the tribe purchased 15 acres of land from OSUIT, and the school held its first graduation. In 2009, the college began the process of accreditation by the Higher Learning Commission, and a ground-breaking ceremony was held. On December 17, 2010, the tribe held a dedication ceremony and grand opening for the newly completed college with the OSUIT president participating in the ribbon-cutting. This 22,000 square foot multi-purpose education and administration building interweaves the cultural, creative and artistic heritage of the tribe with its academic and technological aspirations. The involvement and commitment of OSUIT remains high as it continues with its Muscogee (Creek) partner to build a college that will be an exemplary model of tribal education throughout the country.
Appendix N:

Supplement to PIF Appendix — Business Affairs Category — Security Officer Position
Description
Title: Security Officer  
Department: College of the Muscogee Nation  
Classification: Hourly Wage  
Reports to: President  
Occupational Code:  
Position Number:  
Pay/Grade: HG 6  
FLSA Designation: non-exempt

JOB DESCRIPTION

General Summary:
The Security Officer, shall be responsible for the security of the College of the Muscogee Nation properties.

Principal Duties and Responsibilities
Functions
1. Maintain and patrol the College of the Muscogee Nation's buildings and property.
2. Perform routine checks of College property.
3. Report all incidences regardless of how minor.
4. Use preventive measures in deterring unlawful activities or unsafe practices.
5. Keep accurate records of daily routines.
6. Must maintain a professional personal appearance at all times.
7. Shall exercise good public relations with patrons, students and employees.
8. Monitor all entrances and exits.
9. Contact President and Dean of Student Affairs and document any emergency situation.
10. Shall perform all other duties as assigned.

Tribal College Functions

Job Specifications:
1. Monitor all college buildings, including workstations, restrooms, and corridors.
2. Maintain appropriate diligence in maintaining safety and order.
3. Able to follow instructions.
4. Will make simple written notations on daily duties performed.
5. Enjoy working in a public setting that has a variety of work spaces for administration, instructors, and students.

Minimum Requirements - High School Diploma or GED equivalent. Experience and/or training as a security officer.

Preferred Requirements – Ability to speak the Muscogee Creek language is preferable but not a requirement. Native American and Veteran preference.

Special Considerations -

Licensure (if appropriate): Valid Oklahoma Drivers License
Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.

REVIEW/APPROVALS

Immediate Supervisor ___________________________ Date ___________________________

Executive Office _______________________________ Date ___________________________
Appendix O:

Supplement to PIF Appendix — Business Affairs Category — Safety Manual
CMN SAFETY MANUAL PREFACE

As a tribal college, the College of the Muscogee Nation comes under the Muscogee (Creek) Nation Safety Policy; however, workplace safety should not be just about law. Workplace safety integrates the way we think about what we do and how we do it. The College of the Muscogee Nation cares about employee health and safety. From an employer perspective, injuries and illnesses result in increased absenteeism, loss of job productivity, and increased costs of insurance.

Thinking “safety” is an attitude that can and should be developed to the point that it has a positive impact on how we approach every job, every task. Causing safety-thinking to be a natural, subconscious mental activity is something that each individual should take pride in accomplishing for personal as well as professional reasons. But, accomplishing such is a motivated individual effort.

This guide is a primer, providing basic information about legal requirements, administrative policies, and information about the most common causes of workplace injuries and accidents. Primarily, this guide lays a foundation for expected growth in your knowledge and practice of safety in the workplace. A copy of this “Safety Manual” is available from the Safety Officer and will be posted in the Learning Resource Center.

INDEX

I. Safety Training
II. Workplace-Related Illness and Injury
III. Workstation Ergonomics
IV. Indoor Air Quality and Ventilation
V. Noise
VI. Electrical Safety
VII. Fire Prevention Strategies

I. Safety Training

The College of the Muscogee Nation is working to comply with the Department of Labor’s (DOL) quarterly safety training policy, “appropriate to the nature and severity of the hazards faced by the employee.” In other words, somebody in a high-hazard work environment such as a laboratory may need more specialized training than somebody who works in an office.
Fortunately, the DOL does not set time requirements for training to be given, leaving leeway as to how these quarterly requirements may be met. Safety training should be documented with date, subject-title, contact-hours of training-time, and the name and identification number of person(s) receiving the training. A copy of this information should be reviewed and signed by the employee(s) supervisor, then forwarded to CMN’S Safety Officer.

Sources of Training
There are four (4) primary sources of individual training:

1. Self-Directed: The CMN Partner institution’s library has a quantity of safety training DVDs and VHS cassettes available for employee check-out. Another source for self-directed training is internet/on-line training, made available by our partner institution at www.pp.okstate.edu/ehs.

2. Another source of training is provided by the Muscogee (Creek) Nation Risk Management Office.

3. On-campus Safety-based Professional Development: Periodically, the partner institution arranges for a formal safety training class on campus. These free training events are open to all CMN employees.

4. Off-campus Safety-based Professional Development: There are professional training organizations that periodically offer off-campus training over a wide variety of topics, including “safety”. The price of attendance varies.

Policies and Procedures
It is important that employees make themselves knowledgeable of campus policies and procedures; however, particular ones relate directly to the safety and well-being of employees:

- 1-008 Tobacco Use
- 1-018 Drug-free Campus Policy Statement
- 3-018 Workers’ Compensation Insurance
- 4-006 Sexual Assault
- 4-011 Anti-Hazing Policy
- 5-001 Hazardous Communications Program
- 5-002 Fire Protection and Safety
- 5-003 Handling and Disposal of Hazardous Chemicals
- 5-005 Emergencies
- 5-009 Procurement and Installation of Fume Hoods

This list may not be all-inclusive of the current policies in place, and is subject to change without notice. Talk with the CMN Safety Officer about access to a copy of the campus’ Safety Manual.

II. Workplace-Related Illness and Injury
Changes have occurred in the tribal workplace as a result of new technology and automation. These changes bring with it a set of health and safety concerns. In addition to obvious hazards such as slippery floors or an open file drawer, a workplace may also contain hazards such as, poor lighting, noise, poorly designed furniture, and equipment and machines that emit gases and vapors. Even the nature of work itself has produced a whole host of stress-related symptoms and musculoskeletal strains. The leading types of disabling accidents in the workplace are the result of falls, strains and over exertions, falling objects, striking against objects, and being caught in or between objects.

Falls
Falls are the most common workplace accident, accounting for the greatest number of disabling injuries. The most common cause of falls is tripping over an object such as electrical cords or open drawers. Bending while seated in an unstable chair is another common hazard. Falls are frequently caused by using a chair or stack of boxes in place of a ladder, and by slipping on wet floors. Loose carpeting, objects stored in halls or walkways, and inadequate lighting are other hazards that invite accidental falls. Fortunately, all of these fall hazards are preventable. The following checklist can help stop a fall before it happens:

- Be sure the pathway is clear before you walk.
- Close drawers completely after every use.
- Avoid excessive bending, twisting, and leaning backward, especially while seated.
- Secure electrical cords and wires away from walkways.
- Use a stepladder for overhead reaching;
- Clean up spills.
- Pick up objects co-workers may have left on the floor.
- Report loose carpeting or damaged flooring.
- Never carry anything that obscures your vision.

If you find yourself heading for a fall, remember - roll, don’t reach. By letting your body crumple and roll, you are more likely to absorb the impact and momentum of a fall without injury. Reaching an arm or leg out to break your fall may result in a broken limb instead.

Lifting
It’s important to follow the principles of safe lifting. Even small, light loads can wreak havoc on your back, neck, and shoulders if you use your body incorrectly when you lift. Before you pick something up, ask yourself these questions:

- How high do I have to lift it?
- How far do I have to carry it?
- Is this too heavy for me to lift and carry alone?

If you feel that the lift is beyond your ability, contact your supervisor or ask for help.

Safe Lifting Steps
- Take a balanced stance, feet placed shoulder-width apart. When lifting something from the floor, squat (don't bend) close to the load.
• Keep your back in its neutral or straight position. Tuck in your chin so your head and neck continue the straight back line.
• Grip the object with your whole hand, rather than only with your fingers. Draw the object close to you, holding your elbows close to your body to keep the load and your body weight centered.
• Lift by straightening your legs. Let your leg muscles, not your back muscles, do the work. Tighten your stomach muscles to help support your back. Maintain your neutral back position as you lift.
• Don’t twist when lifting. When you must turn with a load, turn your whole body, feet first.
• Be sure that you have a clear view in the direction you are carrying.
• To set something down, use the same body mechanics designed for lifting.

Lifting from a Seated Position
Bending from a seated position and coming back up places tremendous strain on your back. Instead, stand and move your chair out of the way. Squat and stand whenever you have to retrieve something from the floor.

Ergonomic Solutions to Tasks
• If you are doing a lot of twisting while lifting, try to rearrange the space to avoid this. People who have to twist under a load are more likely to suffer back injury.
• Rotate through tasks so that periods of standing alternate with moving or sitting. Ask for stools or footrests for stationary jobs.
• Store materials at knee level whenever possible instead of on the floor. Make shelves shallower (12-18") so one does not have to reach forward to lift the object. Break up loads so each weighs less.
• If your must carry a heavy object some distance, consider storing it closer, request a table to rest it on, or try to use a hand truck or cart to transport it.

Struck By or Striking Objects
Pay attention to where you are walking at all times, properly store materials in your work area, and be sure that you are able to see ahead of you. Running into objects is another cause of injuries. Incidents of this type include:
• Bumping into doors, equipment, desks, file cabinets, open drawers, or other people while walking.
• Striking equipment extensions and open file drawers.
• Striking against sharp objects such as machines, desk corners, etc.
Objects striking employees occur as a result of incidents such as:
• Supplies sliding from shelves or cabinet tops.
• Overbalanced storage or file cabinets caused by two or more drawers being open at the same time or in which the file drawer was pulled out too far.
• Tools or machines, such as computers, that were dropped.
• Doors that were opened suddenly from the other side.
Proper material storage and use of storage devices can avoid these accidents.

Caught In or Between Objects
Disabling incidents also occur as a result of workers getting fingers, feet or clothing caught in or between objects. Watch for pinch-points when working with or around equipment.

Material Storage
Materials that are improperly stored can lead to objects falling on workers, poor visibility, or create a fire hazard. A good housekeeping program can reduce or eliminate hazards associated with improper storage of materials. The following are good storage practices:

- Boxes, papers, and other materials should not be stored on top of lockers or file cabinets because they can cause landslide problems. Boxes and cartons should all be of uniform size in any pile or stack. Always stack material in such a way that it will not fall over.
- Store heavy objects on lower shelves.
- Try to store materials inside cabinets, files, and lockers.
- Office equipment such as typewriters, index files, lights or calculators should not be placed on the edges of a desk, filing cabinet, or table.
- Aisles, corners, and passageways should be unobstructed.
- Storage areas should be designated and used only for that purpose. Store heavy materials so you do not have to reach across something to retrieve them.
- Fire equipment, extinguishers, fire door exits, and sprinkler heads should remain unobstructed. Materials should be at least 18 inches minimum away from sprinkler heads.

III. Ergonomics

Ergonomics means making the workplace comfortable and physically fitting to the employee as is reasonable possible. Job environment characteristics that have been associated with such a workplace-fit include:

- Design of workstations
- Nature of the tasks
- Repetitiveness within the job
- Degree of postural constraint
- Work pace

Arranging Your Workstation to Fit You

- Adjust the height of the chair’s seat such that the thighs are horizontal while the feet are flat on the floor.
- Adjust the seat pan depth such that your back is supported by the chair back rest while the back of the knee is comfortable relative to the front of the seat.
- Adjust the back rest vertically so that is supports/fits the curvature of your lower back.
• With the arms at your sides and the elbow joint approximately 90 degrees, adjust the height/position of the chair armrests to support the forearms.
• Adjust the height of the keyboard such that the fingers rest on the keyboard home row when the arm is to the side, elbow at 90 degrees, and the wrist straight.
• Place the mouse, trackball, or special keypads, next to the keyboard tray. Keep the wrist in a neutral position with the arm and hand close to the body.
• Adjust the height of the monitor such that the top of the screen is at eye level. If bifocals/trifocals are used, place the monitor at a height that allows easy viewing without tipping the head back.
• Place reference documents on a document holder close to the screen and at the same distance from the eye.
• A footrest may be necessary if the operator cannot rest his/her feet comfortably.

Applying Good Work Practices
The way a task is performed, and the workstation environment it is performed in, can influence the risk of injury and productivity. Good technique can make a job easier and safer to accomplish.
• Moving or tipping the computer monitor away from sources of glare or direct light.
• Clean the monitor screen on a regular basis, and use an anti-glare filter on the screen.
• Using diffusers on overhead lighting, and area-lighting when necessary.
• Avoid cradling the telephone between the head and shoulder. Hold the phone with your hand, use the speaker phone, or a headset.
• Keep frequently-used items like the reference materials, and pens/pencils within easy reach.
• Use the minimum force necessary when using hand tools or actions.
• Neutralize distracting noise by using ear plugs or turning on a fan.
• Maintain a comfortable workplace temperature by using layers of clothing or a fan.

IV. Air Quality and Ventilation
The study of indoor air quality (IAQ) and pollutant levels in work environments is complex. The complexity of studying and measuring the quality of workplace environments arises from various factors including:
• Building designs are frequently changing to accommodate more employees and reorganization.
• Buildings undergo renovations such as installation of new carpet, modular office partitions and free-standing offices, and painting.
• Health symptoms appearing are vague and common both to the workplace and home environment. Building studies indicate that the common sources of such problems include poor ergonomic layout, poor ventilation, poor thermal conditions, too high or low humidity, emissions from machines, and other building contaminants. If you see such an issue in your area, contact your supervisor.
Overview of Ventilation Design
Air enters buildings or spaces through mechanical ventilation systems as well as naturally through leaks around windows, doors, etc. Newer, larger buildings are highly energy efficient, with sealed windows and heavy insulation, primarily depend on mechanical ventilation. Older, small, and low occupancy buildings may be adequately ventilated through natural sources: air leakage through windows and doors, and other openings.

Heating ventilation and air conditioning systems (HVAC) are designed to keep occupants comfortable and healthy by controlling the amount of outside air that is added to the building atmosphere, filtering both incoming and re-circulated air to remove particulates and controlling the temperature. The HVAC system includes all heating, cooling, and ventilation equipment serving a building: furnaces or boilers, chillers, cooling towers, air handling units, exhaust fans, ductwork, filters, steam (or heating water) piping. Environmental Factors a ventilation system should provide for a comfortable environment with respect to humidity and temperature. The overall goal of climate control is to provide an environment that is not too cold or hot, dry or humid, and that is free from drafts and odors. Humidity refers to the amount of moisture in the air and extremes in humidification levels can influence how comfortable you feel.

Indoor Air Quality
Air quality can originate within the building or from outdoors. Examples of sources that originate outside a building include: (1) pollen, dust and fungal spores; (2) general vehicle exhaust; (3) odors from dumpsters. (4) re-entrained exhaust from the building itself or from neighboring buildings. Examples of sources that originate from within the building include: (1) building components and furnishings, (2) maintenance or remodeling activities (painting, etc.), (3) housekeeping activities, (4) unsanitary conditions (standing water from clogged drains or dry traps) and water damage, (5) emissions from office equipment or special use areas (print shops, laboratories, or food preparation areas), and (6) personal perfumes and deodorants.

Elements of Air Quality
• HVAC systems periodic cleaning and filters being changed.
• Special attention to operations that may generate air contaminants.
• The ventilation system adequate supply of fresh outside air into the area, and capture and vent air pollutant sources to the outside.
• Machinery should be operated in well-ventilated areas, and cleaned and maintained according to the manufacturer’s recommendations.

Evaluation
In order to determine if a possible relationship between any adverse health symptoms and indoor air quality exist, an indoor air quality survey can be conducted. If you believe that there is a cause for concern for your work area, contact your supervisor.
Lighting
Lighting affects personal comfort on the job. The best lighting system is one in which the light level is geared to the task, where brightness ratios are controlled (no intensely bright or dark areas in one field of vision) and where ceilings, walls, and floors are carefully chosen to minimize glare.
Lighting needs vary with time, task, and person-to-person. One approach is to use adjustable task lighting that can provide needed illumination without increasing general lighting.

V. Noise

Workers are subjected to many noise sources including telephones, high-speed printers, fax and other machines, and human voices. The most common effects are interference with speech communication, annoyance, and distraction from mental acuity. Government standards set limits for exposure to noise to prevent hearing loss. The level of noise one can be exposed to is dependent on (a) the intensity of the noise as well as (b) the duration of exposure. In an office setting, PEOSH noise standards are rarely approached; however, if you feel that you are being subjected to unreasonable sound levels, contact your supervisor.

VI. Electrical Safety

Electricity is essential to workplace operations. Electrical equipment is potentially hazardous and can cause serious shock and burn injuries if improperly used or maintained. Types of electrical hazards found in the workplace include the following:

- **S/B Grounded**
  Grounding is a method of protecting employees from electric shock. By grounding an electrical system, a low resistance path to earth through a ground connection is intentionally created. When properly done, this path offers sufficiently low resistance and has sufficient current-carrying capacity to prevent the build-up of hazardous voltages. However, most equipment is manufactured with grounded plugs as a precaution (three prong plugs). In such cases, the equipment should be used in accordance with the manufacturer’s instructions.

- **S/N/B Overloaded**
  Overloaded electrical circuits and extension cords can cause a fire. A sufficient number of electrical outlets will eliminate the need for extension cords, and reduce the risk. Extension cords should only be used in situations where fixed wiring is not feasible.

- **Placement of Cords**
  Cords can present a hazard when placed in walkway areas, or in foot-areas under desks. When using an extension cord across walkways, aisles or under desks, either tape it down or purchase a cord runner.

- **Out of Sight**
Attention should be given to connections behind equipment or furnishings. Equipment or filecases may be set on cords, or pushed too tightly against electric outlets, severely bending and damaging the cord at the plug.

- **Working on “Live Equipment”**
  Disconnect the power source to equipment before cleaning, adjusting, refilling, or performing other tasks to the equipment. If a guard or cover is removed, replace it before reconnecting power or starting the equipment.

- **Electrical Circuit Breaker Panels**
  Electrical panel doors should always be kept closed to prevent accident, and unblocked to allow quick emergency access.

### VII. Fire Prevention Strategies

The best time to think about fire safety is before a fire occurs. Learn the location of fire escape routes and how to activate the fire alarm. Participate in practice fire drills on a regular basis. Become familiar with stairway exits. Elevators should not be used during a fire, and may expose passengers to concentrated heat and smoke.

- Heat-generating equipment (photocopiers, microwave machines, coffee makers) are often overlooked as a potential fire hazard. Keep such equipment away from anything that might burn, and be sure to turn off at the end of the day.
- Use only grounded electrical tools or appliances, plugged into grounded outlets.
- If electrical equipment malfunctions or gives off a strange odor, promptly disconnect it and call the appropriate maintenance personnel.
- Be sure that extension cords are made to carry the electrical load of the tool or appliance; never plug one extension cord into another.
- Keep extension cords clear of doorways and other areas where they can be stepped on or damaged. Replace damaged electrical cords.
- Do not allow combustible material (boxes, paper, etc.) to build up near sources of ignition.

Through a program of scheduled inspections, unsafe conditions can be recognized and corrected before they lead to serious injuries. Look for items previously pointed out, such as objects protruding into walkways, file cabinets that are weighted toward the top or frayed electrical cords. Advise personnel in the area of the hazards and set about correcting them.

- **Smoke Hazard**
  An open workspace designs allows smoke to spread quickly, and the incorporation of many synthetic and other combustible material in office fixtures (such as furniture, carpet, wastebaskets contents, and wall coverings) often makes “smoky” fires. In addition to being smoky, many synthetic materials can emit toxic fumes during a fire. Inhalation of toxic fumes can hamper a worker’s chances of getting out of a fire in time. Workers need to recognize when to evacuate the area and know how to exit in an expedient manner. An emergency action plan
can address potential emergencies expected in your work area. For emergency evacuation, the use of floor plans or workplace maps that clearly show the emergency escape routes and safe refuge areas should be included in the plan. Employees should discuss best-response to emergencies with their supervisors shortly after starting work and whenever their responsibilities under the plan change.

**If you discover a fire, or see or smell smoke, immediately follow these procedures:**

- Notify Safety Officer, Physical Plant, and/or Campus Police. In some cases, the MCN Lighthorse Police may be notified.
- Activate the building alarm (fire pull station); then, verbally notify people in the building.
- Shut down equipment in the immediate area, if possible.
- Isolate the area by closing windows and doors before evacuating the building, if you can do so safely.
- Do not collect personal or official items; leave the area of the fire quickly and walk (do not run) to an exit, then to the designated gathering area.
- Upon their arrival, provide the fire/police teams with the details of the problem.
- If fire alarms are ringing, or you are told that there is smoke or fire is occurring in your building:
  
  (a) evacuate the building immediately,
  
  (b) move to your designated meeting location or upwind from the building, staying clear of streets, driveways, sidewalks, and other access ways to the building, and
  
  (c) remain away from the building until notified that it is safe to return.

- If you are a supervisor, as quickly as possible:
  
  (a) try to account for your employees,
  
  (b) keep your employees together, and
  
  (c) report any unaccounted-for person(s) to the emergency personnel at the scene.

**Workplace safety integrates the way we think about what we do and how we do it.**
This guide is only a primer, providing basic information to lay a foundation for growth in your knowledge and practice of safety in the workplace. If you have any questions or concerns related to safety practices at CMN, please talk with the appropriate Dean and/or supervisor, or contact the Safety Officer.

Credit: OSUIT Safety Manual 2006
Appendix P:
Supplement to PIF Appendix — Business Affairs Category — Security: Letter from Lighthorse Police Chief
MEMORANDUM

TO: A. D. Ellis, Principal Chief
Muscogee (Creek) Nation

FROM: Jack Shackelford, Chief of Police
Muscogee (Creek) Nation Tribal Police

DATE: October 18, 2010

SUBJECT: HUD ICDBG
CMN Infrastructure Project

In the above mentioned grant, this memo is to inform you the Muscogee (Creek) Nation Lighthorse Police department will assume initial primary police response/presence for the College of the Muscogee Nation and the residential housing units when completed.

If you should have any questions about this matter, please contact this office (918) 732-7799.
Appendix Q:

Supplement to PIF Appendix — Planning Category — Updated Master Site Plan and Student Center Rendering
Appendix R:

Supplement to PIF Appendix — Planning Category — Updated Timeline for Accreditation
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