

**MINUTES OF A REGULAR MEETING  
THE UNIVERSITY OF OKLAHOMA  
JUNE 20-22, 2011**

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**MINUTES OF A REGULAR MEETING  
THE UNIVERSITY OF OKLAHOMA BOARD OF REGENTS  
JUNE 20–22, 2011**

A regular meeting of the Board of Regents governing The University of Oklahoma, Cameron University, and Rogers State University was called to order at the Noble Conference Center in Ardmore, Oklahoma, at 4:15 p.m. on June 20, 2011.

The following Regents were present: John M. Bell, M.D., Chairman of the Board, presiding; Regents Leslie J. Rainbolt-Forbes, M.D., Richard R. Dunning, Tom Clark, Jon R. Stuart, A. Max Weitzenhoffer and Clayton I. Bennett.

Others attending all or a part of the meeting included Mr. David L. Boren, President of The University of Oklahoma; Dr. Nancy L. Mergler, Senior Vice President and Provost – Norman Campus; Dr. Joseph J. Ferretti, Senior Vice President and Provost – Health Sciences Center Campus; Vice Presidents Dewayne Andrews, Catherine Bishop, Joe Castiglione, Kelvin Droegemeier, Tripp Hall, Danny Hilliard, Nicholas Hathaway, Daniel Pullin, Kenneth Rowe and Clarke Stroud; Director of Internal Auditing Clive Mander; Chief Legal Counsel Anil Gollahalli; and Executive Secretary of the Board of Regents, Dr. Chris A. Purcell.

Attending the meeting from Cameron University were Dr. Cindy Ross, President of the University, and Vice President Glen Pinkston.

Attending the meeting from Rogers State University were Dr. Larry Rice, President of the University, and Vice Presidents Richard Beck and Thomas Volturo.

Notice of the time, date and place of this meeting were submitted to the Secretary of State, and the agenda was posted in the Office of the Board of Regents on or before 4:00 p.m. on June 17, 2011 both as required by 25 O.S. 1981, Section 301-314.

## **CAMERON UNIVERSITY**

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

President Ross told of the University's participation with nine regional economic development organizations to host Project DREAM (Developing Regional Entrepreneurs and Mentors), a program and conference that will help budding entrepreneurs start a business. The campus is also hosting summer camps in science, art, writing, music, sports and a camp for Salvation Army youth. The University baseball team reached the final of the Lone Star Conference tournament and had one player named the 2011 Conference Male Athlete of the Year. Chase Larsson was also named the NCAA Division II Player of the Year and was drafted by the Atlanta Braves. Dr. Ross was pleased to announce a \$100,000 gift from the Masonic Fraternity of Oklahoma that will be used to support the University's Lectures and Concerts Series. The President also announced that the CU Guarantee will be kicking off in the spring semester. This guarantee will provide additional education, at no expense to the graduate or employer, to Cameron graduates who enter the workforce and whose employers identify a deficiency in core employment areas in the graduate's major field of study.

**SUBSTANTIVE PROGRAM CHANGES – CU**

The Oklahoma State Regents for Higher Education require that all substantive changes in degree programs be presented to the institution's governing board for approval before being forwarded to the State Regents for consideration. The changes in the academic programs presented below have been approved by the President, upon recommendation of the appropriate faculty, academic unit and dean, the Curriculum Committee, and the Vice President for Academic Affairs. The changes are being submitted to the Board of Regents for approval prior to submission to the State Regents.

## 1. PROGRAM: B. S. in Family and Child Studies

PROPOSED CHANGE: Program Addition

COMMENTS: The Bachelor of Science in Family and Child Studies program is designed to combine innovative classroom teaching with experiential learning to create prepared early child care teachers, increase the quality of early child care in the region, and address the national need for increased teacher credentials. The course requirements for the proposed program include curricula from early childhood education and care, early childhood education, education, special education, family science, and psychology. This program was designed with input from stakeholders including Head Start in response to upcoming changes in requirements for teachers in this program and local child care centers in response to their needs for Master Teachers and Directors with specialized training in early childhood education, child development, or a related discipline.

## 2. PROGRAM: B. S. in Engineering Design Technology

PROPOSED CHANGE: Program Deletion

COMMENTS: Continued decreases in program enrollment and graduate production as well as lack of overall demand and interest warrant deletion of this program.

## 3. PROGRAM: B. S. in Electronic Engineering Technology

PROPOSED CHANGE: Program Deletion

COMMENTS: Continued decreases in program enrollment and graduate production as well as lack of overall demand and interest warrant deletion of this program.

## 4. PROGRAM: A. A. S. in Applied Technology

PROPOSED CHANGE: Program Suspension

COMMENTS: Demand for the program has not been as high as anticipated, resulting in few declared majors or program graduates. Additionally, another university degree program is meeting student demand in this area. Suspension will leave the option open for later reactivation should demand change.

## 5. PROGRAM: B. S. in Organizational Leadership

PROPOSED CHANGE: Option Addition

COMMENTS: Addition of a Business option for this program will meet an existing demand and serve a large regional community. Courses included in the option will be useful to adult learners in existing careers and increase the likelihood of their returning to complete college degrees.

## 6. PROGRAM: A. A. S. in Information Technology

PROPOSED CHANGE: Option Name Change

COMMENTS: Changing an option name from Information Assurance/Security to Cyber Security and Information Assurance reflects recent curriculum changes, updates terminology to that currently accepted in the industry, increases program name recognition and credibility, and serves as a recruiting tool to attract students.

## 7. PROGRAM: B. S. in Information Technology

PROPOSED CHANGE: Option Name Change

COMMENTS: Changing an option name from Information Assurance/Security to Cyber Security and Information Assurance reflects recent curriculum changes, updates terminology to that currently accepted in the industry, increases program name recognition and credibility, and serves as a recruiting tool to attract students.

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

Regent Weitzenhoffer moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

**FISCAL YEAR 2012 BUDGET – CU**

Academic year 2010-11 is one of the best years in Cameron's 102-year history. In our continuing effort to attract and retain high quality faculty and staff, eight new faculty positions were added including the first residential faculty in Duncan; the first year of a three year phase-in of higher compensation levels for faculty promotions was implemented; over \$311,000 in market adjustments were awarded to faculty moving Cameron University to a fourth place ranking in faculty salaries among Oklahoma's 11 regional universities; and over \$1 million was awarded to faculty and staff as an enrollment bonus stipend. More students enrolled at Cameron University than at any other time in history – over 6,300 students made Cameron their "University of Choice." To help these students succeed, new student services were added including an Academic Advising Center and a Student Wellness Center. While these achievements are notable, there is one record that stands alone. During this past academic year, Cameron University achieved a 10 year unconditional accreditation from the Higher Learning Commission with the Commission noting that Cameron University is "a role model institution" with "student learning at the center of what it does" and "despite significant statewide budget cuts, the institution was able to redesign itself to meet changing student needs."

Impressive by any measure, these considerable accomplishments were achieved during a time of reduced state support. During the past three years, Cameron's state funding has stair stepped down resulting in a decline of over \$1.7 million (-7.6%). Unfortunately, the pattern of historically low state funding continues into FY 2012 with a 5.8% state operating budget reduction. Reallocation of existing resources and a proposed tuition and fee increase are required to provide our students the quality of education they need and deserve and to continue Cameron's pace-setting record of progress. An undergraduate fulltime student will pay an additional \$102 per semester, an increase of 5.88%. Offsetting the additional cost to students are increased scholarships and other financial support. Resident tuition waivers and university scholarships will increase by 7% over last year – an 18% increase over the past three years and a 156% increase in the past 10 years. Additionally, private scholarship support has increased an impressive 189% in the past eight years. Finally, opportunities for student employment will expand in numbers of positions and a minimum wage increase from \$7.25/hour to \$7.50/hour. Cameron University is very proud of the fact that for the third consecutive year, Cameron has

ranked in the top three universities nationally with our students graduating with the lowest debt. Specifically, 65% of Cameron students graduate without any debt. This national ranking speaks to Cameron's commitment to keep a quality education affordable for all students.

The coming academic year builds on Cameron's nine-year transformation and promises that the best is yet to come. Through comprehensive planning, program prioritization, prudent budgeting, and making tough decisions, Cameron is positioned to lead the state's regional universities in academic and student support and to reach the ambitious goals articulated in *Plan 2013*. This year's scarce dollars will be used to focus on maximizing resources to provide students access to a top quality education and improved student services as highlighted below:

#### The University of Choice

1. Attract and Retain High Quality Faculty and Staff
  - Continue progress toward competitive faculty salaries
    - Increase average faculty salaries by rank and discipline
    - Increase stipends for department chairs to reflect growth in enrollment, curriculum delivery, and increased expectations
    - Implement second year of higher compensation levels for faculty promotions
  - Implement first General Faculty and Staff Raise Program since FY 2008
2. Complete Construction of the Academic Commons by Fall 2012
3. Enhance Learning Environment
  - Computing and Technology
    - Reallocate funds and assign faculty to continue to build program of distinction
    - Employ new faculty member with expertise in Computer Game Development or Immersive Simulations
  - Master of Science in Organizational Leadership
    - Assign faculty to build new program
  - Academic Festival VII: *Afghanistan: Its Complexities and Relevance*
  - Host Oklahoma Research Day
4. Enhance Retention and Graduation Rates
  - Implement "Aggie Sharp Start" Learning Community for at-risk freshmen
  - Implement Departmental Productivity Standards
  - Establish new position for a Retention Advisement Specialist
  - Increase student wages from \$7.25/hour to \$7.50/hour
5. Strategic Planning
  - Develop four-year progress report on *Plan 2013*
  - Develop next five-year strategic plan: *Plan 2018*
  - Develop updated Campus Master Plan
6. Institutional Transparency and Accountability
  - Implement "The Cameron University Guarantee" for graduates entering the workforce
  - Fund grants to improve assessment of student learning

#### The College Experience of Choice

7. Expand Automated Student Services
  - Implement Degree Works for academic advising, degree audit, and credit transfer
  - Roll out Cameron's mobile device: iCameron
8. Increase High Impact Educational Opportunities for Students
  - Study Abroad: Plan and implement overseas trips for students
  - Expand internship and career services programs



- Grow civic engagement opportunities and service learning
- Enhance classroom observation and teacher preparation through innovative use of technology

#### The Location of Choice

#### 9. Campus Improvements

- Close section of University Drive and extend Bentley Gardens to Cameron Village
- Establish Conference Services Office
- Clean Fleet CNG Conversion
- Implement Tobacco-Free Campus

#### The Partner of Choice

#### 10. Fund and Friend Raising

- Achieve private fundraising goal for Academic Commons
- Increase Alumni Association membership by 10%
- Expand President's Partners by 10%
- Grow Endowed Student Scholarships by 10%

#### 11. Ft. Sill

- Create non-credit and credit certificates in adult education
- Yellow Ribbon Program: Increase maximum amount to \$5,000 available to 50 veterans
- Support the U. S. Army through essay grading for Noncommissioned Officer Academy

As evidenced in this budget, Cameron University's commitment to student learning is unwavering. Each initiative reflects the university's commitment to impact every student by maximizing the budget to increase the number and improve the quality of programs and services offered. Consistent with Cameron's theme "Every Student. Every Story," these budget initiatives provide each student additional and exciting opportunities to write his or her own unique Cameron story.

#### BUDGET OVERVIEW:

Total projected revenue for FY 2012 is \$45,392,118 and is composed of the following:

▪ State appropriations	\$21,345,581	(47%)
▪ Tuition	\$17,916,985	(39%)
▪ Student fees	\$4,728,215	(10%)
▪ Gifts, grants and state program reimbursements	\$1,151,672	(3%)
▪ Other income	\$249,665	(1%)

Projected revenues include a decrease of \$1,314,272 in state appropriated funds, a 5.8% decrease from FY 2011, new tuition revenue of \$571,995 from a requested 4.8% increase in tuition, and new student fee revenues of \$391,665 from requested increases in four mandatory fees. The continued decline in state support is one of the University's primary concerns for FY 2012 and future years.

Total expenditures for FY 2012 are projected to be \$46,814,415. The proposed budget includes the following expenditures:

▪ Instruction	\$23,923,402	(51%)
▪ Research	\$131,609	(1%)
▪ Public service	\$380,808	(1%)
▪ Academic support	\$2,534,312	(5%)
▪ Student services	\$4,231,400	(9%)
▪ Institutional support	\$4,618,748	(9%)
▪ Physical facilities	\$6,547,936	(14%)
▪ Scholarships and tuition waivers	\$4,446,200	(10%)

Overall, university expenditures will decrease by \$954,705 from FY 2011, a 2.0 percent decrease. This decrease is due to a reduction of \$1,600,000 in nonresident waivers resulting from a change in the Oklahoma State Regents' policy that classifies active duty military personnel and their dependents as residents instead of nonresidents for tuition purposes. Excluding the effects of this change, Cameron's total expenditures would have increased \$645,195, or 1.5 percent.

It is important to note that in FY 2012, Cameron's administrative expenses at 9 percent remain well below the administrative cost guideline of 13 percent for regional universities established by the Oklahoma State Regents. This is the result of the administration's commitment to maximizing the portion of the budget allocated to instruction, academic support, and student services and minimizing the portion of the budget used by administrative departments.

The commitment of prior year educational and general reserve funds in the amount of \$1,432,297 is required to meet budgeted mandatory costs increases and other initiatives.

The combination of the reallocation of existing funds, tuition and mandatory fee increases, and commitment of reserves enables the University to budget several student and faculty oriented initiatives as previously noted. Additionally, due to the University's commitment to student learning and to being the "University of Choice" in Southwest Oklahoma, general reserves are being committed to balance the FY 2012 budget and focus resources on identified priorities. It is anticipated that some of the committed reserves will be recaptured by not filling or delaying filling open positions and through spending restraint by Cameron's faculty and staff.

The projected, unobligated reserve balance for June 30, 2012 is \$3,411,713. Due to the reduction of state support, the unobligated reserve of 8.0 percent is slightly below the 8.33 percent recommended by the Oklahoma State Regents for Higher Education.

Copies of the budget are available in the Board of Regents' Office and were provided to the Regents separately.

President Ross recommended the Board of Regents approve the operating budget for FY 2012 as presented.

Regent Weitzenhoffer moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

## **TUITION RATES AND FEE RATES FOR FISCAL YEAR 2012 –CU**

70 O.S. 2001, Sections 3218.8 and 3218.9, as amended by House Bill No. 1748, authorizes the Oklahoma State Regents for Higher Education to establish resident and graduate tuition rates, non-resident tuition rates, and mandatory fees (fees for items not covered by tuition

and which all students pay as a condition of enrollment at the institution). Section 3218.8 provides that the limits for undergraduate tuition and mandatory fees shall be less than one hundred and five percent (105%) of the average resident tuition and mandatory fees at the university's peer institutions. Peer institutions for regional universities are determined by the State Regents and include "like-type public institutions in surrounding and other states." Section 3218.8 also provides that the limits for guaranteed tuition rates shall be less than one hundred and fifteen (115%) of the nonguaranteed tuition rate. Section 3218.9 provides that the limits for graduate resident and graduate nonresident tuition and mandatory fees shall be less than the average graduate resident and nonresident tuition and mandatory fees at peer institutions.

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

Cameron University is requesting Tuition and Mandatory Fee Rates for academic year 2012 (AY 2012) which reflects a 5.88% increase for resident students and 6.11% increase for nonresident students. The increase in annual resident tuition and mandatory fees for full-time undergraduate students is \$204.00.

Beginning with the 2008-09 academic year, House Bill 3397 requires that a new undergraduate student be given the opportunity to choose to participate in the Guaranteed Tuition Rate Program. A first-time, full-time undergraduate student who is a resident of Oklahoma may choose to pay a guaranteed rate based on the projected average for the next four (4) years or the annual rate charged each year. The requested resident tuition undergraduate guaranteed rate is \$118.50 per credit hour for students entering Fall 2011, Spring 2012 and Summer 2012. The resident tuition undergraduate rate for AY 2012 is \$103.50 per credit hour.

Offsetting the additional cost to students are increased scholarships and other financial support. Resident tuition waivers and university scholarships will be increased 7% from \$1,819,000 in AY 2011 to \$1,946,200 in AY 2012.

Once approved by the Board of Regents, the tuition and mandatory fee rates request will be forwarded to the Oklahoma State Regents for Higher Education for approval and will be effective Fall 2011.

President Ross recommended the Board of Regents approve the proposed tuition and mandatory fees rates for FY 2012.

#### UNDERGRADUATE TUITION RATES

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

Proposed FY '12: Resident Tuition Per Credit Hour	Annual Undergraduate Tuition and Mandatory Fees 30 Credit Hours – 2 Semesters
\$103.50	\$4,590.00
Proposed FY '12: Nonresident Tuition Per Credit Hour	Annual Undergraduate Tuition and Mandatory Fees 30 Credit Hours – 2 Semesters
\$220.25	\$11,197.50

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

<u>Proposed FY '12: Resident Tuition Per Credit Hour</u>	<u>Annual Undergraduate Tuition and Mandatory Fees 30 Credit Hours – 2 Semesters</u>
\$118.50	\$5,040.00

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

<u>Proposed FY '12: Resident Tuition Per Credit Hour</u>	<u>Annual Graduate Tuition and Mandatory Fees 24 Credit Hours – 2 Semesters</u>
\$134.25	\$4,410.00
<u>Proposed FY '12: Nonresident Tuition Per Credit Hour</u>	<u>Annual Graduate Tuition and Mandatory Fees 24 Credit Hours – 2 Semesters</u>
\$264.50	\$10,758.00

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

Student Technology	\$15.50
Library Automation and Materials	5.25
Assessment	3.50
Academic Records	3.00
Student Facility	12.00
Student Activity*	9.00
Cultural and Lectureship	1.25

\*Includes Student Government Fee of \$.15

Regent Dunning moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

**FOOD SERVICE CONTRACT – CU**

In June 2006, the Board authorized the University to award a contract for food services to Sodexo Services, Inc., the lowest bidder, for campus food service operations for fiscal year 2006-2007. The contract was the result of a public solicitation for food services in which two responses were received and evaluated. The contract also granted the University four separate and successive renewal options of one year each, the last being for FY 2010-2011.

A request for proposal (RFP) was developed seeking proposals to operate the Lawton campus' food and catering services. The RFP was sent to four companies, as well as being publicly advertised. One response was received, from the University's current food services provider, Sodexo Operations, LLC (Sodexo).

Sodexo and Cameron University have agreed upon the substantive terms of the contract. The initial term is July 1, 2011 through June 30, 2012. The contract provides for nine additional one-year renewals and may be terminated by either party with sixty (60) days' prior

written notice. Sodexo has agreed to provide a \$150,000 investment for improvements to resident dining, amortized over seven years; said improvements will be owned by Cameron at the end of the contract term. Additionally, the contract provides for maintenance and repair funds and matching catering funds at \$100,000 each for the term of the contract. The contract provides the University with both fixed and variable commissions on catering and conferencing. The value of the fixed commissions to the University is \$465,000 over the term of the contract. The variable commission rate on catering sales represents a 50% increase over the expiring contract's commission rate and a 100% increase over the expiring contract's commission rate on conference sales. A conservative estimate of variable commissions from the agreement is approximately \$645,000 over the life of the agreement, with a low of \$56,000 and a high of \$73,000. Sodexo's proposal also includes meal plans to support residence hall operations and the University's ROTC program with an estimated annual value of \$30,000.

The final agreement will be reviewed by legal counsel.

President Ross recommended the Board of Regents:

- I. Authorize the President to finalize a management agreement with Sodexo Operations, LLC; and
- II. Authorize the President or her designee to execute the management agreement.

Regent Bennett moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

## **SECTION 125 PLAN DOCUMENT AMENDMENT – CU**

To ensure the Cameron University Plan Document complies with the Health Care Reform law restrictions on reimbursing over-the-counter drugs and medicines, we are required to make the revisions to the Section 125 Plan Document attached hereto as Exhibit A.

The amendment limits reimbursement of over-the-counter drugs and medicines to those that are prescribed, and prohibits the use of debit cards to purchase drugs and medicines over-the-counter. (In accordance with IRS guidance, drugs and medicines filled by a pharmacist "behind-the-counter" may still be purchased with a debit card, even if the same drug may be purchased over-the-counter.) As required by the Health Care Reform law, the plan has been administered in compliance with these new rules since January 1, 2011. IRS Notice 2010-59 requires plan documents to be amended (as necessary) by June 30, 2011.

The amendment will allow the Plan Document to remain in compliance with current regulations. Subsequent Plan Documents will automatically include the amended language.

Legal Counsel has reviewed the proposed amendment.

President Ross recommended the Board of Regents approve the amendments to Cameron University's Section 125 Plan Document and authorize the President or her designee to execute the necessary documents.

Regent Stuart moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

**ANNUAL AUDIT PLAN FOR 2011-2012 – CU**

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

The detailed Audit Plan for FY 2012 has been discussed with the Finance and Audit Committee and includes 7 departmental, functional and information technology audits.

Any proposed changes to the plan will be discussed with the Finance and Audit Committee.

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

President Ross recommended that the Board of Regents approve the annual audit plan for 2011-2012.

Regent Dunning moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

**ACADEMIC AND ADMINISTRATIVE PERSONNEL ACTIONS – CU****APPOINTMENT(S):**

Baruah, Jonali, Assistant Professor, tenure track, Department of Psychology, annualized rate of \$44,000 for 10 months, (\$4,400 per month) effective August 10, 2011.

Ph.D., University of Texas at Arlington  
 M.S., University of Texas at Arlington  
 M.S., SNTD Women's University  
 B.S., Assam Agricultural University  
 Last Position: Visiting Assistant Professor, Southern Methodist University  
 Years Related Experience: Two years

Gollahalli, Anil, Vice President of the University of Oklahoma and General Counsel to the Board of Regents of the University of Oklahoma governing the University of Oklahoma, Rogers State University and Cameron University. Reinstatement of salary change from \$260,000 for 12 months (\$21,666.66 per month) to \$298,000 for 12 months (\$24,833.33 per month). July 1, 2011. Compensation originally adjusted in lieu of stipends paid to Cameron University employees in November 2010, for additional risk mitigation duties and for market adjustment. Funding for the Office of the General Counsel is provided in part by Rogers State University and Cameron University.

Hilbert, Dana, Assistant Professor, tenure track, Department of Education, annualized rate of \$45,000 for 10 months, (\$4,500 per month) effective August 10, 2011.

Ph.D., University of Oklahoma  
 M.S., University of Oklahoma  
 B.S., Oklahoma State University  
 Last Position: Speech Pathologist, Carter Healthcare  
 Years Related Experience: None

Seger, Jeff, Assistant Professor, tenure track, Department of Psychology, annualized rate of \$44,000 for 10 months, (\$4,400 per month) effective August 10, 2011. (In the event the doctorate is not completed as scheduled, salary will be \$40,000 (\$4,000 per month) with the rank of Instructor.)

Ph.D., (expected May 2011) Oklahoma State University  
 M.S., Oklahoma State University  
 B.S., Oklahoma State University  
 Last Position: Graduate Instructor, Oklahoma State University  
 Years Related Experience: Two

Williams, Deborah, Assistant Professor, tenure track, Department of Education, annualized rate of \$42,000 for 10 months, (\$4,200 per month) effective August 10, 2011. (In the event the doctorate is not completed as scheduled, salary will be \$40,000 (\$4,000 per month) with the rank of Instructor.)

Ph.D., (expected May 2011) Texas A & M University, Commerce  
 M.A., Louisiana Tech University  
 B.S., Grambling State University  
 Last Position: Associate Principal, Dallas Independent School District  
 Years Related Experience: None

#### CHANGE(S):

Aguilar, Don, Chair and Associate Professor, Department of Multimedia Design, title changed to B. H. and Flora Brewer Associate Professor in Instructional Technology at an annualized rate of \$65,502 for 10 months (\$6,550.20 per month), effective August 15, 2011.

McArthur, John, title changed from Vice President for Academic Affairs to Provost. Salary changed from \$153,100 to \$159,500, effective July 1, 2011.

#### RETIREMENT(S):

Fennema, David, Ph.D., Professor, Department of Theatre Arts, named Professor Emeritus, May 5, 2012.

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

Regent Stuart moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

#### **NONSUBSTANTIVE PROGRAM CHANGES – CU CURRICULUM CHANGES – CU QUARTERLY FINANCIAL ANALYSIS – CU**

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

**NONSUBSTANTIVE PROGRAM CHANGES – CU**

The Oklahoma State Regents for Higher Education confer upon each institution the authority to approve modifications that are nonsubstantive, but require the changes to be communicated to them for information only. The program modifications shown below have been approved by the President, upon recommendation of the Vice President for Academic Affairs. The changes are being submitted to the Board of Regents for information only.

## 1. PROGRAM: Minor in Computer Science

PROPOSED CHANGE: Modification

COMMENTS: Update listing of approved courses in minor to reflect recent changes in the Computer Science curriculum. The requested change will not require additional funds nor will the number of hours required change.

## 2. PROGRAM: Minor in Cyber Security

PROPOSED CHANGE: Addition

COMMENTS: Add defined minor. The requested change will not require additional funds.

## 3. PROGRAM: Minor in Family Science

PROPOSED CHANGE: Modification

COMMENTS: Change approved course list for minor to include those with content more specific to subject area. The requested change will not require additional funds nor will the total number of hours required change.

## 4. PROGRAM: Minor in Management Information Systems

PROPOSED CHANGE: Modification

COMMENTS: Delete inactive courses from list of approved courses for minor. The requested change will not require additional funds nor will the total number of hours required change.

## 5. PROGRAM: Minor in Substance Abuse

PROPOSED CHANGE: Deletion

COMMENTS: Many courses approved for the minor are either no longer offered or will not be offered in the future. The requested change will not require additional funds.

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

**CURRICULUM CHANGES – CU**

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



COURSE ADDITIONS

<u>Prefix /Number</u>	<u>Title</u>
HIST 3123	The Crusades
HIST 4333	South African History Through Film

COURSE DELETIONS

<u>Prefix /Number</u>	<u>Title</u>
EDT 3023	Commercial Architecture
EDT 3053	Computer Aided Pipe Drafting
EDT 3103	Project Management
EDT 3123	Printed Circuit Design
EET 3133	Measurements and Controls II
EET 4343	Microprocessors II

COURSE MODIFICATIONS

<u>Prefix /Number</u>	<u>Title</u>	<u>Comments</u>
HIST 2133	An Introduction to Historical Research & Writing	Change in prerequisites
HIST 3003	American History Through Film	Change in prerequisites
HIST 3023	Modern Latin America	Change in prerequisites
HIST 3033	The Atlantic World, 1400-1850	Change in prerequisites
HIST 3043	Oklahoma History	Change in prerequisites
HIST 3053	Historical Geography of the United States	Change in prerequisites
HIST 3113	The Trans-Mississippi West	Change in prerequisites and title
HIST 3133	American Military History	Change in prerequisites
HIST 3233	Britain to 1689	Change in prerequisites
HIST 3243	Britain Since 1689	Change in prerequisites
HIST 3333	The American Indian	Change in prerequisites
HIST 3353	African-American History	Change in prerequisites
HIST 3363	Europe and the Mediterranean, 1200-1750	Change in prerequisites

HIST	4123	American Women, 1619-Present	Change in prerequisites
HIST	4243	American Colonial History	Change in prerequisites
HIST	4253	Revolutionary America, 1754-1783	Change in description, prerequisites, and title
HIST	4273	The Age of Jackson and American Expansion, 1824-1861	Change in description, prerequisites, and title
HIST	4283	Civil War in America	Change in description, prerequisites, and title
HIST	4293	Reconstruction and the Gilded Age	Change in description, prerequisites, and title
HIST	4313	American Between the World Wars	Change in description, prerequisites, and title
HIST	4323	America, 1945-Present	Change in prerequisites
HIST	4353	Northern Europe, 1300-1800	Change in prerequisites
HIST	4363	French Revolution and Napoleonic Era	Change in prerequisites
HIST	4373	History of Europe, 1815-1870	Change in description, prerequisites, and title
HIST	4403	Europe's Enlightenments, 1648-1789	Change in prerequisites
HIST	4413	The Reformation	Change in description, prerequisites, and title
HIST	4443	Recent European History	Change in description, prerequisites, and title
HIST	4473	Modern Germany, 1815-Present	Change in description, prerequisites, and title
HIST	4793	Senior Seminar in History	Change in prerequisites
MUSC	3351-3	Composition	Change in description
MUSC	4351-3	Composition	Change in description
PSY	2323	Sensation and Perception	Change in description and level

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

**QUARTERLY FINANCIAL ANALYSIS – CU**

Being reported this month is the Quarterly Financial Analysis for the quarter ended March 31, 2011. The following comments are submitted for your consideration. Detailed charts are attached hereto as Exhibit B.

**ALL FUNDS: CAMERON UNIVERSITY****SCHEDULE 1 CU: STATEMENT OF REVENUES AND EXPENDITURES –  
EDUCATION AND GENERAL PART I – UNRESTRICTED**

1. Revenues – Revenues of \$34.1 million comprising 83.2% of the budget are reported. At the same quarter last fiscal year, there were revenues of \$33.6 million, comprising 81.8% of the budget.

2. Expenditures – Expenditures of \$30.3 million comprising 72.0% of the budget are reported. Comparable figures for the prior year show expenditures of \$27.8 million, representing 68.3% of the budget.

**SCHEDULE 2 CU: STATEMENT OF REVENUES AND EXPENDITURES – EDUCATION  
AND GENERAL PART II – RESTRICTED**

1. Revenues – Revenues of \$14.3 million representing 81.2% of the budget are reported. Prior year revenues for the same period were \$13.5 million, representing 82.9% of the budget.

2. Expenditures – Expenditures of \$14.4 million comprising 81.8% of the budget are reported. This is comparable to the prior year's expenditures of \$13.3 million at 81.8% of the budget.

**SCHEDULE 3 CU: STATEMENT OF REVENUE AND EXPENDITURES – AUXILIARY  
ENTERPRISES**

1. Revenues – Revenues for Auxiliary Enterprises are at anticipated levels.

2. Expenditures – Expenditures for Auxiliary Enterprises are at anticipated levels.

**SCHEDULE 4 CU: DISCRETIONARY RESERVES**

Discretionary reserves represent that portion of the university's resources that are not currently budgeted for expenditure or are otherwise held for specific future uses. As such, resources of this nature are available to fund future capital projects, operating needs and/or unforeseen contingencies for any lawful purpose of the university.

**E & G PART I**

The E&G Part I discretionary reserves were \$6,932,622 on March 31, 2011.

**E & G PART II**

The E&G Part II discretionary reserves were \$913,629 on March 31, 2011.

**AUXILIARY ENTERPRISES**

Student Activities reserves were \$721,273 at March 31, 2011. Student Activities working capital requirements are \$699,632 leaving discretionary reserves of \$21,641.

Miscellaneous Auxiliary reserves were \$2,709,805 at March 31, 2011. Miscellaneous Auxiliary working capital requirements are \$1,871,973 leaving Miscellaneous Auxiliary discretionary reserves of \$837,832.

Student Facility reserves were \$1,750,306 at March 31, 2011. Student Facility working capital and other commitment requirements are \$266,765 leaving Student Facility discretionary reserves of \$1,483,541.

#### PLANT FUNDS

Section 13, Section 13 Offset and New College Funds currently have a balance of \$2,606,955.

This report was presented for information and discussion. No action was required.

## **ROGERS STATE UNIVERSITY**

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

President Rice gave appreciation to Vice Presidents Beck and Volturo for their leadership in difficult budgetary times. Besides his printed report to the Regents, he spoke of an RSU graduate who was selected as Big Sister of the Year for the state. He cited this as an example of community involvement by RSU students.

### **SUBSTANTIVE PROGRAM CHANGES – RSU**

The Oklahoma State Regents for Higher Education require that all substantive changes in degree programs be presented to the institution's governing board for approval before being forwarded to the State Regents for consideration. The changes in the academic programs presented below have been approved by the appropriate faculty, academic unit and dean, the Curriculum Committee, the Academic Council, and the Vice President for Academic Affairs. The change is being submitted to the Board of Regents for approval prior to submission to the State Regents.

1. PROGRAM: Department of History and Political Science  
Bachelor of Arts in Social Entrepreneurship (125)

PROPOSED CHANGE: Add program

COMMENTS: The Bachelor of Arts in Social Entrepreneurship degree is designed to provide students with the education necessary to embark on a career in the administration of social service agencies, nonprofit organizations, or government agencies. This social science/ business degree, in combination with a minor course of study, will provide students with a foundation of knowledge, critical thinking and problem-solving skills and research proficiency to succeed in many fields. There is no comparable Social Entrepreneurship major in the state; however, all of the existing program courses are standards in Business and Public Administration and will transfer accordingly. The five proposed new courses essential for the degree will transfer to other institutions as electives.

2. PROGRAM: Department of History and Political Science  
Bachelor of Arts in Social Entrepreneurship (125)

**PROPOSED CHANGE: Add courses**

ACCT	3443	Nonprofit Fiscal Management*
ART	3023	Nonprofit Arts Management
ENTR	3003	Social Entrepreneurship*
ENTR	3103	Fundraising, Events, and Major Gifts*
POLS	4513	Grants and Compliance*

\* Program Core courses

**COMMENTS:** These courses support the new Bachelor of Arts in Social Entrepreneurship program.

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

Regent Weitzenhoffer moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

**FISCAL YEAR 2012 BUDGET – RSU**

A Budget and Executive Summary is attached hereto as Exhibit C.

Copies of the budget are available in the Board of Regents Office and were provided to the Regents separately.

President Rice recommended the Board of Regents approve the Operating Budget for Fiscal Year 2012 as presented.

Regent Stuart moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

**TUITION REQUEST FOR FISCAL YEAR 2012 – RSU**

According to current statutes and current methodology for establishing rates for tuition and fees, the University started the process of communication with student government organizations and other student groups concerning the possible need to increase resident and non-resident tuition effective Fall Semester 2011.

Students have been briefed that the additional funds will be used to offset increased operating costs, mandatory cost increases, new degree programs, employment of qualified faculty, and increased scholarships.

President Rice requests the Board of Regents approve an increase in resident and non-resident tuition per credit hour by an approximate amount of \$4.80 per credit hour of the current academic year rates for resident tuition and \$9.60 per credit hour of the current academic year rates for non-resident tuition beginning Fall Semester 2011. A fulltime resident student (30 credit hours/year) will pay approximately \$144.00 in additional tuition next year. If approved, these new rates will be submitted to the Oklahoma State Regents for Higher Education for final approval at their June 23, 2011 scheduled board meeting.

Establishment of the resident guarantee rate complies with House Bill 2103 which requires a rate of no more than 115% of the resident rate for tuition for a student enrolling at Rogers State University for the first time.

President Rice recommended the Board of Regents approve the proposed resident and non-resident tuition rates, effective Fall Semester 2011.

	<u>Resident</u>	<u>Resident-Guarantee</u>	<u>Non-Resident</u>
Current	\$95.95	\$110.30	\$191.90
Proposed	\$100.75	\$115.85	\$201.50

Regent Clark moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

### **FEE REQUEST FOR FISCAL YEAR 2012 – RSU**

In accordance with policy established by the Oklahoma State Regents for Higher Education, request for changes in mandatory fees will be considered by the State Regents one time each year. The State Regents will consider the proposed student fee at their June 23, 2011 board meeting.

President Rice requests approval of the Student Facility Fee – Athletic Facilities. The institution is implementing a new fee, which will be used for athletic facilities and to service debt of four million dollars incurred for renovation, equipment and construction of new athletic facilities on the Claremore campus.

The proposed fee increase was discussed with the Student Government Association (SGA) and the SGA understands the need for the fee and were supportive.

If approved the fee will be submitted to the Oklahoma State Regents for Higher Education for final approval at their June 23, 2011 scheduled board meeting.

President Rice recommended the Board of Regents approve the following change in mandatory fees to be effective for fall 2011.

#### Student Facility Fee – Athletic Facilities

Current	\$ .00
Proposed	\$ 4.00

Regent Dunning moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

### **AWARDING OF CONTRACT FOR BALLFIELDS COMPLEX – RSU**

The Rogers State University baseball and softball initial phase of construction included the fields, lighting, locker rooms, visiting team dugouts, limited seating, and gravel parking lot. Construction was completed in 2006 with the first use of the facilities in January 2007.

The next phase has now been programmed to have construction underway in July 2011, with a scheduled completed date in January 2012. This phase of construction will include construction of a two story building which will include space for press boxes, meeting rooms, coaches' offices, concessions, expanded bleachers and covered seating behind home plate, storage, public restrooms, officials' locker rooms, a plaza between the baseball and softball fields, ticket office, fencing, asphalt parking lot with lights and landscaping.

Completion of this project will provide the University the required facilities for spectators and fans and will offer needed space for coaches, officials, and student athletes. The University will also have the opportunity to host tournaments.

Bid specifications were developed and issued for the Rogers State University Ballfields Complex on the Claremore campus.

The project was advertised and sealed bids were opened at 2:00 p.m. on Thursday, June 2, 2011. Six bids were received. The low bidder, Helterbrand Builders, submitted a base bid in the amount of \$1,379,000 and alternate bid No. 3B in the amount of \$30,000 for the bleachers and chairbacks.

Dr. Rice recommends accepting Helterbrand Builders as the successful bidder.

State statutes allow change orders to be issued for up to 10 percent cumulative increase in original amount of the project costing \$1,000,000.00 or more. Approval of this project will authorize the President or his designee to sign the contracts and will allow issuance of the change orders within budget limitations. The contract amount and authorized maximum change orders total \$1,549,900.

Funding for this project has been established through the Oklahoma State Regents for Higher Education Master Lease for Real Property Program, University funds, private donations, and student athletic facility fee.

A Bid Tabulation Sheet is attached hereto as Exhibit D.

President Rice recommended the Board of Regents:

- I. Authorize the President to award a contract to Helterbrand Builders for the Ballfields Complex Project in the amount of \$1,409,000 subject to final approval of student facility fee and issuance of bonds; and
- II. Authorize the President or his designee to sign the contract and any necessary change orders during the project within statutory and budget limitations up to a maximum project cost of \$1,549,900.

Regent Clark moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

#### **AWARDING OF CONTRACT FOR SOCCER AND CROSS COUNTRY LOCKER FACILITY AND INSTALLATION OF ARTIFICIAL TURF – RSU**

The Rogers State University Request for Proposal (RFP) for University Student Housing, Number 0910-16, included an additional component for design and construction of soccer and cross country teams' locker room complex. At that time, the University was not ready to proceed with the locker room project.

The proposed program for the project included men and women locker rooms, visitor's locker room, restrooms, trainer's room and office, coach's offices, storage rooms, laundry room, public restrooms and concession area. The overall design would be compatible to similar building materials and exterior design elements found on the campus. The site of the building would be near the new apartment complex.

After discussing the location of the building with the design build firm, athletic personnel and the President, it was determined that the original planned site for the locker facility is not the most suitable site for the building. All parties believe the best location for the building and best long-term benefit to the University would be to construct the building on the north end of the soccer field.

At the September 2010 Board of Regents' meeting, the Board approved Key Construction Oklahoma, LLC as the design build firm for the student housing project. The University is now recommending Key Construction to proceed as the design build and construction firm for the soccer and cross country locker room building subject to funding being approved by the Bond Oversight Commission.

The architect for the project is Phillips Slaughter Rose, Jenks, Oklahoma. Included in the \$300,000 cost is the cost of Key Construction's project management services; Key Construction's architects' fee, bonds, survey, and project-related insurance; early site work and an owner's contingency.

The Bond Oversight Commission approved the four million dollar project at their May 26, 2011 meeting. The State Regents for Higher Education approved the project to be included in the Master Lease for Real Property Program at their May 27, 2011 meeting.

It is anticipated funds will be available by July 2011 from proceeds of the Oklahoma State Regents for Higher Education Master Lease for Real Property Program.

President Rice recommended the Board of Regents:

- I. Authorize Key Construction Oklahoma, LLC to prepare the design development phase plans, construction documents and early site work for the construction of the soccer and cross country locker rooms building in an amount not to exceed \$300,000;
- II. Recognize and acknowledge that the University may incur certain costs relative to the above project prior to receipt of bond proceeds and, to the extent the University utilizes its own funds for said costs, it is intended that bond proceeds will be utilized to reimburse the University; and
- III. Authorize the President or his designee to sign the necessary documents relative to the above project within authorized limits approved by the Board.

Regent Dunning moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

## **SECTION 125 PLAN DOCUMENT AMENDMENT – RSU**

To ensure that the Rogers State University Plan Document complies with the Health Care Reform law restrictions on reimbursing over-the-counter drugs and medicines, we are required to make the revisions to the Section 125 Plan Document attached hereto as Exhibit E.

The amendment limits reimbursement of over-the-counter drugs and medicines to those that are prescribed, and prohibits the use of debit cards to purchase drugs and medicines over-the-counter. (In accordance with IRS guidance, drugs and medicines filled by a pharmacist "behind-the-counter" may still be purchased with a debit card, even if the same drug may be purchased over-the-counter.) As required by the Health Care Reform law, the plan has been administered in compliance with these new rules since January 1, 2011. IRS Notice 2010-59 requires plan documents to be amended (as necessary) by June 30, 2011.



The amendment will allow the Plan Document to remain in compliance with current regulations. Subsequent Plan Documents will automatically include the amended language.

Legal Counsel has reviewed the proposed amendment.

President Rice recommended the Board of Regents approve the amendments to Rogers State University's Section 125 Plan Document and authorize the President or his designee to execute the necessary documents.

Regent Bennett moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

### **INSURANCE POLICIES FOR LIFE, ACCIDENTAL DEATH AND DISMEMBERMENT, AND LONG TERM DISABILITY – RSU**

During the March 2011 Board of Regents meeting, the Board approved the University to retain the services of Xcorp to assist and coordinate procurement of various insurance products for the University. The first products reviewed were life insurance, accidental death and dismemberment insurance, and long term disability insurance. The purpose of the review was to determine if the institution could obtain the same insurance coverage for less money or obtain better coverage for the same or less costs.

Xcorp has completed their review and have submitted their recommendations to the administration. Staff has reviewed the report and concurs with Xcorp's recommendations.

With the implementation of the changes, the University is projected to save approximately 45% of the total cost of premiums paid during fiscal year 2011 which is equivalent to an approximate annual savings in employee benefit costs to the University of \$57,612. The institution will initiate the changes effective August 1, 2011. Rates for life, accidental death and dismemberment and long term disability will be guaranteed for three years. In addition, a new short term disability policy will be made available to employees at the employee's option to purchase such coverage.

Legal counsel has reviewed the two policies.

Xcorp's Employer Coverage Evaluation Summary is attached hereto as Exhibit F.

President Rice recommended the Board of Regents:

- I. Approve MetLife as the authorized insurance company to provide basic term life insurance and accidental death and dismemberment insurance to the University's employees;
- II. Approve MetLife as the authorized insurance company to provide long term disability insurance to the University's employees;
- III. Approve MetLife as the authorized insurance company to provide short term disability insurance to the University's employees; and
- IV. Authorize the President or his designee to execute any agreements required to facilitate the authorization granted by this action.

Regent Dunning moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

**AMEND THE ROGERS STATE UNIVERSITY EMPLOYEE BENEFIT POLICIES – RSU**

In an effort to continue to operate more efficiently and continue to offer the University's employees attractive and affordable insurance plans, the life insurance, long-term disability insurance, and accidental death and dismemberment plans were reviewed and changes to the policy are recommended.

A review of current and historical data has been completed by the University's insurance Broker/Agent, Xcorp. The company is recommending several changes to current insurance plans that will create savings to both the University and the employees while also providing better benefits. The changes will require amending current University policies. The following revised RSU policies are recommended for approval by the Board of Regents:

RSU Policy 7.1.2 Life Insurance:

Life insurance coverage is effective the first day of the month following the date of employment. If the first day of employment is on the first day of the month, coverage is effective immediately. Life coverage is two times the annual base salary rounded to the next \$1,000, with maximum coverage of \$450,000 subject to limits set within the policy. Coverage is reduced after the employee's 65<sup>th</sup> and 70<sup>th</sup> birthdays.

If an employee becomes disabled, his or her life insurance coverage will continue by a waiver of premium with a physician's statement certifying the employee's disability, if such disability occurs before the employee reaches age 65.

RSU Policy 7.1.3 Long-Term Disability Insurance:

Coverage is effective on the first day of the month following six months of employment. Benefits are integrated with the workers' compensation insurance, Social Security, and Oklahoma Teachers' Retirement System disability benefits so as not to exceed sixty percent of the employee's monthly income. The maximum monthly benefit is \$10,500, and the minimum monthly benefit is \$100.00. There is a one hundred and eighty calendar day elimination period before benefits begin. Employees applying for long-term disability should begin the application process when they have been on disability approximately three and one-half months to ensure timely receipt of benefits.

RSU Policy 7.1.4 Accidental Death and Dismemberment:

Coverage for accidental death and dismemberment is included as an additional benefit within the University-paid life insurance policy. Coverage is two times the annual base salary rounded to the next \$1,000, with maximum coverage of \$450,000, subject to limits set within the policy. Coverage is reduced after the employee's 65<sup>th</sup> and 70<sup>th</sup> birthdays.

Employer paid insurance premiums described in Section 7.1 will continue to be paid by the University until the employee's accrued leave has been exhausted if the employee is not on active service due to sickness or injury. However, the payment of insurance premiums by the University will cease after the employee exhausts his or her accrued leave.

President Rice recommended the Board of Regents approve changes to the Rogers State University Policy 7.1.2, Life Insurance; 7.1.3, Long-Term Disability Insurance; and 7.1.4, Accidental Death and Dismemberment.

Regent Clark moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

**ANNUAL AUDIT PLAN FOR 2011-2012 – RSU**

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

The detailed Audit Plan for FY 2012 has been discussed with the Finance and Audit Committee and includes 8 departmental, functional and information technology audits.

Any proposed changes to the plan will be discussed with the Finance and Audit Committee.

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

President Rice recommended that the Board of Regents approve the annual Audit Plan for 2011-2012.

Regent Dunning moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

**ACADEMIC PERSONNEL ACTION(S) – RSU****APPOINTMENT(S):**

Ashlock, ReAnne, M.S., Assistant Professor, Department of Psychology, Sociology and Criminal Justice, salary \$42,000 annually, ten-month, tenure-track appointment, effective August 1, 2011. (In the event the doctorate is not completed as scheduled, salary will be \$35,000 with the rank of Instructor.)

Ph.D., Education, (expected August 1, 2011), Oklahoma State University  
 M.S., Educational Psychology, Oklahoma State University  
 B.S., Social and Behavioral Science, Rogers State University  
 Last Position: One-year temporary Instructor, Rogers State University  
 Years Related Experience: 3

Frye, Sarah, M.Ed., Instructor, Department of Psychology, Sociology and Criminal Justice salary \$40,000 annually, ten-month appointment, one-year temporary position, effective August 1, 2011.

M.Ed., School Counseling, East Central University  
 B.A., Law Enforcement Administration, University of Oklahoma  
 Last Position: Rogers State University  
 Years Related Experience: 7

Graham, Jamie, Ph.D., Department Head, Mathematics and Physical Science, Associate Professor, salary \$61,812 annually, twelve-month, tenure-track appointment, effective August 1, 2011.

Ph.D., Geology, University of Texas at Dallas  
B.S., Geology, University of Tulsa  
B.S., Microbiology, University of Tulsa  
Last Position: Rose State College  
Years Related Experience: 15

Kirk, Johnny Mark, M.H.R., Assistant Professor of Psychology, salary \$42,000 annually, ten-month, tenure-track appointment, effective August 1, 2011. (In the event the doctorate is not completed as scheduled, salary will be \$35,000 with the rank of Instructor.)

Ph.D., Educational Psychology, Research, Evaluation and Measurement (expected August 1, 2011), Oklahoma State University  
Master of Human Relations, University of Oklahoma  
Bachelor of Science, Social Science, Psychology/ Sociology Option, Rogers State University  
Last Position: One-year temporary Instructor, Rogers State University  
Years Related Experience: 2

Parks, Charles, Ph.D., Associate Professor of Business, salary \$72,000 annually, ten-month, tenure-track appointment, effective August 1, 2011.

Ph.D., Industrial Engineering and Management, Oklahoma State University  
M.S., Industrial Engineering and Management, Oklahoma State University  
B.S., Industrial Engineering and Management, Oklahoma State University  
Last Position: Consulting Industrial Engineer  
Years Related Experience: 20+

Wilson, Dr. Sigismond, Ph.D., Assistant Professor of Human Geography, salary \$42,000 annually, ten-month, tenure-track appointment, effective August 1, 2011.

Ph.D., Geography, Michigan State University  
M.A., Geography, University of Georgia  
B.A. (Hons), Geography, Fourah Bay College, University of Sierra Leone  
Last Position: Michigan State University  
Years Related Experience: 6

RESIGNATION(S)/TERMINATION(S)/NON-REAPPOINTMENT(S):

Arze, Guido, Ph.D., Associate Professor of Spanish, Department of English and Humanities, May 18, 2011.

President Rice recommended approval of the faculty personnel actions listed above.

Regent Weitzenhoffer moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

**ADMINISTRATIVE & PROFESSIONAL PERSONNEL ACTION(S) – RSU****APPOINTMENT(S):**

Bradley, Ryan, Athletics Director, Department of Athletics, annualized rate of \$80,000 for 12 months (\$6,666.67 per month), July 1, 2011. Professional Staff. Mr. Ryan Bradley is the son of Ron Bradley, Head Baseball Coach. A committee comprised of members of the RSU and local communities conducted a national search for an Athletics Director. Upon the search committee's review of qualified applicants, the committee identified Ryan Bradley as an ideal candidate who meets the experience and educational requirements of this position and recommended Mr. Bradley for the position. In addition to his education and experience, as a current member of the RSU Athletics Staff, Mr. Bradley has extensive familiarity with RSU Athletics and the Claremore community, which makes him uniquely qualified to serve as RSU's Athletics Director. Mr. Ron Bradley will report directly to President Larry Rice. President Rice will be responsible for performance evaluation, salary modification and promotion. In the event of a conflict, President Rice will mediate and resolve the issues. A Nepotism Waiver Management plan has been reviewed and approved to ensure that Ryan Bradley is removed from any and all financial and supervisory matters related to Ron Bradley

Millikin, Mary, Ph.D., Assistant Vice President for Accountability and Academics, annualized rate of \$94,000 for 12 months (\$7,833.33 per month) effective July 1, 2011.

**CHANGE(S):**

Szopinski, Leonard, Director, Physical Plant, salary changed from annualized rate of \$83,200 for 12 months (\$6,933.33 per month) to annualized rate of \$87,360 for 12 months (\$7,280.00 per month) effective July 1, 2011.

**RETIREMENT(S):**

Boyle, Danette, Ed.D., Vice President for Development, effective June 30, 2011.

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

Regent Stuart moved approval of the recommendation and amended it to recommend that President Larry Rice's compensation be adjusted by 6.5%, changing his salary from \$205,000 to \$218,325, effective July 1, 2011, as discussed during the retreat. The following voted yes on the amended motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

**NONSUBSTANTIVE PROGRAM CHANGES – RSU**  
**CURRICULUM CHANGES**  
**PURCHASE OF BOK BUILDING BARTLESVILLE – RSU**

The listed items were identified, by the administration, in each agenda item as "For Information Only." Although no action was required, the opportunity to discuss or consider any of them individually was provided.

**NONSUBSTANTIVE PROGRAM CHANGES – RSU**

The Oklahoma State Regents for Higher Education confer upon each institution the authority to approve modifications that are nonsubstantive, but require the changes to be communicated to them for information only. The program modifications itemized below have been approved by the President and the Vice President for Academic Affairs, upon recommendation of the appropriate department and faculty, Curriculum Committee, and the Academic Council.

1. PROGRAM: Department of History and Political Science  
Bachelor of Arts in Social Entrepreneurship (125)

PROPOSED MODIFICATION: Addition of a minor in Social Entrepreneurship

COMMENTS: This minor will prepare graduates to recognize and document social service needs in their communities and give them the skills to start up or administer nonprofit organizations to serve those needs.

2. PROGRAM: Department of History and Political Science  
Bachelor of Arts in Social Entrepreneurship (125)

PROPOSED MODIFICATION: Addition of a minor in Nonprofit Administration

COMMENTS: This minor will prepare graduates to recognize and document social service needs in their communities and give them the skills to start up or administer nonprofit organizations to serve those needs.

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

## CURRICULUM CHANGES

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

### COURSE ADDITIONS:

<u>PREFIX/NO.</u>	<u>TITLE</u>
ACCT 3443	Nonprofit Fiscal Management
ART 3023	Nonprofit Arts Management
ENTR 3003	Social Entrepreneurship
ENTR 3103	Fundraising, Events, and Major Gifts
POLS 4513	Grants and Compliance

### PROGRAM ADDITION:

Bachelor of Arts in Social Entrepreneurship (125)  
*Add Program*

### ADDITION OF A MINOR:

- Minor in Social Entrepreneurship
- Minor in Nonprofit Administration

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

## PURCHASE OF BOK BUILDING BARTLESVILLE – RSU

The Board of Regents approved the acquisition of the Bank of Oklahoma building in Bartlesville at the January 2011. Since the January meeting, the University has received the survey of the property, an asbestos survey of the property which was performed by Environmental Hazard Control, Inc. Tulsa, and a Phase I environmental site assessment of commercial property report was prepared by GMR and Associates, Inc., Engineering and

Environmental Consultants, Oklahoma City. As a result of the Phase I environment site assessment, additional soil testing was performed. All final reports did not reflect any concerns that would indicate that the institution should not proceed with the purchase of the property.

In addition, the abstract was brought up to date and the title opinion issued. The closing of the property was held on June 14, 2011 at Guaranty Abstract & Title Company, Tulsa.

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

The meeting adjourned for the day at 4:35 p.m.

The meeting reconvened on June 22, 2011, at 9:26 a.m., with all Regents present.

## **THE UNIVERSITY OF OKLAHOMA**

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

President Boren began his report by thanking the Board members for taking the time and making the effort for the retreat that was held yesterday. There were probably a dozen hours of presentations and detailed coverage of what's going on at the University. The University has had a record-breaking year—the best year for private giving at \$144.1 million. This help from private donors is very important as the administration struggles to keep tuition down and quality up while at the same time absorbing another \$20 million of lost State appropriations and unmet fixed cost increases. This help enabled the OU Foundation to make an additional \$1 million contribution to the operating budget this year. The President acknowledged that he would say many people worked with him to set this record, but he wanted to congratulate Tripp Hall, Vice President of Development for this record-breaking year. The administration is very proud that OU has one of the few athletic departments in the country that does not receive a subsidy from the University. The OU Athletic Department is self-sustaining, has a balanced budget, and gives back to the University. The academic surcharge on football ticket revenues has helped the University to the tune of \$3 million this year. Some years ago when things were not going well with the Athletic Department, it had built up a \$12 million debt to the University, and after Joe Castiglione began as Athletic Director an agreement was reached where the Department would pay that back over a 20-year period. Yesterday, ten years early, Vice President Castiglione presented the President and the Board with a check for \$300,000 that paid off the debt. The great news continued yesterday with a report that the six-year graduation rate reached higher than 64% and is projected to be at 67%, a gain of over 25 points in the last 15 years. It was also pointed out that the University has the lowest administrative cost structure, with over 95% of higher education appropriations that come to the University going straight to the academic mission. The longest serving dean at the University with 30 years as the head of the University Libraries, Sul Lee, has announced his retirement at the end of the next school year. Under his leadership, the library has grown to 5.5 million volumes, with 70,000 serials, and is accessible 24/7 via the web. The private endowment for the library has also grown under Dean Lee's leadership to \$25 million. The President also recognized Provost Joseph Ferretti, who is retiring as Provost but will remain in the lab and discussed several ongoing projects with the Regents yesterday. He has shown exceptional and extraordinary leadership. President Boren closed his report by discussing the great progress made despite the reduction in State funding: meeting the 44-year goal of receiving the highest research top tier designation from the Carnegie Foundation, creating new jobs in the biomedical field, the

spinoff of jobs from basic research by the University and our research partners especially in weather, radar and the financial services industry and much more. The investment being made in higher education is producing the kinds of jobs that should be here for our State. More education, not less, is the way.

## **REPORT OF THE CHAIRMAN OF THE BOARD**

Chairman Bell thanked Mike Cawley and the rest of the Noble Foundation for the wonderful hospitality shown by providing the outstanding facilities for these meetings.

## **MINUTES**

Regent Weitzenhoffer moved approval of the minutes of the regular meeting held May 12, 2011 as printed and distributed prior to the meeting. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

As he came forward to present the HSC items, Provost Ferretti expressed his thanks to the Board of Regents and to President Boren for their friendship and support over the years. He said, "We have had a great run at the Health Sciences Center. It's a different place than when I came 16 years ago, and it couldn't have happened without all of your support. I want to thank you all again for your support and your friendship."

## **PROGRAM MODIFICATION – DOCTOR OF PHARMACY – HSC**

Members of the OU College of Pharmacy National Advisory Board, made up of local and state employers as well as national employers, noted in a 2009 board meeting that the profession of pharmacy needed strong leaders and encouraged the college to investigate ways to increase leadership theory and practice in the curriculum.

Over the last two years, the College of Pharmacy has developed a curriculum to meet the leadership needs of the workforce. It was determined that any future curricula and co-curricular activities of a leadership program must prepare graduates to be leaders of change and that it was critical that students understand the concepts of grass roots (or non-positional) leadership and have the ability to work within their immediate environments to initiate and sustain health care improvements. Additionally, students must also continue to develop their leadership abilities and become positional leaders for the profession and their health care organizations. With these goals in mind, the College of Pharmacy has developed a degree option in the area of leadership that it would like to begin offering its current students. This program will offer a cadre of courses designed to provide leadership preparation to its graduates. The mission of the leadership program is to provide leadership education and development for future healthcare professionals so that they are equipped with the knowledge, attitudes, and skills necessary to assume the roles of leaders, change agents, and advocates in an ever-changing health care environment. Students who complete the program will be able to:

- Engage in critical reflection
- Construct an individualized leadership development plan
- Serve as an effective mentor
- Understand the concepts associated with the discipline of project management
- Lead successful teams
- Create a culture of teamwork and change



- Direct a project from inception to implementation
- Integrate leadership principles from didactic and experiential education to successfully transition from student to practitioner.

The Leadership Option would be available as part of the regular PharmD degree and is integrated into the curriculum by having accepted students take the 18 hours of required leadership courses during their electives and selective timeslots. These courses would be taken during the second, third, and fourth year and will be taught with existing faculty.

7142	Leadership in Pharmacy I	2
7141	Mentoring	1
7242	Leadership in Pharmacy II	2
7703	Practice Management	3
7461	Leadership in Action I ( <i>New Course</i> )	1
7471	Leadership in Action II ( <i>New Course</i> )	1
7094	Advanced Pharmacy Practice Experience	8
Total Hours Required for Leadership Option in the PharmD Degree		18

Those completing this degree option would have the potential to move into managerial/leadership roles more quickly than those not completing the program and with those positions comes greater opportunities to influence the profession for the betterment of society.

The addition of the Leadership Option should have zero to minimal financial impact. The use of existing selective and electives hours are within the current degree requirement hours for the PharmD degree. The courses will be taught by existing faculty. No additional resources are required or requested to support this option.

President Boren recommended that the Board of Regents approve a curriculum modification for the Doctor of Pharmacy degree within the College of Pharmacy at the Health Sciences Center.

Regent Weitzenhoffer moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

#### **APPOINTMENT OF THE COLLEGE OF MEDICINE ADMISSIONS BOARD – HSC**

Regents' policy provides that the Admissions Board of the College of Medicine is composed of:

- 10 members of the full-time faculty
- 10 members of the volunteer faculty
- 10 members of the student body of the College of Medicine
- 20 members selected from throughout the State to include four physicians from each of the five Congressional Districts

The slate of nominees for 2011-2012 is attached. The community physician nominees for the five congressional districts were solicited from the Oklahoma State Medical Association. All nominees have agreed to serve and are willing to participate in an orientation meeting. There is an alternate list to accommodate any attrition or interview needs during the year. The nominations have been approved by the Executive Dean of the College of Medicine and the Senior Vice President and Provost.

ADMISSIONS BOARD  
2011-2012

FULL-TIME FACULTY

Baker, Mary Zoe, M.D., Professor of Medicine  
 Baker, Sherri, M.D., Associate Professor of Pediatrics  
 Biggs, Daniel, M.D., Assistant Professor of Anesthesiology  
 Franklin, Rachel, M.D., Associate Professor of Family Medicine  
 Goodman, Jean, M.D., Associate Professor of Obstetrics and Gynecology  
 Mitchell, Lynn, M.D., Professor of Family Medicine  
 Puffinbarger, Nikola, M.D., Associate Professor of Pediatric Surgery  
 Squires, Ron, M.D., Professor of Surgery  
 Van De Wiele, Justin, M.D., Assistant Professor of Surgery  
 Williams, Marvin, M.D., Assistant Professor of Obstetrics and Gynecology

VOLUNTEER FACULTY

Bondurant, William, M.D., Clinical Assistant Professor of Family Medicine  
 Cooke, Robert, M.D., Clinical Assistant of Surgery  
 Dimick, Susan, M.D., Clinical Associate Professor of Medicine  
 Harrington, Anne, M.D., Clinical Assistant Professor of Pediatrics  
 Koons, Kelli, M.D., Clinical Instructor of Pediatrics  
 Lampley, Vicki, M.D., Clinical Associate Professor of Geriatrics  
 Limbaugh, Carl, M.D., Clinical Professor of Family Medicine  
 Mackie, Laura, M.D., Clinical Assistant of Obstetrics and Gynecology  
 McLeod, Wallace, M.D., Clinical Assistant Professor of Family Medicine  
 Reshef, Eli, M.D., Clinical Associate Professor of Obstetrics and Gynecology

STUDENTS

Lorents, Evelyn M.	Nelson, Elizabeth
Mannel, Lisa	Nikpoor, Neda
McMahon, Charles	Pollock, Eks Wye
Nelson, Clayton	Thurman, Joseph

Tulsa Campus:

Huey, Ryan	Nally, Caroline
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CONGRESSIONAL DISTRICT REPRESENTATION

DISTRICT I

Blackstock, Melanie, M.D., Tulsa  
 Cunningham, Joseph, M.D., Tulsa  
 Gillock, William, M.D., Tulsa  
 Wong, David, M.D., Tulsa

DISTRICT II

Jesudass, Richard, M.D., Muskogee  
 Koduri, Madhu, M.D., Muskogee  
 Kohl, Russell, M.D., Vinita  
 Potts, David, M.D., Muskogee

DISTRICT III

Drummond, Jonathan, M.D., Stillwater  
 Hamilton, William, M.D., Ponca City  
 Sparks, David, M.D., Ponca City  
 Willis, Renee, M.D., Stillwater

DISTRICT IV

Frantz, Rob, M.D., Norman  
 Garrett, Donald, M.D., Norman  
 Morgan, Carolyn, Ph.D., Norman  
 Robertson, Scott, M.D., Midwest City

DISTRICT V

Farhood, Lisa, M.D., Oklahoma City  
 Lopez, Martin, M.D., Oklahoma City  
 Magrini-Greyson, Marlene, M.D., Oklahoma City  
 Naifeh, Monique, M.D., Oklahoma City

ALTERNATE ADMISSIONS BOARD  
 2011-2012

FULL-TIME FACULTY, PART-TIME FACULTY, AND VOLUNTEER FACULTY

Barrett, James, M.D., Professor of Family Medicine  
 Caldwell, Conrad, M.D., Clinical Assistant Professor of Emergency Medicine,  
 Edmond  
 Cannon, Jay, M.D., Clinical Professor of Surgery  
 Carpenter, JoAnn, M.D., Clinical Associate Professor of Family Medicine, Ada  
 Coldwell, James, M.D., Clinical Professor of Inherited Metabolic-Genetics, Tulsa  
 Couch, James R., M.D., Professor of Neurology  
 Craig, LaTasha, M.D., Assistant Professor of Obstetrics and Gynecology, Edmond  
 Dukes, Kevin, M.D., Clinical Instructor of Orthopedic Surgery, Tulsa  
 Everett, Royce, M.D., Clinical Professor of Gynecology, Edmond  
 Garcia, Carlos, M.D., Associate Professor of Dermatology  
 Halliday, Nancy, Ph.D., Associate Professor of Cell Biology  
 Harris, Curtis, M.D., Clinical Assistant Professor of Medicine Endocrinology, Ada  
 Hassell, Leis, M.D., Assistant Professor of Pathology  
 Heimbach, Steve, M.D., Assistant Professor of Anesthesiology  
 Hill, Molly, Ph.D., Professor of Microbiology and Immunology  
 Holter-Chakrabarty, Jennifer, M.D., Assistant Professor of Medicine  
 Hook, Carl, M.D., Clinical Assistant Professor of Otorhinolaryngology  
 Hudson, Robert, M.D., Clinical Professor of Family Medicine, Tulsa  
 James, Judith, M.D., Professor of Medicine  
 Landrum, Lisa, M.D., Assistant Professor of Obstetrics and Gynecology  
 Lockwood, Deborah, M.D., Associate Professor of Medicine  
 Marinis, Spyros, M.D., Assistant Professor of Obstetrics and Gynecology, Tulsa  
 Massad, Paul, M.D., Visiting Professor of Radiology, Edmond  
 Mathew, Migy, M.D., Clinical Associate Professor of Geriatrics  
 Mehta, Kautilya, M.D., Clinical Assistant of Surgery  
 Muse, D. Gene, M.D., Clinical Instructor of Orthopedic Surgery  
 Nandyal, Raja, M.D., Clinical Associate Professor of Pediatrics  
 O'Donoghue, Daniel, Ph.D., Professor of Cell Biology and Professor of Family  
 Medicine  
 Ramakrishnan, Kalyanakrishnan, M.D., Professor of Family Medicine  
 Reiner, William, M.D., Professor of Urology

Rodgers, James, M.D., Clinical Assistant Professor of Neurosurgery, Tulsa  
 Selby, George, M.D., Professor of Medicine  
 Strebel, Gary, M.D., Clinical Assistant Professor of Obstetrics and Gynecology  
 Summers Rada, Jody, Ph.D., Professor of Cell Biology  
 Taubman, Kevin, M.D., Assistant Professor of Surgery, Tulsa  
 Wilber, Don, M.D., Clinical Instructor of Pediatrics, Edmond  
 Woods, Michael, M.D., Professor of Family Medicine, Tulsa  
 Zanovich, Terry, M.D., Clinical Assistant Professor of Obstetrics and Gynecology,  
 Tulsa

### STUDENTS

Blalock, Audrey	Martin, Britney
Forest, Christina	Ramgopal, Rajeev
Garrana, Sherief	Seavey, Jonathan
Lawrence, Matthew	Williams, Trey
Mahaffey, Bandi	

#### Tulsa Campus:

Edwards, Julia

### COMMUNITY BASED CONGRESSIONAL DISTRICT REPRESENTATION

Anderson, Gaynell, M.D., Shawnee  
 Chambers, Susan, M.D., Oklahoma City  
 Cravens, Thomas, M.D., Tulsa  
 Dye, David Bryan, M.D., Purcell  
 Evans, J. Mark, M.D., Oklahoma City  
 Freidman, Eric, M.D., Oklahoma City  
 Ginzburg, Harold, M.D., Tulsa  
 Jaiswal, Deepak, M.D., Durant  
 Leveridge, Charles, M.D., Oklahoma City  
 Merritt, Joe, M.D., Oklahoma City  
 Parekh, Mukesh, M.D., Oklahoma City  
 Stewart, Scott, M.D., Shawnee  
 Williams, Noel, M.D., Edmond

President Boren recommended that the Board of Regents approve the individuals named above be appointed to the College of Medicine Admissions Board for 2011-2012. He also recommends approval of the alternates proposed.

Regent Dunning moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

### **PROFESSIONAL SERVICE AGREEMENTS – HSC**

The University of Oklahoma Health Sciences Center (OUHSC) receives revenue from a variety of sources. One such source is third-party vendors who pay the University in return for providing professional services. The following is a list of contracts with outside vendors for professional services performed by OUHSC faculty:

## New – Ardent Health Services, LLC

OUHSC will assist Ardent with all aspects of development, implementation and operation, including but not limited to the Hospital Clinic and the Urology Residency Program. OUHSC will also create and maintain clinical pathways and evidence-based protocols of care. The Agreement was received and signed on March 24, 2011

## New – HCA Health Services of Oklahoma, Inc.

OUHSC will provide the essential administrative, organizational and technical expertise that keeps the clinics functioning smoothly, safely and at a state-of-the-art technical and clinical level in a technically complex environment. OUHSC will provide physicists in nuclear medicine and imaging with x-ray, magnetic resonance and ultrasound. The Agreement was received on April 19, 2011, and signed on April 20, 2011.

President Boren recommended that the Board of Regents approve the professional service agreement for The University of Oklahoma Health Sciences Center as listed.

New – Ardent Health Services, LLC	\$2,000,000
College of Medicine – Tulsa Internal Medicine	
Term of Agreement 03/31/11 to 03/30/15	

New – HCA Health Services of Oklahoma, Inc.	\$871,386
College of Medicine/Radiological Sciences	
Term of Agreement 06/30/11 to 06/29/13	

Regent Stuart moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

### **JOURNAL AND DATABASE SUBSCRIPTIONS FOR THE ROBERT M. BIRD LIBRARY – HSC**

Journal and database subscriptions are required by the Robert M. Bird Health Sciences Library to provide electronic resources to faculty and students. The specific group of subscriptions required by the Library is not available from other sources. The actual cost for the annual journal subscription last year was \$400,283 and the database cost was \$242,215. The cost of the required subscriptions continues to increase significantly each year. Projected costs for FY12 are based on the previous year actual expenses plus a 15% increase, which is the standard national trend.

Funding has been identified, is available and budgeted within the Library operations account.

President Boren recommended the Board of Regents authorize the President or his designee to award a contract in the amount of \$739,000 to Ovid Technologies, Inc., of Norwood, Maine, on a sole source basis, for the one-year period beginning July 1, 2011.

Regent Weitzenhoffer moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

**SCHUSTERMAN CENTER BUILDING 1, FOUNDERS STUDENT CENTER – TULSA**

At the May 2007 meeting, the Board of Regents first approved the project to renovate space in the Schusterman Center Building 1 to create the Center for Student Life (now known as “Founders Student Center”). The project has been included in each subsequently approved Campus Master Plan. Upon completion of the new Library at the Schusterman Center, the current library space will be reconstituted as the Founders Student Center and will include a bookstore, offices and meeting spaces for student organizations, spaces for social events, and the OU-Tulsa Office of Student Affairs. In addition, new air handling equipment will be installed. The estimated total cost for this project is \$1,250,000.

Construction documents for the project were prepared by the one of the University’s on-call architects, McFarland Architects PC, and the project was advertised for bid.

**I. AWARD CONTRACT FOR CONSTRUCTION**

On June 2, 2011, bids for construction were received from four firms. The bids have been evaluated by the project architects and the following representatives of the University administration:

Wilton Berry, Campus Architect-HSC, Architectural and Engineering Services  
 Joshua Davis, Assistant Director of Student Affairs, OU-Tulsa  
 Joe Holderman, Associate Director of Operations, OU-Tulsa  
 Rick Koontz, Associate Vice President for Administration and Finance, OU-Tulsa

It is recommended that a contract in the amount of \$760,489 be awarded to United Resources Building Co., Inc. of Tulsa, the low bidder, as follows:

Base Bid Proposal	\$ 549,000
Alternate No. 1, Replace Existing Rooftop Air Handling Units	<u>211,489</u>
Total Proposed Contract Amount	\$ 760,489

A complete tabulation of the bids is shown below.

**II. SIGN THE AGREEMENT**

State statutes allow change orders to be issued for up to fifteen percent of the construction cost for projects costing one million dollars or less. Board approval of this phase of the project will authorize the President or his designee to sign the Agreement for Construction and will allow issuance of necessary change orders of up to fifteen percent of the contract amount, within project budget limitations.

**TABULATION OF BIDS****SCHUSTERMAN CENTER BUILDING 1, FOUNDERS STUDENT CENTER**

	United Resources Building Co., Inc. Tulsa	LD Kerns Contractors, Inc. Jenks	RLM Construction Company, Inc. Claremore	Lowery & Hemphill Construction Co., Inc. Tulsa
Base Proposal	\$549,000	\$519,000	\$493,500	\$513,000
Alternate No. 1, Replace Existing Rooftop Air Handling Units	\$211,489	\$250,000	\$285,000	\$277,000
Total	\$760,489	\$769,000	\$778,500	\$790,000

It is anticipated construction will commence in August 2011 and be substantially completed March 2012. The funding plan involves \$1,050,000 in private funds and \$200,000 in student fees and non-appropriated university funds.

President Boren recommended the Board of Regents:

- I. Award a contract in the amount of \$760,489 to United Resources Building Co., Inc. of Tulsa, the low bidder, for construction of the Schusterman Center Building 1, Founders Student Center project; and
- II. Authorize the President or his designee to sign the Agreement for Construction and the necessary change orders during construction within the statutory and project budget limitations.

Regent Stuart moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

### **ELECTRONIC MEDICAL RECORDS LICENSE EXPANSION AND TECHNICAL SUPPORT – HSC**

In January, 2005 the Board approved the purchase of the GE Centricity Electronic Medical Records (EMR) software system for OU Physicians, Health Sciences Campus. The project implementation was planned to eventually include all clinics within the College of Medicine for operation from the same platform. The planned expansion of necessary licenses is in direct relationship to the number of participating physicians and this acquisition will include 267 additional licenses.

Annual maintenance is included in the license expansion acquisition and additional necessary technical support for the system software. The licenses and maintenance are only available from GE Healthcare Technologies in support of the GE Centricity EMR system. Pricing is fair and reasonable compared to previous license purchases.

Funding is identified and available from the OU Physicians EMR clinical operating budget.

President Boren recommended the Board of Regents authorize the President or his designee to award a contract in the amount of \$895,159 to GE Healthcare Technologies, of Barrington, Illinois, on a sole source basis, for electronic medical records license expansion and technical support, for a one-year period to begin July 1, 2011.

Regent Weitzenhoffer moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

### **GE/IDX SOFTWARE MAINTENANCE – HSC**

At the July 2000 meeting, the Board of Regents approved the University's initial purchase of the IDX hardware, software, and consulting services. Approval for ongoing maintenance is requested annually.

IDX (now a wholly-owned subsidiary of General Electric Company) is the sole source provider of software license maintenance support for all GE/IDX professional practice management system applications. Since the initial purchase of the system, OU Physicians has used the GE/IDX system to manage patient scheduling and accounts receivables. GE/IDX remains the leading software provider to the academic and non-academic physician market. This

database platform allows growth in the clinical practice volumes by utilizing existing software licenses and adding new users as required. OU Physicians currently utilizes 445 concurrent user licenses.

Continued renewal of the software maintenance is necessary to maintain the patient scheduling, billing and reporting operations on behalf of over 500 physicians in the OU Physicians department. Cost for the software maintenance continues to be fair and reasonable based on the substantial financial investment in the software and hardware system and the critical responsibility to maintain and upgrade the current clinical practice management and billing system.

Funding has been identified, is available and set aside within the OU Physicians operational budget.

President Boren recommended the Board of Regents authorize the President or his designee to award a contract in the amount of \$687,918 to GE Healthcare IITS USA Corporation (GE/IDX) of Burlington, Vermont, on a sole source basis, to provide software maintenance for the one-year period beginning July 1, 2011.

Regent Clark moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

#### **MEETING DATES FOR 2012**

January 25-26, 2012	Wednesday & Thursday
March 13-14, 2012	Tuesday & Wednesday
May 10-11, 2012	Thursday & Friday
June 25-27, 2012	Monday, Tuesday & Wednesday
September 19-20, 2012	Wednesday & Thursday
October 24-25, 2012	Wednesday & Thursday
December 6-7, 2012	Thursday & Friday

Action to approve the dates for Board of Regents' regular meetings during 2012 was proposed.

Regent Dunning moved approval of the dates. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

#### **REVISIONS TO REGENTS' BYLAWS**

Legal Counsel has prepared the revised Bylaws, attached hereto as Exhibit G, for the Board's review. Action to approve revisions to the Bylaws of the Board of Regents was proposed.

Regent Weitzenhoffer moved approval of the revised Bylaws. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.



**REPORT OF CERTAIN ACQUISITION CONTRACTS, FACILITIES  
MANAGEMENT – ALL**  
**REPORT OF CERTAIN ACQUISITION CONTRACTS, INFORMATION  
TECHNOLOGY – ALL**  
**PRIME SUPPLIER FOR MICROSOFT PRODUCTS, USER AGREEMENT AND  
LICENSES – ALL**  
**NATURAL GAS SUPPLIER – ALL**  
**ON-CALL ARCHITECTS AND ENGINEERS QUARTERLY REPORT – ALL**  
**ON-CALL CONSTRUCTION-RELATED SERVICES QUARTERLY  
REPORT – NC & HSC**  
**QUARTERLY REPORT OF PURCHASES – ALL**  
**QUARTERLY FINANCIAL ANALYSIS – ALL**  
**REGENTS' FUND QUARTERLY FINANCIAL REPORT**  
**NONSUBSTANTIVE PROGRAM CHANGES – NC**  
**INSTALLATION AND MAINTENANCE SERVICES FOR AUTOMATED  
ENVIRONMENTAL CONTROL SYSTEMS FOR BUILDINGS – NC**  
**FIRE ALARM AND SPRINKLER INSPECTION SERVICES – NC**  
**HAZARDOUS MATERIAL HANDLING – NC**  
**AVIATION FUEL – NC**

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

**REPORT OF CERTAIN ACQUISITION CONTRACTS, FACILITIES MANAGEMENT  
– ALL**

Board of Regents’ policies require that acquisition contracts that merely establish unit prices, availability and other terms and conditions but which are indefinite as to quantity and delivery must be reported to the Board of Regents if the cumulative orders against them are expected to exceed \$250,000 annually.

This item provides the relevant information regarding the following reportable contracts. The building materials contract supports Facilities Management by delivering building material supplies on an as-needed basis. The temporary labor contracts support Facilities Management’s needs for temporary services of skilled and un-skilled labor when existing permanent staff is insufficient to meet additional projects and workload. The plumbing, janitorial and electrical just-in-time contracts support Facilities Management by providing supplies with same or next day delivery, including emergency orders and electronic ordering on an as-needed basis. The plumbing, janitorial and electrical contracts are also available to Rogers State University and Cameron University.

Supplier	Product / Service	Campus	Begin Date	End Date	Estimated Expenditures	Selection Method
TOSAB, Inc, of Oklahoma City	Temporary Labor for on-call needs.	NC	July 01, 2011	June 30, 2012	\$400,000	Competitive
Labor Finders, Inc. of Oklahoma City	Temporary Labor for on-call needs	NC	July 01, 2011	June 30, 2012	\$580,000	Competitive
TH Rogers Lumber Co. of Purcell, OK	Building materials - Just-in-Time	All	July 01, 2011	June 30, 2012	\$300,000	Competitive

Empire Paper Company of Wichita Falls, TX	Janitorial Supplies-Just in Time	All	July 01, 2011	June 30, 2012	\$700,000	Competitive
Ferguson Enterprise, Inc. of Oklahoma City	Plumbing Supplies – Just in –Time	All	July 01, 2011	June 30, 2012	\$300,000	Competitive
Rexel, Inc. of Oklahoma City	Electrical Supplies – Just in - Time	All	July 01, 2011	June 30, 2012	\$750,000	Competitive

Funding has been identified, is available and set aside within the Facilities Management operating account, or other operating accounts of participating campuses.

This report was presented for information only. No action was required.

### REPORT OF CERTAIN ACQUISITION CONTRACTS, INFORMATION TECHNOLOGY – ALL

Board of Regents' policy requires that acquisition contracts that merely establish unit prices, availability and other terms and conditions but which are indefinite as to quantity and delivery must be reported to the Board of Regents if the cumulative orders against them are expected to exceed \$250,000 annually.

This item provides the relevant information regarding the following reportable contracts. The agreements support the University's Information Technology (IT) department by providing technology products and services for resale, mainly through the University's IT Store, to campus departments and personally to faculty, staff, and students.

Supplier	Product / Service	Campus	Begin Date	End Date	Estimated Expenditures	Selection Method
Apple Computer Inc. of Cupertino, California	Apple computers	ALL	July 1, 2011	June 30, 2012	\$8,000,000	Sole Source
Software House International Inc. of Piscataway, New Jersey	Adobe Information Technology products	NC & HSC	July 1, 2011	June 30, 2012	\$500,000	Competitive

FY11 actual expenditures below:

Apple Computer Inc.	\$5,344,265
Software House International, Inc.	160,640

Funding has been identified, is available and budgeted within the Information Technology operating account of participating campuses.

This report was presented for information only. No action was required.

## **PRIME SUPPLIER FOR MICROSOFT PRODUCTS, USER AGREEMENT AND LICENSES – ALL**

Board of Regents' policy requires that acquisition contracts that merely establish unit pricing, availability and other terms and conditions but which are indefinite as to quantity and delivery must be reported to the Board of Regents if the cumulative orders against them are expected to exceed \$250,000 annually.

This item reports the anticipated activity for the purchase of Microsoft products estimated to be \$911,748 for FY 2012 for all three university campus locations and is also made available to Rogers State University and Cameron University campuses. The prime supplier award will include the Microsoft campus user agreement, Microsoft Select agreement and Microsoft site licenses, allowing installation of Microsoft Office Suite products, Windows upgrades, system access licenses for faculty and staff, and significant discounts on other purchases of Microsoft products for students, faculty and staff.

The University Information Technology department (IT) projects 12,642 FTE users for the three campuses for fiscal year 2012. Rogers State University projects 390 FTE users and Cameron University projects 493 FTE users.

The University issued a competitive bid to ensure the most competitive prices available. The following firms responded:

Dell Marketing, LP	Round Rock, Texas
GovConnection, Inc.	Merrimack, New Hampshire
Hewlett-Packard Company	Palo Alto, California
Software House International, Inc.	Piscataway, New Jersey

An evaluation team comprised the following individuals rated the responses:

Bryan Beavers, Business Administrator, Information Technology  
 Allen Cook, Procurement Manager, Information Technology  
 Debbie Goode, Director, IT Services, Information Technology  
 Brian Reeves, Chief Technology Officer, Information Technology, Rogers State University  
 Dana Saliba, Director, Information Technology

The evaluation criteria were: meeting specifications of the RFP, value added services and cost.

The results of the evaluation were as follows:

	Weight	GovConnect	Dell	Hewlett-Packard	Software House Int.
Pricing	40%	2.93	2.40	2.40	2.40
Order Fulfillment	30%	1.80	1.80	1.80	1.80
Services & Programs	30%	1.80	2.10	1.80	1.80
Total	100%	6.53	6.30	6.00	6.00

The evaluation team determined that award to GovConnection Inc. of Merrimack, New Hampshire, the best value bidder, met all the requirements of the RFP, and included overall best product pricing and represents best value to the University and other participating universities.

Funding has been identified, is available and budgeted from the Information Technology operating accounts or other operating accounts of participating campuses.

This report was presented for information only. No action was required.

#### **NATURAL GAS SUPPLIER – ALL**

Board of Regents' policies require that acquisition contracts that merely establish unit prices, availability and other terms and conditions but which are indefinite as to quantity and delivery must be reported to the Board of Regents if the cumulative orders against them are expected to exceed \$250,000 annually.

This item reports the anticipated activity for the supply of natural gas for fiscal year 2012. It is estimated to be between \$9,000,000 and \$13,000,000 based on a price-range expectation of \$4.75 to \$5.50 per mmbtu. Gas purchases are managed by an analyst employed by the Norman campus' contracted utilities systems operator, Corix Utilities, Inc. of Vancouver, British Columbia. The analyst is assisted via contract with Oklahoma Energy Services, Inc. (OES) of Tulsa. OES provides advice and transaction execution assistance to the University's analyst. The contract with OES was competitively awarded, provides for a fee of \$0.0275 per-mmbtu purchased (included in the estimate referenced above), and covers gas purchased by the Norman campus, the Health Sciences Center, the Schusterman campus, and Cameron University. The major quantity of gas acquired is through forward-pricing contracts. Other strategies include "basis" contracts (which recognize price differences between delivery gates) and spot market buys. All transactions take place through the New York Mercantile Exchange (NYMEX). This method of purchasing natural gas has been in place since 1984.

The contract with OES is in the fourth annual renewal of the anticipated five year overall agreement.

Finding has been identified, is available and budgeted within the various campus utility accounts.

This report was presented for information only. No action was required.

#### **ON-CALL ARCHITECTS AND ENGINEERS QUARTERLY REPORT – ALL**

In May 2004, the Board of Regents authorized a group of architectural and engineering firms to provide professional services required for small projects. The terms of service for all of these on-call consultants expired at June 30, 2009; however some professional services authorized prior to the expiration date are still underway. In May 2009, the Board authorized a new group of architectural and engineering firms to provide professional on-call services.

The work completed during the third quarter of fiscal year 2011 by on-call architectural and engineering firms in both groups is summarized below.

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<u>Firm Name</u>	<u>Date Initiated</u>	<u>Work Performed</u>	<u>Fee</u>
For the Norman Campus:			
Cardinal Engineering, Inc. Norman	September 2, 2010	Topographic/Design Survey with Updated Utility, Property Boundary and Street Data (Sooner Center Student Housing)	\$ 7,717
Crafton, Tull, Sparks & Associates, Inc. Oklahoma City	September 10, 2007	Preliminary Design (Lloyd Noble Center, Strength & Conditioning and Press Room Renovation)	13,377
Frankfurt-Short-Bruza Associates, P.C. Oklahoma City	September 22, 2010	Design and Construction Documents (Dale Hall Tower Exterior Masonry Repairs)	76,753
The McKinney Partnership Architects, P.C. Norman	September 9, 2004	Design and Construction Documents (Oklahoma Memorial Union Wayfinding and Room Signage)	26,250
Smith Roberts Baldischwiler, LLC Oklahoma City	July 20, 2009	Civil Engineering Evaluation (Softball Facility Drainage Improvements)	6,935

For the Health Sciences Center, Oklahoma City:

Kirkpatrick Forest Curtis PC Oklahoma City	January 6, 2011	Structural Engineering (Rogers Building, Sixth Floor Structural Evaluation)	1,950
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For OU-Tulsa:

Kinslow, Keith & Todd, Inc. Tulsa	June 29, 2010	Design, Construction Documents, Construction Phase Services (Schusterman Center Clinic, OBGYN Remodel)	30,000
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CUMULATIVE TOTAL PROFESSIONAL FEES FOR WORK  
COMPLETED BY ON-CALLS THROUGH THE SECOND QUARTER  
OF FISCAL YEAR 2010-2011

For the Norman Campus:

<u>Firm Name</u>	<u>Total Fees</u>
Architect In Partnership, P.C.	\$ 14,670
Cardinal Engineering, Inc.	7,717
Crafton, Tull, Sparks & Associates, Inc.	13,377
Frankfurt-Short-Bruza Associates, P.C.	78,634
Kirkpatrick Forest Curtis PC	4,873
Smith Roberts Baldischwiler, LLC	12,935
The McKinney Partnership Architects, P.C.	26,250
Total, Norman Campus	158,456

For the Health Sciences Center, Oklahoma City:

<u>Firm Name</u>	<u>Total Fees</u>
Frankfurt-Short-Bruza Associates, P.C.	9,000
Kirkpatrick Forest Curtis PC	1,950
PSA Consulting Engineers, Inc.	3,838
Smith Roberts Baldischwiler, LLC	750
Total, Health Sciences Center, Oklahoma City	<u>15,538</u>

For OU-Tulsa:

<u>Firm Name</u>	<u>Total Fees</u>
Kinslow, Keith & Todd, Inc.	30,000
Wallace Engineering – Structural Consultants, Inc.	800
Total, OU-Tulsa	<u>30,800</u>

Total, All Campuses	<u><u>\$204,794</u></u>
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This report was for information only. No action was required.

### **ON-CALL CONSTRUCTION-RELATED SERVICES QUARTERLY REPORT – NC & HSC**

In March 2006, the Board of Regents authorized the administration to award a contract to Warden Construction of Jacksonville, Florida, for on-call construction-related services for the Norman and Health Sciences Center campuses. It was indicated that the administration would provide a quarterly report to the Board for all work completed, as well as seek prior Board approval for any project with an estimated cost of \$250,000 or greater.

Work completed during the third quarter of fiscal year 2010/11 is summarized below.

<u>Building/Location</u>	<u>Project Description</u>	<u>Cost of Work</u>
For the Norman Campus:		
Sarkeys Energy Center	Remodel the third floor plaza level	\$424,973
Sarkeys Energy Center	Remodel the fifteenth floor	\$ 9,001*
Lloyd Noble Center	Renovate the men's locker room	\$ 3,797*
*In addition to the below amounts previously reported for this fiscal year.		
Sarkeys Energy Center (Reported first quarter 2010/11)	Renovate the fifteenth floor	\$405,830
Lloyd Noble Center (Reported second quarter 2010/11)	Renovate the men's locker room	\$186,006

For the Health Sciences Center:

No activity for Third Quarter of FY 2010/11.

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

**QUARTERLY REPORT OF PURCHASES – ALL**

The Board of Regents policy governing the buying and selling of goods and services states that:

- I. Purchases and/or acquisition of goods and services over \$250,000 must be submitted to the Board for prior approval; and
- II. Purchase obligations between \$50,000 and \$250,000 must be reported quarterly to the Board as an information item. Sole source procurements in this category must also be reported and identified as such.

The quarterly report for II above is attached hereto as Exhibit H.

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

**QUARTERLY FINANCIAL ANALYSIS – ALL**

By request of the Board of Regents, the Quarterly Financial Analysis for the nine months ended March 31, 2011 is presented. The detailed information upon which the following Executive Summary is based was distributed separately to the Regents prior to the June meeting. Detailed charts and graphs are attached hereto as Exhibit I.

QUARTERLY FINANCIAL ANALYSIS  
For the nine months ended March 31, 2011

EXECUTIVE SUMMARY

Highlights from the Quarterly Financial Analysis (QFA) for the nine months ended March 31, 2011 are presented below for information only. For more detailed information, see the QFA report that was provided separately to the Regents prior to the June meeting.

ALL FUNDS, COMBINED

- Total available revenues of \$1.36 billion exceeded expenditures of \$1.23 billion resulting in a net increase of \$131.5 million.

NORMAN CAMPUS

- Total available revenues of \$744.5 million exceeded expenditures of \$664.0 million, resulting in a net increase of \$80.5 million.
- Education and General revenues of \$417.5 million exceeded expenditures of \$343.5 million, resulting in a net increase of \$74.0 million.
- Auxiliary enterprise revenues of \$150.9 million exceeded expenditures of \$149.3 million, resulting in a net increase of \$1.6 million.
- Service unit revenues of \$114.9 million exceeded expenditures of \$72.0 million, resulting in a net increase of \$42.9 million.
- Regents' Fund revenues of \$18.9 million exceeded expenditures of \$13.3 million, resulting in a net increase of \$5.6 million.
- All Other revenues of \$43.8 million trailed expenditures of \$44.6 million, resulting in a net decrease of \$800,000.

HEALTH SCIENCES CENTER

- Total available revenues of \$619.9 million exceeded expenditures of \$568.9 million, resulting in a net increase of \$51.0 million.
- Education and General revenues of \$152.7 million exceeded expenditures of \$122.9 million, resulting in a net increase of \$29.8 million.
- Auxiliary enterprise revenues of \$8.4 million exceeded expenditures of \$7.4 million, resulting in a net increase of \$1.0 million.
- Service unit revenues of \$27.2 million exceeded expenditures of \$26.6 million, resulting in a net increase of \$600,000.
- Professional Practice Plan (PPP) revenues of \$285.3 million exceeded expenditures of \$266.5 million, resulting in a net increase of \$18.8 million.
- All Other revenues of \$33.5 million trailed expenditures of \$35.0 million, resulting in a net decrease of \$1.5.

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

**REGENTS' FUND QUARTERLY FINANCIAL REPORT**

This summary report is provided in accordance with University of Oklahoma Board of Regents policy. It highlights all of the financial activity within the Regents' Fund during the nine months ended March 31, 2011. Detailed charts and graphs are attached hereto as Exhibit J.

REGENTS' FUND  
QUARTERLY FINANCIAL REPORT  
March 31, 2011

EXECUTIVE SUMMARY

Highlights from the Regents' Fund Quarterly Financial Report for the nine months ended March 31, 2011 are presented below for information only.

ALL FUNDS

- As of March 31, 2011, the Regents' Fund consisted of 225 individual funds with a combined net market value of approximately \$113.8 million, a \$5.6 million (5.2%) increase from June 30, 2010.

CONSOLIDATED INVESTMENT FUND (CIF)

- Cash and investments held by the CIF at March 31, 2011, had a market value of approximately \$82.8 million, a \$12.0 million (17.0 %) increase from June 30, 2010. Of the \$82.8 million, \$120,000 was held locally for working capital purposes and \$82.7 million was managed by Adams Hall Asset Management LLC, Investment Management Fiduciary.
- During the nine months ended March 31, 2011, the CIF realized a total return of 21.4%, which trailed the blended benchmark of 22.9% by 150 basis points.
- During the year ended March 31, 2011, the CIF realized a total return of 13.1%, which trailed the blended benchmark of 13.3% by 20 basis points.



SHORT-TERM INVESTMENT FUND (STIF)

- Cash and investments held by the STIF at March 31, 2011, had a market value of approximately \$28.1 million, a \$10.2 million (26.7%) decrease from June 30, 2010.
- During the nine months ended March 31, 2011, the STIF realized a total return of 2.1%, which exceeded the 91-day Treasury Bill rate of 0.2% by 190 basis points.
- During the year ended March 31, 2011, the STIF realized a total return of 3.2%, which exceeded the 91-day Treasury Bill rate of 0.2% by 300 basis points.

INTERMEDIATE-TERM INVESTMENT FUND (ITIF)

- Cash and investments held by the ITIF at March 31, 2011, had a market value of approximately \$6.5 million, a \$0.1 million (1.9%) increase from June 30, 2010.
- During the nine months ended March 31, 2011, the ITIF realized a total return of 2.0%, which exceeded the 2-Year Treasury Note rate of 0.6% by 140 basis points.
- During the year ended March 31, 2011, the ITIF realized a total return of 5.3%, which exceeded the 2-Year Treasury Note rate of 0.7% by 460 basis points.

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

**NONSUBSTANTIVE PROGRAM CHANGES – NC**

Non-Substantive Program Change  
Approved by Academic Programs Council, May 3, 2011  
Change in Program Requirements

**COLLEGE OF ARTS AND SCIENCES**Public Administration, M. Public Administration (RPC 197, MC M805)

Degree program requirement change. Add Graduate Records Examination (GRE) scores and 500-word statement of interest to admission requirements. Total hours for the degree will not change.

Reason for request:

The MPA program strives to offer a high-quality graduate degree program by offering advanced studies in Public Administration and Public Policy. The submission of a portfolio of admissions material will assist in the identification of applicants most likely to succeed in our program, thus assuring that the classroom experience will prepare our graduates to achieve their professional development goals.

Women's and Gender Studies, Graduate Certificate (RPC 371, MC G110)

Course requirement change. Add four additional electives and Directed Readings to the list of electives that may be used for credit toward credit in the Women's and Gender Studies Graduate Certificate. Total credit hours for the degree will not change.

Reason for request:

This change is requested to add appropriate electives not previously included in the list of electives and to reduce the number of elective petitions to the Graduate College.

## MEWBOURNE COLLEGE OF EARTH AND ENERGY

Geophysics, B.S. in Geophysics (RPC 097, MC B480, B481)

Course requirement changes. Deleting course/s that is/are no longer taught because of faculty retirements and losses; adding new course/s to degree program because of the hiring of five new faculty members. Total hours for the degree will not change.

Reason for request:

Updating current degree requirements to match current job market needs to keep students in a competitive state and to keep up with the current faculty changes within the School, while establishing a good balance between student, industry and faculty needs.

## JEANNINE RAINBOLT COLLEGE OF EDUCATION

Education Administration, M. Education (RPC 050, MC M315)

Course requirement changes. Non-thesis program: The non-thesis program would be streamlined to a single program with no options or specializations. Change title of EACS 5543 and add 12 additional credit hours of core courses. Program includes 27 credit hours of core courses and 9 hours of electives. Additionally, a thesis program will be reinstated. The thesis program had been in effect prior to the most recent change in the M.Ed. program. However, thesis program was inadvertently deleted during the most recent M.Ed. program change. This constitutes a request to reinstate the thesis program. Thesis program will include 34 credit hours, including 25 hours of required coursework and 9 hours of elective coursework. Students may elect either one of the two programs (thesis or non-thesis). Total hours for the degree will not change.

Reason for request:

The coursework in the proposed program better reflects national standards of school administrator preparation (promulgated by the Educational Leadership Constituent Council [ELCC], a specialty program area accreditation arm of the National Council for the Accreditation of Teacher Education [NCATE]). The elimination of the non-certification program with concentration/tracks reflects changes in principal certification requirements in Oklahoma; in effect, the proposed program includes a single area of concentration/track that includes requisite coursework for regular principal certification, as regulated by the ELCC standards.

## GAYLORD COLLEGE OF JOURNALISM AND MASS COMMUNICATION

Journalism, M.A. (RPC 138, MC M610)

Course requirement change. Add JMC 5001 or other course as approved by the Graduate Liaison and Advisor to Comprehensive exam and Project options. Total hours for the degree will not change.

Reason for request:

JMC 5001 is a relatively new requirement which will provide variety of courses for broadcast students.

Professional Writing, M. Professional Writing (RPC 352, MC M795)

Course requirement change. Modify electives into groups of guided electives as approved by the Graduate Liaison and Advisor. Total hours for the degree will not change.

Reason for request:

These changes will expand the list of approved courses for our MPW students based on a need for some students to include both internship opportunities and broadcast courses to their program of study

## COLLEGE OF LIBERAL STUDIES

Administrative Leadership, M.A. Administrative Leadership (RPC 373, MC M003)

Course and program requirement changes. Replace LSTD 5643 with LSTD 5013, and continue to offer LSTD 5643 as an elective. Total hours for the degree will not change.

Reason for request:

Reinserting LSTD 5013 into the degree requirements will provide a common core that liberal studies students across all of our degree programs are required to take, and it will serve as a standardized check on conditionally admitted students to make sure that they are, in fact, prepared to continue their graduate coursework. In addition, it will allow regularly admitted students to better experience what is expected of them at the graduate level, and allow them to decide whether they want to continue with interdisciplinary graduate study. LSTD 5013 also provides students with a firmer foundation in understanding interdisciplinary theories before continuing on to a specific issue in administrative leadership. Moreover, the material offered in LSTD 5643 - Individuals and Leadership, is important and helpful to students, but not as essential. We will still offer LSTD 5643 as an elective, but we believe that LSTD 5013 provides a firmer interdisciplinary basis for students continuing in the MAAL program.

Non-Substantive Program Change  
Approved by Academic Programs Council, June 2, 2011  
Change in Program Requirements

## COLLEGE OF ENGINEERING

Architectural Engineering, B.S. in Architectural Engineering (RPC 357, MC 035)

Course requirement change. Replace AME 3363 with AME 4653, add CEES 1213, delete Professional Elective in senior year, and move HIST requirement from the sophomore year to the senior year. Total hours for the degree will not change.

Reason for request:

AME 4653 addresses program needs more directly than AME 3363, and architectural engineering students need knowledge of Auto-CAD which is covered in CEES 1213.

Administrative/Internal Program Changes  
Approved by Academic Programs Council, May 3, 2011  
Addition of Accelerated Dual Degree Program

## INTERNATIONAL STUDIES

International Studies, M.A. in International Studies/Juris Doctor (RPC 337, MC M497)

Addition of accelerated dual degree program. Addition of MAIS/JD accelerated program whereby students earn both the MAIS and JD in four years of study, a simultaneous program whereby students receive their MAIS and JD degrees at the same time. The program requires 116 hours: 36 hours MAIS requirements consisting of a core curriculum of 15 hours, 9 hours in one concentration chosen from a list as approved by the student's advisory committee, 9 hours electives, and 3 hours research and practicum; 80 hours JD requirements consisting of 26 hours

first-year required courses, 10 hours upper-division required courses; four courses from substantive core menu; one course from skills menu; upper level writing requirement; and additional hours to total 80. The MAIS/JD Joint Program allows students to double count up to 9 credit hours of course work for both the MAIS and JD programs. Students interested in joining the MAIS/JD Joint Program must meet the same admissions requirements and grade maintenance expectations as any other student in the respective MAIS or JD program.

Reason for request:

This proposal is the direct result of student demand and faculty feedback regarding the opportunity for students to earn both degrees in an accelerated format. Ultimately, the MAIS/JD program will allow students interested in both legal and international studies to combine their efforts and earn two valuable degrees in a shorter space of time. The MAIS/JD Joint Program is not expected to draw a large number of students, given its rigorous and demanding schedule and requirements, but the program will serve a growing number of students who have specific interests in both the law and the global environment.

Deletion/Addition of Areas of Concentration/Tracks

COLLEGE OF ARTS AND SCIENCES

Public Administration (RPC 197, MC M805)

Addition of Area of Concentration, Deletion of Areas of Concentration, and Change of Area of Concentration. Concentration to be added: Individualized Intensive Study. The individualized intensive studies concentration allows students to conduct an in-depth exploration of an emerging topic in public administration or public policy. The concentration encourages students to examine contemporary topics through multiple disciplinary lenses in order to gain a critical understanding of the topic's complexity and to describe the means and methods for which it has and can be studied better. By the end of the intensive study, students taking this concentration will have developed a rigorous literature review of the topic confirming advanced comprehension with the main themes and the contributions made by different academic disciplines broadly conceived and practice. In addition, they will have demonstrated their ability to produce a piece of advanced scholarship in conformity with the scientific method, research techniques, standards of argument and accepted style of presentation of an academic discipline. Students who wish to design their own individualized intensive studies concentration are expected to have a well-developed proposal that details the research topic. The proposal will list the three classes that will be used to satisfy the concentration requirement. This concentration proposal document is developed in conjunction with their faculty advisor and submitted to the MPA program director for approval. Concentrations to be deleted: Q076 Budgeting & Financial Management, Q196 Education Administration, Q311 Health Administration, Q316 Health Policy, Q381 International Relations, Q491 Organizational Leadership, Q556 Public Management. Concentrations to be changed: Q550 General, Q471 Non-Profit Management, Q561 Public Policy. Replace existing language with "To complete a concentration, student must have nine hours in the concentration area."

Reason for request:

Reductions in faculty resources make it unlikely that we would be able to offer courses necessary for these concentrations in a timely fashion for degree completion.

JEANNINE RAINBOLT COLLEGE OF EDUCATION

Education Administration, M. Education (RPC 050, MC M315)

Deletion of Areas of Concentration/Tracks. Delete Q201 Educational Administration, Q166 Curriculum & Supervision, Q416 Law & Policy, and Q646 Technology Leadership.

Reason for request:

The elimination of the program options reflects changes in principal certification requirements in Oklahoma; in effect, the proposed program includes a single non-thesis program that includes requisite coursework for regular principal certification, as regulated by the ELCC standards. Previously, the state of Oklahoma allowed flexibility in the standards for principal certification. Consequently, the EACS program area had liberty to offer various options (areas of specialization/concentration). Currently, the state requires a designated program for principal certification, reflective of the ELCC standards. The proposed non thesis program will be the designated program.

## GAYLORD COLLEGE OF JOURNALISM AND MASS COMMUNICATION

Journalism, M.A. (RPC 138, MC M610/Q021, M610/Q351, M610/Q436, M610/Q656)

Deletion of areas of Level V concentrations/tracks. Delete Advertising & Public Relations, Information Gathering & Distribution, Mass Communication Management & Policy, and Telecommunications & New Technologies areas of concentration. These "concentrations" are treated internally more like areas of emphases than concentrations. These distinctions provide flexibility to tailor programs as to fit student needs and adapt to faculty strengths. These emphases will continue to be upheld in our program.

Reason for request:

Concentrations were thought to be deleted over two years ago, but apparently the entire set of paperwork was never completed.

Course Changes  
Approved by Academic Programs Council, May 3, 2011

<u>Prefix /Number</u>	<u>Title</u>	<u>Comments</u>	
<u>COURSE CHANGES</u>			
<u>College of Atmospheric and Geographic Sciences</u>			
GEOG	3003	Interpreting Geography (old)	Change Title
GEOG	3003	Interpreting Planet Earth (new)	Change Description
GEOG	3890	Selected Studies in Geography	Change Prerequisite
<u>College of Arts and Sciences</u>			
ARAB	2113	Intermediate Arabic	Change Prerequisite
ARAB	2223	Intermediate Arabic Continued	Change Prerequisite
CL C	2213	Introduction to Classical Archaeology	Change Description
HES	4213	Management in Health and Exercise Science	Change Prerequisite
LIS	5143	Government Publications	Change Prerequisite

W S	3220	Women's Studies Course (old)	Change Course Number
W S	3223	Women's Studies Course (new)	Change Credit Hours

Jeannine Rainbolt College of Education

EACS	6243	Education and the Law (old)	Change Course Number
EACS	5263	Education and the Law (new)	

Mewbourne College of Earth and Energy

GEOL	2224	Introduction to Mineral Sciences	Change Prerequisite
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College of Engineering

CEES	1213	Computing Applications in Civil Engineering and Environmental Science	Change Description
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C S	1323	Introduction to Computer Programming	Change Prerequisite
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ECE	2713	Digital Signals and Filtering	Change Prerequisite
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ECE	3813	Introductory Electronics	Change Prerequisite
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ECE	4273	Digital Design Laboratory	Change Prerequisite
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College of Liberal Studies

LSTD	5003	Introduction to Graduate Interdisciplinary Studies	Change Title (Short)
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LSTD	5013	Interdisciplinary Foundations	Change Prerequisite
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LSTD	5213	Interdisciplinary Study in the Humanities	Change Prerequisite
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LSTD	5313	Interdisciplinary Study in the Social Sciences	Change Prerequisite
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LSTD	5343	Criminal Justice Policy Development (old)	Change Prefix
LSCJ	5133	Criminal Justice Policy Development (new)	Change Course Number Change Prerequisite

LSTD	5403	Foundations in Prevention Science (old)	Change Prefix
LSPS	5113	Foundations in Prevention Science (new)	Change Course Number Change Prerequisite

LSTD	5413	Interdisciplinary Study in Natural Sciences	Change Prerequisite
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LSTD	5423	Prevention Across the Lifespan (old)	Change Prefix
LSPS	5133	Prevention Across the Lifespan (new)	Change Course Number Change Prerequisite

LSTD	5433	Program Development Implementation and Evaluation (old)	Change Prefix
LSPS	5173	Program Development Implementation and Evaluation (new)	Change Course Number Change Description
LSTD	5940	Research Project in Liberal Studies	Change Prerequisite
LSTD	5950	Internship in Liberal Studies (old)	Change Course Number
LSTD	5920	Internship in Liberal Studies (new)	Change Prerequisite
LSTD	5960	Directed Readings in Interdisciplinary Studies	Change Prerequisite
LSTD	5970	Special Topics/Seminar	Change Prerequisite
LSTD	5980	Research for Master's Thesis	Change Prerequisite
LSTD	5990	Independent Study	Change Prerequisite

### COURSE DELETIONS

#### College of Liberal Studies

LSTD	5226	Advanced Study in Humanities
LSTD	5320	Advanced Directed Study in Social Sciences
LSTD	5326	Advanced Study in Social Sciences
LSTD	5426	Advanced Study in Natural Sciences
LSTD	5530	MLS Colloquium
LSTD	5540	MLS Advanced Seminar
LSTD	5552	Museology Readings

### NEW COURSES

#### College of Arts and Sciences

LTRS	1203	America's Constitution II: The Modern Constitution
LTRS	3903	First Freedoms
LTRS	3923	Oklahoma and the U.S. Constitution
COMM	3533	Communication in Contemporary Chinese Contexts
KM	5683	Database Design for Information Organizations

LIS 5683 Database Design for Information Organizations

Gaylord College of Journalism and Mass Communication

JMC 4253 British Media Studies

JMC 4263 British News Media Systems

Course Changes  
Approved by Academic Programs Council, May 11, 2011

<u>Prefix /Number</u>	<u>Title</u>	<u>Comments</u>
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COURSE CHANGES

College of Arts and Sciences

HIST	5143	Government Publications	Change Description
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Jeannine Rainbolt College of Education

EACS	6333	Politics in Educational Administration (old)	Change Course Number
EACS	5333	Politics in Educational Administration (new)	
EDPY	5234	Individual Intelligence Testing	Change Prerequisite
EDPY	5253	Personality Assessment	Change Prerequisite
EDPY	5293	Psychopharmacology	Change Description
EDPY	5413	Occupational Information-Career Development	Change Prerequisite
EDPY	5423	Methods and Techniques of Counseling	Change Prerequisite
EDPY	5433	Theories and Techniques of Group Counseling	Change Prerequisite Change Description
EDPY	5463	Multicultural Counseling	Change Prerequisite
EDPY	5473	Counseling Theories	Change Prerequisite
EDPY	5483	Behavior Disorders	Change Prerequisite
EDPY	5910	Practicum in Education--Master's	Change Prerequisite
EDPY	6403	Issues and Ethics in Counseling Psychology	Change Prerequisite Change Description
EDPY	6413	Theories of Counseling and Psychotherapy	Change Prerequisite
EDPY	6423	Advanced Counseling Procedures	Change Prerequisite



June 20-22, 2011

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EDPY	6433	Advanced Group Counseling and Psychotherapy	Change Prerequisite Change Description
EDPY	6443	Advanced Counseling and Therapy: Children	Change Prerequisite
EDPY	6453	Family Counseling	Change Prerequisite
EDPY	6473	Biopsychosocial Bases of Health Psychology	Change Prerequisite
EDPY	6483	Advanced Career Counseling	Change Prerequisite
EDPY	6910	Practicum in Education—Doctoral	Change Prerequisite
EDPY	6913	Counseling Psychology Practicum	Change Prerequisite
EDSP	5403	Exceptional Infant And Toddler (old)	Change Title
EDSP	5403	Families and Young Children with Developmental Delays (new)	Change Description
EIPT	5183	Motivation and Learning in the Classroom	Change Description
EIPT	6043	Qualitative Research Methods	Change Prerequisite
EIPT	6083	Qualitative Research Methods II	Change Prerequisite

College of Engineering

I E	4113	Spreadsheet Based Decision Support Systems	Change Prerequisite
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NEW COURSES

College of Arts and Sciences

ANTH	3853	Music, Language, and Culture
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College of Continuing Education

DMAT	0113	Elementary Algebra
DMAT	0115	Fundamental Algebra
DMAT	0123	Intermediate Algebra

Gaylord College of Journalism and Mass Communication

JMC	5253	British Media Studies
JMC	5263	British News Media Systems

Approved Course Changes by  
Academic Programs Council  
June 2, 2011

<u>Prefix /Number</u>		<u>Title</u>	<u>Comments</u>
<u>COURSE CHANGES</u>			
<u>College of Engineering</u>			
ENGR	2431	Electrical Circuits	Change Description
ENGR	2531	Electrical Circuits II	Change Description
ENGR	3431	Electromechanical Systems	Change Description
CH E	3473	Chemical Engineering Thermodynamics	Change Prerequisite
CH E	4273	Advanced Process Design	Change Prerequisite

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

**INSTALLATION AND MAINTENANCE SERVICES FOR AUTOMATED ENVIRONMENTAL CONTROL SYSTEMS FOR BUILDINGS – NC**

Board of Regents' policy requires that acquisition contracts that merely establish unit pricing, availability and other terms and conditions but which are indefinite as to quantity and delivery must be reported to the Board of Regents if the cumulative orders against them are expected to exceed \$250,000 annually.

This item reports the anticipated activity for the installation and maintenance services of automated environmental control systems for University buildings for fiscal year 2012 estimated to be \$1,325,000. This contract was awarded to support the Department of Facilities Management in the design and installation of automated control systems for new project installations as well as maintaining and monitoring the control of heating, ventilation, and air conditioning (HVAC) from a single station within Facilities Management. Facilities Management anticipates high volume usage for fiscal year 2012 due to new or renovated buildings. The automated systems provide the most economical use of energy by optimizing the many variables that govern a building's environment.

This just-in-time contract is based on a previous competitive solicitation and will be the third renewal of the existing five year contract.

The contract was awarded to Automated Building Systems, Inc. of Oklahoma City, the low bidder, and represents best value to the University.

Funding has been identified, is available and budgeted within the Department of Facilities Management operating account.

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

**FIRE ALARM AND SPRINKLER INSPECTION SERVICES – NC**

Board of Regents' policy requires that acquisition contracts that merely establish unit pricing, availability and other terms and conditions but which are indefinite as to quantity and delivery must be reported to the Board of Regents if the cumulative orders against them are expected to exceed \$250,000 annually.

This item reports the anticipated activity for fire alarm and sprinkler inspection services for fiscal year 2012, with estimated annual expenditures of \$889,440. The fire alarm and sprinkler inspection services are used for both housing and non-housing campus buildings and are required to maintain and upgrade existing equipment or when new locations are added.

The contract to Simplex Grinnell, of Oklahoma City, is available through the State of Oklahoma from a competitive bid according to state purchasing rules and complies with Board of Regents' Policies and Procedures regarding competition relative to the acquisition of products and services.

Funding has been identified, is available and budgeted within the Department of Facilities Management, Sam Noble Oklahoma Museum of Natural History and Housing and Food Service operating accounts.

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

**HAZARDOUS MATERIAL HANDLING – NC**

Board of Regents' policies require that acquisition contracts that merely establish unit prices, availability and other terms and conditions but which are indefinite as to quantity and delivery must be reported to the Board of Regents if the cumulative orders against them are expected to exceed \$250,000 annually.

This item reports the anticipated activity for the hazardous materials labor contract for fiscal year 2012 estimated to be \$500,000. This contract was awarded to support the Department of Facilities Management outsourcing labor for asbestos and lead abatement and supplement current staffing for ongoing projects. This just-in-time contract provides a cost-efficient method to contract labor on an as-needed basis in lieu of hiring additional full-time University personnel.

The contract is based on a previous competitive solicitation and will be the fourth renewal of the existing five-year contract at equivalent pricing.

The recommended renewal of the preferred provider contract to Environmental Action, Inc. of Tulsa represents best value to the University.

Funding has been identified, is available and budgeted within the Department of Facilities Management operating accounts.

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

**AVIATION FUEL – NC**

Board of Regents' policy requires that acquisition contracts that merely establish unit pricing, availability and other terms and conditions but which are indefinite as to quantity and delivery must be reported to the Board of Regents if the cumulative orders against them are expected to exceed \$250,000 annually.

This item reports the anticipated activity that will be experienced against the fiscal year 2012 aviation fuel contract between the University and Cruise Aviation, the only fixed base operator (FBO) at Max Westheimer Airport. The contract does not establish unit prices but will be completed at prevailing market prices.

Aviation fuel is required in support of flight training, staff transportation and research projects involving aviation. Due to the rising petroleum costs, the University's annual expenditure for fuel is expected to exceed \$250,000 for the year beginning July 1, 2011.

The University purchases two types of aviation fuel under this contract.

- Avgas is used in piston driven engines. The average price in April 2011 was \$6.29 per gallon. Projected overall cost for fiscal year 2012 is estimated at \$350,000.
- JetA Fuel is used in jet engines and turbo-prop engines. The average price in April 2011 was \$5.67 per gallon. Projected overall cost for fiscal year 2012 is estimated at \$50,000.

Funding has been identified, is available and budgeted within the Aviation Department operating account.

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

## **FISCAL YEAR 2012 BUDGET PLAN – ALL**

The Fiscal Year 2012 operating budget for The University of Oklahoma of \$1.6 billion is presented for consideration and approval by the Board of Regents. The budget is comprised of \$809 million for the Norman campus and \$791 million for the Health Sciences Center.

### Norman Campus:

The Norman campus received a decrease in state appropriations of \$8.2 million, or 5.8%. A supplemental one-time allocation of \$1.4 million was received for FY11, which will be carried forward to support FY12's operating budget.

The budget for next year will provide funds for a 2% compensation increase for faculty and staff on the Norman campus beginning July 1, 2011. It is recommended that the increase be across-the-board. Graduate assistants will also receive the raises. The budget also provides for a minimum increase of \$1,000 for all full-time eligible employees. In order to fund these increases, as well as the University's escalating fixed costs, the budget includes a 5% reallocation from all centrally funded E&G accounts. The OU Foundation has allocated \$900,000 in funds to the University to support an additional faculty compensation increase of 1%.

The new budget, if adopted by the Board, sets priorities which reflect those recommended by the Budget Council of the University. Faculty promotions are funded. The University has continued to modestly increase funding for academic areas and projects.

The College of Law is recommending to the Board of Regents average increases of approximately 4% for faculty and 3% for professional staff beginning July 1.

Health Sciences Center:

The Health Sciences Center campus received a decrease in state appropriations of \$5.6 million, or 5.8%. A supplemental one-time allocation of \$1 million was also received for FY11, which will be carried forward into FY12's operating budget.

In each of the past two years, the campus has taken cuts to remove stimulus funds from the budget. In prior years, colleges/departments have cut positions, scrutinized travel and supplies budgets, streamlined or lessened operations so that the campus can now meet the cuts and also give a 2% compensation increase. We recommend the 2% compensation increase for faculty and staff on the HSC campus begins July 1, 2011. It is also recommended that the increase be merit-based.

OU-Tulsa Schusterman Center:

The OU-Tulsa Schusterman Center received a decrease in state appropriations of \$498,000, or 5.8%. A supplemental one-time allocation of \$85,593 was received for FY11, which will be carried forward into FY12's operating budget.

The budget for next year will provide funds for a 2% compensation increase for faculty and staff in the OU-Tulsa agency beginning July 1, 2011. It is recommended that the increase be across-the-board. Graduate assistants will also receive the raises. The budget also provides for a minimum increase of \$1,000 for all full-time eligible employees. In order to fund these increases as well as increased expenses in new and existing facilities, savings in Operations as well as recurring past uncommitted reserves are being used.

Copies of the budget are available in the Board of Regents Office and were provided to the Regents separately.

President Boren recommended the Board of Regents approve the operating budget for Fiscal Year 2012 as presented, including approval of academic promotions.

President Boren, before he commented on the item, asked Student Affairs Vice President Clarke Stroud to introduce student leaders present at the meeting. They were Graduate Student Senate Chair Derrell Cox, IFC President Daniel Jones, and UOSA Press Secretary Joe Sangirardi. The President said that student leaders attend virtually all of the Board meetings, communicating back to the student body the actions of the Board. In addition, discussions of potential budget implications have been ongoing with the student leadership and an open forum was held in Beard Lounge to answer student questions. The President then discussed the proposed budget and the issues surrounding it at length, including the tuition and fee increases recommended in the next item. Regent Dunning asked where the proposed tuition increase would leave the University relative to peers in the Big 12, and President Boren responded that the statutory cap keeps OU tuition under the average of the Big 12. Right now, the University is 11<sup>th</sup> out of 12 on resident tuition (with only a \$5 difference between 1 and 12); by every projection, we would remain 11<sup>th</sup>. On non-resident tuition, the University is last.

Regent Stuart moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

**TUITION AND MANDATORY FEE RATES FOR FISCAL YEAR 2012 – ALL**

House Bill No. 1748 amended 70 O.S. 2001, Section 3218.8, authorizes the Oklahoma State Regents for Higher Education to establish resident tuition rates, nonresident tuition rates and mandatory fees (fees for items not covered by tuition and which all, or substantially all, students must pay as a condition of enrollment at the institution). At the comprehensive universities the combined average of the resident tuition and mandatory fees, as

determined by the State Regents, shall remain less than the combined average of the resident tuition and fees at state-supported institutions of higher education that are members of the Big Twelve Conference. The rates are to remain less than the combined average of tuition and fees for like-type graduate and professional courses and programs of comparable quality and standing at state-supported institutions of higher education as determined by the State Regents.

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

The University of Oklahoma is requesting the Tuition and Mandatory Fees Rates listed below which reflect 5.0% increases for resident and nonresident students. The average increase in tuition and mandatory fees for current resident undergraduate students is \$170 per semester.

Beginning with the 2008-2009 academic year, House Bill 3397 passed by the Oklahoma Legislature requires that a new undergraduate student be given the opportunity to choose to participate in the Guaranteed Tuition Rate Program. A first time full-time undergraduate student who is a resident of Oklahoma can now choose to pay a guaranteed rate based on the projected average for the next four (4) years ("the Plan") or at the annual rate charged each year. Pursuant to "The Plan", the resident undergraduate guaranteed tuition rate is \$147.50 per credit hour for students entering Fall 2011, Spring 2012 or Summer 2012. In comparison, the resident undergraduate guaranteed tuition rate for the 2010-11 academic year was \$141.00 per credit hour.

#### UNDERGRADUATE GUARANTEED RESIDENT TUITION RATE (Available to first time resident students only)

Proposed FY12 Resident Tuition Per Credit Hour	Average Annual Undergraduate Tuition and Mandatory Fees 30 credit hours/2 semesters
\$147.50	\$7,700.50

In addition to tuition and mandatory fees, students are also required to pay academic service fees. These fees are course and college specific, so the amount paid varies by student. Also, as approved by the Board of Regents at its January 2011 meeting, all Fall 2011 incoming students on the Norman Campus are required to pay cohort specific Academic Excellence Fees totaling \$40.00 per credit hour or \$1,200 per academic year for students taking 30 credit hours.

The Sooner Heritage Scholarship Program will continue into its ninth year. This program is partially funded by private gifts from OU alumni, targets students from families with \$30,000 to \$75,000 in annual income. The Sooner Heritage program has provided approximately \$13 million and in excess of 20,000 scholarships since inception. The OU Scholarship Center in conjunction with Financial Aid Services has developed an online application process and publicizes the availability of this scholarship opportunity through emails, newspaper ads, and web links.

The university has sought to keep tuition increases as low as possible. The overall budgeting picture has been positively impacted by several actions. There has been increased support from private donors through the OU Foundation. Financing also came from cuts in other areas, including a 5% cut in the budgets of all units at OU, a continued partial hiring freeze, delaying purchases of equipment and other items, a one year voluntary pay cut by several top

administrators, and savings from privatizing operations of our utility system. In addition the athletics department continued to contribute to the university budget the proceeds of an academic ticket surcharge on football tickets.

If approved by the Board of Regents, these tuition and mandatory student fee requests will be forwarded to the Oklahoma State Regents for Higher Education for approval and will be effective Fall 2011.

President Boren recommended the Board of Regents approve the proposed tuition and mandatory student fee rates for FY 2012.

#### UNDERGRADUATE TUITION RATES

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

Proposed FY12 Resident Tuition Per Credit Hour	Average Annual Undergraduate Tuition and Mandatory Fees 30 credit hours/2 semesters
\$128.30	\$7,124.50

Proposed FY12 Additional Undergraduate Nonresident Tuition Per Credit Hour	Average Annual Resident & Nonresident Tuition and Mandatory Fees 30 credit hours/2 semesters
\$365.10	\$18,077.50

#### GRADUATE AND PROFESSIONAL PROGRAMS TUITION RATES

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

	Resident Tuition Per Credit Hour	Additional Nonresident Tuition Per Credit Hour
Graduate	\$ 170.30	\$ 449.50
College of Law	\$ 459.25	\$ 347.50

	Resident Tuition Per Semester	Additional Nonresident Tuition Per Semester
College of Medicine	\$ 9,560.00	\$12,848.00
College of Dentistry	\$ 9,573.50	\$13,150.50
Physician's Associate	\$ 4,874.00	\$ 6,118.50
Doctor of Pharmacy	\$ 6,602.50	\$ 8,212.00
Occupational Therapy	\$ 3,276.00	\$ 4,587.00
Doctor of Physical Therapy	\$ 4,226.50	\$ 6,447.00
Audiology AuD	\$ 3,885.00	\$ 6,268.50
Public Health Professional Programs Per Credit Hour	\$ 325.10	\$ 554.05
Nursing Professional CNL Per Credit Hour	\$ 1.10	\$ 490.70
Doctor of Nursing Practice Per Credit Hour	\$ 72.25	\$ 572.25

#### MANDATORY FEES - NORMAN CAMPUS AND HEALTH SCIENCES CENTER:

	FY 2011 Rate	FY2012 Rate
Charged by Credit Hour Student Assessment Fee	\$ 1.25	\$ 1.25

MANDATORY FEES - NORMAN CAMPUS UNDERGRADUATES:

	FY 2011 Rate	FY2012 Rate
Charged by Credit Hour		
International Programs Fee	\$ 0.50	\$ 0.50

MANDATORY FEES - NORMAN CAMPUS AND LAW:

	FY 2011 Rate	FY2012 Rate
Charged by Credit Hour		
Student Facility Fee	\$ 13.00	\$ 14.00
Student Activity Fee	\$ 5.95	\$ 5.95
Library Excellence Fee	\$ 11.00	\$ 11.00
Transit Fee	\$ 2.00	\$ 2.00
Security Services Fee	\$ 3.65	\$ 3.65
Academic Excellence Fee	\$ 23.45	\$ 25.60
Special Event Fee	\$ 2.00	\$ 2.00
Academic Facility & Life Safety	\$ 17.50	\$ 20.00
Charged by the Semester		
Student Health Care Fee	\$ 74.00	\$ 74.00
Summer	\$ 37.00	\$ 37.00
Cultural & Recreational		
Service Fee	\$ 12.50	\$ 12.50
Summer	\$ 6.25	\$ 6.25
Academic Records Service Fee	\$ 15.00	\$ 15.00

MANDATORY FEES - NORMAN CAMPUS:

	FY 2011 Rate	FY2012 Rate
Charged by the Semester		
Academic Advising Fee	\$ 25.00	\$ 25.00
Summer	\$ 12.50	\$ 12.50

MANDATORY FEES - HEALTH SCIENCES CENTER:

	FY 2011 Rate	FY2012 Rate
Charged by the Credit Hour		
Academic Facility and Life Safety Fee	\$ 7.50	\$ 7.50
Library Automation and Materials Fee	\$ 11.00	\$ 11.00
Student Activity Fee	\$ 3.50	\$ 3.50
Student Facility Fee	\$ 7.30	\$ 7.30
Security Services Fee	\$ 3.60	\$ 3.60
Special Event Fee	\$ 3.00	\$ 3.00
Transit Fee	\$ 1.50	\$ 1.50
Charged by the Semester		
Academic Records Fee	\$ 15.00	\$ 15.00
Cultural & Recreational Services Fee	\$ 112.25	\$ 112.25
Counseling Services Fee	\$ 17.00	\$ 17.00
Registration	\$ 20.00	\$ 20.00
Student Health Fee	\$ 74.00	\$ 74.00

MANDATORY FEES - NORMAN CAMPUS, LAW, AND HEALTH SCIENCES CENTER:

	FY 2011 Rate	FY2012 Rate
Charged by Credit Hour		
Educational Network Connectivity Fee	\$ 14.80	\$ 14.80

MANDATORY FEES - LAW:

	FY 2011 Rate	FY2012 Rate
Charged by Credit Hour		
College of Law Technology Fee	\$ 30.00	\$ 30.00



Regent Stuart moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

### HOUSING AND FOOD SERVICES RATES FOR 2011-2012 – NC

Housing and Food Services provides safe, high quality, and affordable housing and food services for students and is consistently ranked competitively with the Big XII in terms of cost. At 3%, the combined rate increase will allow us to continue to make the needed improvements to our facilities as well as maintain our outstanding services to our student, faculty, staff, and guests across campus.

The 3% rate increase is being requested for the residence halls and the University Village Apartments on the Health Sciences Center campus.

The 3% rate increase in room and board will be an increase of \$117.00 per semester for students living in the residence halls in a double occupancy room with a standard meal plan. With this rate increase OU will rank 7th out of 10 schools in the Big XII in housing costs.

The increase will be \$25.00 / month for a student living at University Village.

With the highly competitive local housing market no changes in rates are being proposed for OU Traditions Square or the Kraettli Apartments.

HOUSING AND FOOD SERVICES PROPOSED RATE INCREASES FOR FY12			
	CURRENT RATES 2010-2011	PROPOSED INCREASES*	NEW RATES 2011-2012
RESIDENCE HALLS/semester			
TOWERS (Walker, Adams, Couch)			
Double	2,142	64	2,206
Single	3,390	102	3,492
QUADS (Cate)			
Double	1,784	54	1,838
Single	2,672	80	2,752
MEAL PLANS/semester			
All	1,771	53	1,824
Combined room and board for double at towers - the most common option	3,913	117	4,030
APARTMENTS/Monthly			
Kraettli			
2 Bd Furnished	693	-	693
2 Bd Unfurnished	615	-	615
OU Traditions			
2 Bd/1 Bt - 9 mo.	494	-	494
2 Bd/2 Bt - 9 mo.	561	-	561
4 Bd/2 Bt - 9 mo.	480	-	480
University Village			
Studio	543	16	559
Townhouse	842	25	867

\*Proposed increases reflect a 3% increase for residential halls, meal plans, and University Village Apartments. No rate increase is proposed for Kraettli or OU Traditions Apartments.

Comparison of Room and Board Rates of the Big 12 schools:

Double occupancy room with standard meal plan  
All rates reflect increases for the 2011 - 2012 school year

Missouri:	\$9635.00	(1)
Texas:	\$9023.00	(2)
Baylor:	\$8713.00	(3)
Kansas:	\$8304.00	(4)
Iowa State:	\$8118.00	(5)
Texas Tech:	\$8108.00	(6)
Oklahoma:	\$8060.00	(7) (proposed rate)
Oklahoma State:	\$7985.00	(8)
Kansas State:	\$7870.00	(9)
Texas A&M:	\$7210.00	(10)*

\*Texas A&M is phasing in a new mandatory meal plan for the first time this year. Rates are set low and will increase as residence hall population is cycled through.

President Boren recommended the Board of Regents approve a combined 3% room and board rate increase for Norman campus resident halls and for the University Village Apartments at the Health Sciences Center. No increase is proposed for the OU Traditions Square or Kraettli Apartments.

Regent Dunning moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

## **PROPOSALS, CONTRACTS, AND GRANTS**

In accord with Regents' policy, a list of awards and/or modifications in excess of \$250,000 or that establish or make policy for the University, or that otherwise involve a substantial or significant service to be performed by the University are shown on the following pages. Comparative data for fiscal years 2007 through 2011 and current month and year-to-date, are shown on the graphs and tables attached hereto as Exhibit K.

The Provisions of Goods and Services policy provides that new contracts and grants in excess of \$250,000 must be referred to the Board of Regents for ratification. In addition, in the event a contract, grant, document, or arrangement involved would establish or make policy for the University, or would otherwise involve a substantial or significant service to be performed by the University, that contract, arrangement, or document shall be referred to the Board of Regents for approval.

	FY10 Total Expenditures		FY10 Year-to-Date Expenditures	FY11 Year-to-Date Expenditures
UNIVERSITY OF OKLAHOMA	\$261,857,842		\$214,594,538	\$225,817,793
NORMAN CAMPUS	\$143,008,103		\$116,166,486	\$122,785,941
HEALTH SCIENCES CENTER	\$118,849,739		\$98,428,052	\$103,031,852

President Boren recommended that the Board of Regents ratify the awards and/or modifications for April 2011 submitted with this Agenda Item.

Regent Stuart moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

#### **“WICK” CARY GIFT NAMINGS – NC**

Logan Wickliffe “Wick” Cary, Jr., a native of Oklahoma City, earned his mechanical engineering degree from Yale in 1952 and his master’s degree in geophysics from the University of Oklahoma in 1954. He then began work for AMOCO as a geological consultant in offshore and other oil ventures. He lived in many cities before being transferred to New Orleans in 1960, where he took an apartment in a newly constructed complex on St. Charles Avenue and lived there for the remainder of his life.

Throughout his life, Mr. Cary remained dedicated to his friends, his home state of Oklahoma and the University of Oklahoma. He was an avid sports fan said to always keep a current OU football schedule as well as up-to-date schedules of other favorite football teams. He was loyal to traditions, including OU football and Mardi Gras, and friends, especially his brothers in Kappa Alpha fraternity.

Mr. Cary died May 11, 2009 at the age of 79. From his estate, OU has received \$13 million, which is being directed to emerging and established areas of excellence, including areas of interest that Mr. Cary expressed in his lifetime and those that will contribute significantly to the advancement of the University.

Half of the estate gift will permanently endow six professorships in the College of International Studies, OU’s newest college; two professorships in the Institute for the American Constitutional Heritage, an interdisciplinary center for the study of American constitutionalism; two professorships in the Joe C. and Carole Kerr McClendon Honors College; two professorships in the College of Architecture; and one professorship in the Weitzenhoffer Family College of Fine Arts. OU proposes that all the endowed faculty positions be named as Wick Cary Professorships.

A portion of his estate also will benefit geology and geophysics programs, which OU proposes to recognize through the naming for Mr. Cary of the dining hall at the Bartell Field Camp, a new summer field camp for geology and geophysics students near Canon City, Colorado; and a computer laboratory in Sarkeys Energy Center.

Additionally, OU Athletics will benefit from a portion of his estate, which OU proposes to recognize through the naming of Gate 1 of the Gaylord Family Oklahoma Memorial Stadium as the Wick Cary Gate; the naming of three endowed Wick Cary Scholarships for student-athletes in football, baseball, and basketball; and the naming of the Wick Cary Indoor Rowing Facility for OU's varsity women's rowing program.

President Boren recommended that the Board of Regents approve the naming of 13 endowed faculty professorships; endowed scholarships for student-athletes; Gate 1 of the Southwest Corner Entrance to the Gaylord Family Oklahoma Memorial Stadium; the Indoor Rowing Facility; the dining hall at the new Bartell Field Camp in Colorado; and a laboratory in Sarkeys Energy Center, all in honor of the late OU alumnus Logan Wickliffe "Wick" Cary Jr., and in recognition of an exceptional gift from his estate that will benefit generations of OU students.

Regent Clark moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

## **SUBSTANTIVE PROGRAM CHANGES – NC**

The Oklahoma State Regents for Higher Education require that all substantive changes in degree programs be presented to the institution's governing board for approval before being forwarded to the State Regents for consideration. The changes in academic programs itemized in the attached list have been approved by the appropriate faculty, academic units and deans, the Academic Programs Council, and the Senior Vice President and Provost. They are being submitted to the Board of Regents for approval prior to submission to the State Regents.

Substantive Program Changes  
Approved by Academic Programs Council, May 3, 2011  
Program Additions

### **GRADUATE COLLEGE**

#### Professional Master of Arts, Professional M.A. (RPC TBD, MC TBD)

Addition of program. Level I formal degree abbreviation, Master of Specialty; Level II degree designation as on diploma, Professional Master of Arts; Level III title of proposed degree program, Professional Master of Arts. The degree program will have three functional modules — a set of Core courses in an academic area, a set of Context courses representing the professional setting in which the Core will be practiced, and an Internship/Practicum to provide real-world experience of applying the Core knowledge in that Context. The non-thesis degree will require 32 hours of graduate credit: 12-15 hours of Core Courses focused on graduate level coursework that provides substantive mastery of an appropriate area of the discipline; 12-15 hours of Context courses focused on graduate level coursework designed to provide a sufficient base of knowledge and understanding to function in that context; 5 hours of Internship/Practicum; and a Project Report which will synthesize knowledge from the Core and Context courses and experience of the internship/practicum, and will serve as the Comprehensive Examination for the degree. Prospective students must meet the admission standards of the OU Graduate College, which include a baccalaureate degree from an accredited university and a 3.0 GPA minimum over the last 60 hours of undergraduate study. Students in the degree program must maintain a 3.0 GPA to remain in the program. If their GPA falls below 3.0, they will have 12 hours in which to bring the GPA up to 3.0 or be dismissed from the program. Students must attain a 3.0 GPA or better and pass the Comprehensive Exam (Internship/Practicum Project Report and Presentation). OU requires each academic program to conduct an annual review/evaluation of each graduate student and report to the Graduate College on their satisfactory or unsatisfactory progress to degree.

Reason for request:

The University of Oklahoma prepares students to be productive members of society. While a broad career focus is common at the undergraduate level, there is increasing interest in the role of graduate degrees as preparation for advanced careers beyond the traditional academic career options. The Professional Master of Arts degree proposed here will support the broadened career interests of our graduate students. The national attention and support given to Professional Masters Programs by agencies such as the National Science Foundation and the Council of Graduate Schools attests to the value and timeliness of this new degree program. CGS now lists over 200 Professional Science Masters degree programs, but none in Oklahoma. A series of planned and informal discussions with academic department chairs and college deans on campus demonstrated considerable interest in having this option for their students. Similarly, ad hoc discussions with students have generated broad interest.

Professional Master of Science, Professional M.S. (RPC TBD, MC TBD)

Addition of program. Level I formal degree abbreviation, Master of Specialty; Level II degree designation as on diploma, Professional Master of Science; Level III title of proposed degree program, Professional Master of Science. The degree program will have three functional modules — a set of Core courses in an academic area, a set of Context courses representing the professional setting in which the Core will be practiced, and an Internship/Practicum to provide real-world experience of applying the Core knowledge in that Context. The non-thesis degree will require 32 hours of graduate credit: 12 to 15 hours of Core Courses focused on graduate level coursework that provides substantive mastery of an appropriate area of the discipline; 12 to 15 hours of Context courses focused graduate level coursework designed to provide a sufficient base of knowledge and understanding to function in that context; 5 hours of Internship/Practicum; and a Project Report which will synthesize knowledge from the Core and Context courses and experience of the internship/practicum, and will serve as the Comprehensive Examination for the degree. Prospective students must meet the admission standards of the OU Graduate College, which include a baccalaureate degree from an accredited university and a 3.0 GPA minimum over the last 60 hours of undergraduate study. Students in the degree program must maintain a 3.0 GPA to remain in the program. If their GPA falls below 3.0, they will have 12 hours in which to bring the GPA up to 3.0 or be dismissed from the program. Students must attain a 3.0 GPA or better and pass the Comprehensive Exam (Internship/Practicum Project Report and Presentation). OU requires each academic program to conduct an annual review/evaluation of each graduate student and report to the Graduate College on their satisfactory or unsatisfactory progress to degree.

Reason for request:

The University of Oklahoma prepares students to be productive members of society. While a broad career focus is common at the undergraduate level, there is increasing interest in the role of graduate degrees as preparation for advanced careers beyond the traditional academic career options. The Professional Master of Science degree proposed here will support the broadened career interests of our graduate students. The proposed Professional Master of Science will allow a broad range of academic disciplines to prepare their students at the graduate level for a range of career options. The degree will provide students with graduate level instruction in their core discipline, appropriate graduate level instruction in a career organizational context, and an internship/practicum that requires them to apply their discipline in a real world career context. As such, these degrees will enhance and support the University's mission and goals of providing education and career preparation for our students. The national attention and support given to Professional Masters Programs by agencies such as the National Science Foundation and the Council of Graduate Schools attests to the value and timeliness of this new degree program. CGS now lists over 200 Professional Science Masters degree programs, but none in Oklahoma. A series of planned and informal discussions with academic department chairs and college deans on campus demonstrated considerable interest in having this option for their students. Similarly, ad hoc discussions with students have generated broad interest.

## Offer existing program at other location

## JEANNINE RAINBOLT COLLEGE OF EDUCATION

Ph.D. of Philosophy in Instructional Leadership & Academic Curriculum (RPC 064, D545)

Offer existing Ph.D. program in Tulsa. The OU-Tulsa Campus requests the addition of the existing Ph.D. program in Instructional Leadership & Academic Curriculum to be offered on site at the OU-Tulsa Campus. There is ample student demand and with the lack of available Ph.D. programs in Early Childhood Education in northeast Oklahoma and across the nation (especially in coverage of birth to age 3 content) this program will fill a gap in available opportunities for education professionals. Employer demands and the shortage of Ph.D.s in Early Childhood Education nationwide; this program has the potential to capitalize on and leverage current investments and expertise in Early Childhood Education at OU-Tulsa. Please note that with the addition of this proposed program and the collaborative relationships established with both TCC and NSU, students will be able to attain the full range of certifications and degrees, from the beginning CDA and AA (at TCC), through the BS (at OU-Tulsa and NSU), and MA (at NSU), to the doctorate (this proposal) in northeast Oklahoma. Given the dynamic nature of Early Childhood Education in Oklahoma, especially the Tulsa area, professionals at every step of the career ladder are needed to staff, lead, and research Oklahoma's nationally-recognized programs for young children.

Reason for request:

To meet student demand to offer a Ph.D. program in Early Childhood Education in the Northeast portion of Oklahoma and to meet employer demands for these qualifications.

President Boren recommended the Board of Regents approve the proposed changes in the Norman Campus academic program.

Regent Weitzenhoffer moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

**ACQUISITION OF FOREIGN AND DOMESTIC PERIODICALS AND SUBSCRIPTIONS FOR UNIVERSITY LIBRARIES – ALL**

Periodical and subscription vendors serve as intermediaries between libraries and publishers. Their comprehensive service includes ordering, payment, claiming and reporting for both print and electronic periodicals and subscriptions. Periodical and subscription vendors are capable of obtaining the lowest rate possible for periodicals and subscriptions and they pass that savings onto libraries and other organizations. The University Libraries collaborated to find the best value for periodicals and subscriptions with a vendor who could provide the most desirable service.

In May, 2007, the Board of Regents approved the purchase of the periodicals and subscriptions to EBSCO Information Services, of Birmingham, Alabama (EBSCO), in the amount of \$6,350,000 to cover all subject areas for students, faculty and staff from the Norman Campus, Health Sciences Center, and Schusterman Center. The contract with EBSCO included the University's option to renew.

Research libraries have been struggling to deal with the cost increases of these subscriptions. The increases are substantially attributable to the increasing costs to create, maintain, and expand electronic databases. Additionally, some consolidation within the industry has taken place, leaving a small number of publishers in control of access to scholarly articles in scientific, technical, and medical journals. Finally, many journals and databases are available only through a single source.

Past actual and current projected expenditures are as follows:

Actual FY10	Projected FY11	Projected FY12
\$6,833,228	\$7,466,634	\$8,165,348

The projected cost for FY12 is judged to be reasonable based on previous acquisitions and represents best value to the university.

Funding has been identified, is available and budgeted within the University Libraries accounts.

President Boren recommended the Board of Regents authorize the President or his designee to authorize the issuance of a purchase order in the amount of \$8,165,348 to EBSCO Information Services, of Birmingham, Alabama, the best value bidder based on a previous competitive solicitation, for the acquisition of foreign and domestic periodicals and subscriptions for University Libraries, for the one-year period beginning July 1, 2011.

Regent Weitzenhoffer moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

## **START-UP EQUIPMENT FOR NEW FACULTY HIRES – NC**

Due to the large volume of start-up requests for fall of 2011 and the critical timing of these equipment purchases, this agenda item is requesting approval for use of the Master Lease-Purchase Program at this time to expedite these purchases. This is necessary to ensure the equipment will be available for the faculty upon or shortly after their start date in mid-August. A review of the proposed equipment has shown that no single purchase will exceed the \$250,000 purchasing threshold.

### **I. SUMMARY OF COMMITMENTS:**

1. College of Arts and Sciences – Total not to exceed: \$1,967,432
  - a. Department of Chemistry and Biochemistry - Up to \$420,000 (up to \$120,000 in equipment for a physical chemistry faculty position; up to \$300,000 in equipment for an inorganic chemistry faculty position)
  - b. Department of Physics and Astronomy - Up to \$933,332 (up to \$400,000 for equipment for a solid state experimentalist faculty position; up to \$66,666 in equipment for an atomic molecular & optical physics faculty position; up to \$66,666 in equipment for a faculty position in astronomy/astrophysics; up to \$400,000 in renovations and installations associated with new hires within Physics and Astronomy).
  - c. Department of Zoology - Up to \$246,100 in equipment for a neurobiology mid-career faculty position in Zoology.
  - d. Department of Botany and Microbiology – Up to \$330,000 (up to \$230,000 for equipment for start-up required during a retention of a current Research Assistant Professor; up to \$138,000 in equipment for start-up for two faculty hires: one at \$50,000 and one at \$88,000).

2. College of Atmospheric and Geographic Sciences –Total not to exceed: \$169,750.
  - a. Department of Meteorology - Up to \$69,750 for equipment for an assistant professor position.
  - b. Department of Meteorology – Up to \$100,000 for the purchase of Lidar equipment required for a successful faculty retention.

The purchase of startup equipment for new faculty hires is crucial to the recruitment of top junior and senior faculty and has a great impact on the quality of research at the University. Some of those impacts are outlined in the following paragraphs.

The purchase of the equipment for Botany/Microbiology will allow progressive research in the areas of anaerobic microbiology as it pertains to petroleum degradation, biocorrosion and energy recovery. The requested equipment for Zoology will enable an in-depth study of weakly electric fishes from South America for the neurobiology underlying communication in the larger theater of evolutionary adaptations in general. The Department of Chemistry and Biochemistry will establish a new research program at OU in "green nuclear energy". Their equipment purchase will be utilized to setup a laboratory to synthesize thorium-based (a safe alternative to uranium) nuclear fuel precursors. This will place OU, in collaboration with the Los Alamos National Laboratory, as a leader in this world-wide race to phase out uranium-based nuclear plants and to reduce the threat of nuclear proliferation. Equipment will also be purchased to strengthen and advance the use of computational methods to study neurodegenerative diseases such as Alzheimer's and Parkinson's.

The computational equipment requested for the Homer L. Dodge Department of Physics and Astronomy will advance our understanding of quantum phase transitions and the origin of magnetism in condensed matter systems and help understand the physics of strongly correlated quantum systems with potential applications ranging from high speed computing to new superconducting materials. Another computational system will allow for data-mining research in astrophysics. The new equipment will also provide a Physics laboratory that will be equipped for students to pursue research on the optical properties of quantum dots embedded in semiconductor heterostructures.

The purchase of a cluster computer facility for the School of Meteorology will support modeling of Polar Regions using a new system that couples modeling of the atmosphere with other surface parameters such as the movement and evolution of fields of sea ice, as well as, other areas of weather research such as tropical cyclones.

## II. AND III. MASTER LEASE-PURCHASE PROGRAM

The Oklahoma State Regents for Higher Education (OSRHE) implemented the Master Lease-Purchase Program to facilitate for Oklahoma colleges and universities acquisitions of long-lived assets using the lease-purchase method. OSRHE submits funding requirements periodically through the State of Oklahoma Council of Bond Oversight and the Oklahoma Development Finance Authority, the conduit financing agency. Institutions fund the resulting debt service using current operating funds. The consolidation of multiple funding requests into a single debt issuance by the OSRHE greatly reduces the time and effort that would otherwise be required for an institution to finance the acquisition of a major capital asset. A Reimbursement Resolution by the Board is required in the event-because of timing-University funds must be used for the original acquisition, and reimbursement is needed from the lease proceeds. This Resolution constitutes a declaration of official intent as is required by the reimbursement regulations set forth in Regulation Section 1.150-2 of the Internal Revenue Code.

Funding for these start-ups has been identified, is available and budgeted within the Office of the Vice President for Research, and the Department of Chemistry and Biochemistry.



President Boren recommended that the Board of Regents:

- I. Authorize the President or his designee to compete, negotiate, and award contracts and purchase orders, in an overall amount not-to-exceed \$2,137,182, to suppliers as necessary to configure and equip laboratory space and purchase other items as necessary for the above mentioned faculty hires, such contracts and purchase orders to include those that must be awarded on a sole source basis pursuant to such objective, and to report back to the Board the results of such actions at the next earliest opportunity;
- II. Authorize the President or his designee to submit the above actions for acquisition under the Oklahoma State Regents for Higher Education Master Lease-Purchase Program; and,
- III. Recognize and acknowledge that the University may fund certain costs of the above actions prior to the delivery of acquisition proceeds from its own funds, and, to the extent the University utilized its own funds for said purposes, it is intended that proceeds of the Master Lease-Purchase Program will be utilized to reimburse the University.

Regent Dunning moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

#### **CATE CENTER #1 RENOVATION – NC**

At the May 2009 meeting, the Board of Regents first approved the Cate Center #1 Renovation project as a part of the Campus Master Plan of Capital Improvement Projects for the Norman Campus. The project has been included in each subsequently approved Campus Master Plan. This former residential facility will be converted for academic use by the Department of Economics, the Honors College, and the Advising Center. The renovated facility will house four centrally scheduled classrooms, faculty and staff offices, conference rooms, and other support spaces. The project will address life safety and code issues including accessibility, emergency egress, and replacement of HVAC and plumbing systems. An elevator will be added on the south side of the building, new energy-efficient windows will be installed, and the building's roof will be replaced. The estimated total project cost is \$7,000,000, with funding from University bond proceeds.

Construction documents for the project were prepared by the project architects, Meyer Architecture Plus, L.L.C. , and the project was advertised for bid.

#### **I. AWARD CONTRACT FOR CONSTRUCTION**

On June 7, 2011, bids for construction were received from eight firms. One bidder requested and was granted permission to withdraw its bid due to an excusable bidding error. The remaining seven bids have been evaluated by the project architects and the following representatives of the University administration:

Mechelle Gibson, Administrative Assistant to the Senior Vice President and Provost  
 Roger Klein, Construction Administrator, Architectural and Engineering Services  
 Michael Moorman, Director, Architectural and Engineering Services

It is recommended that a contract in the amount of \$4,429,000 be awarded to J. L. Walker Construction, Inc. of Oklahoma City, the low bidder, as follows:

Base Bid Proposal	\$4,350,000
Alternate No. 1, Pedestrian Canopy	<u>79,000</u>

Total Proposed Contract Amount \$4,429,000

A complete tabulation of the bids is shown below.

## II. SIGN THE AGREEMENT

State statutes allow change orders to be issued for up to ten percent of the construction cost for projects costing greater than one million dollars. Board approval of this phase of the project will authorize the President or his designee to sign the Agreement for Construction and will allow issuance of necessary change orders of up to ten percent of the contract amount, within project budget limitations.

### TABULATION OF BIDS CATE CENTER #1 RENOVATION

	J. L. Walker Construction, Inc. <u>Okla. City</u>	Miller-Tippens Construction Co. LLC <u>Okla. City</u>	Timberlake Construction Co., Inc. <u>Okla. City</u>	
Base Proposal	\$4,350,000	\$4,375,000	\$4,450,000	
Alternate 1, Pedestrian Canopy	79,000	56,000	88,000	
Total, Base Proposal + Alternate 1	\$4,429,000	\$4,431,000	\$4,538,000	
	W.L. McNatt and Company <u>Okla. City</u>	Nashert Constructors, Inc. <u>Okla. City</u>	Anderson & House, Inc. <u>Okla. City</u>	Warden Construction Corporation <u>Norman</u>
Base Proposal	\$4,468,000	\$4,485,000	\$4,582,999	\$4,755,990
Alternate 1, Pedestrian Canopy	77,000	83,578	113,000	66,646
Total, Base Proposal + Alternate 1	\$4,545,000	\$4,568,578	\$4,695,999	\$4,822,636

It is anticipated construction will commence in mid-July and be substantially completed by Fall 2012. The approved total project budget is \$7,000,000. Funding for the project will be provided from University general revenue bond proceeds.

President Boren recommended the Board of Regents:

- I. Award a contract in the amount of \$4,429,000 to J. L. Walker Construction, Inc. of Oklahoma City, the low bidder, for construction of the Cate Center #1 Renovation project;
- II. Authorize the President or his designee to sign the Agreement for Construction and the necessary change orders during construction within the statutory and project budget limitations; and

- III. Recognize and acknowledge that the University may incur certain costs relative to the above project prior to receipt of bond proceeds and, to the extent the University utilizes its own funds for said costs, it is intended that bond proceeds will be utilized to reimburse the University.

Regent Dunning moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

## **MAX WESTHEIMER AIRPORT SOUTH APRON RECONSTRUCTION – NC**

The Max Westheimer Airport South Apron Reconstruction project is planned to include rehabilitation of the south portion of the main apron and hangar area at the airport. The high traffic area of the apron will be reconstructed and other distressed pavements will be repaired. In addition, new south apron flood lighting will be installed and approximately 6,400 feet of 8-foot perimeter fencing will be added along the south and west boundaries of the airport. The project work is included in the Campus Master Plan of Capital Improvement Projects for the Norman Campus as part of the Max Westheimer Airport Improvements project approved by the Board of Regents at the May 2011 meeting. Design and construction documents were completed by Lochner BWR Division (formerly Bucher, Willis & Ratliff Corporation), the engineering firm selected to provide professional services for Max Westheimer Airport Improvements.

### **I. AWARD CONTRACT FOR CONSTRUCTION**

The project was advertised for construction bids, and on May 10, 2011, bids were received from five firms. The bids have been evaluated by the project engineers and the following representatives of the University administration:

Michael Moorman, Director, Architectural and Engineering Services  
 Jeffrey Schmitt, Construction Administrator, Architectural and Engineering Services  
 Walter Strong, Max Westheimer Airport Administrator

Subject to receipt of a grant offer from the FAA, it is recommended that the administration be authorized to award a contract in the amount of \$1,709,561.87 to Schwarz Paving Co., Inc. of Oklahoma City, the low bidder, as follows:

Base Bid Proposal	\$1,376,873.96
Alternate #1, Reconstruct Gate 2 Emergency Vehicle Entrance Pavement	68,977.96
Alternate #2, Reconstruct Hangar 104 Apron Area	66,058.00
Alternate #3, Install South Apron Flood Lighting	91,622.95
Alternate #4, Install Partial Perimeter Fencing	106,029.00
Total Proposed Contract Amount	<u>\$1,709,561.87</u>

A complete tabulation of the bids is shown below.

### **II. ACCEPT FAA GRANT**

The Max Westheimer Airport South Apron Reconstruction project has been slated for funding by the FAA. A grant application, including a report on the bids received, has been finalized and submitted to the FAA for formal approval. The President recommends that the grant be formally accepted by the University when offered.

## III. SIGN THE AGREEMENT

State statutes allow change orders to be issued on the basis of unit prices bid and set forth in the construction contract. Board approval of this phase of the project will authorize the President or his designee to sign the Agreement for Construction and will allow issuance of necessary change orders within statutory and project budget and funding limitations.

## TABULATION OF BIDS

## MAX WESTHEIMER AIRPORT SOUTH APRON RECONSTRUCTION

	Schwarz Paving Co., Inc. <u>Okla. City</u>	Silver Star Construction <u>Moore</u>	TTK Construction Co., Inc. <u>Edmond</u>	Total Investment Co. <u>Guthrie</u>	Atlas General Contractors, LLC <u>Bixby</u>
Base Proposal	\$1,376,873.96	\$1,334,839.75	\$1,682,050.56	\$1,891,127.55	\$2,005,506.26
Alternate #1, Reconstruct Gate 2 Emergency Vehicle Entrance Pavement	68,977.96	96,776.90	77,677.47	88,035.86	101,317.40
Alternate #2, Reconstruct Hangar 104 Apron Area	66,058.00	85,088.50	49,866.09	62,539.33	63,138.40
Alternate #3, Install South Apron Flood Lighting	91,622.95	92,123.70	91,782.84	100,507.23	90,153.50
Alternate #4, Install Partial Perimeter Fencing	106,029.00	111,491.10	111,234.06	121,515.66	125,949.60
Total	<u>\$1,709,561.87</u>	<u>\$1,720,319.95</u>	<u>\$2,012,611.02</u>	<u>\$2,263,725.63</u>	<u>\$2,386,065.16</u>

Construction will commence after the contract has been awarded and will require approximately four months. Funding is anticipated from the FAA grant with Max Westheimer Airport capital funds utilized to provide a five percent match.

President Boren recommended the Board of Regents:

- I. Authorize the administration to award a contract in the amount of \$1,709,561.87 to Schwarz Paving Co., Inc. of Oklahoma City, the low bidder, for construction of the Max Westheimer Airport South Apron Reconstruction project, subject to receipt of a grant from the Federal Aviation Administration;
- II. Authorize the University administration to accept on behalf of the Board a grant for the project from the Federal Aviation Administration (FAA) in the approximate amount of \$1,762,000; and

- III. Authorize the President or his designee to sign the Agreement for Construction and the necessary change orders during construction within the statutory and project budget and funding limitations.

Regent Stuart moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

### **PHYSICAL SCIENCES CENTER LECTURE HALL 201 RENOVATION – NC**

At the May 2008 meeting, the Board of Regents first approved the Physical Sciences Center Lecture Hall 201 Renovation project as a part of the Campus Master Plan of Capital Improvement Projects for the Norman Campus. The project has been included in each subsequently approved Campus Master Plan. The project includes the renovation and reconfiguration of the large tiered lecture hall in the Physical Sciences Center, providing new gradually sloped tiers, new finishes, paint, acoustics, lighting, seating and audio-video equipment. In addition, the project scope has been expanded to include general improvements to the building's main entry lobby and second floor restrooms, circulation space on the second floor, and conversion of spaces for a new student lounge. The project also will address current building code and accessibility requirements. The estimated total project budget is \$5,000,000.

At the May 2011 meeting, the Board approved a partial guaranteed maximum price of \$2,600,000 for construction of the lecture hall component of the project. Construction documents for the improvements to the main entry lobby, restrooms, circulation space and the new student lounge have now been prepared and incorporated with the lecture hall portion of the work. The project's construction manager, Manhattan Construction Company (the "CM"), has prepared a master schedule and has provided a guaranteed maximum price proposal for construction of the full project. A guaranteed maximum price of \$3,975,000 is proposed. This price includes the cost of demolition and construction; the CM's direct project management services; the CM's fee, bonds and project-related insurance; and an owner's contingency.

Demolition and early construction is underway, with completion of the project anticipated in Fall 2012. Funding for the project will be provided from University general revenue bond proceeds.

President Boren recommended the Board of Regents:

- I. Approve a revised guaranteed maximum price of \$3,975,000 for construction of the Physical Sciences Center Lecture Hall 201 Renovation project; and
- II. Recognize and acknowledge that the University may incur certain costs relative to the above project prior to receipt of bond proceeds and, to the extent the University utilizes its own funds for said costs, it is intended that bond proceeds will be utilized to reimburse the University.

Regent Weitzenhoffer moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

### **RADAR INNOVATIONS CENTER – NC**

At the May 2011 meeting, the Radar Innovations Center project was approved by the Board of Regents as a part of the comprehensive Campus Master Plan of Capital Improvement Projects for the Norman Campus. The proposed new facility will provide much needed space for radar researchers and enhance recruitment of top researchers in this field. An approximately

30,000 to 34,000 gross square foot building will create open working space for research efforts pertaining to the assembly of radar system components. The estimated total project cost is \$12,000,000. It is anticipated that this building will follow a funding model similar to the Partners Place buildings.

A consultant is needed to provide professional services, beginning with building programming, site analysis/recommendations, and conceptual design. As the project and budget are further developed and funding is identified, the consultant will provide complete design and construction documents and services during construction.

A request for qualifications was sent to the architectural firms that are currently registered with the Construction and Properties Division of the State of Oklahoma Department of Central Services. A committee was formed to evaluate the responses received from 14 firms. The committee was composed of the following:

David Nordyke, Assistant Director, Architectural and Engineering Services, Chair  
 Brian Ellis, Director, Facilities Management  
 Brent Everett, Engineer, Architectural and Engineering Services  
 Cameron McCoy, Executive Director, Corporate Engagement Office  
 Michael Moorman, Director, Architectural and Engineering Services  
 Robert Palmer, Professor, Meteorology

Based on these proposals and client references, four firms were selected for further evaluation, and the firms were ranked as follows:

1. GSB Inc., Oklahoma City
2. Miles Associates Inc., Oklahoma City
3. Kinslow, Keith & Todd, Inc., Tulsa
4. PSA/Dewberry, Tulsa

#### RADAR INNOVATIONS CENTER ARCHITECTURAL FIRM EVALUATION SUMMARY

	<u>GSB Inc.</u>	<u>Miles Associates Inc.</u>	<u>Kinslow, Keith &amp; Todd, Inc.</u>	<u>PSA/Dewberry</u>
Acceptability of Design Services	79	75	63	48
Quality of Engineering	66	66	57	63
Adherence to Cost Limits	25	25	21	21
Adherence to Time Limits	28	22	20	21
Volume of Changes	27	25	20	21
Resources of the Firm	25	27	21	21
Total	<u>250</u>	<u>240</u>	<u>202</u>	<u>195</u>

Funds to cover the costs associated with preliminary professional services have been identified, are available and budgeted from University revenue bond proceeds.

President Boren recommended the Board of Regents:

- I. Rank in the order presented above architectural firms under consideration to provide professional services required for the Radar Innovations Center;
- II. Authorize the University administration to negotiate the terms of an agreement and a fee, starting with the highest-ranked firm; and
- III. Authorize the President or his designee to execute the consultant contract.

Regent Clark moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

### **UNIVERSITY CLUB RENOVATION – NC**

The University Club space, located in the Oklahoma Memorial Union, has not been updated in several years. Improvements are needed in both the dining room and kitchen areas. The selected consultant will provide architectural and engineering design, construction documents, construction administration, and other professional services needed to update this space. After a scope of work and budget have been developed for the project, the Board will be requested to approve the project for inclusion in the Campus Master Plan of Capital Improvement projects for the Norman Campus.

A committee was formed to interview and evaluate architectural firms to provide the required professional services. The committee was composed of the following:

David Nordyke, Assistant Director, Architectural and Engineering Services, Chair  
David Annis, Director, Housing and Food Services  
Stan Berry, Architect, Facilities Management  
Brent Everett, Engineer, Architectural and Engineering Services  
Tom Landers, Dean, College of Engineering; and Member, University Club Board of Directors

Proposals to provide the needed professional services were received from 15 firms. Based on these proposals and client references, four firms were selected by the interview committee for further evaluation. Interviews were conducted with each of the firms, and the committee ranked the firms as shown below. In accordance with Board of Regents policy, a five percent preference was given to in-state firms.

1. Merriman Associates/Architects, Inc., Dallas, TX
2. Richard R. Brown Associates, Oklahoma City
3. The Benham Companies, LLC, Oklahoma City
4. Architectural Design Group, Inc., Oklahoma City

UNIVERSITY CLUB RENOVATION  
ARCHITECTURAL FIRM EVALUATION SUMMARY

	Merriman Associates/ <u>Architects, Inc. *</u>	Richard R. Brown <u>Associates</u>	The Benham Companies, <u>LLC</u>	Architectural Design <u>Group, Inc.</u>
Acceptability of Design Services	63	60	48	51
Quality of Engineering	60	45	51	45
Adherence to Cost Limits	24	18	19	19
Adherence to Time Limits	19	18	20	19
Volume of Changes	20	19	19	20
Resources of the Firm	20	19	20	18
Total Points	<u>206</u>	<u>179</u>	<u>177</u>	<u>172</u>
Total Points with 5% Preference	NA*	188	186	181

\* Out-of-State firm

Funding will be identified when a final cost for the project has been determined.

President Boren recommended the Board of Regents:

- I. Rank in the order presented below architectural firms under consideration to provide professional services required for improvements at the University Club located in the Oklahoma Memorial Union;
- II. Authorize the University administration to negotiate the terms of an agreement and a fee, starting with the highest-ranked firm; and
- III. Authorize the President or his designee to execute the consultant contract.

Regent Weitzenhoffer moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

**SOONER CENTER STUDENT HOUSING – NC**

At the May 2008 meeting and with each subsequently approved Campus Master Plan of Capital Improvement Projects for the Norman Campus, the Board of Regents has approved the Sooner Center Student Housing project. At the March 2011 meeting, the Board approved the conceptual design of the new facility. Sooner Center will house students and student athletes in



a combination of two- and four-bed units totaling approximately 380 beds. The building is planned to be a mid-rise structure, with central dining, computer labs, study rooms, and other support facilities on the ground floor. The project will also include a Faculty-In-Residence unit. The total approved project budget is \$75,000,000.

The Construction Manager (“CM”) has assisted in organizing the project construction sequence and preparing a master schedule for construction. An initial guaranteed maximum price of \$2,400,000 for demolition, excavation and early site development was approved by the Board of Regents at the January 2011 meeting. A second interim guaranteed maximum price of \$10,000,000 was approved by the Board at the March 2011 meeting, adding further site development and construction of the building’s foundations and structural frame. A revised preliminary guaranteed maximum price of \$45,500,000 is proposed to add and incorporate the following elements of work: building superstructure, exterior wall systems, roofing, elevators, and mechanical, electrical and fire protection systems. This price includes the cost of the work; the CM’s direct project management services; the CM’s fee, bonds and project-related insurance; and an owner’s contingency. It is anticipated that a cumulative guaranteed maximum price to include this initial work and the remainder of the project construction elements will be presented to the Board for approval in September.

Funding for the project will be from private sources, Athletics Department capital funds and bond proceeds.

President Boren recommended the Board of Regents:

- I. Approve a revised guaranteed maximum price of \$45,500,000 for the Sooner Center Housing project to incorporate the following work elements: demolition, excavation, and site development; and the building foundations and superstructure, exterior wall systems, roofing, elevators, and mechanical, electrical, and fire protection systems; and
- II. Recognize and acknowledge that the University may incur certain costs relative to the above project prior to receipt of bond proceeds and, to the extent the University utilizes its own funds for said costs, it is intended that bond proceeds will be utilized to reimburse the University.

Regent Dunning moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

### **CORE NETWORK PROJECT UPGRADE, PHASE III – NC**

Information Technology requires the purchase of network equipment to complete the technology refresh project for the core network, servicing Norman campus. The Phase III upgrade project will include maintenance to the campus infrastructure and add enhanced support with 10-Gigabit computing connectivity. This foundation is necessary for allowing services such as more reliable internet services, enhanced Voice over IP communications services, high-definition video delivery services, and data security services. The improved infrastructure will provide a foundation to meet the ever increasing needs of all academic and research missions and avoid increased maintenance costs to service and support aged equipment.

#### **I. AWARD A CONTRACT:**

The equipment will be purchased from an existing University contract for Cisco equipment, approved by the Board of Regents in October 2010. The University issued a competitive solicitation and awarded a contract to Presidio Networked Solutions Inc. who met the requirements of the RFP. Requirements included product availability, value added services and discounted list pricing.

## II. AND III. MASTER LEASE-PURCHASE PROGRAM

The Oklahoma State Regents for Higher Education (OSRHE) implemented the Master Lease-Purchase program to facilitate for Oklahoma colleges and universities acquisitions of long-lived assets using the lease-purchase method. OSRHE submits funding requirements periodically through the State of Oklahoma Council of Bond Oversight and the Oklahoma Development Finance Authority, the conduit financing agency. Institutions fund the resulting debt service using current operating funds. The consolidation of multiple funding requests into a single debt issuance by the OSRHE greatly reduces the time and effort that would otherwise be required for an institution to finance the acquisition of a major capital asset. A Reimbursement Resolution by the Board is required in the event-because of timing-University funds must be used for the original acquisition, and reimbursement is needed from the lease proceeds. This Resolution constitutes a declaration of official intent as is required by the reimbursement regulations set forth in Regulation Section 1.150-2 of the Internal Revenue Code.

Funding has been identified, is available and budgeted within the Information Technology operating budget.

President Boren recommended the Board of Regents:

- I. Authorize the President or his designee to issue a purchase order in the amount of \$435,000, to Presidio Networked Solutions Inc., of Greenbelt, Maryland, from a previously competed University contract, for equipment refresh in support of the core network for Norman Campus;
- II. Authorize the President or his designee to submit the above acquisition for inclusion under the Oklahoma State Regents for Higher Education Master Lease-Purchase Program; and
- III. Recognize and acknowledge that the University may fund certain costs of the above project prior to delivery of purchase proceeds from its own funds and, to the extent the University utilizes its own funds for said purposes, it is intended that proceeds of the Master Lease-Purchase Program will be utilized to reimburse the University.

Regent Weitzenhoffer moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

## **RECRUITMENT SERVICES FOR SOONER JUMP START PROGRAM – NC**

At its January 2011 meeting, the Board of Regents authorized University Administration to award a contract in the amount of \$420,000, to Person International, Inc. of Beijing China, for recruiting services for Chinese students for the Sooner Jump Start program, for the Spring 2011 semester. The program is designed as “early entry” for Chinese high school graduates. It provides proficiency training in the English language and includes 9 to 12 hours of University non-resident course credit.

By this action, University Administration requests authorization to award a new contract covering the Fall 2011 semester. This contract will allow the Center for English as a Second Language to continue its recruiting strategy, and will supplement the University’s International Programs initiative and the work of the College of Arts and Sciences in this area. The services provided under the original contract have proven to be productive, efficient, and economical.

The original contract resulted from the University’s prescribed competitive process. This request is based on the strength of that result.

Funding has been identified, is available and budgeted within the College of Continuing Education China Noncredit Programs account.

President Boren recommended the Board of Regents authorize the President or his designee to award a contract in the amount of \$420,000 to Person International, Inc. of Beijing China, based on a previously competitively awarded contract, for the acquisition of specialized recruitment services, for the Fall 2011 academic semester.

Regent Stuart moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

### **EMPLOYEE VOLUNTARY BENEFIT PLANS FOR VISION, LIFE, ACCIDENTAL DEATH AND DISMEMBERMENT AND LONG TERM DISABILITY – ALL**

In addition to the competitive benefits package the University offers to its employees, voluntary benefit plans are offered for optional insurance coverage to include life, long term disability (LTD), accidental death and dismemberment (AD&D) and vision. Life and AD&D coverage is included in the benefits package at no cost to the employees but voluntary options are offered for supplemental plans. There are currently 6,183 employees enrolled in the current vision plan, 4,200 in LTD, 10,029 in AD&D and 10,332 in the life plan.

The University issued a Request for Proposal to ensure the best competitive rates and most comprehensive plans are available to its employees. The University Human Resources Department engaged The Segal Company to assist in the comparison and evaluation of responses and representatives from the Employee Benefits Committee were asked to serve on the evaluation committee as well.

In response to a competitive solicitation, the following firms responded:

Davis Vision Inc.	Plainview, New York
Fort Dearborn Life Insurance Company	Downers Grove, Illinois
Lincoln Financial Group	Plano, Texas
Metropolitan Life Insurance Company	Irvine, California
Minnesota Life Insurance Company	St. Paul, Minnesota
Primary Vision Care Services	Lawton
Superior Vision Services, Inc.	Rancho Cordova, California
The Standard Insurance Company	Portland, Oregon
Vision Service Plan (VSP)	Rancho Cordova, California

An evaluation committee comprising the following individuals rated the responses:

Don Clothier, Member, Employee Benefits Committee  
 Aimee Franklin, Member, Employee Benefits Committee  
 Edythe Grinter, Senior Benefit Systems Analyst, Human Resources  
 Angela Hawp, Benefits Analyst, Human Resources  
 Nick Kelly, Assistant Director, Human Resources  
 Sherrie Neal, Business Partner, Human Resources  
 Michael Parrish, Senior Buyer, Purchasing

The evaluation criteria for life, long-term disability, and accidental death and dismemberment were price, customized procedures, technology, references and experience. Proposals from two bidders (Metropolitan Life Insurance Company and Minnesota Life Insurance Company) were judged too high in overall plan costs and therefore were excluded from the final evaluation process.

The results of the final evaluation were as follows:

Life, LTD, and AD&D - (Weighted score 1-5, 5 being highest)

Bidder/Criteria	Pricing	Customized Procedures	Technology	References & Experience	Total Score
Weight	40%	25%	25%	10%	
The Standard Ins. Co.	4.00	3.83	4.00	4.50	4.01
Lincoln Financial Group	3.17	3.17	3.67	3.83	3.36
Fort Dearborn National Ins. Co.	3.33	2.67	2.83	2.67	2.98

The evaluation team determined that the response submitted by The Standard Insurance Company, of Portland, Oregon (Standard) represents best value among the responses received. Standard's response met the requirements of the RFP and best demonstrated the required understanding of the University's expectations. The evaluation committee recommends that the award be made to Standard.

The evaluation criteria for the vision plan were price, network, customized procedures, technology, references and experience. A proposal from Primary Vision Care Services was judged too high in overall plan costs and therefore excluded from the final evaluation process.

The results of the final evaluation were as follows:

Vision - (Weighted score 1-5, 5 being highest)

Bidder/Criteria	Pricing	Network	Customized Procedures	Technology	References & Experience	Total Score
Weight	25%	25%	25%	15%	10%	
VSP	3.33	4.33	3.5	3.83	4.33	4.03
Davis Vision	3.33	3.33	3.33	3.17	2.83	3.26
Superior Vision	3.17	3.00	2.33	2.67	2.67	2.79

The evaluation team determined that the response submitted by Vision Service Plan, of Rancho Cordova, California, (VSP) represents best value among the responses received. VSP's response best met the requirements of the RFP. The evaluation committee recommends that the award be made to VSP.

Funding has been identified, is available and budgeted in the University's fringe benefits account.

President Boren recommended the Board of Regents:

- I. Authorize the President or his designee to award a contract to The Standard Insurance Company, of Portland, Oregon, the best value bidder, for voluntary life, accidental death and dismemberment and long term disability plan coverage for the one-year period beginning January 1, 2012 with option to renew for two additional one-year periods; and
- II. Authorize the President or his designee to award a contract to Vision Service Plan, of Rancho Cordova, California, the best value bidder, for a voluntary vision plan for the one-year period beginning January 1, 2012 with option to renew for two additional one-year periods.

Regent Stuart moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

## **ASSIGNMENT OF DISCOVERIES AND INVENTIONS TO THE BOARD OF REGENTS OF THE UNIVERSITY OF OKLAHOMA**

The current Intellectual Property Policies for both the Norman and Health Science Center campuses currently specifies that any inventions or discoveries made or conceived by a member of the faculty, staff, or student body of the University “*shall be owned* by and be the property of Board of Regents.” On June 6, 2011, the United States Supreme Court released its decision in the case *Board of Trustees of the Leland Stanford University v. Roche Molecular Systems, Inc.*, 2011 WL 2175210 (U.S.). The Supreme Court affirmed the decision of the Court of Appeals for the Federal Circuit, holding that the Bayh-Dole Act does not automatically vest an inventor’s rights in federally funded inventions to a federal contractor. The case makes it clear that the intellectual property rights vest with the inventor and absent a clear requirement that the inventor assign his rights to the institution, the inventor may be free to assign his/her rights in the invention to a third party, despite the invention having been developed at an institution with federal-funds. Accordingly, it is recommended to modify the University’s Intellectual Property policy to clarify the inventor’s assignment of rights to the University and to ensure that the University’s policies continue to effectuate the purpose for which they were originally designed and approved.

President Boren recommended the Board of Regents adopt certain modifications to the University’s Intellectual Property Policy to amend the relevant sections of the faculty and staff handbooks of the Norman and Health Sciences Center Campuses to appropriately reflect the changes. The proposed changes are as follows:

### *PATENTS OWNERSHIP*

All discoveries and inventions, whether patentable or un-patentable, and including any and all patents (domestic and foreign) based thereon and applications for such patents, which are made or conceived by any member of the faculty, staff, or student body of The University of Oklahoma, either in the course and/or scope of employment for The University of Oklahoma or substantially through the use of facilities or funds provided by or through the University shall be owned by and be the property of the Board of Regents of the University of Oklahoma and the member will assign and does hereby assign all of member’s rights in and to the discoveries and inventions to the Board of Regents of the University of Oklahoma except as described below. Faculty having rights to discoveries/inventions prior to employment at the University of Oklahoma should notify the Office of Technology Development of such intellectual property so that ownership to any further development of that same intellectual property at the University of Oklahoma may be established, by written agreement, with the University Vice President for Technology Development. The Vice President for Technology Development shall consult with the Provost of the Health Science Center or his designee before entering a contract with faculty at the Health Science Center. In the event faculty or staff made discoveries or inventions outside the course of and/or scope of employment and using no University facilities, equipment, or supplies, or if using such reimburses the University for this use in accordance with University policy, title to such discoveries or invention shall remain in the inventor, provided the University Vice President for Technology Development determines that the discover or invention was made under these conditions. The inventor shall nonetheless submit a disclosure form to the Office of Technology Development. This disclosure shall contain sufficient information to enable the University Vice President for Technology Development to make a determination. If confidential information is required, the University will sign a nondisclosure agreement for purposes of review. Should the University Vice President for Technology Development determine that the University does have a proprietary interest, a more complete disclosure may be required before making a decision in regard to title, the University Vice President for Technology Development

shall consult with the Provost of the Health Science Center when the faculty member is based at the Health Sciences Center. If it is determined that the University has an interest, the provisions of this policy shall be applicable. Appeals of such determination may be made to the Faculty Appeals Board and then to the President. All rights in and to discoveries and inventions described in this policy shall be disclosed to and inventor will assign and hereby does assign all rights in and to said discoveries and inventions to the Board of Regents of the University of Oklahoma as a specific condition of employment with the University and admission to and/or attendance at the University. Faculty, staff and students shall executed any and all documents the University deems reasonably necessary to evidence such ownership, meet its legal obligation and effect patent protection, domestic and foreign, for the University or its nominee. All cost involved in obtaining and maintaining the patent protection shall be borne by the University or its nominee. The University agrees to act in good faith with respect to the determination of ownership.

Regent Weitzenhoffer moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

## **STAFF HANDBOOK – ALL**

The University's current staff handbook is 15 years old and does not reflect current practices throughout. Changes have been made to update necessary areas. An overview of major changes to the University of Oklahoma Staff Handbook follows, with the complete changes attached hereto as Exhibit L:

1.1 Handbook Usage – Language has been added to state that new and revised policies approved by the President and/or the Board of Regents may be added, substituted, summarized, and/or cross referenced without separate requirement for amendment of the Staff Handbook. This allows ease of updating the Staff Handbook on an ongoing basis.

3.5 Probationary Period – this section has been deleted. Elimination of the probationary period is intended to help remove the perception that probationary employees should be subject to different performance standards, feedback, coaching, and discipline than other employees. Departments may establish procedures for the orderly transition of new employees, such as rules concerning access to leave benefits and timelines for demonstrating attainment of needed job skills. However, the 6 month or 1 year University imposed probationary period will be eliminated.

3.9.2 Breastfeeding Support – This language has been added as approved by the Board of Regents.

3.11.2 Family and Medical Leave – Replaces 3.12.2 Interim FMLA policy and updates University policies and procedures necessary to conform with requirements of the Family and Medical Leave Act (FMLA).

3.22 Staff Dispute Resolution – Replaces 3.23 Staff Grievance Procedure. The Staff Dispute Resolution process has been significantly revised to promote more efficient and effective resolution of employee grievances and workplace disputes. When preferred alternate dispute resolution techniques are not successful in resolving workplace disputes, the new process will utilize appointed and trained staff members to provide an impartial hearing. The Chief Human Resources Officer will be responsible for facilitating this process which is designed to promote more timely and effective resolution of disputes.

4.0 Pay and Benefits – This section has been significantly revised to offer a more concise explanation of the University's pay and benefit programs. Since there are many details

associated with these programs and the Staff Handbook generally provides summary information, links to the Human Resources website have been incorporated to direct employees to the most complete and up-to-date information on these programs.

5.3(b) Faculty – This section has been deleted, since the authority on Faculty issues is the Faculty Handbook. In those cases where Staff Handbook information applies to both Faculty and Staff, the term “employee” is used. This approach is designed to limit confusion among employees.

5.6 Advertising and Promotion – This section replaces Advertising and Educational Information and refers the reader to the Board of Regents Policy that is located in the Norman and Health Sciences Center faculty handbooks.

5.7 University Name, Logos, and Other Identifying Marks and Seals – The section has been updated to reflect Board of Regents approval of new language.

5.11.1 Texting Policy – New section that has been added in response to a new Executive Order that prohibits texting while operating a vehicle while on state business or operating a state vehicle.

5.16 Fund Raising – The fund raising policy currently in the Staff Handbook indicates that it only applies to the Norman campus. Eliminating the Norman campus reference will make these fundraising principles apply to all OU campuses. This policy requires that outside fundraising directed toward OU employees must be approved in advance and that no employee will be coerced to give.

5.27 Bright Idea Suggestion Program – This section has been deleted as this program has been discontinued.

5.34 Workplace Threats and Violence – This is a new policy that outlines University procedures designed to promote a safe and productive work environment and campus community.

President Boren recommended the Board of Regents approve changes to update staff handbook language as submitted to be effective July 1, 2011.

Regent Weitzenhoffer moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

## **ANNUAL AUDIT PLAN FOR FISCAL YEAR 2012 – ALL**

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

The detailed Audit Plan for FY 2012 has been discussed with the Finance and Audit Committee and includes 39 departmental, functional and information technology audits.

Any proposed changes to the plan will be discussed with the Finance and Audit Committee.

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

President Boren recommended that the Board of Regents approve the Annual Audit Plan for fiscal year 2012.

Regent Stuart moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

## **ACADEMIC PERSONNEL ACTIONS – NC & HSC**

Health Sciences Center:

### **LEAVE(S) OF ABSENCE:**

Conway, Susan Elaine, Associate Professor of Pharmacy Clinical and Administrative Sciences, medical leave of absence with pay, April 20, 2011 through July 15, 2011.

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

Al-Khoudari, Amer, M.D., Assistant Professor of Medicine, annualized rate of \$60,000 for 12 months (\$5,000.00 per month), July 1, 2011 through June 30, 2012. New consecutive term appointment.

Arthur, Annette Orr, Pharm.D., Clinical Assistant Professor of Emergency Medicine, Tulsa, annualized rate of \$100,000 for 12 months (\$8,333.33 per month), June 1, 2011 through June 30, 2012. Changing from Staff to Faculty.

Buckwalter, Kathleen C., Ph.D., Professor of Research, College of Nursing, annualized rate of \$12,000 for 12 months (\$1,000.00 per month), 0.10 time, July 1, 2011 through June 30, 2012.

Carroll, Timothy G., M.D., Assistant Professor of Pediatrics, annualized rate of \$70,000 for 12 months (\$5,833.33 per month), June 30, 2011 through June 30, 2012. New consecutive term appointment.

Cerqueira, Oliver A., D.O., Assistant Professor of Internal Medicine, Tulsa, annualized rate of \$65,000 for 12 months (\$5,416.67 per month), June 1, 2011 through June 30, 2012. New consecutive term appointment.

Cherry, Mohamad Ali, M.D., Assistant Professor of Medicine, annualized rate of \$60,000 for 12 months (\$5,000.00 per month), July 1, 2011 through June 30, 2012. New consecutive term appointment. Changing from Resident to Faculty.

Ciolac, Candice Michelle, M.D., Assistant Professor of Family Medicine, Tulsa, annualized rate of \$65,000 for 12 months (\$5,416.67 per month), July 1, 2011 through June 30, 2012. New consecutive term appointment. Changing from Resident to Faculty.

Hammoud, Dalia, M.D., Assistant Professor of Medicine, annualized rate of \$60,000 for 12 months (\$5,000.00 per month), July 1, 2011 through June 30, 2012. New consecutive term appointment.

Jernigan, Valerie, Assistant Professor of Health Promotion Sciences, annualized rate of \$95,000 for 12 months (\$7,916.67 per month), June 30, 2011 through June 30, 2012. New tenure track appointment.

Johnson, Richard Louis, D.D.S., Clinical Assistant Professor of Oral and Maxillofacial Surgery, annualized rate of \$6,000 for 9 months (\$666.67 per month), 0.10 time, May 4, 2011 through June 30, 2011.



Kim, Yoonsang, Assistant Professor of Research, Department of Biostatistics and Epidemiology, annualized rate of \$84,000 for 12 months (\$7,000.00 per month), July 29, 2011 through June 30, 2012.

Koopman, Christian Leigh, D.O., Associate Professor of Radiological Sciences, annualized rate of \$70,000 for 12 months (\$5,833.33 per month), July 11, 2011 through June 30, 2012.

Lau, Sallie Ann McLane, D.D.S., Clinical Assistant Professor of Pediatric Dentistry, annualized rate of \$35,000 for 12 months (\$2,916.67 per month), 0.50 time, April 27, 2011 through June 30, 2011.

Madhoun, Mohammad Farouq, M.D., Assistant Professor of Medicine, annualized rate of \$275,000 for 12 months (\$22,916.67 per month), July 1, 2011 through June 30, 2012. New consecutive term appointment. University base \$60,000. Changing from Resident to Faculty.

Martin, Samuel Gene, M.D., Assistant Professor of Psychiatry, Tulsa, annualized rate of \$70,000 for 12 months (\$5,833.33 per month), July 1, 2011 through June 30, 2012. New consecutive term appointment. Changing from Resident to Faculty.

Moxley, Katherine M., M.D., Assistant Professor of Obstetrics and Gynecology, annualized rate of \$60,000 for 12 months (\$5,000.00 per month), July 29, 2011 through June 30, 2012. New consecutive term appointment.

Murray, Bryce W., Assistant Professor of Surgery, Tulsa, annualized rate of \$160,000 for 12 months (\$13,333.33 per month), August 1, 2011 through June 30, 2012. New consecutive term appointment. University base \$65,000; departmental salary \$95,000.

Neal Jr., Durwood Earnest, M.D., Professor of Internal Medicine, Tulsa, annualized rate of \$80,000 for 12 months (\$6,666.67 per month), August 31, 2011 through June 30, 2012. Tenure credential under review.

Ng, Yu-tze, M.B.B.S., Associate Professor of Neurology and The Presbyterian Health Foundation Chair in Child Neurology, annualized rate of \$140,000 for 12 months (\$11,666.67 per month), June 13, 2011 through June 30, 2012. New consecutive term appointment. Includes an administrative supplement of \$50,000 while holding the endowed chair.

Norton, Barbara L., Dr.P.H., Assistant Professor of Research, Peggy and Charles Stephenson Oklahoma Cancer Center, and Adjunct Assistant Professor of Research, Department of Medicine, annualized rate of \$60,000 for 12 months (\$5,000.00 per month), May 10, 2011 through June 30, 2011.

Nunley, Caleb A., M.D., Assistant Professor of Family Medicine, Tulsa, annualized rate of \$65,000 for 12 months (\$5,416.67 per month), July 1, 2011 through June 30, 2012. New consecutive term appointment. Changing from Fellow to Faculty.

Riaz, Jehanzeb, M.D., Assistant Professor of Medicine, annualized rate of \$60,000 for 12 months (\$5,000.00 per month), July 1, 2011 through June 30, 2012. New consecutive term appointment.

Schueler, William Benson, M.D., Assistant Professor of Neurosurgery, annualized rate of \$60,000 for 12 months (\$5,000.00 per month), July 28, 2011 through June 30, 2012. New tenure track appointment.

Schumann, John, M.D., Associate Professor of Internal Medicine, Tulsa, annualized rate of \$65,000 for 12 months (\$5,416.67 per month), August 31, 2011 through June 30, 2012. New consecutive term appointment.

Tryggestad, Jeanie B., M.D., Assistant Professor of Pediatrics, annualized rate of \$133,000 for 12 months (\$11,083.33 per month), July 1, 2011 through June 30, 2012. New consecutive term appointment. University base \$70,000; departmental salary \$63,000. Changing from Resident to Faculty.

CHANGE(S):

Akins, Darrin Randal, Associate Professor of Microbiology and Immunology, title Assistant Dean for Summer Programs, Graduate College, deleted; given additional title Associate Dean for Research, College of Medicine, salary changed from annualized rate of \$197,895 for 12 months (\$16,491.25 per month) to annualized rate of \$290,416 for 12 months (\$24,201.37 per month), July 1, 2011 through June 30, 2012. Includes an administrative supplement of \$82,000 while serving as the Associate Dean for Research, College of Medicine.

Alfred, Linda H., title changed from Clinical Assistant Professor to Assistant Professor of Medical Imaging and Radiation Sciences, annualized rate of \$63,000 for 12 months (\$5,250.00 per month), June 1, 2011 through June 30, 2012. New consecutive term appointment.

Allen, Kimberly Alice, Instructor in Nursing, salary changed from annualized rate of \$48,000 for 9 months (\$5,333.33 per month), full-time, to annualized rate of \$30,600 for 9 months (\$3,400.00 per month), 0.50 time, July 1, 2011 through June 30, 2012. Includes a \$6,000 supplement for additional teaching responsibilities in the NP Program.

Anderson, Steffan G., title changed from Clinical Assistant Professor to Assistant Professor of Surgery, Tulsa, annualized rate of \$160,000 for 12 months (\$13,333.33 per month), June 1, 2011 through June 30, 2012. New consecutive term appointment. University base \$65,000; departmental salary \$95,000.

Bidichandani, Sanjay I., Associate Professor of Biochemistry and Molecular Biology and Adjunct Assistant Professor of Pediatrics, title Assistant Dean for Pre-Clinical Curriculum, College of Medicine, deleted, June 30, 2011.

Blader, Ira, Associate Professor of Microbiology and Immunology, given additional title Adjunct Associate Professor of Ophthalmology, May 1, 2011.

Bowers, Jane A., Associate Professor of Dental Hygiene and Clinical Associate Professor of Periodontics, title changed from Assistant Dean to Associate Dean, Graduate College, salary changed from annualized rate of \$85,850 for 12 months (\$7,154.17 per month) to annualized rate of \$98,727 for 12 months (\$8,227.29 per month), July 1, 2011 through June 30, 2012.

Carithers, Cathrin Lynn, Instructor in Nursing, Tulsa, given additional title Interim Director, Nurse Practitioner Program, College of Nursing, salary changed from annualized rate of \$52,000 for 9 months (\$5,777.78 per month) to annualized rate of \$92,000 for 12 months (\$7,666.67 per month), May 1, 2011 through June 30, 2011. Includes an administrative supplement of \$12,000 while serving as Interim Director, Nurse Practitioner Program, and a \$28,000 supplement for additional teaching responsibilities in the NP Program.

Copeland, Kenneth Claud, Professor and Vice Chair of Pediatrics, title The Paul and Ruth Jonas Chair in Diabetes, deleted; given additional title the CMRI Paul and Ann Milburn Chair in Pediatric Diabetes, July 1, 2011.

Culkin, Daniel Joseph, Professor of Urology, titles The Donald D. Albers, M.D. Chair in Urology and Chair of Urology, deleted, June 30, 2011.

Davis, Sherry L., Instructor in Nursing, salary changed from annualized rate of \$22,950 for 12 months (\$1,912.50 per month) to annualized rate of \$30,000 for 9 months (\$2,500.00 per month), July 1, 2011 through June 30, 2012. Correction to contract month. Additional responsibilities.

Ellerbee, Susan M., Associate Professor of Nursing, salary changed from annualized rate of \$60,297 for 10 months (\$6,029.67 per month) to annualized rate of \$73,082 for 12 months (\$6,090.18 per month), July 1, 2011 through June 30, 2012. Includes an administrative supplement of \$2,400 for additional responsibilities as BSN Program Coordinator.

Funderburk, Beverly White, Associate Professor of Research, Department of Pediatrics, salary changed from annualized rate of \$42,579 for 12 months (\$3,548.22 per month), 0.50 time, to annualized rate of \$63,868 for 12 months (\$5,322.32 per month), 0.75 time, May 1, 2011 through June 30, 2011. Change in FTE.

Gardner, Andrew W., Professor of Pediatrics and Adjunct Professor of Medicine, title CMRI Hobbs-Recknagel Chair in Pediatric Research, deleted; given additional title The Paul and Ruth Jonas Chair in Diabetes, July 1, 2011.

Gazzaniga, Catherine Alice, title changed from Assistant Professor to Clinical Assistant Professor of Obstetrics and Gynecology, annualized rate of \$60,000 for 12 months (\$5,000.00 per month), change in FTE from full time to 0.60 time, June 1, 2011 through June 30, 2012.

Hall, Beth G., title changed from Adjunct Assistant Professor to Assistant Professor of Nursing, salary changed from annualized rate of \$24,611 for 10 months (\$2,461.10 per month), 0.50 time, to annualized rate of \$50,206 for 10 months (\$5,020.64 per month), full time, July 1, 2011 through June 30, 2012. Changing to consecutive term appointment.

Hall, Micki D., Clinical Assistant Professor of Pharmacy Clinical and Administrative Sciences, given additional title Adjunct Assistant Professor of Nutritional Sciences. May 1, 2011.

Hansen, Julie Lynn, Assistant Professor of Obstetrics and Gynecology, given additional title Medical Director for OU Physicians, April 1, 2001.

Loving, Gary, Associate Professor of Nursing, title Assistant Dean for Distance Education and Instructional Technology, College of Nursing, deleted; given additional title Associate Dean for Academic Programs, College of Nursing, salary changed from annualized rate of \$110,000 for 12 months (\$9,116.67 per month) to annualized rate of \$122,200 for 12 months (\$10,183.33 per month), July 1, 2011 through June 30, 2012. University base \$82,200. Removal of administrative supplement of \$3,000 for serving as Assistant Dean for Distance Education and Instructional Technology. Includes an administrative supplement of \$40,000 while serving as Associate Dean for Academic Programs, College of Nursing.

Merritt, Justin L., title changed from Assistant Professor of Oral Biology to Assistant Professor of Microbiology and Immunology, given additional title Adjunct Assistant Professor of Oral Biology, title Adjunct Assistant Professor of Microbiology and Immunology, deleted; salary changed from annualized rate of \$91,350 for 12 months (\$7,612.50 per month) to annualized rate of \$101,450 for 12 months (\$8,445.83 per month), July 1, 2011 through June 30, 2012. Change in primary department.

Moore, William E., title changed from Associate Professor of Research, Department of Health Promotion Sciences, to Associate Professor of Research, Department of Biostatistics and Epidemiology, May 1, 2011. Change in primary department.

Plodek, Jeanette Lee, title changed from Instructor to Assistant Professor of Nursing, salary changed from annualized rate of \$44,000 for 9 months (\$4,888.88 per month) to annualized rate of \$52,769 for 10 months (\$5,276.89 per month), July 1, 2011 through June 30, 2012. Changing to consecutive term appointment.

Qi, Fengxia, title changed from Professor of Oral Biology to Professor of Microbiology and Immunology, given additional title Adjunct Professor of Oral Biology, title Adjunct Professor of Microbiology and Immunology, deleted; salary changed from annualized rate of \$117,232 for 12 months (\$8,786.10 per month) to annualized rate of \$105,433 for 12 months (\$9,769.33 per month), July 1, 2011 through June 30, 2012. Change in primary department.

Scofield, Robert H., Professor of Medicine, title Associate Dean for Clinical and Translational Research, College of Medicine, deleted, June 30, 2011.

Sisson, Susan Beckwith, Assistant Professor of Nutritional Sciences, given additional title Adjunct Assistant Professor of Biostatistics and Epidemiology, May 9, 2011 through June 30, 2011.

Welliver, Robert C., Professor of Pediatrics, given additional title The CMRI Hobbs-Recknagel Chair in Pediatrics, July 1, 2011.

Whited, Teresa M., Instructor in Nursing, salary changed from annualized rate of \$58,000 for 12 months (\$4,833.33 per month) to annualized rate of \$70,160 for 12 months (\$5,846.67 per month), July 1, 2011 through June 30, 2012. Additional responsibilities.

#### RESIGNATION(S) AND/OR TERMINATION(S):

Cheng, Chih-Yao, Assistant Professor of Radiation Oncology and Adjunct Assistant Professor of Radiological Sciences, April 29, 2011.

El Fakih, Riad, Assistant Professor of Medicine, June 30, 2011.

Elimian, Andrew, Associate Professor of Obstetrics and Gynecology, May 31, 2011. Accepted position at New York Medical College.

Farrell, Melanie Tirronen, Clinical Instructor in Internal Medicine, Tulsa, May 31, 2011. Moving out of state.

Fossler, Michael Eugene, Assistant Professor of Anesthesiology, April 1, 2011.

High, Charlotte Anne, Instructor in Dermatology, May 15, 2011.

Pearce, Melanie Rachell, Instructor in Radiological Sciences, June 30, 2011.

Synovitz, Carolyn Kay, Associate Professor and Vice Chair of Emergency Medicine, Tulsa, May 1, 2011.

Taylor, Marilyn Sue, Instructor in Family Medicine, Tulsa, April 29, 2011.

Thompson, Allison Heather Morton, Clinical Assistant Professor of Pediatrics, Tulsa, June 30, 2011

Wong, Carson, Associate Professor of Urology, July 1, 2011.

#### RETIREMENT(S):

Calvert, Lynnette Laurene, Clinical Professor of Pediatrics, Tulsa, June 30, 2011.

McHale, Philip A., Associate Professor of Medicine, July 1, 2011.

Parker, K. Michael, Professor and Vice Chair of Pathology, May 31, 2011.

Smiley, Teresa M., Assistant Professor of Nursing, June 1, 2011.

Norman Campus:

## LEAVE(S) OF ABSENCE:

Cichewicz, Robert H., Assistant Professor of Chemistry and Biochemistry, sabbatical leave of absence with full pay, August 16, 2011 through December 31, 2011, changed to sabbatical leave of absence with full pay, August 16, 2012 through December 31, 2012.

Kerksick, Chad M., Assistant Professor of Health and Exercise Science, leave of absence with pay, April 29, 2011.

Shary, Timothy M., Associate Professor of Film and Video Studies, leave of absence without pay, August 1, 2011.

## NEW APPOINTMENT(S):

Barker, Kash A., Ph.D., Assistant Professor of Industrial Engineering, annualized rate of \$70,000 for 9 months (\$7,777.78 per month), August 16, 2011 through May 15, 2012. Changing from temporary faculty to new tenure-track faculty.

Capogrosso-Sansone, Barbara, Ph.D., Assistant Professor of Physics and Astronomy, annualized rate of \$70,000 for 9 months (\$7,777.78 per month), August 16, 2011 through May 15, 2012. New tenure-track faculty.

Cytacki, Jason J., Assistant Professor of Art and Art History, annualized rate of \$45,000 for 9 months (\$5,000.00 per month), August 16, 2011 through May 15, 2012. New tenure-track faculty.

Dai, Xinyu, Ph.D., Assistant Professor of Physics and Astronomy, annualized rate of \$67,500 for 9 months (\$7,500.00 per month), August 16, 2011 through May 15, 2012. New tenure-track faculty.

Fulton, Caleb J., Assistant Professor of Electrical and Computer Engineering, annualized rate of \$80,000 for 9 months (\$8,888.89 per month), January 1, 2012 through May 15, 2012. New tenure-track faculty.

Goodman, Nathan A., Ph.D., Associate Professor of Electrical and Computer Engineering, annualized rate of \$135,000 for 9 months (\$15,000.00 per month), January 1, 2012. New tenured faculty.

Hansmann, Ulrich H.E., Ph.D., Professor of Chemistry and Biochemistry, annualized rate of \$107,000 for 9 months (\$11,888.89 per month), August 16, 2011. New tenured faculty.

Kilic, Mukremin, Ph.D., Assistant Professor of Physics and Astronomy, annualized rate of \$70,000 for 9 months (\$7,777.78 per month), August 16, 2011 through May 15, 2012. New tenure-track faculty.

McCarthy, Heather R., Ph.D., Assistant Professor of Botany and Microbiology, annualized rate of \$64,000 for 9 months (\$7,111.11 per month), August 16, 2011 through May 15, 2012. New tenure-track faculty.

Molloy, Justin T., Assistant Professor of Art and Art History, annualized rate of \$54,500 for 9 months (\$6,055.56 per month), August 16, 2011 through May 15, 2012. New tenure-track faculty.

Morris, Carol A.S., Ph.D., Assistant Professor of Instructional Leadership and Academic Curriculum at Tulsa, annualized rate of \$56,000 for 9 months (\$6,222.22 per month), August 16, 2011 through May 15, 2012. New tenure-track faculty. Correction to March 2011 agenda.

Mortimer, Harold R., DMA, Associate Professor of Musical Theatre and Weitzenhoffer Professor of Musical Theatre #1, annualized rate of \$60,000 for 9 months (\$6,666.67 per month), August 16, 2011 through May 15, 2012. New tenure-track faculty.

Rioseco, Marcelo A., Ph.D., Assistant Professor of Modern Languages, Literatures, and Linguistics, annualized rate of \$62,000 for 9 months (\$6,888.89 per month), August 16, 2011 through May 15, 2012. Changing from temporary faculty to new tenure-track faculty.

Rueda, Maria Carolina, Lecturer of Film and Video Studies, annualized rate of \$45,000 for 9 months (\$5,000.00 per month), August 16, 2011 through May 15, 2014. Three-year renewable term appointment.

Ruyle, Jessica E., Assistant Professor of Electrical and Computer Engineering, annualized rate of \$80,000 for 9 months (\$8,888.89 per month), January 1, 2012 through May 15, 2012. New tenure-track faculty.

Seger, Monica J., Assistant Professor of Modern Languages, Literatures, and Linguistics, annualized rate of \$48,000 for 9 months (\$5,333.33 per month), August 16, 2011 through May 15, 2016. Changing from temporary faculty to five-year renewable term appointment.

Shotton, Heather J., Ph.D., Assistant Professor of Native American Studies, annualized rate of \$55,000 for 9 months (\$6,111.11 per month), August 16, 2011 through May 15, 2012. Changing from temporary faculty to new tenure-track faculty.

Sigmarsson, Hjalti H., Ph.D., Assistant Professor of Electrical and Computer Engineering, annualized rate of \$82,500 for 9 months (\$9,166.67 per month), January 1, 2012 through May 15, 2012. New tenure-track faculty.

Souza, Lara Amaral, Ph.D., Assistant Professor of Oklahoma Biological Survey and of Botany and Microbiology, annualized rate of \$80,000 for 12 months (\$6,666.67 per month), January 1, 2012 through June 30, 2012. Appointment split 0.75 time, Oklahoma Biological Survey and 0.25 time, Department of Botany and Microbiology.

Tirk, Suzanne M., Ph.D., Assistant Professor of Music, annualized rate of \$60,000 for 9 months (\$6,666.67 per month), August 16, 2011 through May 15, 2012. New tenure-track faculty.

Uchoa, Bruno, Ph.D., Assistant Professor of Physics and Astronomy, annualized rate of \$70,000 for 9 months (\$7,777.78 per month), August 16, 2011 through May 15, 2012. New tenure-track faculty.

Ward, Janet, Ph.D., Professor of History, annualized rate of \$90,000 for 9 months (\$10,000.00 per month), August 16, 2011. New tenured faculty.

Wrobel, David M., Ph.D., Professor of History and Merrick Chair in Western American History, annualized rate of \$145,000 for 9 months (\$16,111.11 per month), August 16, 2011. New tenured faculty.

#### REAPPOINTMENT(S):

Churchman, David S., reappointed to a two-year renewable term as Assistant Professor of Musical Theatre, salary changed from annualized rate of \$41,000 for 9 months (\$4,555.56 per month) to annualized rate of \$44,230 for 9 months (\$4,914.44 per month), August 16, 2011 through May 15, 2013. Annual rate includes July 2011 Salary Plan.

Johnson, Brian, reappointed to a five-year renewable term as Lecturer of Honors, salary changed from annualized rate of \$46,512 for 9 months (\$5,168.00 per month) to annualized rate of \$51,512 for 9 months (\$5,723.56 per month), August 16, 2011 through May 15, 2016. Annual rate includes July 2011 Salary Plan.

## CHANGE(S):

Anderson, Owen L., Professor of Law and Eugene O. Kuntz Chair of Oil, Gas, and Natural Resources in Law, given additional title Director of John B. Turner L.L.M. Program in International Energy, Natural Resources and Indigenous People, July 1, 2011.

Baldwin, James D., Associate Professor of Aerospace and Mechanical Engineering, annualized rate of \$78,959 for 9 months (\$8,773.23 per month), additional stipend of \$9,000 for serving as Director of Dynamic Structures Sensing and Control Center, August 16, 2011 through May 15, 2012.

Barnes, Brenda H., title changed from Lecturer to Visiting Assistant Professor of Law, salary changed from annualized rate of \$33,600 for 12 months (\$2,800.00 per month), 0.50 time, to annualized rate of \$63,000 for 12 months (\$5,250.00 per month), 1.00 time, July 1, 2011.

Basara, Jeffrey B., Research Scientist, Oklahoma Climatological Survey, delete title Lecturer of Meteorology, June 1, 2011; salary changed from annualized rate of \$84,517 for 12 months (\$7,043.08 per month) to annualized rate of \$86,207 for 12 months (\$7,183.94 per month), July 1, 2011. Changing from split appointment to 1.0 FTE in Oklahoma Climatological Survey.

Brewster, Keith A., Senior Research Scientist, Associate and Acting Director of Center for Analysis and Prediction of Storms, salary changed from annualized rate of \$105,296 for 12 months (\$8,774.65 per month) to annualized rate of \$108,455 for 12 months (\$9,037.89 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

Brotzge, Jerald A., Senior Research Scientist of Center for Analysis and Prediction of Storms, and Director of Netrad Operations, given additional title Managing Director of Center for Analysis and Predictions of Storms, June 1, 2011; salary changed from annualized rate of \$86,385 for 12 months (\$7,198.79 per month) to annualized rate of \$90,705 for 12 months (\$7,558.73 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

Carvallo, Maurice R., Assistant Professor of Psychology, annualized rate of \$61,200 for 9 months (\$6,800.00 per month), additional stipend of \$5,000 for increased teaching duties in the Department of Psychology, August 16, 2011 through December 31, 2011.

Christman, Paul G., Professor and Director of the School of Musical Theatre, and Greg Kunesh Chair in Musical Theatre, salary changed from annualized rate of \$71,561 for 9 months (\$7,951.22 per month) to annualized rate of \$127,146 for 12 months (\$10,595.50 per month), July 1, 2011. Changing from 9-month faculty to 12-month academic administrator. Correction to May 2011 agenda. Annual rate includes July 2011 Salary Plan.

Clark, Shandell L., Instructor of English, salary changed from annualized rate of \$37,203 for 9 months (\$4,133.71 per month) to rate of \$11,357 for 4.5 months (\$2,523.72 per month), August 16, 2011 through December 31, 2011. Changing from renewable term appointment to temporary faculty.

Correia Jr., James, Research Associate, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$60,000 for 12 months (\$5,000.00 per month) to annualized rate of \$60,960 for 12 months (\$5,080.00 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

Curtis, Christopher D., Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$98,090 for 12 months (\$8,174.17 per month) to annualized rate of \$102,210 for 12 months (\$8,517.48 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

Dant, Rajiv P., Professor of Marketing and Supply Chain Management, delete title Helen Robson Walton Chair in Marketing Strategy, given additional titles Director of the Division of Marketing and Supply Chain Management and Michael F. Price Chair in Business #4, salary changed from annualized rate of \$224,910 for 9 months (\$24,990.00 per month) to annualized rate of \$305,191 for 12 months (\$25,432.58 per month), August 1, 2011. Changing from 9-month faculty to 12-month academic administrator. Annual rate includes July 2011 Salary Plan.

Debacker, Teresa K., Professor and Chair of the Department of Educational Psychology, given additional title Interim Associate Dean for Teacher Education, Jeannine Rainbolt College of Education, salary changed from annualized rate of \$103,500 for 12 months (\$8,625.00 per month) to annualized rate of \$109,500 for 12 months (\$9,125.00 per month), June 1, 2011.

Duncan, John L., Assistant Professor of Liberal Studies, annualized rate of \$61,800 for 9 months (\$6,866.67 per month), additional stipend of \$4,650 for increased teaching duties in the College of Liberal Studies, January 18, 2011 through May 31, 2011.

Elmore, Kimberly L., Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$105,669 for 12 months (\$8,805.75 per month) to annualized rate of \$106,514 for 12 months (\$8,876.20 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

Franklin, Aimee L., Associate Professor of Political Science and Sam K. Viersen Family Foundation Presidential Professor, annualized rate of \$90,282 for 9 months (\$10,031.36 per month), additional stipend of \$15,047 for serving as Chair of the Norman Campus Institutional Review Board, July 1, 2011 through December 31, 2011.

Franklin, Lori D., Clinical Assistant Professor of Social Work at Tulsa, annualized rate of \$56,100 for 12 months (\$4,675.00 per month), additional stipend of \$5,400 for administrative duties in the Anne and Henry Zarrow School of Social Work at Tulsa, July 1, 2011 through June 30, 2012.

Grillot, Suzette R., Associate Dean of the College of International Studies, Associate Professor of International and Area Studies, and Max Berry International Programs Center Chair, delete title Associate Professor of Political Science, July 1, 2008.

Gurney, Gerald S., title changed from Senior Associate Athletic Director for Academic Affairs and Student Life to Assistant Professor of Academic Affairs; change reflects completion of transition to academic appointment, salary remains unchanged, July 1, 2011.

Harm, Nickolas L., Associate Professor of Architecture, salary changed from annualized rate of \$108,243 for 12 months (\$9,020.27 per month) to annualized rate of \$77,670 for 9 months (\$8,630.02 per month), July 1, 2011. Changing from 12-month faculty to 9-month faculty. Off OU payroll from July 1, 2011 through August 15, 2011. Annual rate includes July 2011 Salary Plan.

Hartel, Austin S., Associate Professor of Dance, annualized rate of \$60,209 for 9 months (\$6,689.87 per month), additional stipend of \$1,500 for work performed for the School of Dance undergraduate assessment for the 2011-2012 academic year.

Hellman, Chan M., Associate Professor of Human Relations at Tulsa, annualized rate of \$65,137 for 9 months (\$7,237.47 per month), additional stipend of \$4,500 for serving as Director of Center for Applied Research for Non-Profit Organizations at Tulsa, August 16, 2011 through May 15, 2012.

Hertzke, Allen D., Professor of Political Science and Samuel Roberts Noble Presidential Professor, given additional title Faculty Fellow in Religious Freedom for the Institute for the American Constitutional Heritage, July 1, 2011; salary changed from annualized rate of \$79,540 for 9 months (\$8,837.79 per month) to annualized rate of \$112,426 for 9 months (\$12,491.78 per month), August 16, 2011. Annual rate includes July 2011 Salary Plan.



Ivic, Igor R., Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$85,405 for 12 months (\$7,117.08 per month) to annualized rate of \$85,823 for 12 months (\$7,151.96 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

Jones, Charlotte A., Research Associate, K20 Center for Educational and Community Renewal, salary changed from annualized rate of \$30,900 for 12 months (\$2,575.00 per month), 0.50 time, to annualized rate of \$32,136 for 12 months (\$2,678.00 per month), 0.50 time, July 1, 2011. Paid from grant funds; subject to availability of funds.

Jones, Thomas A., Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$65,000 for 12 months (\$5,416.67 per month) to annualized rate of \$65,244 for 12 months (\$5,436.98 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

Jung, Youngsun, Research Scientist, Center for Analysis and Prediction of Storms, salary changed from annualized rate of \$61,200 for 12 months (\$5,100.00 per month) to annualized rate of \$63,036 for 12 months (\$5,253.00 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

Kaney, Brian T., Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$81,845 for 12 months (\$6,820.42 per month) to annualized rate of \$82,533 for 12 months (\$6,877.71 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

Keesee, Marguerite S., Research Associate, Center for Spatial Analysis, salary changed from annualized rate of \$60,000 for 12 months (\$5,000.00 per month) to annualized rate of \$61,200 for 12 months (\$5,100.00 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

Kehoe, Kenneth E., Research Associate, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$60,150 for 12 months (\$5,012.50 per month) to annualized rate of \$61,955 for 12 months (\$5,162.92 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

Ketchum, Paul R., Assistant Professor of Liberal Studies, annualized rate of \$55,000 for 9 months (\$6,111.11 per month), additional stipend of \$1,675 for increased teaching duties in the College of Liberal Studies, January 18, 2011 through May 31, 2011.

Kogan, Yefim L., Research Professor and Senior Research Scientist of Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$154,189 for 12 months (\$12,849.08 per month) to annualized rate of \$158,815 for 12 months (\$13,234.58 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

Kong, Fanyou, Senior Research Scientist, Center for Analysis and Prediction of Storms, salary changed from annualized rate of \$100,000 for 12 months (\$8,333.33 per month) to annualized rate of \$102,000 for 12 months (\$8,500.00 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

Kuhlman, Kristin M., Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$58,752 for 12 months (\$4,896.00 per month) to annualized rate of \$61,396 for 12 months (\$5,116.32 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

LaDue, Daphne S., Research Associate, Center for Analysis and Prediction of Storms, salary changed from annualized rate of \$68,857 for 12 months (\$5,738.10 per month) to annualized rate of \$71,000 for 12 months (\$5,916.67 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

Lakshmanan, Valliappa, Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$116,553 for 12 months (\$9,712.75 per month) to annualized rate of \$120,399 for 12 months (\$10,033.27 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

Langston, Carrie L., Research Associate, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$67,395 for 12 months (\$5,616.25 per month) to annualized rate of \$68,911 for 12 months (\$5,742.62 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

Lindberg, Jeremy A., Associate Professor of Dance, annualized rate of \$54,426 for 9 months (\$6,047.32 per month), additional stipend of \$2,500 for work performed as Graduate Liaison for the 2011-2012 academic year.

Linn, Mary S., Associate Professor of Sam Noble Oklahoma Museum of Natural History and of Anthropology, and Associate Curator of Sam Noble Oklahoma Museum of Natural History, salary changed from annualized rate of \$75,014 for 12 months (\$6,251.15 per month) to annualized rate of \$72,264 for 12 months (\$6,022.00 per month), July 1, 2011. Annual rate includes July 2011 Salary Plan

Livesey, Nina E., Assistant Professor of Arts and Sciences Dean Direct and of Liberal Studies, annualized rate of \$45,000 for 9 months (\$5,000.00 per month), additional stipend of \$1,150 for increased teaching duties in the College of Liberal Studies, January 18, 2011 through May 31, 2011.

Loon, Leehu, title changed from Assistant Professor to Associate Professor of Landscape Architecture, July 1, 2011; given additional title Graduate Liaison in the Division of Landscape Architecture, salary changed from annualized rate of \$60,051 for 9 months (\$6,672.38 per month) to annualized rate of \$68,883 for 9 months (\$7,653.67 per month), August 16, 2011. Annual rate includes July 2011 Salary Plan

Manross, Kevin L., Research Associate, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$64,931 for 12 months (\$5,410.92 per month) to annualized rate of \$66,392 for 12 months (\$5,532.66 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

McHale, Susan, Research Associate, K20 Center for Educational and Community Renewal, salary changed from annualized rate of \$45,000 for 12 months (\$3,750.00 per month), 0.75 time, to annualized rate of \$45,900 for 12 months (\$3,825.00 per month), 0.75 time, July 1, 2011. Paid from grant funds; subject to availability of funds.

McIntosh, John R., Research Associate, Center for Spatial Analysis, salary changed from annualized rate of \$60,000 for 12 months (\$5,000.00 per month) to annualized rate of \$61,200 for 12 months (\$5,100.00 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

Melick, Christopher J., Research Associate, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$65,000 for 12 months (\$5,416.67 per month) to annualized rate of \$66,040 for 12 months (\$5,503.33 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

Melnikov, Valery M., Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$92,916 for 12 months (\$7,743.00 per month) to annualized rate of \$93,845 for 12 months (\$7,820.43 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

Palmeri, Joann, Assistant Professor of Bibliography and Librarian of the History of Science Collections, University Libraries, annualized rate of \$42,000 for 12 months (\$3,500.00 per month), additional stipend of \$2,000 for serving as Acting Curator of the John and Mary Nichols Rare Books and Special Collections, July 1, 2011 through June 30, 2012.

Peppler, Randy A., Research Associate, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$125,868 for 12 months (\$10,489.00 per month) to annualized rate of \$132,161 for 12 months (\$11,013.42 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

Portis, Diane M., Senior Research Associate, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$46,873 for 12 months (\$3,906.08 per month), 0.50 time, to annualized rate of \$48,279 for 12 months (\$4,023.25 per month), 0.50 time, July 1, 2011. Paid from grant funds; subject to availability of funds.

Postawko, Susan E., Associate Professor of Meteorology, additional stipend of \$15,000 for serving as Associate Director of the School of Meteorology, January 1, 2011 through June 30, 2011; salary changed from annualized rate of \$70,023 for 9 months (\$7,780.33 per month) to annualized rate of \$102,124 for 9 months (\$11,347.08 per month), August 16, 2011. Changing from 9-month faculty to 9-month academic administrator. Annual rate includes July 2011 Salary Plan.

Raadschelders, Julie, Assistant Professor of Liberal Studies, annualized rate of \$73,333 for 9 months (\$8,148.15 per month), additional stipend of \$5,300 for increased teaching duties in the College of Liberal Studies, January 20, 2011 through June 1, 2011.

Reeves, Heather D., Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$62,536 for 12 months (\$5,211.33 per month) to annualized rate of \$63,474 for 12 months (\$5,289.50 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

Robbins, Sarah E., Associate Professor of Bibliography, delete title Web Services Coordinator, given additional title Director of Public Relations and Strategic Initiatives, salary changed from annualized rate of \$54,513 for 12 months (\$4,542.74 per month) to annualized rate of \$59,700 for 12 months (\$4,975.00 per month), July 1, 2011. Annual rate includes July 2011 Salary Plan.

Ryzhkov, Alexander V., Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$145,088 for 12 months (\$12,090.67 per month) to annualized rate of \$147,857 for 12 months (\$12,321.45 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

Sandel, Todd L., Associate Professor of Communication, annualized rate of \$59,232 for 9 months (\$6,581.31 per month), additional stipend of \$11,846 for serving as Vice-Chair of the Norman Campus Institutional Review Board, July 1, 2011 through June 30, 2012.

Schuur, Terry J., Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$88,385 for 12 months (\$7,365.42 per month) to annualized rate of \$92,097 for 12 months (\$7,674.76 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

Segele, Zewdu T., Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$55,938 for 12 months (\$4,661.50 per month) to annualized rate of \$65,000 for 12 months (\$5,416.67 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

Sharma, Suresh C., Professor of Petroleum and Geological Engineering and Director of Natural Gas Engineering Management Program, delete title Curtis W. Mewbourne Visiting Chair #1 in Petroleum Engineering, given additional title ONEOK Chair in Natural Gas Engineering and Management, salary remains at annualized rate of \$100,000 for 9 months (\$11,111.11 per month), May 1, 2011.

Smith, Travis M., Research Associate, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$92,267 for 12 months (\$7,688.92 per month) to annualized rate of \$95,958 for 12 months (\$7,996.47 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

Staples, Robert D., Research Fellow, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$97,089 for 12 months (\$8,090.75 per month), 0.75 time, to annualized rate of \$100,002 for 12 months (\$8,333.47 per month), 0.75 time, July 1, 2011. Paid from grant funds; subject to availability of funds.

Thomas, Kevin W., Research Associate, Center for Analysis and Prediction of Storms, salary changed from annualized rate of \$85,204 for 12 months (\$7,100.30 per month) to annualized rate of \$87,760 for 12 months (\$7,313.31 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

Torres, Sebastian M., Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$114,642 for 12 months (\$9,553.50 per month) to annualized rate of \$119,228 for 12 months (\$9,935.64 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

Wang, Yunheng, Research Scientist, Center for Analysis and Prediction of Storms, salary changed from annualized rate of \$78,116 for 12 months (\$6,509.64 per month) to annualized rate of \$81,000 for 12 months (\$6,750.00 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

Wheatley, Dustan M., Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$62,500 for 12 months (\$5,208.33 per month) to annualized rate of \$63,438 for 12 months (\$5,286.46 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

Williams, Leslie A., Research Associate Professor and Associate Director of the K20 Center for Educational and Community Renewal, salary changed from annualized rate of \$77,500 for 12 months (\$6,458.33 per month) to annualized rate of \$80,600 for 12 months (\$6,716.67 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

Yussouf, Nusrat, Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$62,767 for 12 months (\$5,230.58 per month) to annualized rate of \$66,533 for 12 months (\$5,544.42 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

Zhang, Pengfei, Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$67,543 for 12 months (\$5,628.58 per month) to annualized rate of \$67,796 for 12 months (\$5,649.69 per month), July 1, 2011. Paid from grant funds; subject to availability of funds.

#### RESIGNATION(S)/TERMINATION(S):

Bandy, Thomas, Assistant Professor of Music, August 1, 2011. Accepted position outside the University.

Brittain, Danielle R., Assistant Professor of Health and Exercise Science, May 16, 2011. Accepted position at Northern Colorado University.

Burgoon, Judee K., Distinguished Visiting Professor of Communication, July 1, 2011.

Chen, Xiaodong, Scholar, Electrical and Computer Engineering, May 16, 2011.

Miller, Gregory D., Assistant Professor of Political Science, July 1, 2011.

Mitchell, Frank G., Associate Professor and Clarence E. Page Professor of Aviation and Aerospace Studies, June 1, 2011.

Oliver, Dean S., Professor of Petroleum and Geological Engineering and Curtis W. Mewbourne Chair #1 in Petroleum Engineering, July 1, 2011. Accepted position at University of Bergen, Norway.

Raadschelders, Jozef C., Professor of Political Science and Henry Bellmon Chair of Public Service, August 16, 2011.

Sigal, Richard F., Professor of Petroleum and Geological Engineering, and UNOCAL Centennial Professor of Engineering and Geosciences, May 16, 2011.

Tyler Mooney, Catherine A., Assistant Professor of Economics, June 17, 2011. Accepted position outside the University.

Winchell, Michael G., Assistant Professor of Law and Assistant Director of Legal Writing and Research, August 1, 2011.

Wisdom, Ellen E., Clinical Assistant Professor of Social Work, July 1, 2011.

Wright, Kevin B., Professor of Communication, August 1, 2011. Accepted position at Saint Louis University.

Yi, Han Sang, Assistant Professor of Accounting, July 6, 2011.

#### RETIREMENT(S):

Cowan, John J., Professor and David Ross Boyd Professor of Physics and Astronomy, August 1, 2011. Named David Ross Boyd Professor Emeritus of Physics and Astronomy.

James Jr., Thomas E., Associate Professor of Political Science and Director of Institute for Public Affairs, August 1, 2011. Named Professor Emeritus of Political Science.

McKnight, Curtis C., Professor of Mathematics, June 1, 2011. Named Professor Emeritus of Mathematics.

Spector, Robert G., Professor of Law and Glenn R. Watson Centennial Chair in Law, August 16, 2011. Named Professor Emeritus of Law.

Wyckoff, Don G., Professor and David Ross Boyd Professor of Anthropology, Professor and Curator of Archeology, Sam Noble Oklahoma Museum of Natural History, July 1, 2011. Named Professor Emeritus of Anthropology and Curator Emeritus of Sam Noble Oklahoma Museum of Natural History.

President Boren recommended the Board of Regents approve the academic personnel actions shown above.

Regent Weitzenhoffer moved approval of the recommendation. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

## DEATH(S):

President Boren regretted to report the following death(s):

Dillard, Walter L., Professor Emeritus of Zoology, May 7, 2011.

Gibbens, Daniel G., Professor Emeritus of Law, June 5, 2011.

**ADMINISTRATIVE AND PROFESSIONAL PERSONNEL ACTIONS – NC & HSC**Health Sciences Center:

## LEAVE(S) OF ABSENCE:

Smith, Amanda Lynn, Clinical Departmental Business Administrator, CMT Pediatrics, College of Medicine-Tulsa, return from leave, April 18, 2011.

## NEW APPOINTMENT(S):

Barlow-Flug, Beth Anne, Manager of Professional Liability & Risk, OU Physicians, College of Medicine, annualized rate of \$73,000 for 12 months (\$6,083.33 per month), June 1, 2011. Administrative Staff.

Rambo, Blake Taylor, Chief Operating Officer, Harold Hamm Oklahoma Diabetes Center, College of Medicine, annualized rate of \$145,000 for 12 months (\$12,083.34 per month), August 1, 2011. Administrative Staff.

Reed, Kenneth Calrisian, Resident, Anesthesiology, College of Medicine, annualized rate of \$64,006 for 12 months (\$5,333.83 per month), July 1, 2011. Graduate Student.

Rougraff, Kathryn Ann, Physician Assistant I, Surgery, College of Medicine, annualized rate of \$80,000 for 12 months (\$6,666.67 per month), May 10, 2011. Professional Nonfaculty.

Tiffany, Sheryl Lynette, Mammography Technologist, OU Physicians Faculty Clinics, College of Medicine, annualized rate of \$65,000 for 12 months (\$5,416.67 per month), May 23, 2011. Technical/Paraprofessional.

Todd, Laurie Nicole, Physician Assistant I, Pediatrics, College of Medicine, annualized rate of \$75,000 for 12 months (\$6,250.00 per month), April 25, 2011. Professional Nonfaculty.

## REAPPOINTMENT(S):

Sanders, July Carolyn, Nurse Practitioner, OU Physicians Health at Work, College of Medicine-Tulsa, annualized rate of \$85,280 for 12 months (\$7,106.67 per month), June 14, 2011. Professional Nonfaculty.

## CHANGE(S):

Antipov, Vladyslav V., IT Architect, department changed from IT Shared Services, Provost, to IT Data Center Hosting, Provost, July 1, 2011. Professional Nonfaculty. Departmental transfer.

Brightbill, Jon S., title changed from Assistant Dean for Administration, College of Medicine, to Associate Dean for Executive Affairs, College of Medicine, salary change from an annualized rate of \$80,000 for 12 months (\$6,666.67 per month) to an annualized rate of \$102,000 for 12 months (\$8,500 per month), July 1, 2011. Professional Nonfaculty. Promotion.

Block, Ingrid Laub, Director of Clinical Trials Office, department changed from Obstetrics and Gynecology, College of Medicine, to Peggy & Charles Stephenson Oklahoma Cancer Center, College of Medicine, June 1, 2011. Administrative Staff. Departmental transfer.

Clasby, Aaron C., title changed from IT Analyst II, IT Data Center Hosting, Provost, to Senior IT Analyst, IT Data Center Hosting, Provost, salary changed from an annualized rate of \$66,188 for 12 months (\$5,515.67 per month), to an annualized rate of \$70,000 for 12 months (\$5,833.33 per month), July 1, 2011. Professional Nonfaculty. Promotion.

Cockrum, Kathleen L., Nurse Navigator, department changed from OU Physicians Faculty Clinics, College of Medicine, to Cancer Center Clinical Services, College of Medicine, June 1, 2011. Professional Nonfaculty. Departmental transfer.

Driskill, Dana Lynn, Chemotherapy Nurse, department changed from OU Physicians Faculty Clinics, College of Medicine, to Cancer Center Clinical Services, College of Medicine, June 1, 2011. Professional Nonfaculty. Departmental transfer.

Ferris, Lonnie L., title changed from Senior IT Analyst, IT Voice Services, Provost, to IT Architect, IT Voice Services, Provost. July 1, 2011. Professional Nonfaculty. Promotion.

Garza, Denise, Chemotherapy Nurse, department changed from OU Physicians Faculty Clinics, College of Medicine, to Cancer Center Clinical Services, College of Medicine, June 1, 2011. Professional Nonfaculty. Departmental transfer.

Gibson, Nathan Joel, IT Architect, department changed from IT Shared Services, Provost, to IT Information Security Services, Provost, July 1, 2011. Professional Nonfaculty. Departmental transfer.

Hodges, Christopher L., title changed from Senior IT Analyst, IT Enterprise Connectivity Services, Provost, to IT Architect, IT Enterprise Connectivity Services, Provost. July 1, 2011. Professional Nonfaculty. Promotion.

Kim-Suh, Hee Sun, Gynecology/Oncology Chemotherapy Services Coordinator, department changed from OU Physicians Faculty Clinics, College of Medicine, to Cancer Center Clinical Services, College of Medicine, June 1, 2011. Professional Nonfaculty. Departmental transfer.

Kumm, Debra, title changed from Clinical Instructor, Pharmacy Clinical and Administrative Sciences, College of Pharmacy, to Pharmacy Manager of Peggy & Charles Stephenson Oklahoma Cancer Center, Cancer Center Clinical Services, College of Pharmacy, salary changed from an annualized rate of \$25,000 for 12 months (\$2,083.33 per month), to an annualized rate of \$115,000 for 12 months (\$9,583.33 per month), June 1, 2011. Managerial Staff. Faculty to Staff Promotion.

Ledford, Yvonne M., Senior IT Analyst, department changed from IT Application Services, Provost, to IT Data Center Hosting, Provost, July 1, 2011. Professional Nonfaculty. Departmental transfer.

May, Randal Joseph, title changed from Research Assistant III, Medicine Gastroenterology, College of Medicine, to Laboratory Research Manager, Medicine Gastroenterology, College of Medicine, salary changed from an annualized rate of \$56,821 for 12 months (\$4,735.15 per month), to an annualized rate of \$60,515 for 12 months (\$5,042.94 per month), July 1, 2011. Managerial Staff. Promotion.

Miller, Anthony Duane, title changed from IT Analyst II, IT Shared Services, Provost, to Senior IT Analyst, IT Shared Services, Provost, July 1, 2011. Professional Nonfaculty. Promotion.

Miller, Michael Chad, IT Architect, department changed from IT Shared Services, Provost, to IT Data Center Hosting, Provost, July 1, 2011. Professional Nonfaculty. Departmental transfer.

O'Brien, Vickie Lynn, Chemotherapy Nurse, department changed from OU Physicians Faculty Clinics, College of Medicine, to Cancer Center Clinical Services, College of Medicine, June 1, 2011. Professional Nonfaculty. Departmental transfer.

Peer, Glenn Thomas, title changed from Research Assistant III, Medicine Pulmonary, College of Medicine, to Laboratory Animal Facility Manager, Medicine Pulmonary, College of Medicine, salary changed from an annualized rate of \$57,459 for 12 months (\$4,788.25 per month), to an annualized rate of \$60,906 for 12 months (\$5,075.54 per month), July 1, 2011. Managerial Staff. Promotion.

Rowley, Debra Louise, Chemotherapy Nurse, department changed from OU Physicians Faculty Clinics, College of Medicine, to Cancer Center Clinical Services, College of Medicine, June 1, 2011. Professional Nonfaculty. Departmental transfer.

Rylant, Christa Nicole, Resident, Anesthesiology, College of Medicine, salary changed from an annualized rate of \$49,580 for 12 months (\$4,131.67 per month), to an annualized rate of \$62,274 for 12 months (\$5,189.50 per month), July 1, 2011. Graduate Student. Additional duties.

Schiebert, Minnie Elizabeth, Chemotherapy Nurse, department changed from OU Physicians Faculty Clinics, College of Medicine, to Cancer Center Clinical Services, College of Medicine, June 1, 2011. Professional Nonfaculty. Departmental transfer.

Scott, Deborah Marie, Chemotherapy Nurse, department changed from OU Physicians Faculty Clinics, College of Medicine, to Cancer Center Clinical Services, College of Medicine, June 1, 2011. Professional Nonfaculty. Departmental transfer.

Seefeldt, Andrea Nicole, title changed from Clinical Department Business Administrator, Obstetrics and Gynecology, College of Medicine, to Director of Finance, OU Physicians and Peggy and Charles Stephenson Oklahoma Cancer Center, College of Medicine, salary changed from an annualized rate of \$114,660 for 12 months (\$9,555.00 per month), to an annualized rate of \$120,000 for 12 months (\$10,000.00 per month), May 1, 2011. Administrative Staff. Promotion.

Stricklin, John David, title changed from Senior IT Analyst, IT Shared Services, Provost, to IT Architect, IT Shared Services, Provost, July 1, 2011. Professional Nonfaculty. Promotion.

Suriano, Lisa Anne, title changed from Senior Staff Accountant, Surgery, College of Medicine, to Clinical Department Business Manager, Surgery, College of Medicine, salary changed from an annualized rate of \$59,546 for 12 months (\$4,962.18 per month) to an annualized rate of \$66,546 for 12 months (\$5,545.51 per month), July 1, 2011. Managerial Staff. Promotion.

Weathers, Janna Lee, Chemotherapy Nurse, department changed from OU Physicians Faculty Clinics, College of Medicine, to Cancer Center Clinical Services, College of Medicine, June 1, 2011. Professional Nonfaculty. Departmental transfer.

Young, Aaron J. title changed from IT Analyst II, IT Application Services, Provost, to Senior IT Analyst, IT Application Services, Provost, salary changed from an annualized rate of \$53,560 for 12 months (\$4,463.33 per month), to an annualized rate of \$63,000 for 12 months (\$5,250.00 per month), July 1, 2011. Professional Nonfaculty. Promotion.

#### RESIGNATION(S)/TERMINATION(S):

Boyd, Diane M., Chemotherapy Nurse, OU Physicians Faculty Clinics, College of Medicine, May 14, 2011. Resignation.

Claflin, Brandon Scott, Resident, Anesthesiology, College of Medicine, July 1, 2011. Completion of Program.



Cougher, John Prouty, Director of Development-College of Medicine, University Development, Provost, June 7, 2011. Resignation.

Harline, Corbin Dennis, Resident, Anesthesiology, College of Medicine, July 1, 2011. Completion of Program.

Haws, Laura Marie, Resident, Pediatrics Residency Program, College of Medicine, July 1, 2011. Completion of Program.

Nachimuthu, Senthil, Resident, Department of Medicine, Residency, College of Medicine, July 1, 2011. Completion of Program.

Palmer, Marcia Rascoe, Physician Assistant II, Neurosurgery, College of Medicine, July 1, 2011. Resignation.

Schroeder, Joni Lynne, Physician Assistant I, Neurosurgery, College of Medicine, July 2, 2011. Resignation.

Shy, Kamilah Nafuna, Resident, Anesthesiology, College of Medicine, July 1, 2011. Completion of Program.

Swartz, Courtney Leigh, Resident, Pediatrics Residency Program, College of Medicine, July 1, 2011. Completion of Program.

#### RETIREMENT(S):

Cary, Marilyn Ann, Sponsored Program Coordinator, Comparative Medicine, College of Medicine, July 1, 2011.

Hefner, Trudy M., Nurse Specialist in Poison Information II, Oklahoma Poison Control Center, College of Pharmacy, July 1, 2011.

#### Norman Campus:

#### NEW APPOINTMENT(S):

Cody, Mark F., Coach/Sports Professional III, Athletic Department, annualized rate of \$130,000 for 12 months (\$10,833.33 per month), May 1, 2011. Managerial Staff.

Elwood, Dustin C., Technical Project Management Specialist III, Jimmie Austin Golf Course, annualized rate of \$90,000 for 12 months (\$7,500.00 per month), June 6, 2011. Managerial Staff.

Henderson, Matthew T., Information Technology Analyst III, Center for Applied Social Research, annualized rate of \$70,000 for 12 months (\$5,833.33 per month), May 31, 2011. Managerial Staff.

Kelly, Kathleen, Marketing/Public Relations Specialist II, University Press, annualized rate of \$60,000 for 12 months (\$5,000.00 per month), June 6, 2011. Managerial Staff.

King, Steven P., Information Technology Specialist II, Oklahoma Museum of Natural History, annualized rate of \$65,000 for 12 months (\$5,416.67 per month), June 1, 2011. Managerial Staff.

## CHANGES(S):

Adams, Richard W., Information Technology Analyst II, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$87,516 for 12 months (\$7,293.00 per month) to annualized rate of \$88,006 for 12 months (\$7,333.84 per month), July 1, 2011. Managerial Staff. Merit.

Audas, Jean-Paul, Associate Vice President for University Campaigns, University Development, adding title Associate Vice President of Development and Alumni, salary changed from annualized rate of \$187,680 for 12 months (\$15,650.00 for 12 months) to annualized rate of \$197,064 for 12 months (\$16,422.00 per month), July 1, 2011. Administrative Officer. Increased responsibilities.

Berardo, Linda, Administrator III, College of Continuing Education, Business and Accounting, annualized rate of \$101,650 for 12 months (8,470.83 per month), additional stipend of \$5,100, April 16, 2011 through December 31, 2011. Administrative Staff. Additional job duties.

Berry, Stanley A., Architecture/Engineering Professional III, Engineering, salary changed from annualized rate of \$56,100 for 12 months (\$4,675.00 per month) to annualized rate of \$65,000 for 12 months (\$5,416.67 per month), May 1, 2011. Professional Staff. Equity and merit increase.

Biscoe, Belinda, Assistant Vice President, College of Continuing Education Public and Community Services, adding title Interim Director of Southwest Prevention Center and American Indian Institute, salary at annualized rate of \$128,621 for 12 months (\$10,718.42 per month), additional stipend of \$7,200, July 1, 2011 through June 30, 2012. Administrative Officer. Additional job duties.

Blasiar, Deborah S., Program Administrator III, Southwest Prevention Center, salary changed from annualized rate of \$60,335 for 12 months (\$5,027.92 per month); 1.0 FTE to annualized rate of \$51,285 for 12 months (\$4,273.73 per month); 0.85FTE, June 1, 2011. Managerial Staff. Appointment on PTI project ended.

Boman, Cynthia, title changed from Financial Associate II, Architectural and Engineering to Financial Director [Director (Administrator Officer)], College of Law, salary changed from annualized rate of \$48,475 for 12 months (4,039.58 per month), 0.88 FTE to annualized rate of \$72,000 for 12 months (\$6,000 per month), 1.0 FTE, May 16, 2011. Accept other job on campus.

Brogden, Jeffrey W., Information Technology Analyst III, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$105,097 for 12 months (\$8,758.08 per month) to annualized rate of \$105,770 for 12 months (\$8,814.14 per month), July 1, 2011. Managerial Staff. Merit.

Burnett, Bradley T., title changed from Director, Financial Aid Services to Associate Vice President, Enrollment and Student Financial Services, salary changed from annualized rate of \$117,667 for 12 months (\$9,805.60 per month) to annualized rate of \$127,667 for 12 months (\$10,638.93 per month), July 1, 2011. Administrative Officer. Promotion and merit increase.

Charlson, Damon S., Program Specialist II, Center for Educational and Community Renewal, salary changed from annualized rate of \$60,000 for 12 months (\$5,000.00 per month) to annualized rate of \$61,800 for 12 months (\$5,150.00 per month), July 1, 2011. Managerial Staff. Performance.

\*Coale, Sherri, Head Coach Women's Basketball, Athletic Department, annual review of compensation and contract of employment.

Cox, Marie Margaret, title changed from Program Administrator II to Program Administrator III, Southwest Prevention Center, salary changed from annualized rate of \$55,071 for 12 months (\$4,589.28 per month) to annualized rate of \$66,000 for 12 months (\$5,500.00 per month), May 1, 2011. Managerial Staff. Internal Promotion.

\*Crain, LeeAnn, Head Rowing Coach, Athletic Department, annual review of compensation and contract of employment.

Deluca, Donna, title changed from Program Specialist II to Director [Program Administrator III], Center for English as a Second Language, salary changed from annualized rate of \$55,500 for 12 months (\$4,625.00 per month) to annualized rate of \$65,000 for 12 months (\$5,416.67 per month), May 1, 2011. Managerial Staff. Internal Promotion.

Dickens, Melany, title changed from Administrator II to Assistant Vice President, Office of the Vice President for Research, salary changed from annualized rate of \$80,000 for 12 months (\$6,666.67 per month) to annualized rate of \$90,000 for 12 months (\$7,500.00 per month), July 1, 2011. Administrative Officer. Internal Promotion.

Dicksion, Denise E., title changed from Staff Accountant II to Financial Associate II, Financial Support, salary changed from annualized rate of \$43,750 for 12 months (\$3,645.83 per month) to annualized rate of \$60,000 for 12 months (\$5,000.00 per month), May 1, 2011. Managerial Staff. Internal Promotion.

\*Drouin, Veronique, Head Women's Golf Coach, Athletic Department, annual review of compensation and contract of employment

Edwards, Edward B., title changed from Adjunct to Executive Director, MBA Program [University Student Programs Specialist III], Michael F. Price College of Business, salary changed from annualized rate of \$3,000 for 12 months (\$250.00 per month); 0.25 FTE to annualized rate of \$120,000 for 12 months (\$10,000 per month); 1.0 FTE, June 1, 2011. Managerial Staff. Transfer from faculty to staff.

Forren, Eddie, Information Technology Analyst III, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$103,176 for 12 months (\$8,598.00 per month) to annualized rate of \$104,827 for 12 months (\$8,735.57 per month), July 1, 2011. Managerial Staff. Merit.

\*Gundy, Cale, Assistant Football Coach, Athletic Department, annual review of compensation and contract of employment.

Foster, Morris, Associate Vice President, Vice President's Office, Research Administration, annualized rate of \$196,112 for 12 months (\$16,342.67 per month), additional stipend of \$20,000, July 1, 2010 through May 31, 2011. Administrative Officer. Additional job duties serving as Deputy Director for Cancer Prevention and Control, Health Sciences Center.

Hail, David F., title changed from Administrator III to Director of the Alumni Association [Administrator III], salary changed from annualized rate of \$66,300 for 12 months (\$5,525.00 per month) to annualized rate of \$88,000 for 12 months (\$7,333.33 per month), July 1, 2011. Administrative Staff. Increased responsibilities.

\*Heupel, Josh, Assistant Football Coach, Athletic Department, annual review of compensation and contract of employment.

Hines, Kathryn E., Technology Project Management Specialist II, Center for Spatial Analysis, salary changed from annualized rate of \$57,868 for 12 months (\$4,822.33 per month) to annualized rate of \$60,183 for 12 months (\$5,015.25 per month), July 1, 2011. Managerial Staff. 100% grant funded.

\*Hybl, Ryan, Head Men's Golf Coach, Athletic Department, annual review of compensation and contract of employment

Jerman, Jerry, title changed from Director of Development, College of Continuing Education to Interim Director, College of Continuing Education, Marketing and Communications [Administrator III], annualized rate of \$74,025 for 12 months (\$6,158.75 per month), additional stipend of \$4,500, May 14, 2011 through December 31, 2011. Administrative Staff. Additional job duties.

\*Kindler, K.J., Head Women's Gymnastics Coach, Athletic Department, annual review of compensation and contract of employment.

\*Kittle, Bruce, Assistant Football Coach, Athletic Department, annual review of compensation and contract of employment.

Knoedler, Alicia, title changed from Assistant Vice President to Associate Vice President, Center for Research Program Development, salary changed from annualized rate of \$105,000 for 12 months (\$8,750.00 per month) to annualized rate of \$120,000 for 12 months (\$10,000.00 per month), July 1, 2011. Administrative Officer. Internal Promotion.

Kolok, Scott A., Trainer/Health Services Associate I, Athletic Department, salary changed from annualized rate of \$76,020 for 12 months (\$6,334.97 per month) to annualized rate of \$90,000 for 12 months (\$7,500 per month), June 1, 2011. Managerial Staff. Performance and retention.

Krause, John M., Information Technology Analyst II, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$85,523 for 12 months (\$7,126.92 per month) to annualized rate of 93,988 for 12 months (\$7,832.34 per month), July 1, 2011. Managerial Staff. 100% grant funded.

Kulsrud, Andrea E., title changed from Director, Student Judicial Services [Director (Administrative Officer)] to University Director of Student Conduct [Director (Administrative Officer)], salary changed from annualized rate of \$78,000 for 12 months (\$6,500.00 per month) to annualized rate of \$92,500 for 12 months (7,708.33 per month), July 1, 2011. Administrative Officer. Increased responsibilities.

Loyd, Nancy J., Administrator II, College of Continuing Education Vice President's Office, annualized rate of \$70,056 for 12 months (\$5,838.00 per month), additional stipend of \$5,100, April 16, 2011 through December 31, 2011. Administrative Staff. Additional job duties.

Mander, Clive W., Director, Internal Auditing, salary changed from annualized rate of \$108,737 for 12 months (\$9,061.43 per month) to annualized rate of \$118,737 for 12 months (\$9,894.75 per month), May 1, 2011. Executive Officer. Merit.

\*Martinez, Willie, Assistant Football Coach, Athletic Department, annual review of compensation and contract of employment.

\*Mullins, David, Head Women's Tennis Coach, Athletic Department, annual review of compensation and contract of employment.

\*Nelson, Nicole, Head Women's Soccer Coach, Athletic Department, annual review of compensation and contract of employment.

\*Norvell, Jay, Assistant Football Coach, Athletic Department, annual review of compensation and contract of employment.

Partridge, Kristen N., Director (Administrative Officer), adding title Assistant Dean of Students, Center for Student Life, salary changed from annualized rate of \$91,800 for 12 months (\$7,650.00 per month) to annualized rate of \$101,800 for 12 months (\$8,483.33 per month), July 1, 2011. Administrative Officer. Promotion.

\*Patton, James, Assistant Football Coach, Athletic Department, annual review of compensation and contract of employment.

Priegnitz, David L., Information Technology Analyst III, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$110,103 for 12 months (\$9,175.25 per month) to annualized rate of \$111,865 for 12 months (\$9,322.05 per month), July 1, 2011. Managerial Staff. Merit.

\*Restrepo, Santiago, Head Women's Volleyball Coach, Athletic Department, annual review of compensation and contract of employment.

\*Roddick, John, Head Men's Tennis Coach, Athletic Department, annual review of compensation and contract of employment

\*Ross, Jan, Assistant Women's Basketball Coach, Athletic Department, annual review of compensation and contract of employment

\*Schmidt, Jerry, Strength and Conditioning Coach, Athletic Department, annual review of compensation and contract of employment.

Singleton, Matthew A., Director (Administrative Officer), Information Technology, salary changed from annualized rate of \$93,215 for 12 months (\$7,767.95 per month) to annualized rate of \$103,215 for 12 months (\$8,601.28 per month), July 1, 2011. Administrative Officer. Additional job duties.

\*Shipp, Jackie, Assistant Football Coach, Athletic Department, annual review of compensation and contract of employment.

Shrivastava, Himanshu, Information Technology Analyst II, Oklahoma Climate Survey, salary changed from annualized rate of \$63,014 for 12 months (\$5,251.17 per month) to annualized rate of \$64,274 for 12 months (\$5,356.19 per month), July 1, 2011. Managerial Staff. 100% soft money funded.

\*Smith, Martin, Head Track Coach, Athletic Department, annual review of compensation and contract of employment.

Stroud, Robin L., title changed from Administrator II to Assistant Vice President and Coordinator of Summer Programs, Administration and Finance Vice President's Office, salary changed from annualized rate of \$34,022 for 12 months (\$2,835.18 per month); 0.50 FTE to annualized rate of \$90,000 for 12 months (\$7,500.00 per month), 1.0 FTE, July 1, 2011. Administrative Officer. Job reclassification.

Szendrei, Jozsef, Trainer/Health Services Associate III, Athletic Department, salary changed from annualized rate of \$72,000 for 12 months (\$6,000 per month) to annualized rate of \$90,000 for 12 months (\$7,500.00 per month), June 1, 2011. Managerial Staff. Increased duties.

Taylor, Charles P., title changed from Marketing/Public Relations Specialist I to Marketing/Public Relations Specialist II, Athletic Department, salary remains at annualized rate of \$71,000 for 12 months (\$5,916.67 per month), May 26, 2011. Managerial Staff. Job reclassification.

Thompson, John L., Information Technology Analyst III, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$106,141 for 12 months (\$8,845.08 per month) to annualized rate of \$106,566 for 12 months (\$8,880.46 per month), July 1, 2011. Managerial Staff. Merit.

\*Thraikill, Chad, Assistant Women's Basketball Coach, Athletic Department, annual review of compensation and contract of employment.

Toomey, Robert E., Information Technology Analyst III, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$66,832 for 12 months (\$5,569.33 per month) to annualized rate of \$67,333 for 12 months (\$5,611.10 per month), July 1, 2011. Managerial Staff. Merit.

\*Venables, Brent, Assistant Football Coach, Athletic Department, annual review of compensation and contract of employment.

Warde, David A., Scientist/Researcher II, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$86,297 for 12 months (\$7,191.42 per month) to annualized rate of \$86,599 for 12 months (\$7,216.59 per month), July 1, 2011. Professional Staff. Merit.

\*Williams, Mark, Head Men's Gymnastics Coach, Athletic Department, annual review of compensation and contract of employment

Wilson, Scott N., Administrator III, Center for Educational and Community Renewal, salary changed from annualized rate of \$75,000 for 12 months (\$6,250.00 per month) to annualized rate of \$78,000 for 12 months (\$6,500.00 per month), July 1, 2011. Administrative Staff. Performance.

Wolfenbarger, J. Michael, Information Technology Analyst III, Oklahoma Climate Survey, salary changed from annualized rate of \$108,116 for 12 months (\$9,009.67 per month) to annualized rate of \$110,278 for 12 months (\$9,189.86 per month), July 1, 2011. Managerial Staff. 100% soft money funded.

\*Wright, Bobby Jack, Assistant Football Coach, Athletic Department, annual review of compensation and contract of employment.

#### RESIGNATION(S) AND/OR TERMINATION(S):

Betts Jr., Benjamin, Coach/ Sports Professional I, Athletic Department, July 1, 2011. Contract ended.

Bivines, Marcus J., Administrator III, Law Career Services, September 17, 2011. Resignation.

Faires, Jason D., Technical Project Management Specialist III, Jimmie Austin Golf Club, May 1, 2011. Resignation.

Goodman, Bryan N., Coach/Sports Professional I, Athletic Department, July 1, 2011. Contract ended.

Moore Jr., William E. Health Care Professional II, Athletic Department, July 1, 2011. Resignation-Other Position.

Sieg, Mary Elizabeth, Program Administrator III, College of Continuing Education, Marketing and Communications, May 14, 2011. Resignation.

#### RETIREMENT(S):

Cunningham, Cordell, Administrator III, Student Affairs Administration, July 1, 2011.

Davis, Denise F., Information Technology Analyst III, Information Technology Merrick, June 30, 2011.

Flournoy, Michael L. Information Technology Analyst III, Information Technology, August 1, 2011.

Wetz, Ginger R., Director (Administrative Officer), Law Dean, July 1, 2011.

President Boren recommended the Board of Regents approve the administrative and professional personnel actions shown above.

Regent Rainbolt-Forbes moved the Board meet in executive session for the purpose of discussing personnel-related issues as listed. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved.

The executive session was held in the same location beginning at 10:35 a.m. and adjourned at 10:50 a.m.

The Board reconvened at 10:50 a.m. in the same location.

Regent Rainbolt-Forbes moved approval of the following amended recommendation, that the Board of Regents approve the Administrative and Professional Personnel Actions in Agenda Item 45, with amendments as outlined in the document currently being provided to the members of the Board of Regents and as provided and available to the public. The following voted yes on the motion: Regents Rainbolt-Forbes, Dunning, Clark, Stuart, Weitzenhoffer and Bennett. The Chair declared the motion unanimously approved. The amendments are listed below.

Coale, Sherri, Head Coach Women's Basketball, Athletics Department; – that the employment contract be modified effective July 1, 2011, as follows:

1. Maintain the term of the current employment contract of July 1, 2017.
2. Provide up to 20 hours annually of private airplane availability for Coach or reimburse Coach for up to these hours for personally contracted airplane use as determined by the University up to an equivalent cost not to exceed the cost at which the University could obtain such private airplane availability for Coach.
3. Authorize the President and Athletic Director, with the assistance of the General Counsel, to negotiate and execute the final terms of the agreement to include terms and conditions customary and reasonable for contracts of these types.

Crain, LeeAnn, Head Coach, Women's Rowing, Athletics Department, – that the employment contract be modified effective July 1, 2011, as follows:

1. Extend the term of the employment contract to June 30, 2015.
2. Increase the current Base Salary from \$83,000 annually to \$87,000 for the term of the contract.
3. Continue the additional and outside income from unrestricted private funds for personal services and fund raising activities for the University at an annual total of \$5,000.
4. Authorize the President and Athletic Director, with the assistance of the General Counsel, to negotiate and execute the final terms of the agreement to include terms and conditions customary and reasonable for contracts of these types.

Drouin, Veronique, Head Coach, Women's Golf, Athletic Department, – that the employment contract be modified effective July 1, 2011, as follows:

1. Extend the term of the employment contract to June 30, 2015.
2. Increase the current Base Salary from \$75,000 annually to \$84,000 for the term of the contract.
3. Increase the additional and outside income from unrestricted private funds for personal services and fund raising activities for the University from an annual total of \$8,600 to an annual total of \$9,600.
4. Authorize the President and Athletic Director, with the assistance of the General Counsel, to negotiate and execute the final terms of the agreement to include terms and conditions customary and reasonable for contracts of these types.

Gundy, Cale, Assistant Football Coach, Athletics Department, – that the employment contract be modified effective July 1, 2011, as follows:

1. Extend the term of the current employment contract to May 31, 2012.
2. Modify and increase the current performance-based bonuses of the contract including a bonus of two months Base Salary for winning the BCS National Championship and a bonus of \$25,000 for a Top 5 finish in the final BCS poll.
3. Authorize the President and Athletic Director, with the assistance of the General Counsel, to negotiate and execute the final terms of the agreement to include terms and conditions customary and reasonable for contracts of these types.

Heupel, Josh, Assistant Football Coach, Athletics Department, – that the employment contract be modified effective July 1, 2011, as follows:

1. Extend the term of the current employment contract to May 31, 2012.
2. Modify and increase the current performance-based bonuses of the contract including a bonus of two months Base Salary for winning the BCS National Championship and a bonus of \$25,000 for a Top 5 finish in the final BCS poll.
3. Authorize the President and Athletic Director, with the assistance of the General Counsel, to negotiate and execute the final terms of the agreement to include terms and conditions customary and reasonable for contracts of these types.

Hybl, Ryan, Head Coach, Men's Golf, Athletic Department, – that the employment contract be modified effective July 1, 2011, as follows:

1. Extend the term of the employment contract to June 30, 2015.
2. Increase the current Base Salary from \$90,000 annually to \$97,000 for the term of the contract.
3. Increase the additional and outside income from unrestricted private funds for personal services and fund raising activities for the University from an annual total of \$10,000 to an annual total of \$15,000.
4. Authorize the President and Athletic Director, with the assistance of the General Counsel, to negotiate and execute the final terms of the agreement to include terms and conditions customary and reasonable for contracts of these types.



Kindler, K.J., Head Coach, Women's Gymnastics, Athletic Department, – that the employment contract be modified effective July 1, 2011, as follows:

1. Extend the term of the employment contract to June 30, 2015.
2. Increase the current Base Salary from \$105,000 annually to \$115,000 for the term of the contract.
3. Increase the additional and outside income from unrestricted private funds for personal services and fund raising activities for the University from an annual total of \$10,000 to an annual total of \$15,000.
4. Authorize the President and Athletic Director, with the assistance of the General Counsel, to negotiate and execute the final terms of the agreement to include terms and conditions customary and reasonable for contracts of these types.

Kittle, Bruce, Assistant Football Coach, Athletics Department, – that the employment contract be modified effective July 1, 2011, as follows:

1. Extend the term of the current employment contract to May 31, 2012.
2. Modify and increase the current performance-based bonuses of the contract including a bonus of two months Base Salary for winning the BCS National Championship and a bonus of \$25,000 for a Top 5 finish in the final BCS poll.
3. Authorize the President and Athletic Director, with the assistance of the General Counsel, to negotiate and execute the final terms of the agreement to include terms and conditions customary and reasonable for contracts of these types.

Martinez, Willie, Assistant Football Coach, Athletics Department, – that the employment contract be modified effective July 1, 2011, as follows:

1. Extend the term of the current employment contract to May 31, 2012.
2. Modify and increase the current performance-based bonuses of the contract including a bonus of two months Base Salary for winning the BCS National Championship and a bonus of \$25,000 for a Top 5 finish in the final BCS poll.
3. Authorize the President and Athletic Director, with the assistance of the General Counsel, to negotiate and execute the final terms of the agreement to include terms and conditions customary and reasonable for contracts of these types.

Mullins, David, Head Women's Tennis Coach, Athletics Department, – that the employment contract be modified effective July 1, 2011, as follows:

1. Extend the term of the employment contract to June 30, 2015.
2. Increase the current Base Salary from \$70,000 annually to \$86,000 for the term of the contract.
3. Increase the additional and outside income from unrestricted private funds for personal services and fund raising activities for the University from an annual total of \$8,600 to an annual total of \$10,000.
4. Authorize the President and Athletic Director, with the assistance of the General Counsel, to negotiate and execute the final terms of the agreement to include terms and conditions customary and reasonable for contracts of these types.

Nelson, Nicole, Head Coach, Women's Soccer, Athletics Department, – that the employment contract be modified effective July 1, 2011, as follows:

1. Extend the term of the employment contract to June 30, 2015.
2. Increase the current Base Salary from \$92,000 annually to \$96,000 for the term of the contract.
3. Continue the additional and outside income from unrestricted private funds for personal services and fund raising activities for the University at an annual total of \$8,000.
4. Authorize the President and Athletic Director, with the assistance of the General Counsel, to negotiate and execute the final terms of the agreement to include terms and conditions customary and reasonable for contracts of these types.

Norvell, Jay, Assistant Football Coach, Athletics Department, – that the employment contract be modified effective July 1, 2011, as follows:

1. Extend the term of the current employment contract to May 31, 2012.
2. Modify and increase the current performance-based bonuses of the contract including a bonus of two months Base Salary for winning the BCS National Championship and a bonus of \$25,000 for a Top 5 finish in the final BCS poll.
3. Authorize the President and Athletic Director, with the assistance of the General Counsel, to negotiate and execute the final terms of the agreement to include terms and conditions customary and reasonable for contracts of these types.

Patton, James, Assistant Football Coach, Athletics Department, – that the employment contract be modified effective July 1, 2011, as follows:

1. Extend the term of the current employment contract to May 31, 2012.
2. Modify and increase the current performance-based bonuses of the contract including a bonus of two months Base Salary for winning the BCS National Championship and a bonus of \$25,000 for a Top 5 finish in the final BCS poll.
3. Authorize the President and Athletic Director, with the assistance of the General Counsel, to negotiate and execute the final terms of the agreement to include terms and conditions customary and reasonable for contracts of these types.

Restrepo, Santiago, Head Coach, Women's Volleyball, Athletics Department, – that the employment contract be modified effective July 1, 2011, as follows:

1. Extend the term of the employment contract to June 30, 2015.
2. Increase the current Base Salary from \$93,000 annually to \$110,000 for the term of the contract.
3. Continue the additional and outside income from unrestricted private funds for personal services and fund raising activities for the University at an annual total of \$12,000.
4. Authorize the President and Athletic Director, with the assistance of the General Counsel, to negotiate and execute the final terms of the agreement to include terms and conditions customary and reasonable for contracts of these types.

Roddick, John, Head Coach, Men's Tennis, Athletics Department, – that the employment contract be modified effective July 1, 2011, as follows:

1. Extend the term of the employment contract to June 30, 2015.
2. Increase the current Base Salary from \$85,000 annually to \$95,000 for the term of the contract.
3. Continue the additional and outside income from unrestricted private funds for personal services and fund raising activities for the University at an annual total of \$14,800.
4. Authorize the President and Athletic Director, with the assistance of the General Counsel, to negotiate and execute the final terms of the agreement to include terms and conditions customary and reasonable for contracts of these types.

Ross, Jan, Assistant Coach, Women's Basketball, Athletics Department, – that the employment contract be modified effective July 1, 2011, as follows:

1. Extend the term of the employment contract to June 30, 2012.
2. Increase the current Base Salary from \$138,000 annually to \$160,000 for the term of the contract.
3. Continue the additional and outside income from unrestricted private funds for personal services and fund raising activities for the University at an annual total of \$20,000.
4. Authorize the President and Athletic Director, with the assistance of the General Counsel, to negotiate and execute the final terms of the agreement to include terms and conditions customary and reasonable for contracts of these types.

Schmidt, Jerry, Strength and Conditioning Coach, Athletics Department, – that the employment contract be modified effective July 1, 2011, as follows:

1. Extend the term of the current employment contract to May 31, 2012.
2. Modify and increase the current performance-based bonuses of the contract including a bonus of two months Base Salary for winning the BCS National Championship and a bonus of \$25,000 for a Top 5 finish in the final BCS poll.
3. Authorize the President and Athletic Director, with the assistance of the General Counsel, to negotiate and execute the final terms of the agreement to include terms and conditions customary and reasonable for contracts of these types.

Shipp, Jackie, Assistant Football Coach, Athletics Department, – that the employment contract be modified effective July 1, 2011, as follows:

1. Extend the term of the current employment contract to May 31, 2012.
2. Modify and increase the current performance-based bonuses of the contract including a bonus of two months Base Salary for winning the BCS National Championship and a bonus of \$25,000 for a Top 5 finish in the final BCS poll.
3. Authorize the President and Athletic Director, with the assistance of the General Counsel, to negotiate and execute the final terms of the agreement to include terms and conditions customary and reasonable for contracts of these types.

Smith, Martin, Head Coach, Men's and Women's Track, Athletics Department, – that the employment contract be modified effective July 1, 2011, as follows:

1. Extend the term of the employment contract to June 30, 2016.
2. Increase the current Base Salary from \$132,600 annually to \$160,000.
3. Provide effective July 1, 2012, that the Base Salary increases by \$5,000 annually for each year of the term through June 30 2016.
4. Increase the additional and outside income from unrestricted private funds for personal services and fund raising activities for the University from an annual total of \$10,000 to an annual total of \$15,000.
5. Authorize the President and Athletic Director, with the assistance of the General Counsel, to negotiate and execute the final terms of the agreement to include terms and conditions customary and reasonable for contracts of these types.

Thraillkill, Chad, Assistant Coach, Women's Basketball, Athletic Department, – that the employment contract be modified effective July 1, 2011, as follows:

1. Extend the term of the employment contract to June 30, 2012.
2. Increase the current Base Salary from \$95,000 annually to \$115,000 for the term of the contract.
3. Continue the additional and outside income from unrestricted private funds for personal services and fund raising activities for the University at an annual total of \$14,000.
4. Authorize the President and Athletic Director, with the assistance of the General Counsel, to negotiate and execute the final terms of the agreement to include terms and conditions customary and reasonable for contracts of these types.

Venables, Brent, Assistant Football Coach, Athletics Department, – that the employment contract be modified effective July 1, 2011, as follows:

1. Extend the term of the current employment contract to May 31, 2012.
2. Modify and increase the current performance-based bonuses of the contract including a bonus of two months Base Salary for winning the BCS National Championship and a bonus of \$25,000 for a Top 5 finish in the final BCS poll.
3. Authorize the President and Athletic Director, with the assistance of the General Counsel, to negotiate and execute the final terms of the agreement to include terms and conditions customary and reasonable for contracts of these types.

Williams, Mark, Head Coach, Men's Gymnastics, Athletics Department, – that the employment contract be modified effective July 1, 2011, as follows:

1. Extend the term of the employment contract to June 30, 2015.
2. Increase the current Base Salary from \$115,000 annually to \$120,000 for the term of the contract.
3. Continue the additional and outside income from unrestricted private funds for personal services and fund raising activities for the University at an annual total of \$15,000.
4. Modify and increase the current performance-based bonuses of the contract including up to a three month base salary bonus for winning the NCAA National Championship.
5. Authorize the President and Athletic Director, with the assistance of the General Counsel, to negotiate and execute the final terms of the agreement to include terms and conditions customary and reasonable for contracts of these types.

Wright, Bobby Jack, Assistant Football Coach, Athletics Department, – that the employment contract be modified effective July 1, 2011, as follows:

1. Extend the term of the current employment contract to May 31, 2012.
2. Modify and increase the current performance-based bonuses of the contract including a bonus of two months Base Salary for winning the BCS National Championship and a bonus of \$25,000 for a Top 5 finish in the final BCS poll.
3. Authorize the President and Athletic Director, with the assistance of the General Counsel, to negotiate and execute the final terms of the agreement to include terms and conditions customary and reasonable for contracts of these types.

Before adjournment, President Boren expressed his appreciation to the members of the Board regarding the tremendous amount of uncompensated time that they give to discussion. The amount of depth that was available for the review of goals and objectives during the retreat was extraordinary. He also thanked Chairman Bell personally for bringing this together and organizing the meeting in a way that enabled discussion of very important long range goals and issues for the University.

There being no further business, the meeting adjourned at 10:54 a.m.

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

AMENDMENT TO THE  
**Cameron University – 504**

(Name of Plan)

FLEXIBLE BENEFITS PLAN

Notwithstanding the rule against retroactive amendments, this amendment to the Cameron University Section 125 Flexible Benefits Plan ("Plan")

to conform to the requirements set forth in Notice 2010-59 that is adopted no later than June 30, 2011, may be made effective retroactively for expenses incurred after December 31, 2010.

*Section 8.04 of the Plan is amended to read as follows:*

**8.04 ELIGIBLE MEDICAL EXPENSES:**

(a) Eligible Medical Expenses in General. The phrase 'Eligible Medical Expense' means any expense incurred by a Participant or any of his Dependents (subject to the restrictions in this Section) during a Plan Year that (i) qualifies as an expense incurred by the Participant or Dependents for medical care as defined in Code Section 213(d) and meets the requirements outlined in Code Section 125, (ii) is excluded from gross income of the Participant under Code Section 105(b), and (iii) has not been and will not be paid or reimbursed by any other insurance or other benefit plan, through damages, from any other source. Notwithstanding the above, capital expenditures are not Eligible Medical Expenses under this Plan. Further, notwithstanding the above, effective January 1, 2011, only the following drugs or medicines will constitute Eligible Medical Expenses:

- (i) Drugs or medicines that require a prescription;
- (ii) Drugs or medicines that are available without a prescription ("over-the-counter drugs or medicines") and the Participant or Dependent obtains a prescription; and
- (iii) Insulin.

*Section 8.05 of the Plan is amended to read as follows:*

**8.05 USE OF DEBIT CARD:**

In the event that the Employer elects to allow the use of debit cards ("Debit Cards") for reimbursement of Eligible Medical Expenses (other than over-the-counter drugs or medicines) under the Medical Expense Reimbursement Plan, the provisions described in this Section shall apply. However, beginning January 1, 2011, a Debit Card may not be used to purchase drugs and medicines over-the-counter.

In all other respects the Plan shall remain in effect as last adopted.

Cameron University hereby adopts this amendment to the Section 125 Flexible Benefits Plan on behalf of the employer, effective as this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

By: \_\_\_\_\_ Witness: \_\_\_\_\_  
\_\_\_\_\_  
(Title) (Title)

## Statement of Revenues and Expenditures - Education &amp; General, Part I - Unrestricted

For the Period Ended March 31, 2011 with Comparative Totals for the Period Ended March 31, 2010

	(1)	(2)	(3)	(4)	(5)	(6)
	Original Annual Budget	Current Revised Annual Budget	Current Y-T-D Actual	Previous Y-T-D Actual	Percent of Current Budget	Percent of Previous Yr. Current Budget
<b>Revenues:</b>						
State Appropriations	21,133,212	21,133,212	16,893,548	16,359,694	79.9%	73.9%
ARRA Funds	1,526,641	1,526,641	1,526,641	1,756,359	100.0%	100.0%
Tuition & Fees	16,802,155	16,802,155	15,029,815	14,822,064	89.5%	103.4%
Grants, Contracts, & Reimbursements	773,046	773,046	432,491	537,275	55.9%	71.9%
Endowment Income	535,400	535,400	0	0	0.0%	0.0%
Other Sources	242,750	242,750	249,560	160,719	102.8%	92.5%
<b>Total Revenues</b>	<b>41,013,204</b>	<b>41,013,204</b>	<b>34,132,055</b>	<b>33,636,111</b>	<b>83.2%</b>	<b>84.8%</b>
<b>Budgeted Reserve</b>	<b>1,097,016</b>	<b>1,097,016</b>				
<b>Budgeted Resources</b>	<b>42,110,220</b>	<b>42,110,220</b>				
<b>Expenditures by Function:</b>						
Instruction	23,737,134	23,737,134	15,689,454	14,421,391	66.1%	63.5%
Research	105,522	105,522	63,304	69,534	60.0%	66.7%
Public Service	380,489	380,489	287,613	259,475	75.6%	69.3%
Academic Support	2,532,927	2,532,927	1,861,168	1,199,453	73.5%	56.2%
Student Services	4,238,369	4,238,369	3,052,767	3,047,506	72.0%	72.5%
Institutional Support	4,553,175	4,553,175	3,527,196	3,787,421	77.5%	87.2%
Operation & Maint of Plant	6,302,604	6,302,604	5,620,138	4,976,347	89.2%	75.5%
Scholarships & Fellowships	260,000	260,000	209,575	16,063	80.6%	8.0%
<b>Total Expenditures</b>	<b>42,110,220</b>	<b>42,110,220</b>	<b>30,311,215</b>	<b>27,777,190</b>	<b>72.0%</b>	<b>68.3%</b>
<b>Current Revenues Over/(Under) Expenditures</b>	<b>0</b>	<b>0</b>	<b>3,820,840</b>	<b>5,858,921</b>		
<b>Expenditures by Organizational Area:</b>						
<b>Academic Affairs:</b>						
School of Business	2,289,952	2,289,952	1,660,815	1,585,361	72.5%	66.3%
School of Education & Behavioral Sciences	3,656,022	3,656,022	2,322,205	2,331,208	63.5%	66.2%
School of Liberal Arts	6,495,681	6,495,681	4,902,751	4,527,667	75.5%	72.3%
School of Science & Technology	5,641,188	5,641,188	3,968,685	3,632,137	70.4%	74.4%
Other Instructional Expense	5,654,291	5,654,291	2,834,998	2,345,018	50.1%	43.7%
Research	105,522	105,522	63,304	69,534	60.0%	66.7%
Broadcast & Media Svcs	380,489	380,489	287,613	259,475	75.6%	69.3%
Libraries	1,540,453	1,540,453	1,088,997	968,620	70.7%	55.8%
Academic Support	916,687	916,687	729,843	185,273	79.6%	27.4%
Auxiliary Support	75,787	75,787	42,328	45,560	55.9%	60.6%
Athletics	941,342	941,342	742,841	676,278	78.9%	74.4%
Admissions/Records	957,361	957,361	704,845	668,906	73.6%	47.3%
Student Services	2,339,666	2,339,666	1,605,081	1,702,322	68.6%	93.4%
Fiscal Operations	878,789	878,789	729,629	765,892	83.0%	79.1%
Executive Management	1,662,255	1,662,255	1,233,737	1,696,796	74.2%	111.0%
Development	864,946	864,946	644,711	642,697	74.5%	70.7%
Scholarships & Fellowships	260,000	260,000	209,575	16,063	80.6%	8.0%
General University	7,449,789	7,449,789	6,539,257	5,658,383	87.8%	75.2%
<b>Total Expenditures/Area</b>	<b>42,110,220</b>	<b>42,110,220</b>	<b>30,311,215</b>	<b>27,777,190</b>	<b>72.0%</b>	<b>68.3%</b>

## Statement of Revenues and Expenditures - Education &amp; General, Part II - Restricted

For the Period Ended March 31, 2011 with Comparative Totals for the Period Ended March 31, 2010

	(1)	(2)	(3)	(4)	(5)	(6)
	Original Annual Budget	Current Revised Annual Budget	Current Y-T-D Actual	Previous Y-T-D Actual	Percent of Current Budget	Percent of Previous Yr. Current Budget
Revenues:						
Federal Grants & Contracts	12,054,544	13,543,744	11,893,439	10,428,386	87.8%	85.6%
State & Local Grants & Contracts	2,879,366	2,166,464	820,811	866,490	37.9%	42.9%
Private Grants & Contracts	1,075,558	1,862,173	1,551,303	2,192,567	83.3%	106.0%
<b>Total Revenues</b>	<b>16,009,468</b>	<b>17,572,381</b>	<b>14,265,552</b>	<b>13,487,443</b>	<b>81.2%</b>	<b>82.9%</b>
Expenditures by Function:						
Instruction	297,571	297,543	109,291	127,207	36.7%	45.7%
Research	143,366	183,366	69,712	62,798	38.0%	45.2%
Public Service	526,848	526,848	304,988	389,212	57.9%	55.6%
Academic Support	16,284	16,284	9,103	18,342	55.9%	100.7%
Student Support	968,165	968,232	605,918	611,204	62.6%	61.1%
Institutional Support	2,432,231	2,392,192	111,305	15,249	4.7%	0.8%
Scholarships	11,625,003	13,187,916	13,166,147	12,079,854	99.8%	99.6%
<b>Total Expenditures by Function</b>	<b>16,009,468</b>	<b>17,572,381</b>	<b>14,376,463</b>	<b>13,303,866</b>	<b>81.8%</b>	<b>81.8%</b>
Current Revenues Over/(Under) Expenditures	<u>0</u>	<u>0</u>	<u>(110,911)</u>	<u>183,577</u>		
Expenditures by Organizational Area:						
Student Support	476,524	476,591	302,843	317,318	63.5%	63.8%
Upward Bound	378,484	378,484	186,752	228,212	49.3%	54.2%
Talent Search	428,670	428,670	269,900	246,060	63.0%	58.3%
AHEC Grant	119,619	119,619	112,431	155,270	94.0%	62.5%
N A S A - OU	23,964	48,098	16,766	4,506	34.9%	8.5%
OUHSC	2,200	42,200	39,904	37,238	94.6%	34.7%
NSF - Kamali	11,622	11,622	11,622	0	100.0%	0.0%
Comanche Nation Tribal College	46,252	46,252	0	11,521	0.0%	46.1%
OK-LSAMP (Louis Stokes)	39,011	39,011	21,038	19,701	53.9%	42.2%
MIRP - Tilak	129,657	129,657	20,873	0	16.1%	0.0%
ROA Oxidative - Tan	7,939	7,939	6,912	0	87.1%	0.0%
ASSECT - Kamali	20,349	20,349	13,053	0	64.1%	0.0%
SWOSU-EDA	0	0	0	1,330	0.0%	26.6%
Oklahoma Humanities	5,000	5,000	3,491	6,078	0.0%	86.1%
Summer Science Academy	14,233	14,233	3,748	7,095	26.3%	99.6%
ReachHigher Assessment	9,907	9,907	0	10,793	0.0%	51.4%
Western OK State College	92,152	105,515	49	83	0.0%	0.1%
No Child Left Behind Title II	9,078	9,078	3,516	0	38.7%	0.0%
Dev Interdis Proj-K.Oty	3,129	3,129	2,630	0	84.0%	0.0%
MTRC	0	17,923	4,375	275	24.4%	0.0%
U S Fish & Wildlife	5,002	5,002	0	0	0.0%	0.0%
FHLBank Econ. Dev.	20,175	20,175	291	0	1.4%	0.0%
Small Business	8,359	11,274	1,292	0	11.5%	0.0%
Simulation Training Tech	48,000	48,000	45,934	0	95.7%	0.0%
Other Grants	806	3,806	1,305	26,898	34.3%	79.4%
Federal Workstudy	178,505	178,505	101,142	142,493	56.7%	79.2%
General University	2,305,828	2,204,426	40,452	9,143	1.8%	0.5%
Student Aid	11,625,003	13,187,916	13,166,147	12,079,854	99.8%	99.6%
<b>Total Expenditures by Org Area</b>	<b>16,009,468</b>	<b>17,572,381</b>	<b>14,376,463</b>	<b>13,303,868</b>	<b>81.8%</b>	<b>81.8%</b>

## Statement of Revenues and Expenditures - Auxiliary Enterprise Summary

For the Period Ended March 31, 2011 with Comparative Totals for the Period Ended March 31, 2010.

	(1)	(2)	(3)	(4)	(5)	(6)
	Original Annual Budget	Current Revised Annual Budget	Current Y-T-D Actual	Previous Y-T-D Actual	Percent of Current Budget	Percent of Previous Yr. Current Budget
<b>Revenues:</b>						
Student Activities	1,091,780	1,091,780	1,137,680	971,901	104.2%	96.2%
Misc Auxiliaries	1,622,780	1,622,780	1,550,386	1,662,312	95.5%	107.2%
Housing System	3,089,554	3,089,554	2,951,427	2,411,382	95.5%	81.9%
Facility Fee	1,407,330	1,407,330	1,555,160	1,028,886	110.5%	91.7%
Cultural and Scholastic Lecture Fee	150,525	150,525	158,807	109,455	105.5%	67.8%
<b>Total Revenues</b>	<b>7,361,969</b>	<b>7,361,969</b>	<b>7,353,460</b>	<b>6,183,936</b>	<b>99.9%</b>	<b>91.1%</b>
<b>Expenditures:</b>						
Student Activities	1,165,988	1,165,988	745,786	709,405	64.0%	72.3%
Misc Auxiliaries	1,526,280	1,526,280	985,496	3,235,425	64.6%	227.8%
Housing System	3,308,540	3,308,540	2,606,989	2,521,516	78.8%	78.5%
Facility Fee	1,230,333	1,231,333	770,752	966,762	62.6%	71.8%
Cultural and Scholastic Lecture Fee	121,250	121,250	198,675	202,329	163.9%	123.4%
<b>Total Expenditures</b>	<b>7,352,391</b>	<b>7,353,391</b>	<b>5,307,698</b>	<b>7,635,437</b>	<b>72.2%</b>	<b>107.1%</b>
Current Revenues Over/(Under) Expenditures	9,578	8,578	2,045,762	(1,451,501)		
Transfers In/(Out)	0	0	0	0		
Prior Year Carry Over	3,742,188	3,742,188	3,742,188	6,645,108		
<b>Fund Balance</b>	<b>3,751,766</b>	<b>3,750,766</b>	<b>5,787,950</b>	<b>5,193,607</b>		



## Statement of Revenues and Expenditures - Student Activities

For the Period Ended March 31, 2011 with Comparative Totals for the Period Ended March 31, 2010.

	(1)	(2)	(3)	(4)	(5)	(6)
	Original Annual Budget	Current Revised Annual Budget	Current Y-T-D Actual	Previous Y-T-D Actual	Percent of Current Budget	Percent of Previous Yr. Current Budget
<b>Revenues:</b>						
Student Activity Fee	1,083,780	1,083,780	1,125,678	912,703	103.9%	91.0%
Ticket Sales	8,000	8,000	6,119	6,815	76.5%	97.4%
Other	0	0	5,883	52,383	0.0%	0.0%
<b>Total Revenues</b>	<b>1,091,780</b>	<b>1,091,780</b>	<b>1,137,680</b>	<b>971,901</b>	<b>104.2%</b>	<b>96.2%</b>
<b>Expenditures:</b>						
Collegian	35,000	35,000	9,663	25,017	27.6%	71.5%
Art	10,500	10,500	10,222	10,162	97.4%	101.6%
Communications	35,000	35,000	33,870	26,190	96.8%	74.8%
Music	22,900	22,900	24,350	34,804	106.3%	158.9%
Theatre	23,000	23,000	34,778	23,100	151.2%	115.5%
Cheerleaders	7,700	7,700	3,933	16,785	51.1%	239.8%
Pep Band	7,000	7,000	3,239	4,305	46.3%	61.5%
Intramurals	3,000	3,000	3,448	1,072	114.9%	42.9%
Biological Science	2,500	2,500	1,141	1,077	45.6%	43.1%
Physical Science	3,500	3,500	1,698	1,432	48.5%	45.2%
Agriculture	4,200	4,200	5,421	272	129.1%	6.8%
Student Government	12,000	12,000	5,164	10,909	43.0%	90.9%
Student Activities - Lawton	147,588	147,588	105,582	41,562	71.5%	153.9%
Student Activities - Duncan	6,000	6,000	2,538	3,066	42.3%	51.1%
SGA Organization	1,500	1,500	0	0	0.0%	0.0%
Career Services	2,500	2,500	1,027	1,626	41.1%	116.1%
Theatre Rental Fees	4,850	4,850	3,938	2,543	81.2%	58.5%
Honors Program	3,650	3,650	18	1,993	0.5%	54.6%
Military Science	9,000	9,000	5,006	3,096	55.6%	44.2%
SWAHEC	1,000	1,000	0	0	0.0%	0.0%
Orientation/Aggie Ambassadors	7,500	7,500	6,481	3,813	86.4%	50.8%
CU/TV	10,000	10,000	1,998	5,966	20.0%	59.7%
Mathematical Science	0	0	785	1,422	0.0%	0.0%
School of Business	250	250	0	479	0.0%	0.0%
School of Education	0	0	692	0	0.0%	0.0%
Computing & Technology	8,000	8,000	6,785	3,222	84.8%	46.0%
Criminal Justice & Sociology	500	500	442	186	88.4%	37.2%
English	3,000	3,000	0	0	0.0%	0.0%
Library	0	0	169	0	0.0%	0.0%
Athletics	779,350	779,350	470,622	466,291	60.4%	66.2%
Other	15,000	15,000	2,776	19,015	18.5%	49.1%
<b>Total Expenditures</b>	<b>1,165,988</b>	<b>1,165,988</b>	<b>745,786</b>	<b>709,405</b>	<b>64.0%</b>	<b>72.3%</b>
Current Revenues Over/(Under) Expenditures	(74,208)	(74,208)	391,894	262,496		
Prior Year Carry Over	329,379	329,379	329,379	213,492		
<b>Fund Balance</b>	<b>255,171</b>	<b>255,171</b>	<b>721,273</b>	<b>475,988</b>		

## Statement of Revenues and Expenditures - Misc Auxiliary

For the Period Ended March 31, 2011 with Comparative Totals for the Period Ended March 31, 2010.

	(1)	(2)	(3)	(4)	(5)	(6)
	Original Annual Budget	Current Revised Annual Budget	Current Y-T-D Actual	Previous Y-T-D Actual	Percent of Current Budget	Percent of Previous Yr. Current Budget
<b>Revenues:</b>						
Collegian Advertising	9,500	9,500	14,856	7,122	156.4%	79.1%
Camps	150,600	150,600	42,124	74,545	28.0%	55.4%
Auxiliary Operations	126,000	126,000	26,639	73,339	21.1%	44.6%
Telephone	18,000	18,000	9,755	11,703	54.2%	60.0%
KCCU Radio	380,500	380,500	255,519	408,600	67.2%	121.3%
Educational Outreach	10,000	10,000	69,549	84,565	695.5%	338.3%
Academic Initiatives	82,600	82,600	0	0	0.0%	0.0%
Library Photocopy	11,500	11,500	6,647	9,531	57.8%	90.8%
Carpool / Bus	208,200	208,200	148,555	172,995	71.4%	82.6%
Maintenance Service	43,900	43,900	45,977	35,999	104.7%	84.7%
Merchandising	4,500	4,500	651	7,981	14.5%	266.0%
Concessions	13,200	13,200	10,275	11,808	77.8%	109.8%
Sports Publications	8,500	8,500	4,635	8,798	54.5%	176.0%
Athletics	0	0	22,612	0	0.0%	0.0%
Printing Services	325,420	325,420	253,168	183,853	77.8%	53.4%
University Farm	26,500	26,500	88,801	21,381	335.1%	0.0%
Private Gifts	0	0	55,868	226,895	0.0%	0.0%
Investment Income	0	0	91,363	138,835	0.0%	492.8%
Bond Proceeds	0	0	141,915	0	0.0%	0.0%
Rental Income	4,860	4,860	2,671	3,386	55.0%	0.0%
Student Health Insurance	194,000	194,000	252,979	169,874	130.4%	100.1%
Other	5,000	5,000	5,827	11,102	116.5%	34.3%
<b>Total Revenues</b>	<b>1,622,780</b>	<b>1,622,780</b>	<b>1,550,386</b>	<b>1,662,312</b>	<b>95.5%</b>	<b>107.2%</b>
<b>Expenditures:</b>						
Collegian Advertising	9,500	9,500	20,152	9,300	212.1%	120.0%
Camps	146,925	146,925	20,276	125,155	13.8%	99.9%
Telephone	15,500	15,500	161	17,680	1.0%	14.4%
Auxiliary Operations	88,500	88,500	61,067	64,946	69.0%	79.3%
KCCU	380,500	380,500	221,924	360,314	58.3%	107.0%
University Farm	29,200	29,200	26,691	22,240	91.4%	98.8%
Educational Outreach	10,000	10,000	430	4,528	4.3%	26.6%
Academic Initiatives	54,000	54,000	44,884	40,637	83.1%	0.0%
Library Photocopy	13,000	13,000	2,345	27,321	18.0%	260.2%
Postage	0	0	0	358	0.0%	17.9%
Carpool/Bus	197,855	197,855	140,979	200,848	71.3%	108.8%
Maintenance Service	35,600	35,600	19,851	79,725	55.8%	289.9%
Merchandising	3,000	3,000	3,277	699	109.2%	23.3%
Student Services Photocopy	0	0	0	918	0.0%	918.0%
Concessions	19,100	19,100	10,225	17,133	53.5%	107.1%
Sports Publications	7,700	7,700	7,738	5,418	100.5%	108.4%
Business Office Photocopy	0	0	0	37	0.0%	14.8%
Athletics	0	0	24,610	0	0.0%	0.0%
Printing Services	293,450	293,450	111,741	151,084	38.1%	55.7%
Student Health Insurance	203,500	203,500	244,596	194,877	120.2%	107.5%
Rental Property	1,350	1,350	7,173	0	531.3%	0.0%
HEOC	6,000	6,000	8,234	0	137.2%	0.0%
Textbook Sales	0	0	0	6,554	0.0%	1310.8%
Centennial Building Projects	10,000	10,000	0	1,894,765	0.0%	0.0%
Other	1,600	1,600	9,142	10,888	571.4%	265.6%
<b>Total Expenditures</b>	<b>1,526,280</b>	<b>1,526,280</b>	<b>985,496</b>	<b>3,235,425</b>	<b>64.6%</b>	<b>227.8%</b>
Current Revenues Over/(Under) Expenditures	96,500	96,500	564,890	(1,573,113)		
Transfers In/(Out)	0	0	0	0		
Prior Year Carry Over	2,144,915	2,144,915	2,144,915	4,671,364		
<b>Fund Balance</b>	<b>2,241,415</b>	<b>2,241,415</b>	<b>2,709,805</b>	<b>3,098,251</b>		

Cameron University  
Statement of Revenues and Expenditures - Housing System

Schedule 3.3CU

For the Period Ended March 31, 2011 with Comparative Totals for the Period Ended March 31, 2010.

	(1)	(2)	(3)	(4)	(5)	FY	(6)
	Original Annual Budget	Current Revised Annual Budget	Current Y-T-D Actual	Previous Y-T-D Actual	Percent of Current Budget		Percent of Previous Yr. Current Budget
<b>Revenues:</b>							
Cafeteria	948,150	948,150	867,485	764,531	91.5%		93.5%
Vending	42,750	42,750	42,405	39,221	99.2%		78.1%
Bookstore	245,000	245,000	236,831	247,494	96.7%		105.3%
Shepler Center	505,139	505,139	661,964	384,271	131.0%		79.1%
Cameron Village	1,143,411	1,143,411	1,007,401	816,880	88.1%		70.3%
Other Housing	205,104	205,104	135,341	158,985	66.0%		82.0%
<b>Total Revenues</b>	<b>3,089,554</b>	<b>3,089,554</b>	<b>2,951,427</b>	<b>2,411,382</b>	<b>95.5%</b>		<b>81.9%</b>
<b>Expenditures:</b>							
Cafeteria	1,104,050	1,104,050	944,868	991,026	85.6%		118.1%
Vending	29,500	29,500	17,408	20,756	59.0%		71.3%
Bookstore	52,500	52,500	32,324	59,003	61.6%		81.2%
Shepler Center	850,350	850,350	833,328	675,932	98.0%		76.0%
Cameron Village	1,090,745	1,090,745	621,066	643,610	56.9%		55.9%
Other Housing	181,395	181,395	157,995	131,189	87.1%		56.5%
<b>Total Expenditures</b>	<b>3,308,540</b>	<b>3,308,540</b>	<b>2,606,989</b>	<b>2,521,516</b>	<b>78.8%</b>		<b>78.5%</b>
<b>Current Revenues Over/(Under)</b>							
<b>Expenditures</b>	<b>(218,986)</b>	<b>(218,986)</b>	<b>344,438</b>	<b>(110,134)</b>			
<b>Transfers In/(Out)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>Prior Year Carry Over</b>	<b>285,238</b>	<b>285,238</b>	<b>285,238</b>	<b>386,864</b>			
<b>Fund Balance</b>	<b>66,252</b>	<b>66,252</b>	<b>629,676</b>	<b>276,730</b>			

## Statement of Revenues and Expenditures - Facility Fee

For the Period Ended March 31, 2011 with Comparative Totals for the Period Ended March 31, 2010.

	(1)	(2)	(3)	(4)	(5)	FY	(6)
	Original Annual Budget	Current Revised Annual Budget	Current Y-T-D Actual	Previous Y-T-D Actual	Percent of Current Budget		Percent of Previous Yr. Current Budget
Revenues:							
Facility Fee	1,384,830	1,384,830	1,438,019	1,014,123	103.8%		91.0%
Other	22,500	22,500	117,141	14,763	520.6%		227.1%
Total Revenues	1,407,330	1,407,330	1,555,160	1,028,886	110.5%		91.7%
Expenditures:							
Fitness Center	263,170	263,170	238,937	261,251	90.8%		103.3%
Fitness Center Repair/Maint	16,500	16,500	23,881	8,111	144.7%		36.0%
Shepler Renovation	325,000	325,000	9,483	308,444	2.9%		0.0%
MCC Operations	525,663	526,663	467,391	0	88.7%		0.0%
McMahon Centennial Complex	100,000	100,000	31,060	388,956	31.1%		0.0%
Total Expenditures	1,230,333	1,231,333	770,752	966,762	62.6%		71.8%
Current Revenues Over/(Under)							
Expenditures	176,997	175,997	784,408	62,124			
Transfers In/(Out)	0	0	0	0			
Prior Year Carry Over	965,898	965,898	965,898	1,377,170			
Fund Balance	1,142,895	1,141,895	1,750,306	1,439,294			

## Statement of Revenues and Expenditures - Cultural and Scholastic Lecture

For the Period Ended March 31, 2011 with Comparative Totals for the Period Ended March 31, 2010.

	(1)	(2)	(3)	(4)	(5)	(6)
	Original Annual Budget	Current Revised Annual Budget	Current Y-T-D Actual	Previous Y-T-D Actual	Percent of Current Budget	Percent of Previous Yr. Current Budget
<b>Revenues:</b>						
Cultural and Lecture Fee	150,525	150,525	156,284	99,309	103.8%	89.1%
Other	0	0	2,523	10,146	0.0%	20.3%
<b>Total Revenues</b>	<b>150,525</b>	<b>150,525</b>	<b>158,807</b>	<b>109,455</b>	<b>105.5%</b>	<b>67.8%</b>
<b>Expenditures:</b>						
PAC	50,000	50,000	60,313	54,660	120.6%	109.3%
Plus Program	6,250	6,250	3,833	4,698	61.3%	0.0%
Cultural and Scholastic Lecture	20,000	20,000	16,577	38,041	82.9%	422.7%
Festival Year	20,000	20,000	61,654	3,243	308.3%	16.2%
Concerts and Lectures	25,000	25,000	25,558	24,586	102.2%	70.2%
Public Policy Forum	0	0	1,537	0	0.0%	0.0%
History and Gorenment Lectures	0	0	518	0	0.0%	0.0%
CU@SC - Duncan	0	0	16,397	0	0.0%	0.0%
Fall Concert Series	0	0	12,288	77,101	0.0%	0.0%
<b>Total Expenditures</b>	<b>121,250</b>	<b>121,250</b>	<b>198,675</b>	<b>202,329</b>	<b>163.9%</b>	<b>123.4%</b>
Current Revenues Over/(Under)						
Expenditures	29,275	29,275	(39,868)	(92,874)		
Prior Year Carry Over	16,758	16,758	16,758	(3,782)		
<b>Fund Balance</b>	<b>46,033</b>	<b>46,033</b>	<b>(23,110)</b>	<b>(96,656)</b>		

*Cameron University*  
 Summary of Reserves  
 For the Period Ending March 31, 2011

Schedule 4CU

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DISCRETIONARY RESERVES

<u>Type/Source of Reserve</u>			
<i>Education &amp; General Part I</i>			6,932,622
<i>Education &amp; General Part II</i>			
Excess Indirect Cost			913,629
<i>Auxiliary Enterprises</i>			
Student Activities	721,273		
Less Working Capital	<u>699,632</u>		21,641
Miscellaneous Auxiliary	2,709,805		
Less Working Capital	<u>1,871,973</u>		837,832
Facility Fee	1,750,306		
Less Working Capital & Other Commitments	<u>266,765</u>		1,483,541
<i>Plant Funds Balances</i>			
Section 13/New College			2,252,002
Section 13 Offset			354,953
Total Discretionary Reserves and Plant Funds Balances			<u><u>12,796,220</u></u>

**EXECUTIVE SUMMARY**  
**Rogers State University Budget Request for Fiscal Year 2012**

Rogers State University’s Budget for fiscal year 2012 represents the results of the institution’s internal budget process. Department budgets reflect the needs of incorporating the University’s strategic plan, school and department plans, assessment programs and budget recommendations. The budget is planned in a manner to provide students a quality education and to provide students with opportunities for success while attending the University and after graduation. Reductions in the level of state funding is making it more difficult to provide educational opportunities, add new course offerings, implement new programs, retain professional staff, and meet increasing operating costs.

Educational and General Budget Summary

The total projected revenue for Fiscal Year 2012 is \$30,271,151 and is comprised of the following:

State Appropriations	\$13,935,589	46.0%
Tuition	10,696,908	35.3%
Student Fees	4,655,642	15.4%
Grants, Contracts & Reimbursements	983,012	3.3%

University revenue is budgeted to increase by \$799,335 from Fiscal Year 2011, a 2.8 percent increase over last year.

The total projected expenditures for Fiscal Year 2012 are \$33,936,698 and are budgeted in the following activities:

Instruction	\$14,935,942	44.0%
Public Service	728,800	2.2%
Academic Support	2,737,429	8.1%
Student Services	3,743,755	11.0%
Institutional Support	3,744,580	11.0%
Operation and Maintenance of Plant	4,390,592	12.9%
Scholarships and Tuition Waivers	3,655,600	10.8%

University expenditures are budgeted to increase by \$1,330,631 from Fiscal Year 2011, a 4.1 percent increase over last year.

In our continuing commitment to maximize funds for instruction, public service, academic support and student services, administrative expenses are 11.0 percent and remain below the 16% cost guideline established by the State Regents for Higher Education.

Historical Administrative Cost

<u>Fiscal Year</u>	<u>Percent of Budget</u>	<u>Fiscal Year</u>	<u>Percent of Budget</u>
2003	13.9	2008	11.4
2004	13.8	2009	10.6
2005	12.5	2010	10.5
2006	11.9	2011	10.4
2007	10.9	2012	11.0

Scholarships and tuition waivers for students are budgeted at \$3,655,600 or 10.8 percent of the budget. This is an increase from last fiscal year in the amount of \$256,900.

The commitment of prior year educational and general reserve funds in the amount of \$3,665,547 is required to meet the budget, mandatory cost increases, and other initiatives.

It is anticipated a portion of the committed reserves will be recaptured during the year by not filling open positions of approximately 1.4 million dollars, monitoring and controlling spending of approximately \$660,000 and increased revenues over and above estimated revenues of approximately \$243,000 based upon an estimated growth in enrollment of 2 percent.

While these efforts are significant, approximately \$1,362,547 of reserves are budgeted to meet the obligations included in the Fiscal Year 2012 budget.

Due to significant reductions of 5.8% in state support, the Fiscal Year 2012 budget will require increases in tuition and use of reserves to meet the basic needs of the institution.

The budget includes a resident tuition increase of \$4.80 per credit hour or 5.0 percent, a non resident increase of \$9.60 per credit hour or 5.0 percent, and an increase in mandatory fees of \$4.00 per credit hour. The net effect for a resident student is an increase of \$8.80 per credit hour or 5.9 percent.

This budget will require ongoing review and consideration of departmental operating budget reductions and/or suspension of employee benefits should additional reductions in funding by the legislature be implemented or as a result of state revenue collection shortfalls.

#### Educational and General Budget Part II Summary

Important to the University is the additional funding from federal monies, grants and other outside sources of revenue to enhance the quality of student learning.

The total projected revenue for Fiscal Year 2012 is \$6,000,000, down from \$7,000,000 for Fiscal Year 2011.

The total projected expenditures for Fiscal Year 2012 are \$6,000,000 and are budgeted in the following activities:

Instruction	\$ 518,650	8.6%
Public Service	2,214,153	36.9%
Academic Support	345,000	5.8%
Student Services	1,796,415	29.9%
Institutional Support	34,500	0.6%
Operation and Maintenance of Plant	955,000	15.9%
Scholarships	136,282	2.3%

Total University expenditures are budgeted at \$6,000,000 for Fiscal Year 2012, a decrease from \$7,000,000 in FY 2011. This decrease reflects a better estimate of anticipated federal monies and grants than the previous fiscal year.



**BID TABULATION**
**PROJECT: RSU Ballfields Complex Project**
**Due Date: June 2, 2011**
**Due Time: 2:00 p.m.**

<b>BIDDER</b>	<b>Bid Form</b>	<b>Bid Bond</b>	<b>Non-Collusion Affidavit</b>	<b>Business Relationship Affidavit</b>	<b>Executive Order 11246 Affidavit</b>	<b>Received on Time</b>	<b>Addenda 1</b>	<b>Addenda 2</b>	<b>Addenda 3</b>	<b>Days to Complete Project</b>	<b>Base Bid</b>	<b>Alt. No. 1 Asphalt Pave</b>	<b>Alt. No. 2 Concrete Pave</b>	<b>Alt. No. 3A Bleacher Seating</b>	<b>Alt. No. 3B Bleachers</b>
Helterbrand Builders, Sapulpa, OK	x	x	x	x	x	x	x	x	x	210	<b>\$1,379,000</b>	\$126,000	\$198,000	\$20,000	\$30,000
Jim Butler Construction, Tulsa, OK	x	x	x	x	x	x	x	x	x	195	<b>\$1,450,000</b>	\$154,000	\$180,800	\$12,900	\$18,770
Magnum Construction, Broken Arrow, OK	x	x	x	x	x	x	x	x	x	240	<b>\$1,424,000</b>	\$125,000	\$190,000	\$14,000	\$16,000
R.L.M. Construction, Claremore, OK	x	x	x	x	x	x	x	x	x	250	<b>\$1,510,000</b>	\$151,000	\$210,000	\$16,400	\$34,000
Southeast Tulsa Construction, Claremore, OK	x	x	x	x	x	x	x	x	x	240	<b>\$1,594,537</b>	\$158,979	\$199,725	\$17,800	\$33,804
United Resources Building Co., Tulsa, OK	x	x	x	x	x	x	x	x	x	210	<b>\$1,410,000</b>	\$156,000	(1) \$36,900	\$28,000	\$23,000

(1) United Resources Building Co., Tulsa, confirmed that their Alternate No. 2, concrete paving, in the amount of \$36,900 was the additional amount to the asphalt paving bid. Actual concrete paving bid would total \$192,000.

AMENDMENT TO THE  
Rogers State University - 515

(Name of Plan)

FLEXIBLE BENEFITS PLAN

Notwithstanding the rule against retroactive amendments, this amendment to the  
Rogers State University Section 125 Flexible Benefits Plan ("Plan")

to conform to the requirements set forth in Notice 2010-59 that is adopted no later than June 30, 2011, may be made effective retroactively for expenses incurred after December 31, 2010.

Section 8.04 of the Plan is amended to read as follows:

**8.04 ELIGIBLE MEDICAL EXPENSES:**

(a) Eligible Medical Expenses in General. The phrase 'Eligible Medical Expense' means any expense incurred by a Participant or any of his Dependents (subject to the restrictions in this Section) during a Plan Year that (i) qualifies as an expense incurred by the Participant or Dependents for medical care as defined in Code Section 213(d) and meets the requirements outlined in Code Section 125, (ii) is excluded from gross income of the Participant under Code Section 105(b), and (iii) has not been and will not be paid or reimbursed by any other insurance or other benefit plan, through damages, from any other source. Notwithstanding the above, capital expenditures are not Eligible Medical Expenses under this Plan. Further, notwithstanding the above, effective January 1, 2011, only the following drugs or medicines will constitute Eligible Medical Expenses:

- (i) Drugs or medicines that require a prescription;
- (ii) Drugs or medicines that are available without a prescription ("over-the-counter drugs or medicines") and the Participant or Dependent obtains a prescription; and
- (iii) Insulin.

Section 8.05 of the Plan is amended to read as follows:

**8.05 USE OF DEBIT CARD:**

In the event that the Employer elects to allow the use of debit cards ("Debit Cards") for reimbursement of Eligible Medical Expenses (other than over-the-counter drugs or medicines) under the Medical Expense Reimbursement Plan, the provisions described in this Section shall apply. However, beginning January 1, 2011, a Debit Card may not be used to purchase drugs and medicines over-the-counter.

In all other respects the Plan shall remain in effect as last adopted.

Rogers State University hereby adopts this amendment to the Section 125 Flexible Benefits Plan on behalf of the employer, effective as this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

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

\_\_\_\_\_(Title) \_\_\_\_\_(Title)

**Rogers State University**  
**Carrier Quote Comparisons Provided by Xcorp**  
**60% LTD Plan Comparison**

May 25, 2011

<b>Basic Benefits</b>	<b>Current Carrier</b> <u>Dearborn National</u>			<b>Proposed Metlife Employer Paid</b>			<b>Proposed Cigna Employer Paid</b>			<b>Proposed Standard Employer Paid</b>		
<b>Basic Life and AD &amp; D</b> 2x annual earnings Assumed Vol. \$25,415,200	Estimated Monthly Prem	0.27	<b>\$6,862</b>	Estimated Monthly Prem	.171 per 1,000	<b>\$4,346</b>	Estimated Monthly Prem	0.165	<b>\$4,194</b>	Estimated Monthly Premium	0.165	<b>\$4,194</b>
Premium Waiver	Yes to age 60			Yes to age 65			Yes to age 60			Yes to age 60		
New Hire Guarantee Issue	Full Amount			Full Amount			Full Amount			Full Amount		
Maximum	\$400,000			\$450,000 GI limited to \$425,000			\$450,000			\$450,000		
Age Reduction Schedule	to 65% @ 65; to 45% @ 70; to 30% @ 75; to 20% @ 80			to 65% @ 65; to 50% @ 70			to 65% @ 65; to 45% @ 70; to 30% @ 75; to 20% @ 80			to 65% @ 65; to 50% @ 70 to 30% @ 75; to 20% @ 80		
Convertible or Portable?	Convertible						Convertible			Portable		
Other Benefits	None			Accelerated Benefit, Travel Assist, Will Preparation Much More Extensive ADD Plan than Current			<b>Critical Illness of 25% of Benefit -Max \$25,000</b> Accelerated Benefit, Will Preparation Healthy Rewards, Cigna Secure Travel Much More Extensive ADD Plan than Current			Accelerated Benefit, Medex Travel Assistst Much More Extensive ADD Plan than Current		
<b>Basic Long Term Disability</b> 60% - 180 Days Elimination	<u>American Fidelity - Volume \$1,053,456</u> Class 1: \$7,500 Max. Own Occupation to Duration Class 2: \$2,000 Max. 24 Month Own Occupation <b>\$0.36 per 100</b>		<b>\$3,792</b>	Assumed Volume \$1,100,066 Class 1: \$10,500 Max. Own Occupation to SSNRA Class 2: \$2,000 Max. 24 Month Own Occupation <b>.137 per 100</b>		<b>\$1,507</b>	Assumed Volume \$1,110,194 Class 1: \$12,000 Max. Own Occupation to SSNRA Class 2: \$2,000 Max. 24 Month Own Occupation <b>\$0.19 per 100</b>		<b>\$2,109</b>	Assumed Volume \$1,106,388 Class 1: \$10,000 Max. Own Occupation to SSNRA Class 2: \$2,000 Max. 24 Month Own Occupation <b>\$0.19 per 100</b>		<b>\$2,102</b>
Benefit Duration	Reduced Benefit Duration Schedule Reduction begins @ 65 - all ages receive at least 1 year			Reduced Benefit Duration Schedule Reduction begins @ 65 - all ages receive at least 1 year			Social Security Normal Retirement Age			Social Security Normal Retirement Age		
Definition of Disability	Class 1: No earnings test Class 2: 24 month no earnings test; then 60% thereafter			Unable to earn 80% for 24 months, 60% thereafter			Unable to earn 80% of predisability earnings			Unable to earn 80% of predisability earnings		
Pre Existing Condition	3 month lookback for 12 months			3 month lookback for 12 months			3 month lookback for 12 months			3 month lookback for 12 months		
Social Security Integration	Yes			Family			Family			Family		
Specific Disability Limitations	24 month maximum for mental No other limits			24 month maximum for mental, nervous, substance abuse, CFS, and subjective symptom.			24 month maximum for mental, nervous and substance abuse. No specified max for subjective symptom disabilities			24 month maximum for mental, nervous and substance abuse. No specified max for subjective symptom disabilities		
Employee Assistance Program	No			no			yes			yes		
Survivors benefit	3 months			no			3 months			3 months		
Rehabilitation to work incentive	No			yes			yes			yes		
Rate Guarantee				3 years			3 years			3 years		
<b>Total Monthly RSU Premium</b>			<b>\$10,654</b>			<b>\$5,853</b>			<b>\$6,303</b>			<b>\$6,296</b>
<b>Estimated Annual Premium</b>			<b>\$127,848</b>			<b>\$70,236</b>			<b>\$75,636</b>			<b>\$75,552</b>
<b>Estimated Cost Difference/ Annual Savings</b>						<b>-\$57,612</b>			<b>-\$52,212</b>			<b>-\$52,296</b>
				<b>Annual Percentage Savings</b>		<b>45.06%</b>	<b>Annual Percentage Savings</b>		<b>40.84%</b>	<b>Annual Percentage Savings</b>		<b>40.90%</b>

<b>Voluntary Benefits</b>		<b>Proposed MetLife Voluntary</b>	<b>Proposed Cigna Voluntary</b>	<b>Proposed Standard Voluntary</b>
Employee Life Amount		Increments of \$10,000	Increments of \$10,000	Increments of \$10,000
Life Maximum		The lesser of 5 x earnings, or \$500,000	\$500,000	\$300,000
Spouse Life Amount		Increments of \$5,000, maximum benefit not to exceed 50% of employee benefit, to a maximum of \$100,000	Increments of \$5,000, maximum benefit not to exceed 100% of employee benefit, to a maximum of \$250,000	Increments of \$5,000, maximum benefit not to exceed 100% of employee benefit, to a maximum of \$300,000
Child Life Amount		Increments of \$5,000 to a maximum of \$10,000	14 days to 6 months - \$500 6 months to 19 years ( 25 years if full time student) - \$2,000 increments to a maximum of \$10,000	Increments of \$5,000 to a maximum of \$10,000
Guaranteed Issue		Employee: \$100,000 Spouse: \$25,000 Child: \$10,000	Employee: \$300,000 Spouse: \$50,000 Child: \$10,000	Employee: \$100,000 Spouse: \$20,000 Child: \$10,000
Reduction Schedule		No age reduction Rates per \$1,000 of benefit per month	to 65% @ age 65; to 45% @ age 70; to 30% @ age 75; to Rates per \$1,000 of benefit per month	to 65% @ age 65; to 50% @ age 70; to 35% @ age 75 Rates per \$1,000 of benefit per month
		Age   Employee   Spouse	Age   Employee   Spouse	Age   Employee   Spouse (based on employee age)
		<20   \$0.060   \$0.060	<20   \$0.043   \$0.043	15-29   \$0.079   \$0.065
		20-24   \$0.060   \$0.060	20-24   \$0.068   \$0.068	30-34   \$0.081   \$0.065
		25-29   \$0.060   \$0.060	25-29   \$0.068   \$0.068	35-39   \$0.107   \$0.087
		30-34   \$0.080   \$0.080	30-34   \$0.068   \$0.068	40-44   \$0.149   \$0.122
		35-39   \$0.090   \$0.090	35-39   \$0.083   \$0.083	45-49   \$0.226   \$0.185
		40-44   \$0.111   \$0.111	40-44   \$0.119   \$0.119	50-54   \$0.344   \$0.282
		45-49   \$0.171   \$0.171	45-49   \$0.179   \$0.179	55-59   \$0.557   \$0.469
		50-54   \$0.277   \$0.277	50-54   \$0.284   \$0.284	60-64   \$0.739   \$0.709
		55-59   \$0.460   \$0.460	55-59   \$0.456   \$0.456	65-69   \$1.255   \$1.204
		60-64   \$0.694   \$0.694	60-64   \$0.700   \$0.700	70-74   \$2.231   \$2.140
		65-69   \$1.270   \$1.270	65-69   \$1.186   \$1.186	75 +   \$8.459   \$8.113
Child Life Rates		\$2.107 per child per month per 1,000	\$0.20 per \$1,000 of benefit covers all children (not per	\$0.75 per \$5,000 of benefit covers all children (not per
Additional AD&D Rates		Spouse: Employee: \$0.017 per \$1,000 Child: \$0.051 per \$1,000	Child: Employee: \$0.02 per \$1,000 Spouse: \$0.03 per \$1,000	\$0.02 per \$1,000 of benefit for each employee and each spouse. \$0.40 per \$5,000 of benefit covers all children
Rate Guarantee		36 months	36 months	36 months
Short Term Disability		60% of salary, maximum weekly \$1,000 14 day elimination period No Pre-Existing Limitation 24 Weeks Benefit duration	60% of salary, maximum weekly \$2,000 14 day elimination period 3/12 Pre-Existing Limitation 26 Weeks Benefit duration	60% of salary, maximum weekly \$2,000 14 day elimination period No Pre-Ex, but EOI required if late enroll 166 Days Benefit Duration
Rate		age rated	\$0.547 Per \$10 of weekly benefit	age rated
Rate Guarantee		12 months	24 months	24 months



# Xcorp's Employer Coverage Evaluation Rogers State University 5/25/2011

## 1. Premium Savings with MetLife

Life/ADD - MetLife .171 per 1,000 x \$25,415,200 = \$4,346 monthly. \$2,516 monthly savings

LTD - MetLife 60% .137 per 100 x \$1,100,066 = \$1,507 monthly. \$2,285 monthly savings

Current Combined Annual Premium for Life, ADD, and LTD = \$127,848

New Combined Annual Premium is \$70,236

<p><b>Total Annual Savings on Employer Paid Plans of <u>\$57,612</u></b> <b>Annual Percentage Savings of <u>45%</u></b></p>
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## 2. Key Improvements

### Life

- Life maximum increased from \$400,000 to \$450,000.
- More generous age reduction schedule – older active employees allowed to retain more coverage.
- Premium waiver for employees who become disabled extended to age 65 from current age 60.

### AD&D

- AD&D coverage includes a travel assistance program through AXA Assistance USA, Inc., which includes medical evacuation and repatriation.

### LTD

- LTD maximum benefit increased from \$7,500 to \$10,500 (this covers currently highest paid employee).
- Social Security Disability Assistance. 91% approval in 2 years; 95% approval in 5 years.
- LTD plan includes a Rehabilitation Program to help recovering employee's transition back to work.
- Unlimited worksite modification benefit.

### Guarantees

- 3 year rate guarantee on both the life/AD & D and LTD rates.

### **Voluntary**

- j. Voluntary life and AD&D rates lower than employees are currently paying
- k. New voluntary STD program can now be offered to employees.

### **3. Process**

Xcorp sent identical RSU data and plan perimeters to six different carriers. The carriers chosen were the top six with which Xcorp has had favorable prior experience and have maintained consistently high industry ratings throughout the years. Metlife, Cigna, The Standard, Reliance Standard, Sun Life and Hartford.

As these carriers' quotes were received, we examined each to insure all coverage details were included. We then conducted a **detailed comparison** of rates, product features, and product enhancements of each carrier that could be offered to RSU.

Once we established the top three carriers with regard to both initial rate and product details/enhancements, we then began the process of competitive rate negotiations among the top three. Our conclusion is that MetLife has offered the correct rate and product detail for Rogers State University.

### **4. MetLife Ratings**

A.M. Best - A+ (Superior)  
Moody's Investors - Aa3 (Excellent)  
Standard & Poor's – AA (Very Strong)  
Fitch – AA (Very Strong)

### **5. MetLife Advantages**

Rogers State University and their employees will benefit not in a small way but in a big way when partnering with MetLife. MetLife provides unique solutions on their benefits that create cost savings for both the University and the employees while also enriching their benefits with the strongest contracts. MetLife's ability to evolve with Rogers State University will be critical to empower the University to take advantage of such programs as Association Business with shared costs amongst the other universities, offering their employees financial wellness seminars, and supporting enrollment online, in person and by paper. MetLife wants to earn the business with Rogers State University and they look forward to rolling up their sleeves to work with Rogers State University to ensure satisfaction.

# PROPOSED REVISIONS TO THE BYLAWS OF THE BOARD OF REGENTS FOR THE UNIVERSITY OF OKLAHOMA

## EXECUTIVE SUMMARY

The Board of Regents for The University of Oklahoma last revised its Bylaws in 1991.. A recent analysis of bylaws governing boards of comparable institutions revealed that changes in the law and shifts in common practice have resulted in regular inclusion of certain practical aids to institutional governance. The proposed changes to the Board of Regents Bylaws is intended to reflect those legal and practical shifts. Board legal obligations, previously met as a matter of practice, have been codified in the proposal to reflect best practice, and regular customs of the Board that previously were undocumented are included in the proposed revisions. Finally, the Bylaws have been reorganized to improve ease of use.

In crafting the proposal, every effort was made to preserve the essential terms of governance while incorporating the new and revised provisions. As the proposed changes reflect a near complete re-write of the Bylaw text, a summary is provided rather than a redline, which would be difficult to follow. The following summarizes the substantive proposed changes to the Board Bylaws:

**Constitutional Authority** – The revised Bylaws state clearly the Board’s constitutional authority to govern the Universities. Case law and statutory reinforcement of the Board’s Article XIII powers, including the general power to do what is reasonably necessary to operate and govern the Universities absent contrary supervening authority, is included in the new document.

**Member Authority** – The revised Bylaws codify the Board’s regular adherence to current law, vesting governing authority in the Board acting as a body and not in its individual Members.

**State Ethics Rules** – The revised Bylaws identify Member business activities that are regulated and/or prohibited by Oklahoma State Ethics Rules, including regulations governing Members entering into contracts or otherwise doing business with the University. While the Ethics Rules are not new, bylaws of comparable universities typically include such information; therefore, they were added to the Bylaws for completeness.

**Business Processes** – The revised Bylaws establish and clarify a variety of Board business processes, including: providing a means of conducting meetings through a Chairman *pro tempore* in the event neither the Chairman nor the Vice Chairman can preside; establishing procedures for communicating to and appearing before the Board; clarifying proper meeting notification procedures, in accordance with current law; and creating a mechanism for the Secretary of the Board to make clerical corrections to the Bylaws without formal Board action.

**Committee Structure** – The revised Bylaws identify the standing committees of the Board and establish a mechanism for the Board to create and dissolve committees at the Board’s discretion. In addition, *ad hoc* committees (e.g., Equity Management Committee, The University of Oklahoma Retirement Plans Management Committee) may be created for special purposes and membership.

**Direct Reporting** – The revised Bylaws identify institutional appointments that report directly to the Board, including Presidents, Secretary of the Board, Internal Auditor, and General Counsel. The Bylaws clarify that such officers do not have intermediary reporting duty to the Presidents, but are directly responsible to the Board. Additionally, officers that have the ability to report and/or engage the Board directly (*e.g.* Athletics Compliance Officer, University Compliance Officer) are identified as well.



# APPENDIX A

## BY-LAWS OF THE BOARD OF REGENTS OF THE UNIVERSITY OF OKLAHOMA

### ARTICLE 1. GENERAL

#### Section 1. Constitutional Status

The Board of Regents of the University of Oklahoma is a constitutional body corporate pursuant to Article XIII, Section 8 of the Oklahoma Constitution.

#### Section 2. Name

The legal name of the Board shall be The Board of Regents of the University of Oklahoma, which shall be the government of the University of Oklahoma, Cameron University and Rogers State University. The term "Board," when used in these Bylaws, shall mean the Board of Regents of the University of Oklahoma.

#### Section 3. Authority

The Board is granted every power necessary and convenient to make institutions under its jurisdiction effective for the purposes which they were created and are maintained and operated, including without limitation, the exclusive authority for the control and direction of all expenditures, and for general operating policies of the Universities.

#### Section 4. Delegation of Authority

The Board exercises the final authority in governing the Universities within the limits of the Constitution, the laws of the State of Oklahoma and of the United States of America. The Board hereby delegates to the Presidents of the Universities under its jurisdiction, and through them to the appropriate administrative officers, general authority and responsibility to carry out the policies and directions of the Board. All delegation of authority under these Bylaws is subject to the condition that in all matters involving governance of the University, the Board reserves to itself all powers and responsibilities to take any action it deems necessary or desirable in the exercise of its constitutional and statutory responsibilities.

#### Section 5. Composition

The Board shall consist of seven members to be appointed by the Governor by and with the advice and consent of the Senate and each Regent shall serve a seven year term staggered such that one Regent's term shall expire each year.

Section 6. Vacancies

Vacancies on the Board shall be filled by the Governor, for the unexpired term, by and with the advice and consent of the Senate. Provided however, a member of the Board whose term has expired shall continue to perform the duties of the office until his or her successor shall be duly qualified.

Section 7. Limitation of Authority

The authority of the Board is conferred upon the members as a Board and no member of the Board can bind the Board by word or action unless the Board has, in its official capacity and in accord with applicable laws of the State of Oklahoma and these Bylaws, designated such member as its agent for a specific purpose and for that purpose only.

Section 8. Exercise of Powers

The Board and its committees shall act only at meetings called as required by applicable law and these Bylaws, and all matters coming before the Board for action shall be determined by the majority vote of its members present, the members present being not less than a quorum, except as otherwise provided herein.

Section 9. Appeals

The Board shall act as a board of final review for matters that cannot be resolved satisfactorily under the applicable policies of Universities under its jurisdiction. The Board reserves the unrestricted right to accept or deny any such request for review and if accepted, determine, at its sole discretion, the form and procedure for the review as it deems appropriate. Provided, nothing herein shall be construed to condition or limit the Board's authority to review any matter relating to governance of the Universities.

Section 10. Suspension of Bylaws

Any provision of these Bylaws may be suspended in connection with the consideration of a matter before the Board by an affirmative vote of a majority of the Board.

Section 11. Compensation

Members of the Board serve without compensation, but shall be allowed necessary travel and other expenses in conjunction with official duties as may be approved by the Board pursuant to applicable laws of the State of Oklahoma.

Section 12. Employment

No member of the Board shall be employed directly or indirectly upon any work to be performed in connection with any University under its jurisdiction nor enter into any contract or business transaction involving a financial consideration therewith.

Section 13. Doing Business with Universities

No member of the Board or a member of his or her immediate family or a business with which the member of the Board or a member of his or her immediate family is associated shall enter into a contract with or sell, offer to sell or cause to be sold, rent or lease, goods, services, buildings or property to the Universities except as may be the result of condemnation. Further, no member of the Board or a relative within the third degree of consanguinity or affinity may have any direct or indirect interest, through stock ownership, partnership interest or otherwise in any construction contract with any University under its jurisdiction.

ARTICLE 2. OFFICERS

Section 1. Officers

The Officers of the Board shall be a Chairman, Vice Chairman and Executive Secretary of the Board.

Section 2. Election of Officers

At its regular meeting held in March of each year, the Board, by majority vote, shall elect a Chairman and Vice Chairman of the Board whose terms of office shall begin March 21<sup>st</sup> following their election and who shall serve in their respective offices for one (1) year and until their successors shall be elected. If there is only one nominee for each office, the election may be by voice vote.

Section 3. Vacancies

Should the position of Chairman or Vice Chairman become vacant, it shall be filled by election by ballot at the next succeeding regular or special meeting of the Board and shall be for the unexpired term of the vacated position.

Section 4. Duties of the Chairman

The Chairman of the Board shall preside at all meetings of the Board and shall sign all contracts and other written instruments required to be executed by the Board. The Chairman shall have the authority and perform the duties usually attached to the office and shall have such other authority and duties as prescribed by these Bylaws and the Board.

Section 5. Duties of the Vice Chairman

The Vice Chairman of the Board shall have the authority and shall perform the duties of the Chairman of the Board in the event of the Chairman's absence or incapacity. The Vice Chairman may have such other authority and duties as prescribed by these Bylaws and the Board.

Section 6. Presiding Officer Pro Tempore

In the absence of the Chairman and the Vice Chairman at a meeting of the Board, the Board may select a presiding officer *pro tempore*.

Section 7. Executive Secretary

The Executive Secretary of the Board shall be selected by the Board from nominees submitted by a Regents' search committee, shall be an employee of the University of Oklahoma, Norman Campus, for purposes of accounting and benefits, shall serve at the will of the Board and shall be compensated in an amount determined by the Board.

Section 8. Duties of the Executive Secretary

The Executive Secretary of the Board shall: (a) give notice of all meetings of the Board in the manner prescribed by applicable laws of the State of Oklahoma and these Bylaws; (b) attend all meetings of the Board, and make and retain custody of complete and permanent minutes and records of all proceedings of the Board; (c) be custodian of the permanent records of all policies, rules and regulations of the Board; (d) execute or attest all contracts and other written instruments required to be signed by the Chairman of the Board; (e) maintain custody of the seal of the University and affix it to appropriate documents; and (f) in general, have the authority and perform all duties incident to the office of Executive Secretary and such other authority and duties as prescribed by these Bylaws and the Board.

Section 9. University Presidents

The Presidents of the Universities under the Board's jurisdiction shall be ex officio members of all Regents' committees having to do with their institutions and shall make such recommendations and reports thereto and to the Board as they deem desirable concerning their respective policies and administration. They shall attend all meetings of the Board and shall have the right to participate in all discussions but shall have no vote. They shall act as exclusive intermediaries between the Board or its committees and the faculty and staff of their Universities. The Presidents shall perform the duties usual and customary to the office and such other duties as the Board may direct. The Presidents are authorized and directed to take such steps as are necessary to require that the conduct of all the affairs of the schools, colleges and departments of the Universities under its jurisdiction are carried out in accordance with Board policies and applicable laws of the State of Oklahoma and the United States of America.

### ARTICLE 3. MEETINGS

Section 1. Regular Meetings

Regular meetings of the Board shall be held pursuant to a schedule and at locations established annually by the Board. The Chairman of the Board, with the concurrence of a majority of the members of the Board, may cancel any regular meeting. All such regular meetings will be conducted in conformance with the applicable law of the State of Oklahoma governing such meetings.

## Section 2. Organizational Meeting

Unless otherwise specially ordered, the Board will hold an annual meeting in March of each year which, in addition to other business that may be brought before the Board, shall be an organizational meeting for the purpose of electing officers.

## Section 3. Special Meetings

Special meetings of the Board may be called at the discretion of the Board, by the Chairman or at the written request of any three (3) members of the Board.

## Section 4. Emergency Meetings

Any member of the Board may call a meeting for the purpose of dealing with an emergency, which is defined as a situation involving injury to persons or injury and damage to public or personal property or immediate financial loss when the time requirements for public notice of a special meeting would make such procedure impractical and increase the likelihood of injury or damage or immediate financial loss.

## Section 5. Notice of Meetings

Regular and special meetings of the Board shall be called and held in compliance with these Bylaws and applicable laws of the State of Oklahoma. The Executive Secretary of the Board shall furnish reasonable notice of all special meetings to each Board member, but in no event less than 48 hours prior notice thereof, by mail, e-mail or personal service and describing the object and general character of the business to be transacted. When the meeting is called to deal with an emergency, defined above, the Executive Secretary shall notify each member of the Board by the best means possible under the circumstances.

## Section 6. Quorum

A majority of all members of the Board shall constitute a quorum to transact business; provided however, less than a majority of the Board may meet and adjourn to some other time or until such quorum is obtained.

## Section 7. Order of Business

Insofar as applicable, the following shall be the order of business unless suspended or modified by a majority vote of the Board: (a) election of Officers (Annual Meeting); (b) reading and approval of the minutes of the previous meeting; provided, if a copy thereof has been furnished each member before the beginning of the session, the reading may be dispensed with unless a reading is requested by a Board member; (c) unfinished business. Following consideration of unfinished business, the business of each University under the Board's jurisdiction shall be considered by the Board in the following order, except as otherwise determined by the Chairman of the Board; (i) report of the Chairman of the Board; (ii) report of the President of the

University; (iii) information items, communications, petitions and memorials; (iv) new business; and, (v) personnel and/or litigation matters that might necessitate an executive session.

Section 8. Executive Sessions

During any regular or special meeting of the Board, the Board may hold an executive session to discuss matters as permitted by applicable laws of the State of Oklahoma.

Section 9. Minutes of the Board

Minutes of meetings shall be complete, shall reflect deliberations and votes of members as well as action taken, and all materials submitted for the information of the Board shall be included with the permanent minute record so as to constitute a complete, permanent record of all proceedings. Minutes of the proceedings of the Board shall be kept by the Executive Secretary of the Board, and as soon as practical after a meeting, a copy of said minutes shall be mailed to each member. Minutes of an executive session shall be kept by the Executive Secretary, shall reflect matters considered in the executive session and shall be confidential as provided by applicable law.

Section 10. Communications to the Board

Any person who wishes to bring a matter to the attention of the Board may do so by submitting such communication in writing to the Executive Secretary of the Board who shall bring such written communications to the attention of the Chairman of the Board and the President of the applicable University for direction as to response and/or transmittal to the Board.

Section 11. Appearance before the Board

The Chairman of the Board may grant permission for individuals or group representatives to appear before it provided that a written request for any such appearance, specifying the matters to be presented to the Board, the time requested for such presentation, and the reason why a personal appearance is desirable, is made to the Executive Secretary of the Board not less than fifteen (15) business days prior to the meeting at which permission to appear is sought. When deemed proper, the Chairman or a majority of the Board may modify or waive this prior written request rule.

Section 12. Agenda

Agenda items requiring action shall be accompanied by a specific recommendation by the requesting Regents or a President, which shall be prepared in such form as may be necessary for action by the Board and shall identify all items of business to be transacted by the Board. Agenda items will be submitted to the Board's office in sufficient time to enable adequate review by members of the Board. Agendas of regular meetings shall be mailed or otherwise distributed to all members of the Board no later than \_\_\_ business days prior to the meeting. An item must appear on the agenda if three (3) or more Regents request its inclusion on the agenda, in writing, and notify the Chairman of the Board of the request.

Section 13. Additions to Agenda

No item of business shall be considered at a meeting of the Board unless it shall first have been entered upon the agenda for that meeting; provided however, matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda (“new business”) may be considered by the Board at any regular meeting or as otherwise permitted under applicable laws of the State of Oklahoma.

ARTICLE 4. COMMITTEES

Section 1. Authority

To facilitate consideration of the business and management of the Universities, standing and special committees shall be established as provided herein. Unless otherwise specifically delegated and except as otherwise provided herein, authority to act on all matters is reserved to the Board, and the duty of each committee shall be only to inform themselves in order to carry out their duties as members of the Board.

Section 2. Standing Committee Appointments

The members of a standing committee and its chairman and vice-chairman shall be appointed by the incoming Chairman of the Board from among the members of the Board during the annual meeting or prior to the next regular meeting of the Board. A standing committee shall consist of three (3) persons. The Chairman of the Board may be eligible as a member of a standing committee, but may not serve as its chairman. The members of a standing committee shall serve terms of one (1) year.

Section 3. Standing Committees

There shall be six (6) standing committees of the Board as follows: a. Finance and Audit Committee; b. Norman Campus Committee; c. Health Sciences Center Committee; d. Athletics Committee; e. Cameron University Committee; and f. Rogers State University Committee. Provided however, the Board may add or dissolve standing committees of the Board, as it deems reasonably necessary or desirable, by an affirmative vote of a quorum of members of the Board.

Section 4. Special Committees

Special committees, with specific *ad hoc* purposes and fixed terms of one (1) year or less, may be appointed from time to time as deemed necessary by the Board. The Chairman of the Board shall appoint the members of a special committee and its chairman. Special committees shall meet as directed by the Board or when called by the chairman of the committee. The chairman of each such committee shall set the committee procedures and direct its proceedings but shall not otherwise have greater power or authority than any other member.

Section 5. Special Standing Committees

The Board may establish special standing committees for *ad hoc* purposes and indefinite terms from time to time as deemed necessary by the Board.

(a) The Equity Management Committee. This committee shall be a special standing committee of the Board to determine the disposition of equity assets obtained through the commercialization of technology. It shall consist of two current members of the Board and such other persons as provided by Regents' policy. In accordance with Board policy and applicable law, the committee shall meet at the call of the University of Oklahoma Vice President responsible for overseeing Technology Development "as needed" but in no event less than once each fiscal year. The members of the Equity Management Committee and its chairman shall be appointed as provided by the pertinent University of Oklahoma policy. Appointments shall be made on an annual basis, at the time of the regular meeting of the Board.

(b) The University of Oklahoma Retirement Plans Management Committee. This committee shall be a special standing committee of the Board, sitting at the pleasure of the President of the University of Oklahoma, to assist the University of Oklahoma in fulfilling its responsibilities under its employee retirement benefit plans in accordance with the committee Charter as approved by the Board and applicable law.

## ARTICLE 5. PARLIAMENTARY PROCEDURES

### Section 1. Parliamentary Rules

General parliamentary rules set forth in *Robert's Rules of Order*, current edition, as modified by policies of the Board, shall govern proceedings at and the conduct of the meetings of the Board.

### Section 2. Motions

Before any motion, resolution or other proposition may be voted upon, it shall either be reduced to writing (except the usual short parliamentary motions) or read aloud in an open meeting of the Board. No second shall be required to any motion.

### Section 3. Record Vote

A record vote of the Board shall be held upon demand of three (3) members.

## ARTICLE 6. MISCELLANY

### Section 1. Direct Reporting

To ensure the appropriate separation of powers between the Board and the Universities, the Board may direct, as it deems necessary or desirable, that certain offices shall have direct reporting authority to the Board. Offices may include, without limitation, University Presidents, Executive Secretary to the Board, the internal auditor, and the general counsel. The Board shall annually consider the performances of employees who report directly to the Board.



## ARTICLE 6. AMENDMENTS

### Section 1. Procedure

These Bylaws may be amended at any regular meeting of the Board by affirmative vote of record of a majority of all members of the Board constituting it by Oklahoma law; provided that copies of such amendments shall be submitted in writing and furnished each member not less than fifteen days next preceding the meeting at which such amendment is voted upon.

### Section 2. Revisions and Reissues

The Executive Secretary shall and is authorized to revise and reissue the Bylaws adopted by the Board as provided herein. As the Executive Secretary shall deem necessary, the Executive Secretary shall, from time to time, review and reissue these Bylaws. In preparing any such reissue, the Executive Secretary shall not alter the sense, meaning or effect of any Bylaw, but may: (1) substitute the proper section or article numbers for the terms "the preceding section," "this article," and like terms, (2) strike out figures where they are merely a repetition of written words, (3) change capitalization for the purpose of uniformity, (4) correct faulty internal references, and (5) correct manifest clerical or typographical errors.

QUARTERLY REPORT OF PURCHASES – ALL  
January 1, 2011 through March 31, 2011

<u>Item</u>	<u>Description</u>	<u>Campus-Department</u>	<u>Vendor</u>	<u>Award Amount</u>	<u>Explanation/ Justification</u>
I.	PURCHASE OBLIGATIONS FROM \$50,000 TO \$250,000				
	Norman Campus				
1	Service	University Press	CF Graphics	60,000	Typesetting.
2	Service	University Press	Bookcomp Inc.	70,000	Typesetting.
3	Furniture	College of Architecture	Copelin's Office Center Inc.	190,373	Furniture for Gould Hall.
4	Furniture	College of Architecture	Bill Warren Office Products	77,271	Furniture for Gould Hall.
5	Furniture	College of Architecture	Spaces Inc.	70,596	Furniture for Gould Hall.
6	Equipment	Athletics	Professional Turf Products	197,237	Grounds equipment.
7	Service	OU Outreach	Staplegun Design Inc.	51,245	Production services for TV/radio advertising.
8	Equipment	Information Technology	Mansfield Media Solutions LLC	81,340	Audio/visual equipment.
9	Equipment	Information Technology	SKC Communication Products	88,800	Audio/visual equipment.
10	Equipment	Information Technology	GovConnection	82,602	Network monitoring hardware.
11	Service	College of Fine Arts	PDC Productions	62,135	Lighting equipment rental.
12	Equipment	Sam Noble Oklahoma Museum of Natural History	Southwest Solutions Group	225,544	Mobile storage system.

Health Sciences  
Center Campus

13	Service	Provost Office / Futurelink	Gideon Taylor	198,220	Consulting services.
14	Equipment	Microbiology	VWR International	79,815	Laboratory equipment.
15	Equipment	Department of Ophthalmology	VWR International	53,922	Fume hoods and installation.
16	Equipment	Department of Pediatrics	VWR International	55,311	Laboratory equipment.
17	Equipment	Site Support	Federal Corporation	139,211	Boiler controls and installation.
18	Equipment	Information Technology	SKC Communication Products	66,276	Video conferencing equipment.
19	Furniture	Peggy and Charles Stephenson Oklahoma Cancer Center	OM Workspace	74,562	Furniture.
20	Furniture	Peggy and Charles Stephenson Oklahoma Cancer Center	Southwestern Stationers, Inc.	96,836	Furniture.
21	Equipment	Information Technology	Pro Presenters	63,595	Smart UPS batteries.
22	Furniture	Peggy and Charles Stephenson Oklahoma Cancer Center	Krueger International Inc.	144,077	Furniture.
23	Equipment	Department of Microbiology and Immunology	Stratedigm Inc.	113,525	Flow cytometer
24	Equipment	Information Technology	Presidio Networked Solutions Inc.	126,210	Chassis equipment.
25	Equipment	Comparative Medicine	Allentown Inc.	73,973	Caging system.

26	Equipment	College of Dentistry	Patterson Dental Supply Inc.	137,900	Digital radiographic system.
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27	Equipment	Peggy and Charles Stephenson Oklahoma Cancer Center	Hill-Rom Company	58,993	Patient infusion beds.
Tulsa Campus					
28	Equipment	University Libraries	SKC Communication Products	68,100	Audio/visual equipment for Schusterman Center Library.
29	Furniture	University Libraries	Scott Rice Inc.	119,644	Furniture for Schusterman Center Library.
30	Furniture	University Libraries	Workplace Resource of Oklahoma City	56,444	Furniture for Schusterman Center Library.
31	Equipment	Medical Informatics	Dell Marketing LP	93,464	Server and hard drive.
32	Equipment	Medical Informatics	Dell Marketing LP	51,945	Servers.

II. SOLE SOURCE PROCUREMENTS FROM \$50,000 TO \$250,000  
Competition Not Applicable

Norman Campus					
33	Equipment	Department of Chemical, Biological & Materials Engineering	FujiFilm Dimatix Inc.	51,519	Printer.
34	Service	College of Continuing Education	ETL Institute Inc.	167,480	Professional services.
35	Equipment	Department of Chemistry & Biochemistry	Electro Rent Corp	61,704	Material analyzer.
36	Service	OU National Resource Center for Youth Services	Barton Phillips and Associates	75,000	Professional services.
37	Equipment	Facilities Management	R.B. Akins Company	95,234	HVAC system.

38	Service	Athletics	National Cheerleaders Association	119,120	Camp fees.
39	Equipment	Landscape Service	Haddonstone (USA) Ltd	82,179	Fountain for stephenson research center.
40	Service	College of Continuing Education	Northrop Grumman Info Tech	125,000	Website development and maintenance.
41	Service	Sam Noble Oklahoma Museum of Natural History	Chase Studio Inc.	115,613	Black Mesa exhibit.
42	Software	Bursars Office	Touchnet Information Systems	48,960	Subscription renewal.
Health Sciences Center Campus					
43	Supply	OU Physicians	Hologic Inc.	60,000	Medical supplies.
44	Service	Human Resources	Frederick Bass and Co. Inc.	60,000	Consulting services.
45	Equipment	Peggy and Charles Stephenson Oklahoma Cancer Center	Kaypentax	171,220	Endoscopy system.
46	Equipment	Peggy and Charles Stephenson Oklahoma Cancer Center	Gyrus ACMI	72,953	Cystoscope.
47	Equipment	Parking & Transportation Services	Scudder Service & Supply Inc.	107,977	Ticket and gate equipment.
Tulsa Campus					
48	Software	Tulsa Library	Scamel	62,000	Subscription.

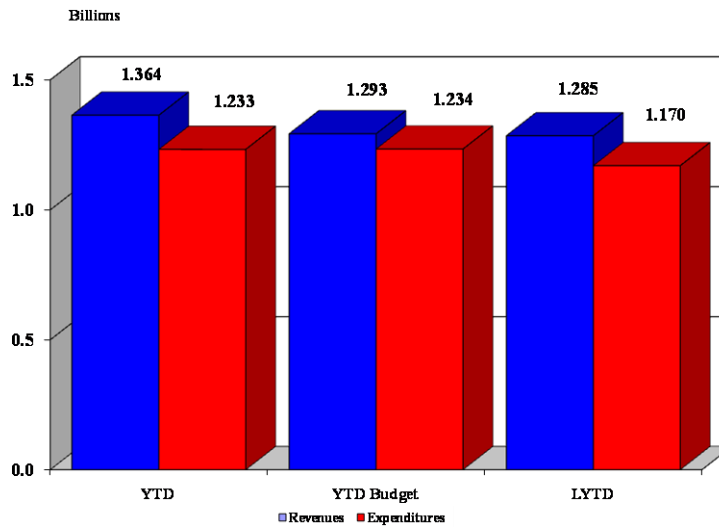
## QUARTERLY FINANCIAL ANALYSIS for the nine months ended March 31, 2011

### EXECUTIVE SUMMARY

(For more detailed information, see the Quarterly Financial Analysis (QFA) report that was provided separately.)

#### ALL FUNDS, COMBINED

Revenues and prior year carry forward of \$1.36 billion (84.1% of budget) exceeded expenditures of \$1.23 billion (76.1% of budget) resulting in a net increase of \$131.5 million. [See page 1 of the QFA.]

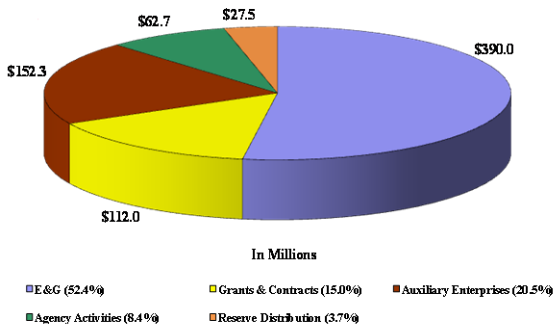


#### ALL FUNDS, BY CAMPUS

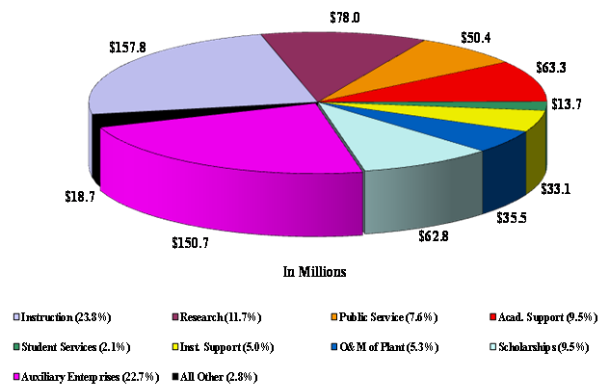
##### Norman Campus

Revenues and prior year carry forward of \$744.5 million (86.8% of budget) exceeded expenditures of \$664.0 million (77.6% of budget) resulting in a net increase of \$80.5 million. [See page 2 of the QFA.]

##### Revenues



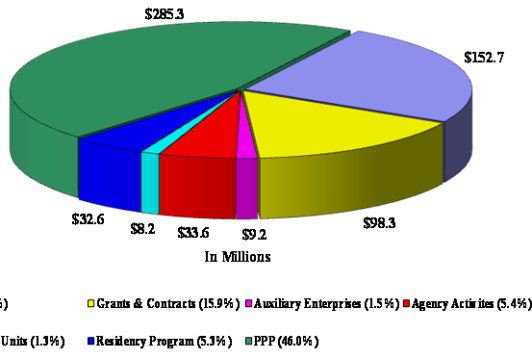
##### Expenditures



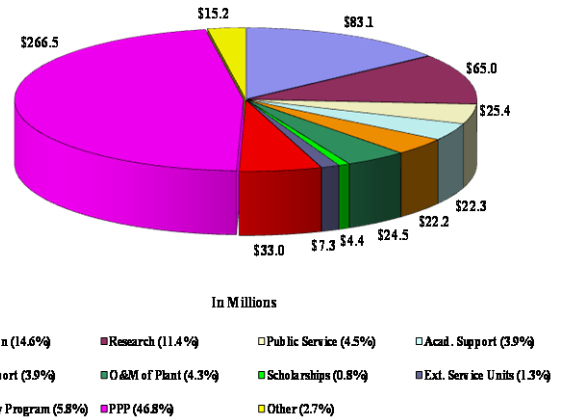
**Health Sciences Center**

Revenues of \$619.9 million (81.1% of budget) exceeded expenditures of \$568.9 million (74.4% of budget) resulting in a net increase of \$51.0 million. [See page 9 of the QFA.]

**Revenues**



**Expenditures**

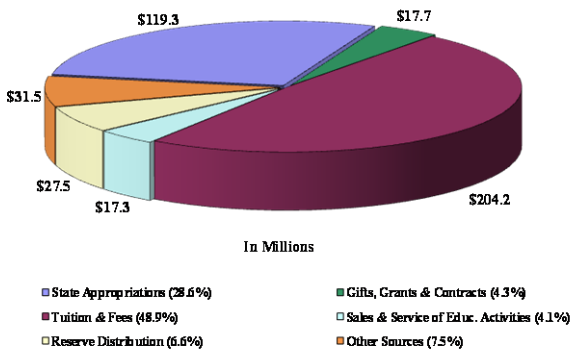


**EDUCATIONAL & GENERAL**

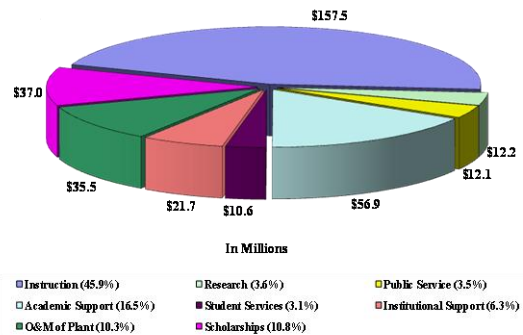
**Norman Campus**

Revenues and prior year carry forward of \$417.5 million (87.4% of budget) exceeded expenditures of \$343.5 million (71.9% of budget) resulting in a net increase of \$74.0 million. [See page 3 of the QFA.]

**Revenues**

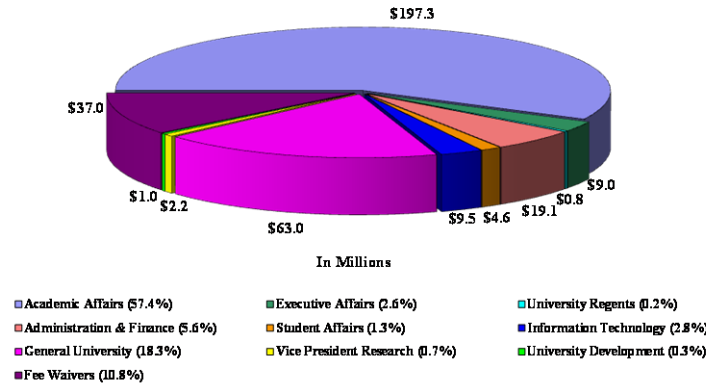


**Expenditures By Function**





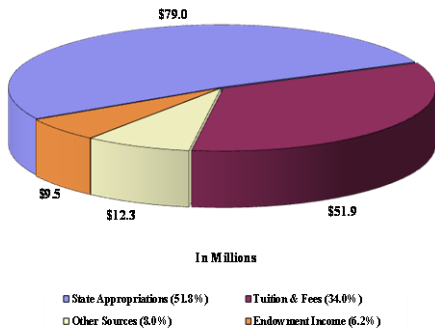
**Expenditures by Organizational Area**



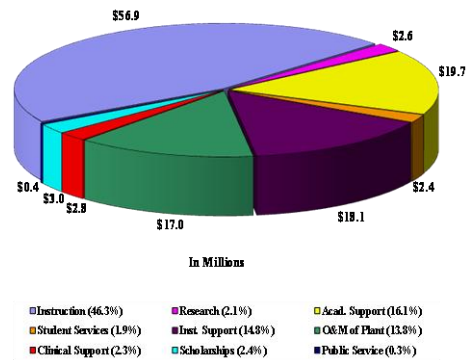
**Health Sciences Center**

Revenues of \$152.7 million (83.1% of budget) exceeded expenditures of \$122.9 million (66.9% of budget) resulting in a net increase of \$29.8 million. [See page 10 of the QFA.]

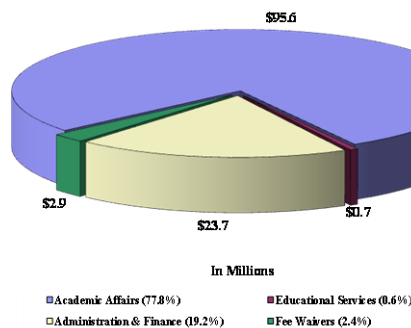
**Revenues**



**Expenditures by Function**



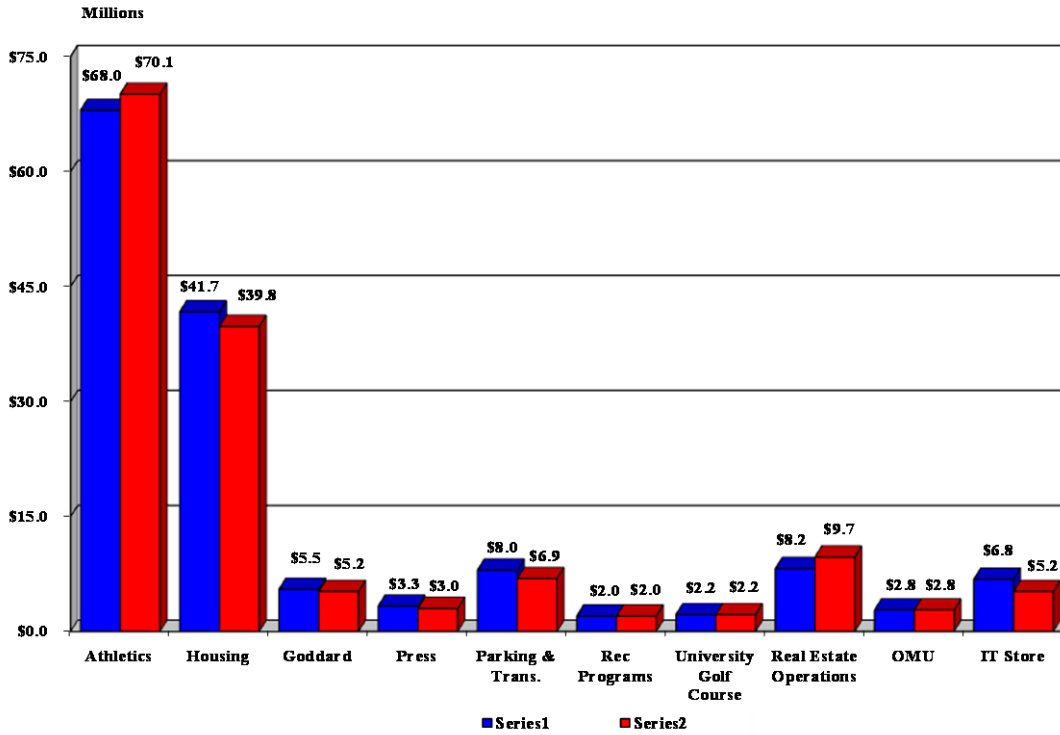
**Expenditures by Organizational Area**



**AUXILIARY ENTERPRISES**

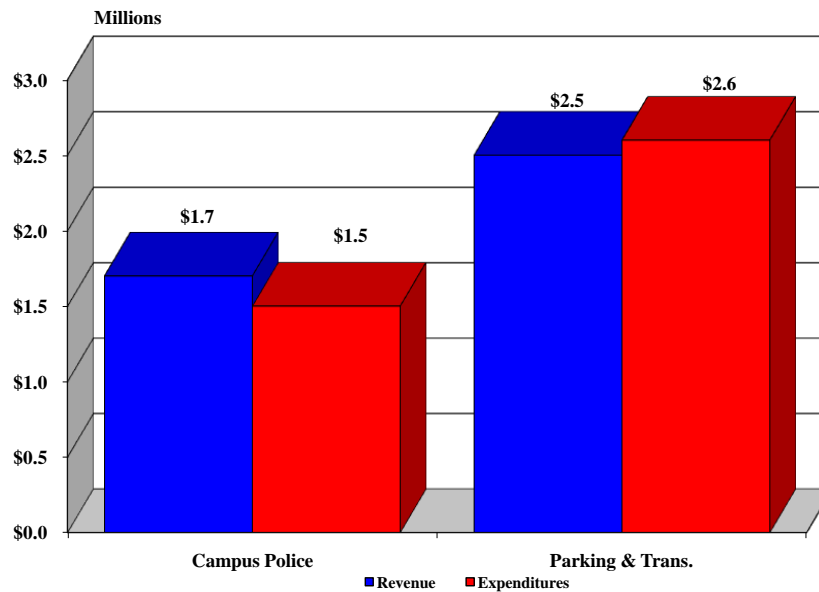
Revenues and expenditures for major auxiliary enterprises (year-to-date revenues of \$1.5 million or more) are detailed below. [See page 5 of the QFA.]

**Norman**



**Health Sciences Center**

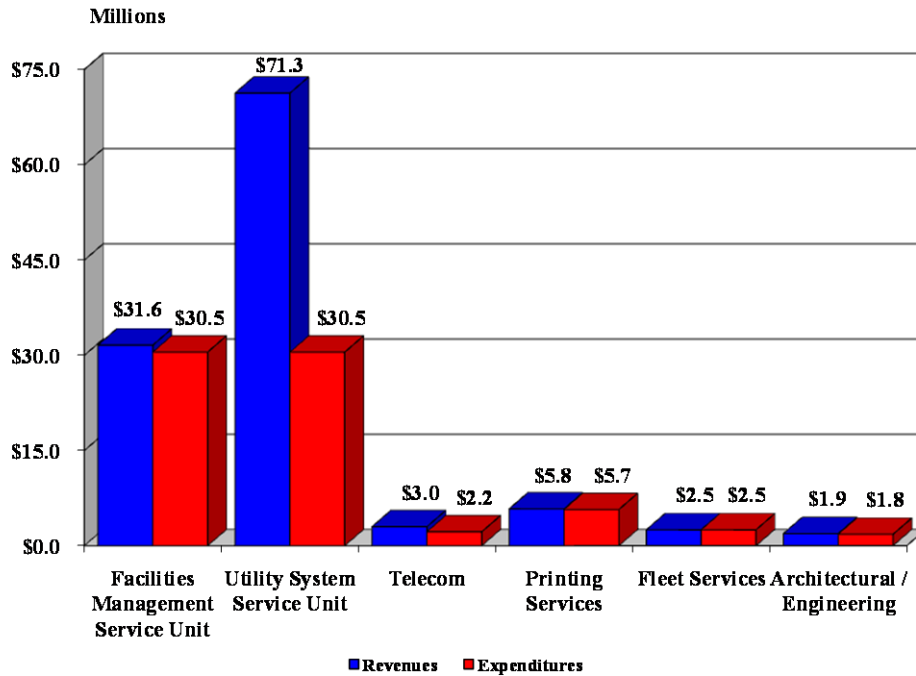
[See page 12 of the QFA.]



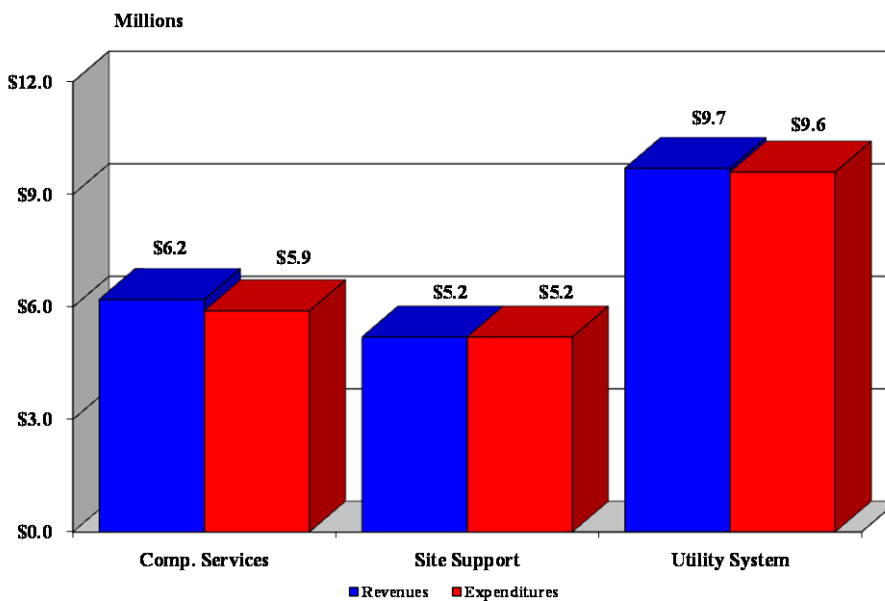
**SERVICE UNITS**

Revenues and expenditures for major service units (year-to-date revenues of \$1.5 million or more) are detailed below.

**Norman** [See page 6 of the QFA.]



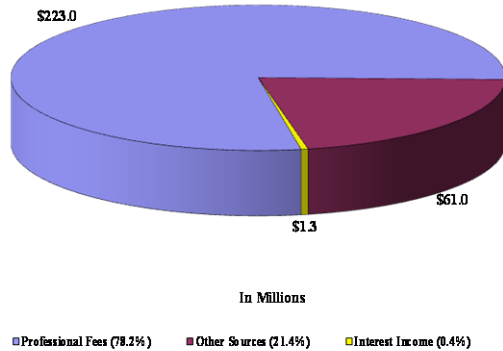
**Health Sciences Center** [See page 13 of the QFA.]



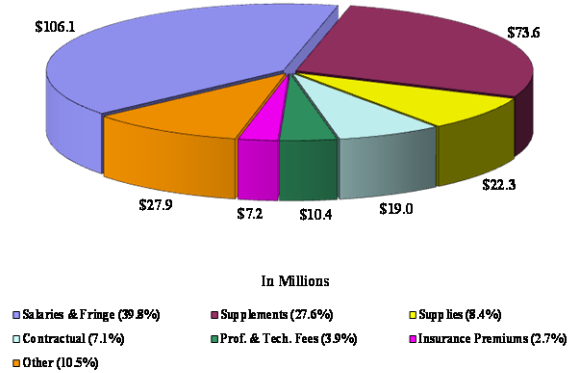
**Professional Practice Plan (PPP)**

PPP revenues of \$285.3 million (82.9% of current budget) trailed expenditures of \$266.5 million (77.5% of budget) resulting in a net decrease of \$18.8 million. [See page 14 of the QFA.]

**Revenues**



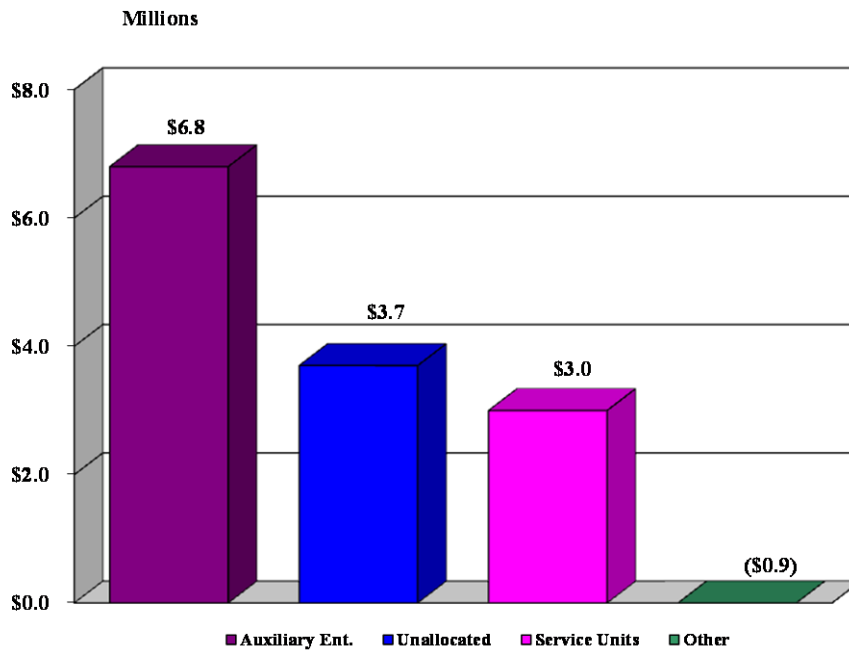
**Expenditures**



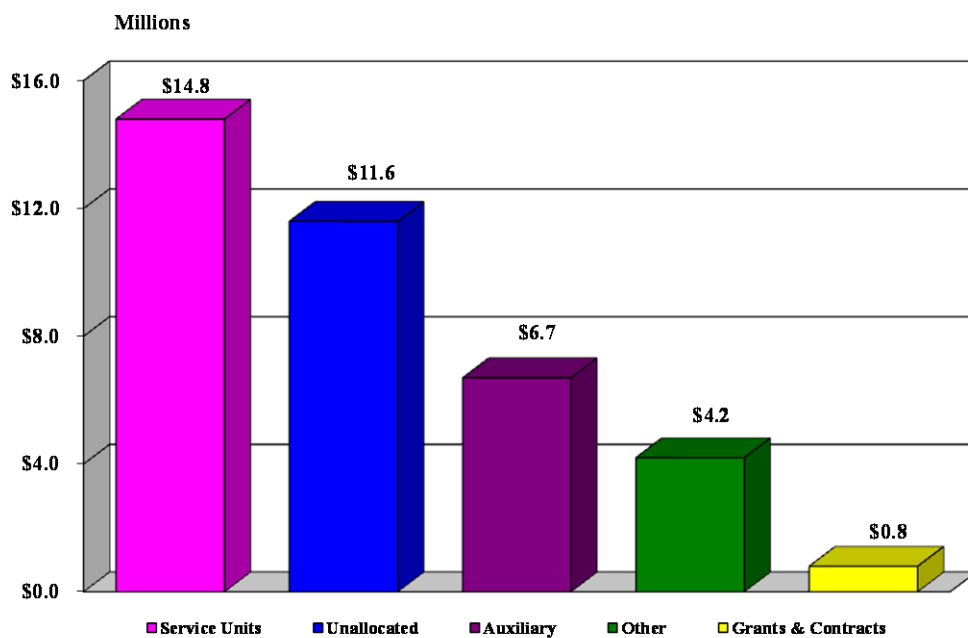
**RESERVES**

Discretionary reserves for the Norman Campus and the Health Sciences Center totaled \$12.6 million and \$38.1 million, respectively, at March 31, 2011. [See page 16 of the QFA.]

**Norman Campus**



**Health Sciences Center**



**REGENTS' FUND**  
**QUARTERLY FINANCIAL REPORT**  
**March 31, 2011**

As of March 31, 2011, the Regents' Fund consisted of 225 individual funds. The funds, under the governance of The Board of Regents of The University of Oklahoma, are preserved through investment and spending strategies that provide a balance between reasonable current income and long-term growth. Future growth is needed to offset the impact of inflation and to maintain purchasing power for future generations.

**I. Policy Information**

- Highlights of the "Statement of Investment Policy" are described below.

**Target Asset Allocation**

Asset Class	Minimum %	Target %	Maximum %
Global Equities	65%	70%	75%
Fixed Income	20%	25%	30%
Alternative Investments	0%	0%	5%
Cash Equivalents	0%	5%	10%

**Performance Measurement and Objectives**

The CIF is a long-term portfolio and should be judged with a long-term perspective. While short-term performance measures are meaningful with respect to due diligence and periodic monitoring of the fund, the performance of the CIF will be judged with the longest time horizon perspective in mind.

**Absolute Return Objective** - which shall be measured in real (i.e., net of inflation) rate-of-return terms and shall have the longest time horizon for measurement;

The Absolute Return Objective of the CIF is to seek an average total semi-annual return equal to CPI and other costs plus 5%.

**Relative Return Objective** - which shall be measured as time-weighted rates of return versus market index benchmarks; and,

**Comparative Return Objective** - which shall measure performance as compared to a universe of similar investment funds.

**Rebalancing**

It is the University's general policy to rebalance to its target asset allocation on a uniform and timely basis. The method of rebalancing will be based on the "tolerance" rebalancing formula, which generally states that the portfolio will be rebalanced if the target asset allocation goes beyond the stated tolerance for any particular asset class. Management is required to direct the investment manager to rebalance the portfolio within 30 days following the end of the month during which the fund was first determined to be out of balance.

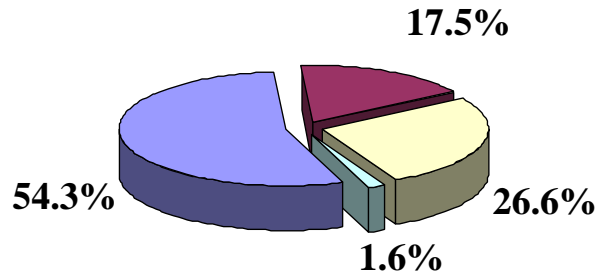
## II. Market Value

The total net market value of the Regents' Fund at March 31, 2011 was approximately \$113.8 million, a \$5.6 million (5.2%) increase from June 30, 2010.

## III. Consolidated Investment Fund (CIF)

- **Asset Allocation**

Cash and investments held by the CIF at March 31, 2011, had a market value of approximately \$82.8 million, a \$12.0 million (17.0%) increase from June 30, 2010. Of the \$82.8 million, \$120,000 was held locally for working capital purposes and \$82.7 million was managed by Adams Hall Asset Management LLC, Investment Management Fiduciary. The asset allocation of the CIF's cash and investments managed by Adams Hall Asset Management LLC, Investment Management Fiduciary, is summarized below.

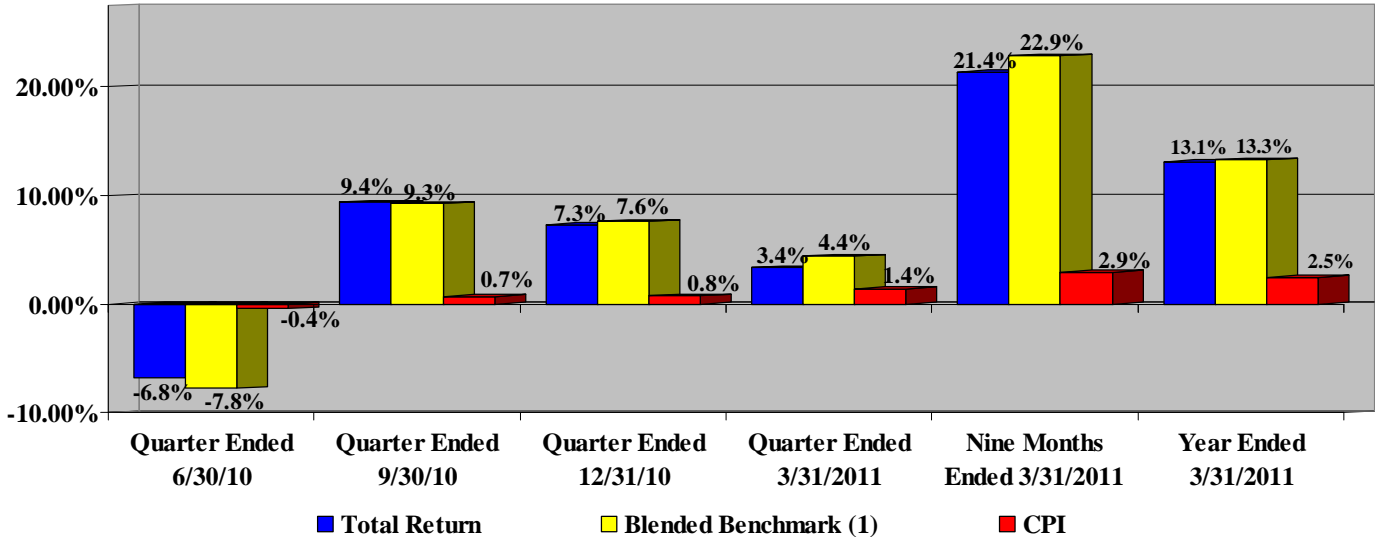


■ U.S. Equity   ■ International Equity   ■ Fixed Income   ■ Cash

• **CIF Performance**

- As illustrated below, the total return on the CIF for the nine months ended March 31, 2011 of 21.4% trailed the blended benchmark of 22.9% by 150 basis points. For the year ended March 31, 2011, the total return on the CIF of 13.1% trailed the blended benchmark of 13.3% by 20 basis points.

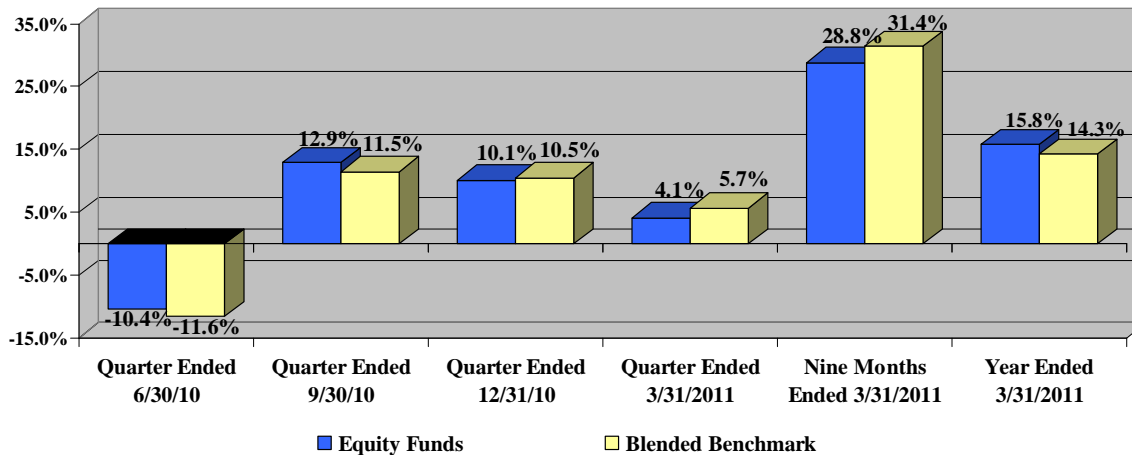
**Total CIF**



- (1) The blended benchmark is a composite of indices represented by the Russell 3000, the Salomon Bros. 91-day Treasury Bill, the Barclays Capital Intermediate Government Bond Index, and the MSCI EAFE Equity Index.

- The Total Equity return for the nine months ended March 31, 2011 of 28.8% trailed the blended benchmark of 31.4% by 260 basis points. For the year ended March 31, 2011, the Total Equity return of 15.8% exceeded the blended benchmark of 14.3% by 150 basis points.

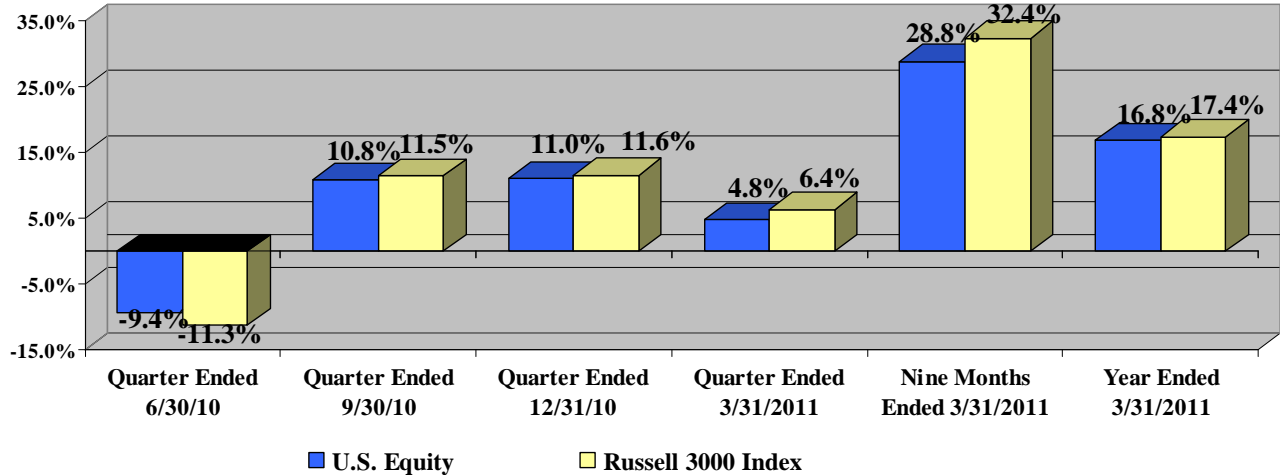
**CIF Equity Funds**





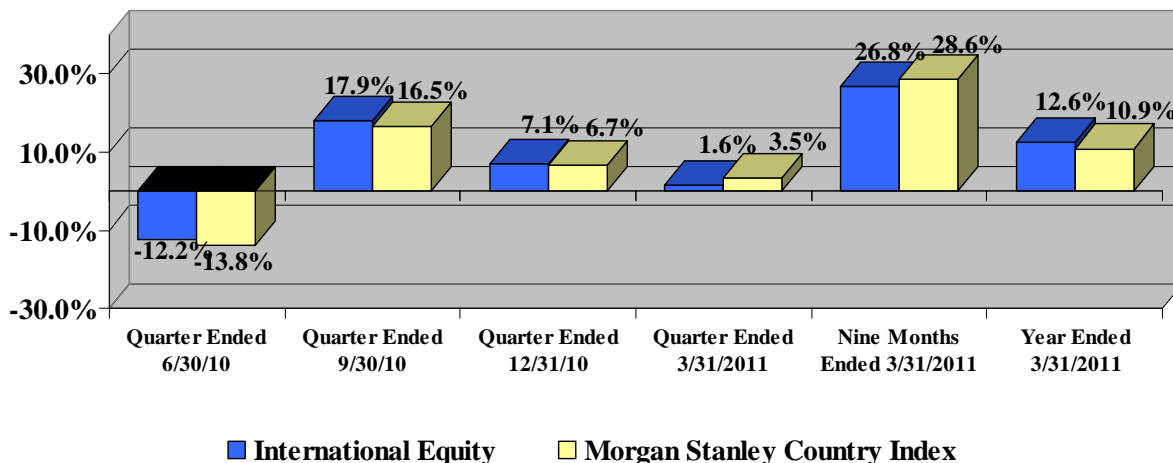
- The US Equity return for the nine months ended March 31, 2011 of 28.8% trailed the Russell 3000 Index of 32.4% by 360 basis points. For the year ended March 31, 2011, the US Equity return of 16.8% trailed the Russell 3000 Index of 17.4% by 60 basis points.

### CIF U.S. Equity Funds



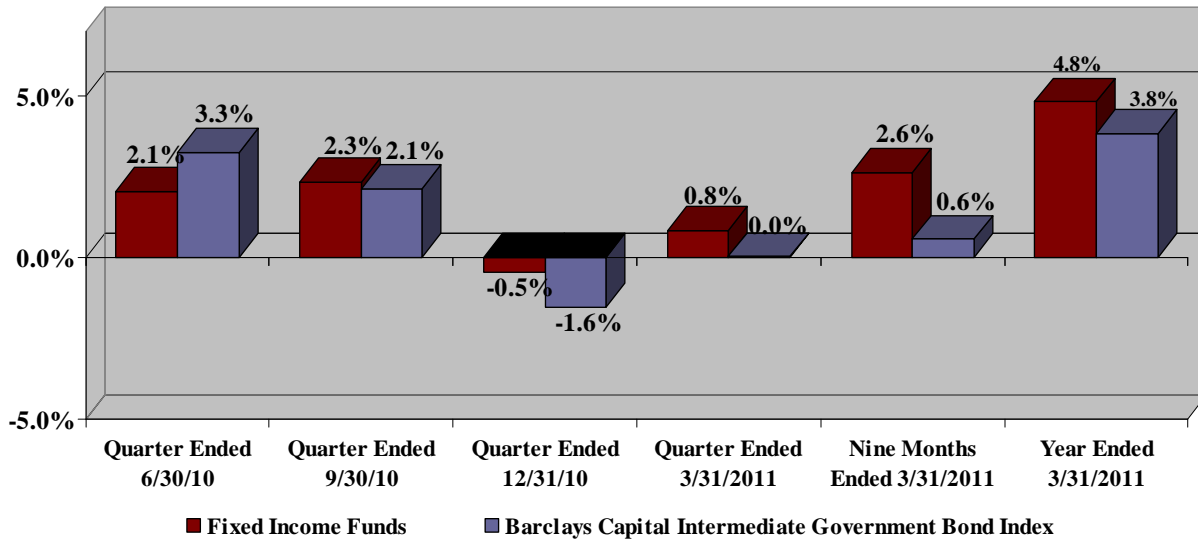
- The International Equity return for the nine months ended March 31, 2011 of 26.8% trailed the MSCI Benchmark of 28.6% by 180 basis points. For the year ended March 31, 2011, the International Equity return of 12.6% exceeded the MSCI Benchmark of 10.9% by 170 basis points.

### CIF International Equity Funds



- The Fixed Income return for the nine months ended March 31, 2011 of 2.6% exceeded the Barclays Capital Intermediate Government Bond Index of 0.6% by 200 basis points. For the year ended March 31, 2011, the Fixed Income return of 4.8% exceeded the Barclays Capital Intermediate Government Bond Index of 3.8% by 100 basis points.

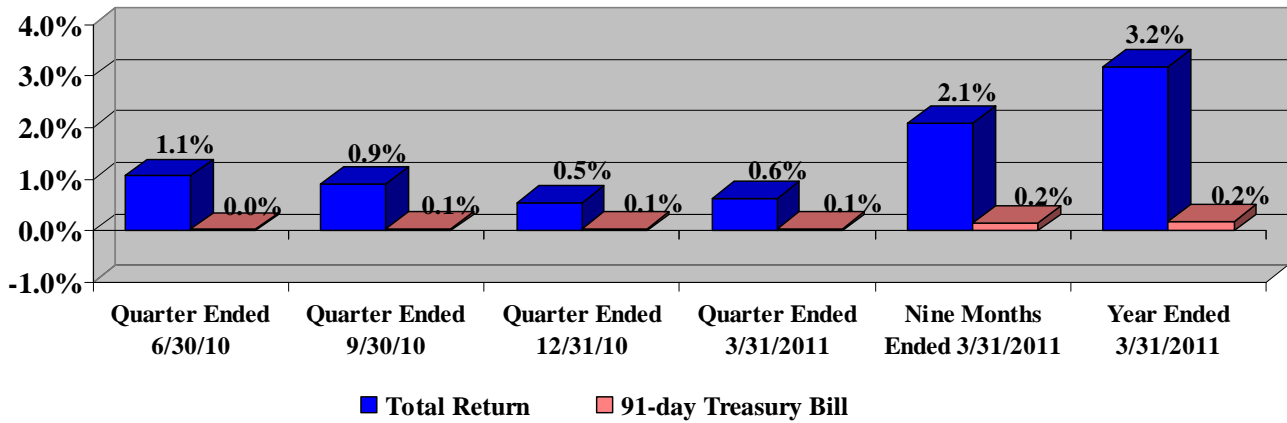
**CIF Fixed Income Funds**



**IV. Short Term Investment Fund Performance (STIF)**

- The market value of the STIF at March 31, 2011 was approximately \$28.1 million, a \$10.2 million (26.7%) decrease from June 30, 2010.
- As indicated below, the total return on the STIF for the nine months ended March 31, 2011 of 2.1% exceeded the 91-day Treasury Bill rate of 0.2% by 190 basis points. For the year ended March 31, 2011, the total return on the STIF of 3.2% exceeded the 91-day Treasury Bill rate of 0.2% by 300 basis points.

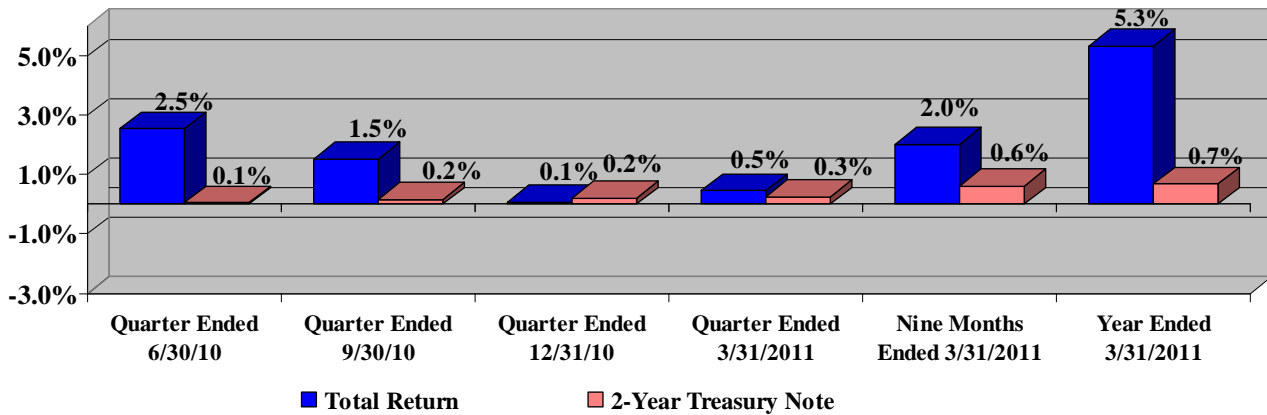
**Total STIF**



**V. Intermediate Term Investment Fund Performance (ITIF)**

- The market value of the ITIF at March 31, 2011 was approximately \$6.5 million, a \$0.1 million (1.9%) increase from June 30, 2010.
- As indicated below, the total return on the ITIF for the nine months ended March 31, 2011 of 2.0% exceeded the 2-Year Treasury Note rate of 0.6% by 140 basis points. For the year ended March 31, 2011, the total return on the ITIF of 5.3% exceeded the 2-Year Treasury Note rate of 0.7% by 460 basis points.

**Total ITIF**



**VI. Revenues and Expenditures**

During the nine months ended March 31, 2011, recognized revenues of \$18.9 million exceeded expenditures of \$13.3 million resulting in a net increase to market value of approximately \$5.6 million. This increase is primarily attributable to investment earnings and appreciation on investments.

<b>Revenues</b>	<b>2011</b>	<b>2010</b>
Investment Income	\$ 14,987,552	\$ 13,303,968
Athletic Contributions	1,903,454	8,871,594
Interest	960,170	1,008,249
Cash Gifts	823,349	924,794
Oil and Gas Royalties	178,139	104,308
Other Income	65,358	77,321
Total Revenues	18,918,022	24,290,234
<b>Expenditures</b>		
Athletic Support	8,647,098	9,007,393
Departmental Support	1,832,364	1,199,951
Academic Enhancement Allocation	1,323,596	1,028,477
Scholarships	1,201,626	1,226,597
Investment Fees	144,496	125,950
Operating Support	108,236	98,155
Other Expenditures	37,500	51,508
Total Expenditures	13,294,916	12,738,031
Net Change in Market Value	\$ 5,623,106	\$ 11,552,203

## VII. Cash Gifts and Athletic Contributions

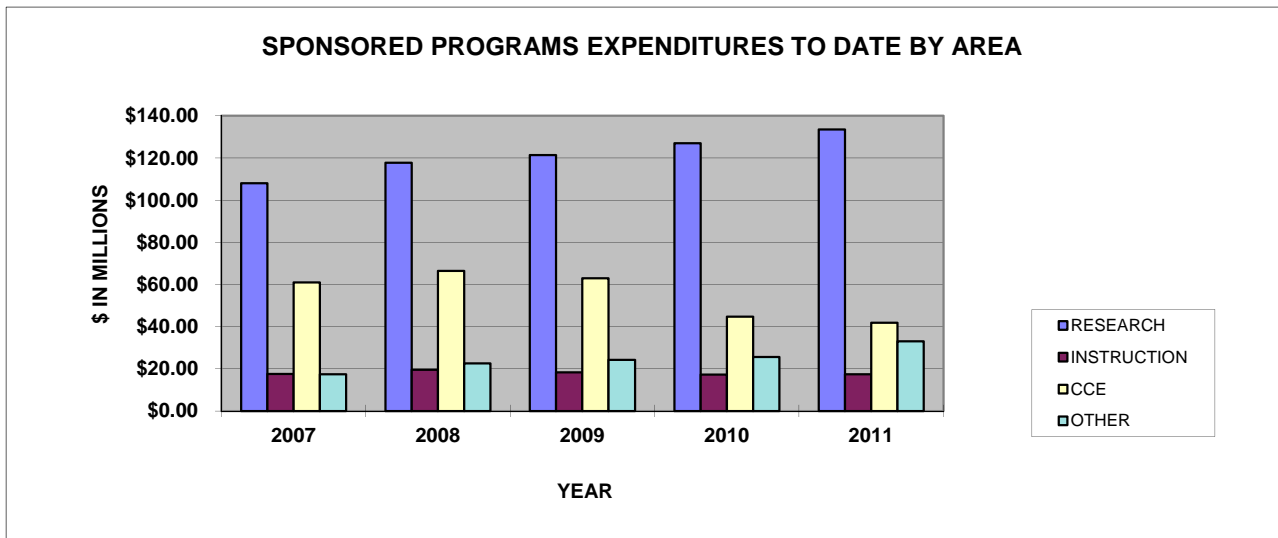
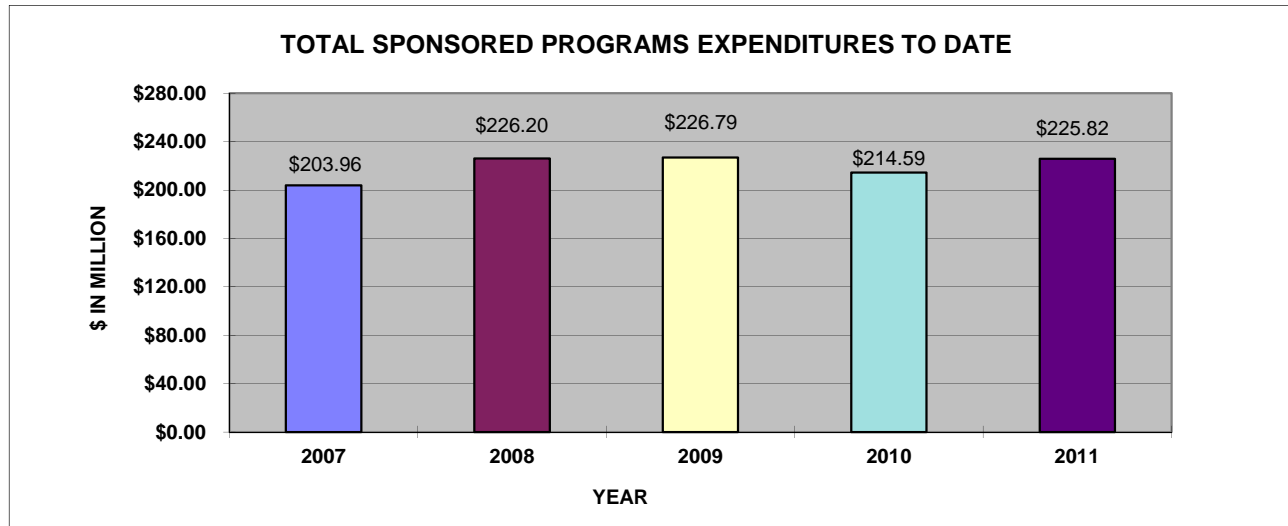
The following cash gifts and contributions were received during the nine months ended March 31, 2011.

• Athletic Seating Priorities Program	\$ 1,903,454
• A gift from the Linda Lee Wallace Revocable Trust for the sole benefit and use of the Kessler Farm Field Laboratory	194,424
• A gift from the OU Medical Center for the benefit of the HSC General Support Fund	112,500
• A gift from Rod C. Roberts to support eminently qualified industry leaders and professionals in the role of adjunct or clinical faculty in the Energy Management Program of the Price College of Business	100,000
• A gift from the Estate of Marcella A. Peck to establish the Marcella A. Peck Scholarship Fund	100,000
• A gift from the Oklahoma Energy Resources Board (OERB) for the benefit of the OERB Scholarship Fund for Energy Management	62,000
• A gift from the Stanley White Foundation Trust for the benefit of the Stanley E. White Directorship of the Entrepreneurship Center	50,000
• A gift from the Dodson Foundation, Inc. to further support the Rath Dodson Scholarship Fund	40,560
• Share of Executive Education Partnership Program for the benefit of the College of Business Support Fund	38,167
• A gift from the Oklahoma Energy Resources Board (OERB) for the benefit of the OERB Scholarship Fund for Geology and Geophysics	18,500
• A gift from the Anne & Henry Zarrow Foundation for the benefit of the OU General Scholarship Fund	15,000
• A gift from Stephen C. Pugh for the benefit of the Vice President for Development Support Fund	10,000
• A gift from Plains All American for the benefit of Career Services	10,000
• A gift from Virginia L. Kanaly for benefit of the E. Deane Kanaly Lecture Series Fund for the Price College of Business	10,000

June 20 - 22, 2011

• A gift from T-K Production Company for benefit of the Energy Management Industry Partners Fund for the Price College of Business	10,000
• Various gifts under \$10,000	52,198
TOTAL CASH GIFTS AND ATHLETIC CONTRIBUTIONS	<u>\$ 2,726,803</u>

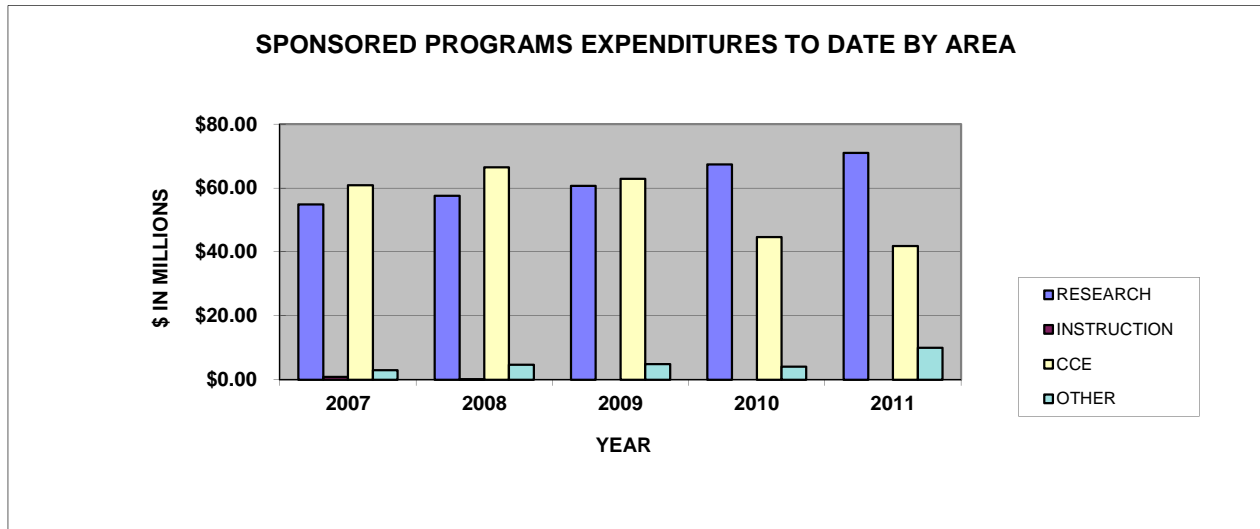
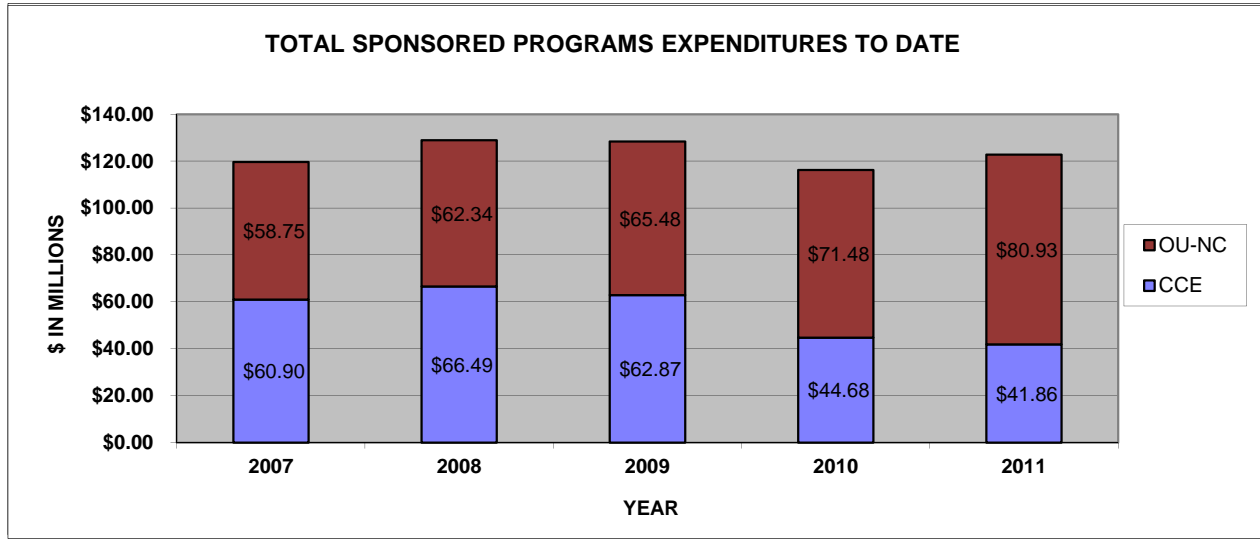
## HEALTH SCIENCES CENTER AND NORMAN CAMPUS



	FY 2011 YEAR	YEAR %CHANGE	FY 2010 YEAR	2011 APRIL	MONTH %CHANGE	2010 APRIL
RESEARCH	\$ 133,461,292	5.08%	\$127,012,109	\$ 12,263,479	3.20%	\$ 11,883,321
INSTRUCTION	\$ 17,446,334	0.85%	\$ 17,299,080	\$ 1,578,539	2.14%	\$ 1,545,461
CCE	\$ 41,858,652	-6.32%	\$ 44,684,900	\$ 3,872,774	-4.76%	\$ 4,066,531
OTHER	\$ 33,051,515	29.12%	\$ 25,598,449	\$ 3,001,586	-11.41%	\$ 3,388,219
<b>TOTAL</b>	<b>\$ 225,817,793</b>	<b>5.23%</b>	<b>\$214,594,538</b>	<b>\$ 20,716,378</b>	<b>-0.80%</b>	<b>\$ 20,883,532</b>

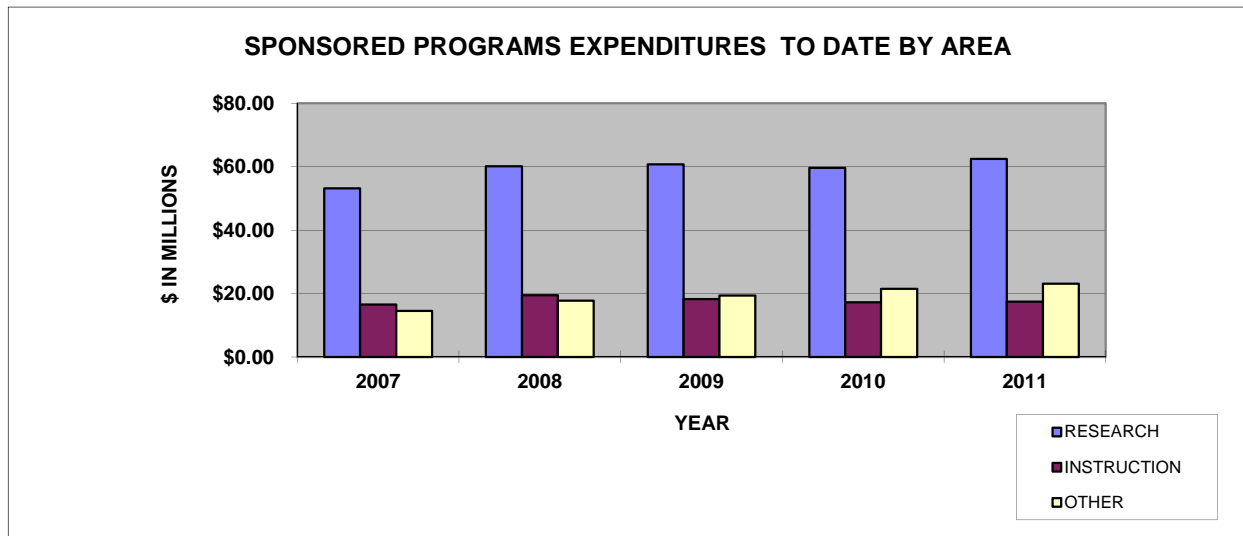
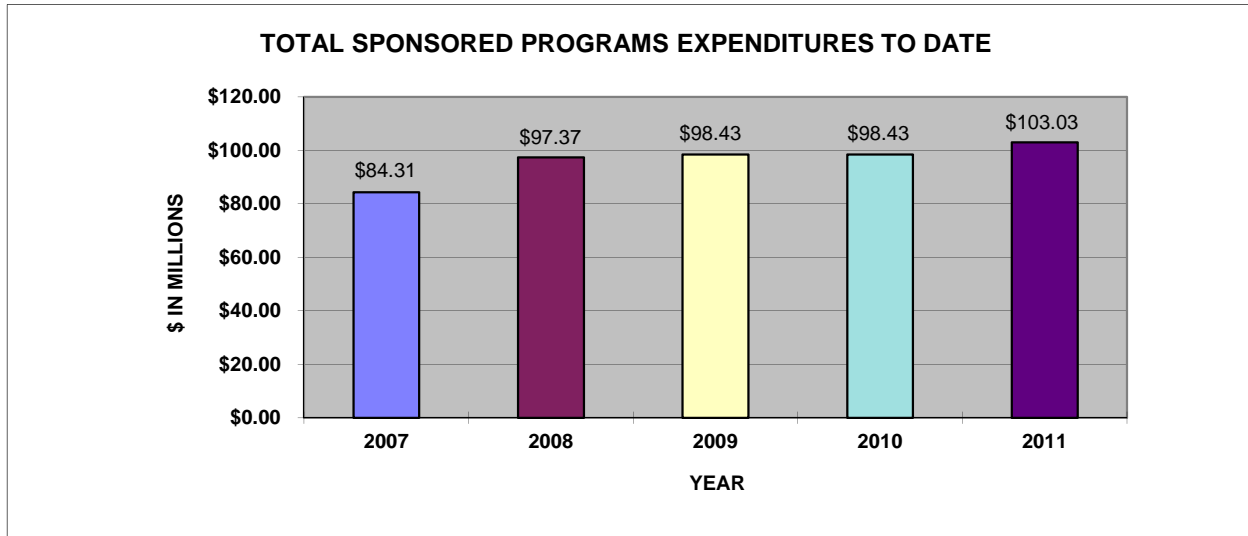


## NORMAN CAMPUS



	FY 2011 YEAR	YEAR %CHANGE	FY 2010 YEAR		2011 APRIL	MONTH %CHANGE	2010 APRIL
RESEARCH	\$ 70,973,825	5.35%	\$ 67,370,928		\$ 6,502,470	2.83%	\$ 6,323,708
INSTRUCTION	\$ -	-	\$ -		\$ -	-	\$ -
CCE	\$ 41,858,652	-6.32%	\$ 44,684,900		\$ 3,872,774	-4.76%	\$ 4,066,531
OTHER	\$ 9,953,464	142.14%	\$ 4,110,658		\$ 436,646	-41.44%	\$ 745,671
<b>TOTAL</b>	<b>\$122,785,941</b>	<b>5.70%</b>	<b>\$116,166,486</b>		<b>\$ 10,811,890</b>	<b>-2.91%</b>	<b>\$ 11,135,910</b>

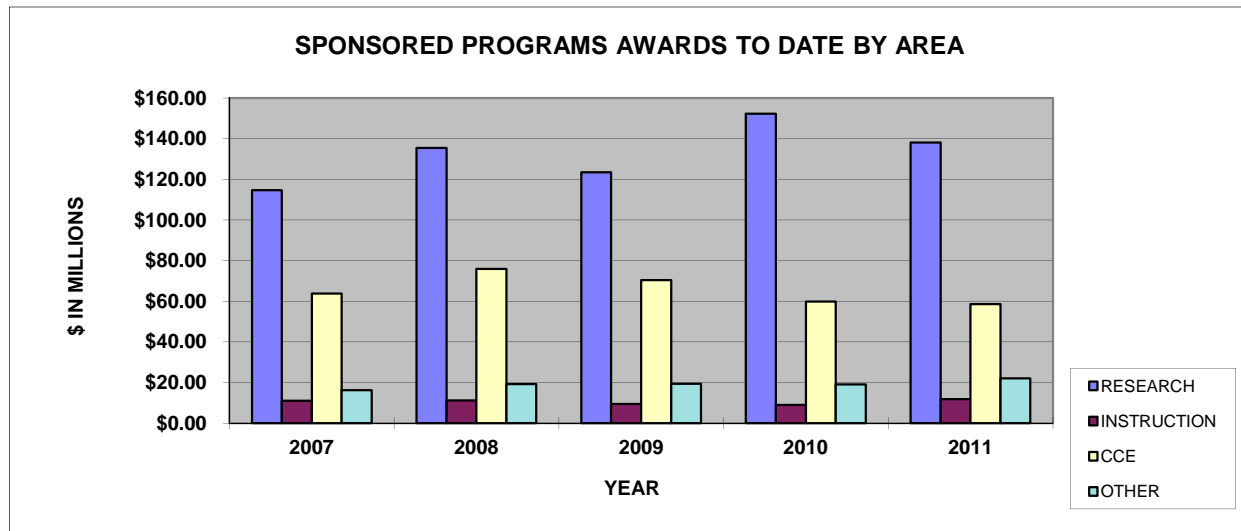
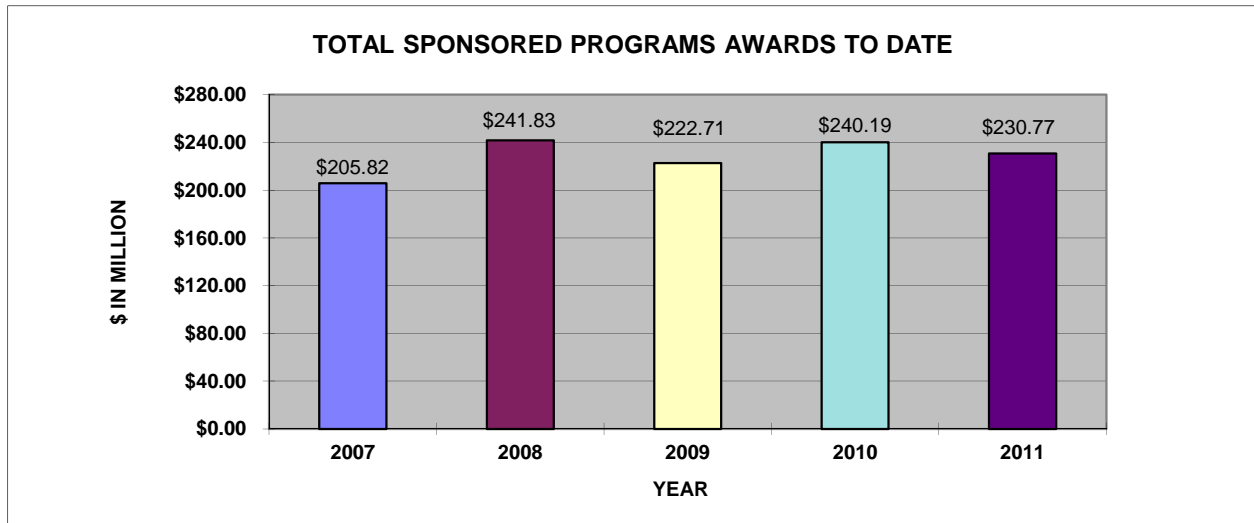
## HEALTH SCIENCES CENTER



	FY 2011 YEAR	YEAR %CHANGE	FY 2010 YEAR		2011 APRIL	MONTH %CHANGE	2010 APRIL
RESEARCH	\$ 62,487,467	4.77%	\$ 59,641,181		\$ 5,761,009	3.62%	\$ 5,559,613
INSTRUCTION	\$ 17,446,334	0.85%	\$ 17,299,080		\$ 1,578,539	2.14%	\$ 1,545,461
OTHER	\$ 23,098,051	7.49%	\$ 21,487,791		\$ 2,564,940	-2.94%	\$ 2,642,548
<b>TOTAL</b>	<b>\$ 103,031,852</b>	<b>4.68%</b>	<b>\$ 98,428,052</b>		<b>\$ 9,904,488</b>	<b>1.61%</b>	<b>\$ 9,747,622</b>

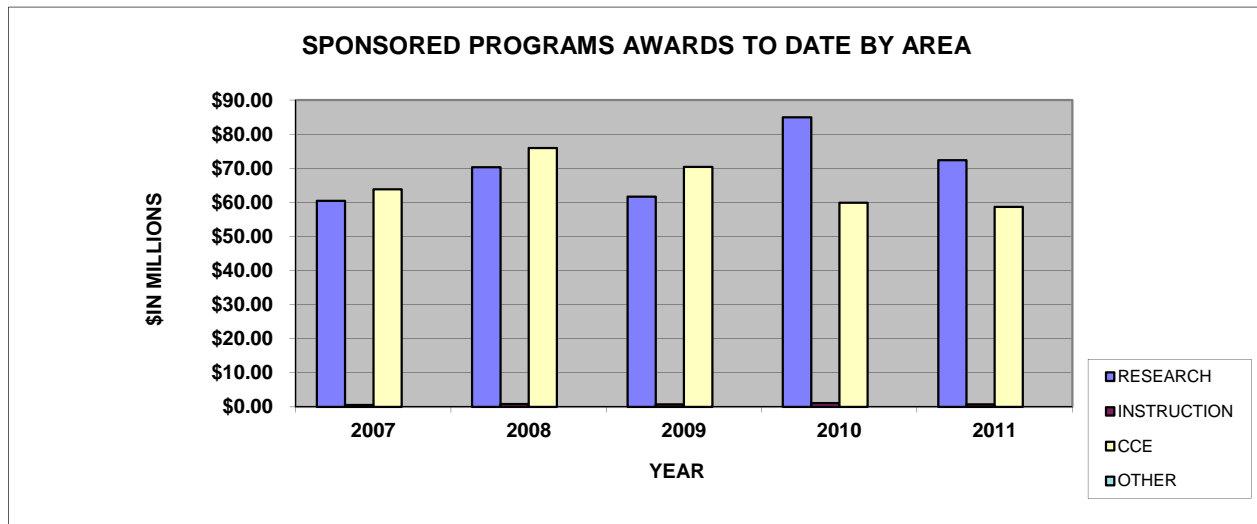
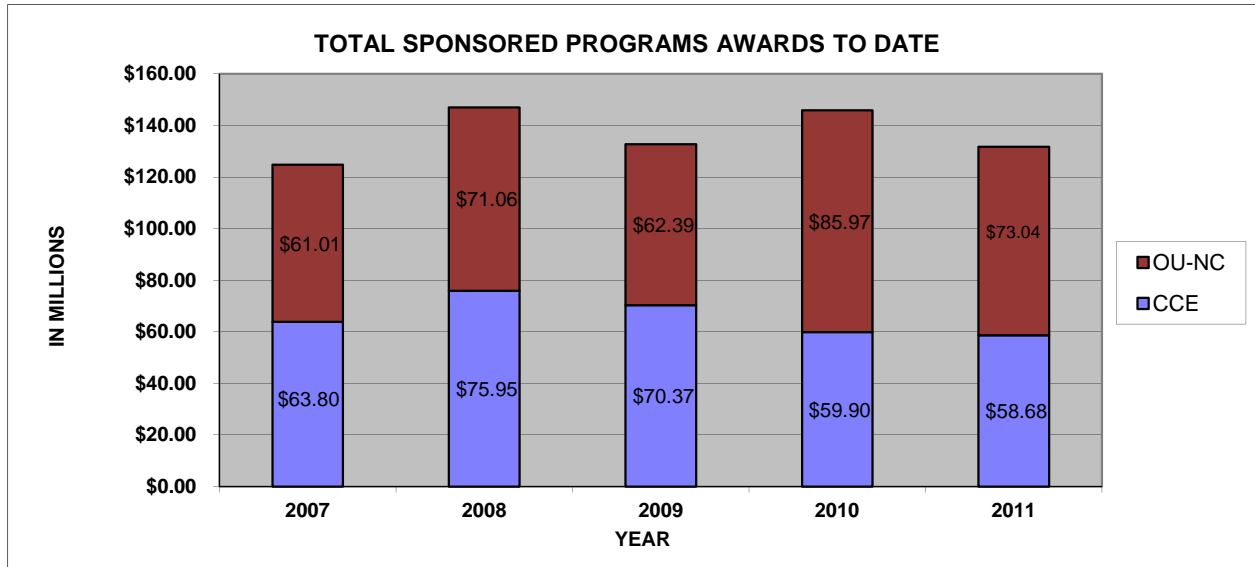
## HEALTH SCIENCES CENTER

## NORMAN CAMPUS AND HEALTH SCIENCES CENTER



	FY 2011 YEAR	YEAR %CHANGE	FY 2010 YEAR	2011 APRIL	MONTH %CHANGE	2010 APRIL
RESEARCH	\$ 138,132,354	-9.32%	\$ 152,333,412	\$ 12,195,960	-18.03%	\$ 14,879,236
INSTRUCTION	\$ 11,859,632	32.54%	\$ 8,948,133	\$ 22,978	-78.57%	\$ 107,211
CCE	\$ 58,683,131	-2.03%	\$ 59,897,835	\$ 3,491,446	131.29%	\$ 1,509,524
OTHER	\$ 22,098,209	16.23%	\$ 19,012,131	\$ 8,409,025	641.02%	\$ 1,134,790
<b>TOTAL</b>	<b>\$ 230,773,326</b>	<b>-3.92%</b>	<b>\$ 240,191,511</b>	<b>\$ 24,119,409</b>	<b>36.80%</b>	<b>\$ 17,630,761</b>

## NORMAN CAMPUS



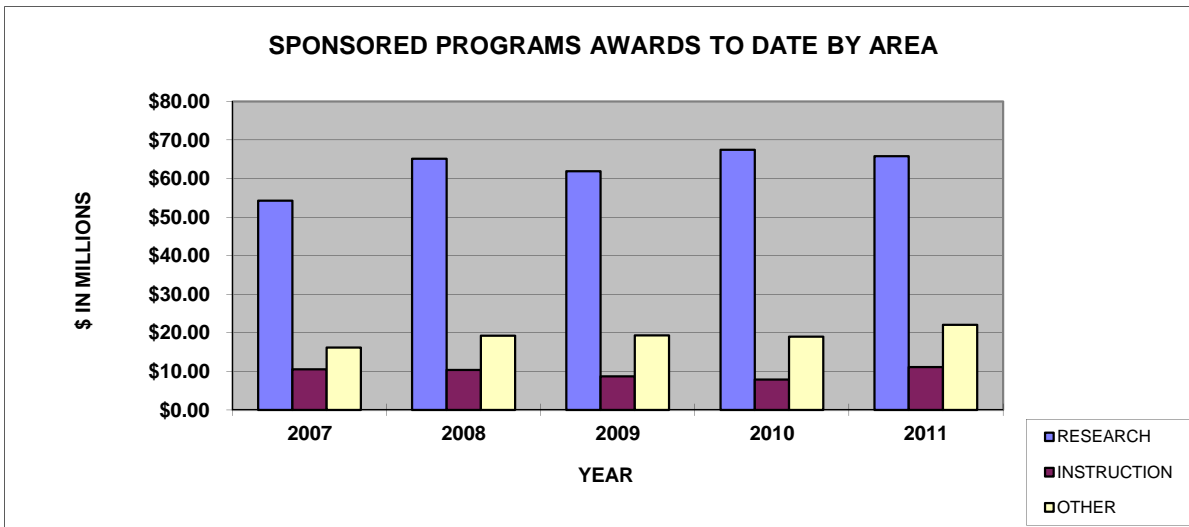
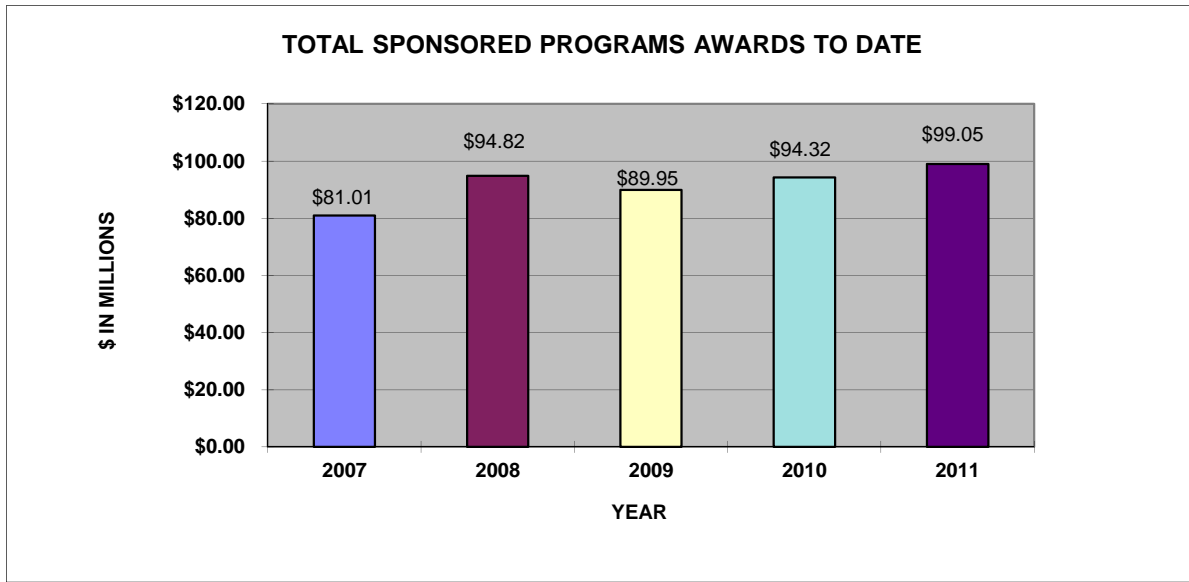
	FY 2011 YEAR	YEAR %CHANGE	FY 2010 YEAR	2011 APRIL	MONTH %CHANGE	2010 APRIL
RESEARCH	\$ 72,356,480	-14.77%	\$ 84,898,754	\$ 3,932,238	-6.67%	\$ 4,213,060
INSTRUCTION	\$ 683,119	-36.32%	\$ 1,072,685	\$ -	-	\$ -
CCE	\$ 58,683,131	-2.03%	\$ 59,897,835	\$ 3,491,446	131.29%	\$ 1,509,524
<b>TOTAL</b>	<b>\$ 131,722,730</b>	<b>-9.70%</b>	<b>\$ 145,869,274</b>	<b>\$ 7,423,684</b>	<b>29.73%</b>	<b>\$ 5,722,584</b>

## NORMAN CAMPUS

**NORMAN CAMPUS  
REPORT OF CONTRACTS AWARDED (OVER \$250K)  
APRIL 2011**

<b>AWD #</b>	<b>AGENCY</b>	<b>TITLE</b>	<b>VALUE</b>	<b>PERIOD</b>	<b>PI(S)</b>
115205800	OK-DHS	OSIS Policy FY12	\$911,561	12 Mons.	Funston, B. - CCE CSCPM
115205600	OK-DHS	OCSS Outreach Fy12	\$2,501,893	12 Mons.	Funston, B. - CCE CSCPM
110224	NSF	Novel Supramolecular Structures of Laterally Confined Amphiphilic Molecules	\$335,000	36 Mons.	Grady, B. - CBME
<b>TOTAL</b>			<b>\$3,748,454</b>		

## HEALTH SCIENCES CENTER



	FY 2011 YEAR	YEAR %CHANGE	FY 2010 YEAR	2011 APRIL	MONTH %CHANGE	2010 APRIL
RESEARCH	\$ 65,775,874	-2.46%	\$ 67,434,658	\$ 8,263,722	-22.52%	\$10,666,176
INSTRUCTION	\$ 11,176,513	41.92%	\$ 7,875,448	\$ 22,978	-78.57%	\$ 107,211
OTHER	\$ 22,098,209	16.23%	\$ 19,012,131	\$ 8,409,025	641.02%	\$ 1,134,790
<b>TOTAL</b>	<b>\$ 99,050,596</b>	<b>5.01%</b>	<b>\$ 94,322,237</b>	<b>\$ 16,695,725</b>	<b>40.20%</b>	<b>\$11,908,177</b>

## HEALTH SCIENCES CENTER

**HEALTH SCIENCES CENTER****REPORT OF CONTRACTS AWARDED (OVER \$250K)**

APRIL 2011

<b>AWARD NO.</b>	<b>AGENCY</b>	<b>TITLE</b>	<b>VALUE</b>	<b>PERIOD</b>	<b>PI(S)</b>
20051878	National Heart, Lung and Blood Institute	Strong Heart Study, Phase V	850,000	9 mos.	Lee,Elisa T Ctr. American Indian Hlth Res
20071202	Children's Hospital of Philadelphia	Telemedicine Approaches to Evaluating Acute-Phase Retino	391,488	12 mos.	Siatkowski,Raymond M Ophthalmology Spons. Programs
20082328	Natl Inst Allergy & Infectious Diseases	Discovery and Targeting of West Nile Virus Epitopes	1,087,178	12 mos.	Hildebrand,William H Micro&Immun Grants/SPNSR funds
20100788	Sarah Cannon Research Institute	Research Site Development and Services	494,460	25 mos.	McMeekin,Scott Stephenson Cancer Center
20102196	OK Dept Mental Hlth Substance Abuse Svcs	Program of Assertive Community Treatment (PACT)	291,941	12 mos.	Washington,Nicole Bernard Prog of Assert Com Treatment
20110200	Natl Inst Allergy & Infectious Diseases	Pore Formation by Cholesterol Dependent Cytolysins	430,136	12 mos.	Tweten,Rodney Kim Micro&Immun Grants/SPNSR funds
20110408	Biolytx Pharmaceuticals Corporation	New Drugs for Bad Bugs	325,000	12 mos.	Pereira,Anne Pharmaceutical Sci Sponsored
20110488	Natl Inst Deafness & Other Comm Disorder	Estrogen Modulation of Auditory Processing	367,120	12 mos.	Pinaud,Raphael R Physiology
20111219	National Center for Research Resources	Oklahoma IDeA Network of Biomedical Research Excellence	3,245,247	12 mos.	Akins,Darrin Randal Micro&Immun Grants/SPNSR funds
20111221	Oklahoma State Department of Health	Ryan White CARE Act Part B	730,290	12 mos.	Drevets,Douglas A Medicine - Infectious Disease
20111988	State of Oklahoma	ARRA State Fiscal Stabilization Award - Cancer Center	7,000,000	6 mos.	Mannel,Robert S Stephenson Cancer Center
<b>TOTALS:</b>	<b>11</b>		<b>15,212,860</b>		

**Staff Handbook – Amended ~~February~~ June ~~December~~ 20110**

Office of **Human Resources**

Norman Campus (405) 325 - 1826

OUHSC Campus (405) 271 - 2180

Tulsa Campus (918) 660 - 3190





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**0.0 HANDBOOK INTRODUCTION** – The University of Oklahoma provides this **PREFACE**—The *Staff Handbook* in has been prepared by the Office of Human Resources as an effort easy to educate current read reference for present and prospective employees as to the relevant laws, staff members. It contains useful information about employment policies, and procedures that govern interactions between the institution and the employee. The University values its relationship with its employees and strives to create and maintain a positive working environment.

**1.1 HANDBOOK USAGE** – The *Staff Handbook* summarizes University of Oklahoma, conditions and opportunities. For the most part, contents concerning University of Oklahoma employment policies and procedures for current and prospective staff employees. In some sections of the *Staff Handbook* you will find are presented as summaries with references to the University of Oklahoma of Regents' Policy Manual or and administrative policies and procedures as well as applicable state and federal statutes. Every law. While every effort has been made to present the key elements of these summaries references accurately, but the actual policies, procedures, or laws are text of the policy, procedure or law is to be consulted as the authoritative source of information, as they may provide more detail and. Copies of these documents are themselves subject to independent available for review and revision. in the offices of Human Resources. Policies and procedures summarized contained in this handbook have been approved by the president and/or the Board of Regents of the University of Oklahoma. Given the breadth and variety of different staff positions at the University, effective September 1995. The information contained in this handbook is current only at the time of publication and may change from time to time by action of appropriate segments of the institution. An attempt has been made either to include enough detail to answer questions or to identify sources where detailed information may be found. The Office of Human Resources is available to lend additional policies and operating procedures not detailed in the *Staff Handbook* may be implemented at the departmental level. Those policies should be provided that those policies are clearly communicated and consistent with the *Staff Handbook* in all respects.

This *Staff Handbook* shall apply to all covered situations from the time of its adoption. The University reserves the right to change this *Staff Handbook* at any time, and any alterations, eliminations, or additions shall apply from the time of their adoption. New and revised policies approved by the President and/or the Board of Regents may be added, substituted, summarized, and/or cross-referenced without separate requirement for amendment of the *Staff Handbook*. The official copy of the *Staff Handbook* is available in Human Resources and on its website at <http://hr.ou.edu>. Should any provision of the *Staff Handbook* require interpretation, the department responsible for implementing that particular policy or provision will issue the interpretation. The Chief Human Resources Officer (CHRO) is responsible for interpreting personnel policy sections of this handbook. All references to the CHRO or responsible administrator shall include that person's designee.

**THIS HANDBOOK IS NOT A CONTRACT AND IS NOT INTENDED TO CREATE ANY CONTRACTUAL RIGHTS IN FAVOR OF EITHER THE UNIVERISTY OR THE EMPLOYEE. THE STATE OF OKLAHOMA AND THE UNIVERSITY OF OKLAHOMA ARE AT-**

WILL EMPLOYERS. AN EMPLOYMENT RELATIONSHIP, THEREFORE, MAY BE TERMINATED AT THE WILL OF THE EMPLOYEE AS WELL AS BY THE EMPLOYER. ALTHOUGH POLICIES AND PROCEDURES HAVE BEEN ESTABLISHED TO PROVIDE GUIDANCE FOR UNIVERSITY ADMINISTRATORS AND EMPLOYEES, THE POLICIES HEREIN SHALL NOT BE CONSTRUED TO LIMIT OR ABROGATE THE RIGHTS OF THE UNIVERSITY OF OKLAHOMA. ~~his handbook is not a contract and or to provide additional information as needed. This handbook is not intended to create any contractual rights in favor of either the University employee or the employee. university. The State of Oklahoma and the University of Oklahoma are at will employers. An employment relationship, therefore, may be terminated at the will of the employee as well as by the employer. While policies and procedures have been established to provide guidance for University university administrators and employees, the policies herein shall not be construed to limit or abrogate the rights of the University of Oklahoma or its employees under the employment at will relationship. The university reserves the right to change the terms of this handbook at any time.~~

1.2 THE UNIVERSITY OVERVIEW – Created by the Oklahoma Territorial Legislature in 1890, the University of Oklahoma is a ~~doctoral~~1.0 THE UNIVERSITY: HISTORY AND INTRODUCTION – Seventeen years before Oklahoma became a state, the University of Oklahoma was founded through action of the first legislature of the Territory of Oklahoma. Approved in 1890 and adopted in its main provisions by the first legislature of the state in 1907, the act said the purpose of the university was "to provide the means of acquiring a thorough knowledge of the various branches of learning connected with scientific, industrial and professional pursuits."

~~Norman was selected as the original site for the university on condition that Cleveland County residents would donate a 40-acre campus within a half mile of downtown Norman and vote bonds to provide \$10,000 to help finance the construction of a building. When the territorial legislature refused to accept the bonds and demanded cash, the bonds were sold for \$7,200. The remaining \$2,800 requirement was promised by Norman business people, and the 40-acre site was purchased for \$1,500. Students were accepted for the first time in the fall of 1892, and the first two graduates received the degree-granting research university serving the educational, cultural, economic, and healthcare needs of the state, region, and nation. -of pharmaceutical chemist in 1896.~~

Over time, the ~~University~~university has experienced tremendous growth. ~~The Norman campus serves as home to the majority of the University's academic programs except health-related fields. The Norman campus has expanded from its original 40 acres to approximately 3,136,000 acres, on which are located about 238 buildings. The OU Health Sciences 200 permanent buildings. The Oklahoma City campus was added in 1910. It is the state's principal center for health sciences and has coordinated programs with private and public health care organizations occupying a 200-acre location near the state capitol. The university serves as the nucleus for the Oklahoma Health Center, which is -In 1974, the University of Oklahoma College of Medicine in Tulsa accepted its first students. It is housed on 11 acres of land located in Oklahoma City, is one of the nation's few comprehensive academic health centers. Both the Norman and Health Sciences Center colleges offer programs at the Schusterman Center, the site of OU-Tulsa. south of downtown Tulsa. Other research and study facilities are found in multiple locations in Oklahoma, other states, and internationally. include the University of Oklahoma Biological Station on Lake Texoma, the Oklahoma Geophysical Observatory at Leonard near Tulsa, and the Aquatic Biology and Fisheries Research Center in Noble near Norman.~~

## 2.0 UNIVERSITY GOVERNMENT AND ADMINISTRATION

**2.1 OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION** — The University of Oklahoma is part of a state-wide educational program called the Oklahoma State System of Higher Education. Having been established by constitutional authority in 1941, the state system is younger than the University of Oklahoma and is made up of all institutions of higher education supported wholly or partially by legislative appropriations. The coordinating body, called the Oklahoma State Regents for Higher Education, is composed of nine members. Following appointment by the Governor~~governor~~ and confirmation by the State Senate~~state senate, board~~, members serve nine-year terms. One member of the board is replaced each year. Responsibilities of the Oklahoma State Regents for Higher Education include setting standards of higher education (including requirements for the admission of students), determining the functions and courses of study at each institution, granting degrees and other forms of academic recognition, recommending higher education's funding needs to the legislature, allocating state appropriations to individual institutions, and determining the fees of all institutions of the system. (Article III A, Sections 2 and 3, Constitution of Oklahoma)

**2.2 THE BOARD OF REGENTS OF THE UNIVERSITY OF OKLAHOMA** ~~— REGENTS~~ — By constitutional authority, the governance~~government~~ of the University~~university~~ is vested in the Board of Regents of the University of Oklahoma. The Board~~board~~ is composed of seven members appointed by the Governor~~governor~~ with the advice and consent of the Oklahoma Senate. Each member serves a seven-year term unless appointed to fill an unexpired term. One member is replaced each year. ~~Meetings are held monthly, except during the month of August, to conduct the university's business.~~ The powers and duties of the board are set out in Oklahoma's constitution and the Oklahoma statutes. (Article XIII, Section 8, Constitution of Oklahoma; Title 70, Section 3301, et seq., Oklahoma Statutes, 1994)

**2.3 ADMINISTRATIVE ORGANIZATION** — The administrative organization exists to provide leadership and to facilitate University of Oklahoma goals, objectives, and services. As an operating philosophy, the University's~~university's~~ purposes can best be achieved in an atmosphere of shared governance, mutual planning and implementation of decisions, and the recognition and encouragement of contributions by members of the University~~university~~ community.

**2.4 PRESIDENT** — As the chief executive and academic officer of the University~~university~~, the President~~president~~ is responsible to the Board~~board~~ of Regents~~regents~~ of the University~~university~~ for the administration of the institution. All authority delegated by the Regents~~regents~~ is administered through the President~~president~~, who may in turn delegate responsibility and authority to other University~~institutional~~ administrative officials.

**2.5 STAFF SENATE** – Consistent with the University's desire to foster and provide a positive working environment, there are established governance ~~GOVERNANCE ORGANIZATIONS~~—Governance organizations for staff employees exist on the Norman, ~~campus and at~~ the Health Sciences Center. The Staff Senate represents staff employees on the Norman campus. Its representatives are selected by five member groups known as the Council of Administrative Officers, the Administrative Staff Council, the Managerial Staff Association, the Professional Staff Association and the Hourly Employees Council. Staff employees on the Oklahoma City, and Tulsa campuses, elect representatives of specified geographical areas to their governance organization, known as the Employee Liaison Council. The purpose of ~~these~~ the staff governance organizations is to provide staff employees a means to participate in decisions regarding policy matters of the University ~~university~~ affecting working conditions of its employees. Governance ~~Both governance~~ groups function as an advisory and policy-referral bodies ~~body~~ to the University administration and to the staff employees represented. Additional information on Staff Senate and governance groups can be found through these websites: [http://www.ou.edu/staff\\_senate](http://www.ou.edu/staff_senate) for the Norman Campus; <http://www.ouhsc.edu/staffsenate> for the Health Sciences Center campus; and <http://tulsa.ou.edu/staffseante> for the Tulsa campus. (Charter and Bylaws of the Staff Senate for the University of Oklahoma, approved 11-11-71, as amended; Charter and Bylaws of the Employee Liaison Council, as amended)

**2.6 COUNCILS AND COMMITTEES** -- A system of councils and committees is essential to the University's ~~operation, of the university.~~ They are basic to a collegial environment and assure participation by all segments of the University ~~university~~ community in the interest of achieving institutional goals and objectives. They also serve to keep the faculty and staff advised of current issues, utilize the unique talents and expertise available on the campuses, and provide interaction among faculty, students, staff, and administrators.

Councils and committees are given clearly stated assignments in writing, and they are asked to give periodic reports to their constituencies. The committee structure of the institution is kept flexible and is subject to periodic review and revision. A current listing of councils and committees, their assignments, and their membership is available in the Office ~~office~~ of the President ~~president~~. Councils make recommendations to the President ~~president~~ on policy and programs in areas of vital significance to the functioning of the University ~~university~~ as an educational institution as well as in special extracurricular areas that require ~~deserve~~ the attention of the full representation of the University ~~university~~ community. Certain councils are created by the Board ~~board~~ of Regents, some are created by the President, and others regents. Others are established upon recommendation of the Faculty and Staff Senates and approval by the President ~~president~~.

Standing committees provide the President ~~president~~ and other members of the administration with advice and assistance regarding areas of University ~~university~~ activity that are important to the fulfillment of an educational mission but are of less fundamental

significance than the areas of council concern. Administrative advisory committees are established by officers of the University for subjects not covered by the council or standing committee structure. These committees are composed of members selected by the establishing official. The number and purposes of these committees are regularly reviewed by the President.

Task forces are established from time to time as ad hoc committees designed to accomplish a specific purpose. Members of a task force are selected by the appointing body or officer. Dissolution occurs when the assigned task is completed or at the discretion of the appointing body or officer. (Extracted from "Structure of University Councils and Committees" and from the "Charters and Listings of the Councils and Committees"). Administrative search committees are formed to assist in the selection of the President, Senior Vice President and Provosts, vice presidents, provosts, vice provosts, and academic deans. Search committees may also be used in the search for any other unique positions such as administrative officers. Specific guidelines are applicable for the make up of these committees (Sections 2.3.10 and 2.7.7, Faculty Handbook).

### 3.0 STAFF EMPLOYMENT POLICIES

**3.1 STAFF EMPLOYEES** -- The information in this section gives employment policies for executive officers, administrative officers, administrative staff, managerial staff, professional staff, supervisory staff, and service and operations staff. These groups combined are known as staff employees.

**3.2 BENEFITS DESIGNATION** -- University employment benefits are linked to the primary position for which an employee is hired. If an employee is hired through the staff hiring process but by virtue of his or her skills or expertise is assigned an additional academic title, benefits accrue to the primary staff title only, even though the employee's total title would reflect an additional academic appointment unless the provost, after consultation with the Chief Director of Human Resources Officer, specifically determines that an exception is in the best interests of the university. Example: Staff Psychologist/Adjunct Assistant Professor is assigned professional staff status and benefits. If a person is hired through the faculty hiring process and acquires a staff title because of additional responsibilities, then benefits are linked to the primary academic title. Example: Assistant Professor/Editorial Supervisor of The Oklahoma Daily is assigned academic status and benefits.

**3.3 HIRING - NEW STAFF EMPLOYEES** -- This policy, approved by the Board of Regents, was developed to provide a means for assuring: (1) that available human resources will receive full use; and (2) that all appointments, promotions, and transfers will be made on the basis of individual qualifications and merit without regard to race, creed, color, national origin, sex, sexual orientation, age, religion, disability, or status as a veteran, or genetic information. It is also the policy of the University not to discriminate on the



basis of sexual orientation. The University of Oklahoma is committed to equal employment opportunity and to employment of only U.S. citizens and individuals who are lawfully~~aliens~~ authorized to work in the United States.

**3.3.1 HIRING POLICIES** -- Any vacancy for a position expected to last for 90 calendar days or more must be listed with ~~the Office of~~ Human Resources. Recommendations for appointments, reappointments, promotions, and transfers will not be approved until required information on candidates for these positions ~~has~~have been reviewed~~processed~~ by Human Resources. Employment of persons for less than 90 calendar days should be coordinated with Human Resources for determining an appropriate compensation level. FLSA-  
nonexempt (hourly) Hourly positions must be listed for at least five working days or until three candidates have been referred. FLSA-  
exempt (salaried) Monthly positions must be listed for at least seven~~15~~ working days regardless of the number of applicants. Hiring officials should notify current employees within the department simultaneously with, if not prior to, listing the job to give those~~the current department~~ staff first knowledge of promotional opportunities within the department. Upon making a hiring decision, the department should advise Human Resources of the acceptance of the candidate selected and notify all other applicants that the position has been filled. Departments are encouraged to~~should~~ establish procedures for the effective orientation of new, transferred, reclassified, or promoted employees. These procedures should cover rules concerning scheduled and unscheduled leave, timelines for demonstrating attainment of needed job skills, and other personnel-related issues. ~~All new employees will be required to provide identification and employability information in accordance with the Immigration Reform and Control Act. All new employees must have an I-9 form on file in Human Resources. Questions regarding this issue should be directed to Human Resources. For assistance in filling a staff vacancy, refer to the current affirmative action plan or call Human Resources.~~

It is University policy to list open positions unless there are compelling circumstances to justify an appointment without listing. Requests to exempt positions from this listing requirement should be submitted in writing to the CHRO and describe the circumstances that justify a selection without posting. The University will require all new employees to provide information needed to comply with the requirements of the Immigration Reform and Control Act. All new employees must have an Employment Eligibility Verification Form (INS I-9) on file in Human Resources. The University participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 (and in those instances where existing employees are assigned to state or federal contracts requiring E-Verify authorization) to confirm work authorization.

### 3.3.2 DEFINITIONS

**Appointments:** (1a) Initial appointment refers to placing an individual on the payroll for the first time. (2b) Reappointment refers to placing a former employee on the payroll when prior service was compensated by other than special payments. (3c) A continuous

appointment is one that is expected to continue for 1,040 hours~~six months~~ or more. ~~(4)(d)~~ A full-time (FTE or full-time equivalent) appointment is one requiring 40 hours of work per week. ~~(5)(e)~~ A part-time appointment is one that requires less than 40 hours of work per week. ~~(6)(f)~~ Temporary appointments are expected to last 90 days and/or not exceed 1,040 hours. ~~(7)~~ Temporary employment beyond 90 days cannot exceed six months and will~~less than six months~~. ~~(g)~~ Irregular appointments may last for an undefined period of time but require Human Resources review and department head approval. A temporary employee terminated for reaching maximum service cannot be reemployed as a temporary employee until a 30-day break in service has been completed.

~~work on an irregular and uncertain schedule, totaling less than full time.~~ **Promotion:** ~~An~~(a) The advancement of an employee is promoted when he or she is advanced to a classification with a higher pay range. The term does not apply to pay increases for work at the same level.

~~(b) An internal promotion is a change to a classification with a higher pay range within the same department.~~ **Transfer:** ~~(a) A promotional transfer is a change to a classification in a higher pay grade within another department. (b) A transfer occurs when an employee moves from one department to another or to a different position within the same department. A transfer may be made with or without a promotion.~~

**Student Status:** ~~Students are those employees currently enrolled full~~ A transfer may be made with or without a promotion. **Trainee Status:** ~~Employment in a position where the individual does not meet the minimum qualifications for that position. The word "trainee" appears in parentheses after the title of the position for which the person is being trained. A trainee's salary or wage should be less than the minimum rate established for that particular classification. The trainee designation will be removed from the title when the employee satisfactorily meets the qualifications for the position. The salary or wage rate should be increased to reflect the completion of the training period. A trainee should be expected to meet the basic qualifications for the position within the probationary period.~~ **Student Status:** ~~Applies to those employees currently enrolled full time and regularly attending University of Oklahoma courses for credit and whose primary purpose for being at the University~~ university is to obtain an education. Student employees must be enrolled at least half time~~may not work more than 30 hours per week to be considered eligible for exemption~~to be exempt from paying FICA (social security and ~~Medicare~~medicare taxes). Additionally, to be eligible for the FICA exemption, student employment must be predominantly incident to and for the purpose of pursuing a course of study. By law, international students are not subject to FICA taxes; however, due to F-1 visa requirements, they cannot work more than 20 hours per week when classes are in session. The department head is responsible for determining the applicability of student status to the appointment and the work schedule to be met.

**3.3.3 PROMOTIONS AND TRANSFERS** - The ~~University~~ university encourages the upward mobility of staff employees to positions for which they are qualified and which meet their career interests and objectives.

~~1. (a)~~ Internal promotions are encouraged and may be effected without ~~posting~~ listing the vacancy externally on the HR website. ~~job as long as underutilization of ethnic minorities and women does not exist within the department in the affected occupational category and subcategory or the department lists a lower level position. If the department intends to list a lower level position, Human Resources~~ ~~must~~ should be notified of the vacant position the department wishes to fill by internal promotion. Departments will notify their current employees of the vacancy prior to effecting an internal promotion. Vacancies, along with all minimum qualifications required and the rate or range of pay, will be made known by one or more of the following: (1) ~~announcements in staff meetings;~~ (2) notices posted on department bulletin boards; ~~(2) 3) circulating memos and/or emails circulated to staff; or (3) internal posting on the HR website.~~ - To be considered for an internal promotion, employees must meet all minimum qualifications of the vacant position. After the qualifications of all interested departmental employees have been evaluated and a selection has been made, the hiring department will provide documentation of compliance with this policy to Human Resources with the personnel action form for the employee selected. Human Resources will provide an Internal Promotion Selection Report Form, which is to be completed and submitted with the Personnel Action Form for the employee selected. ~~(b) If the department will not be listing a lower level position, a utilization analysis will be conducted to determine whether underutilization exists. If underutilization exists, the department will be required to list the position through Human Resources. Internal candidates may apply for the position. The job must remain open for the appropriate period of time.~~

~~2.~~ Positions that are to be filled by ~~promotion~~ promotional or lateral ~~transfer interdepartmentally~~ transfers to another department should be listed in accordance with the University's hiring policy, university's Staffing Plan. Positions that result in lateral transfer, no change in pay grade, or demotion demotional moves for employees within a department may be filled without listing.

~~3.~~ Employees interested in promotional or lateral transfer opportunities ~~must~~ should provide Human Resources with updated employment application material. Employees seeking promotion Also, employees wishing promotional or lateral transfer transfers are encouraged to discuss these possibilities with their supervisor.

~~4.~~ Employees who have successfully completed the required probationary period of employment in their most recent position will be referred to promotional opportunities for which they are qualified. ~~Employees with less than six months of service in their current position are classification will normally not eligible for consideration~~ be approved for promotion or transfer.

5. ~~Departments, except those funded by grants or contracts, accepting employees by transfer will be responsible for the employees' accumulated paid leave and extended sick leave benefits. A grant or contract may accept all or any portion of accrued leave of a transferred employee. Any remaining balance of accrued leave will be transferred to the employee's extended sick leave account.~~

6. ~~Salary increases normally will not be approved for employees moving from one position to another at the same or lower level. A decrease in salary may be appropriate when employees accept transfers to lower level positions and the employee's salary will be over the maximum salary range for the new position. - Decreases in salary should be discussed with the Chief Director of Human Resources Officer before action is taken.~~

~~3.3.4 TESTING – All employment tests must be reviewed and approved by Human Resources and/or the Office of Equal Opportunity Officer/Title IX Coordinator before use to ensure the tests are valid, job related, reliable, uniformly administered, and do not have an adverse impact on the employment opportunities of members of protected classes. The Equal Opportunity Commission's Uniform Guidelines on Employee Selection requires~~**3.3.4 TESTING** ~~– Federal regulations require that employee testing be validated to show a direct relationship between test results and job performance. Employment tests are not to be used until they have been approved by Human Resources.~~

~~3.4 BENEFITS ELIGIBILITY – Employees with~~**3.4 BENEFITS ELIGIBILITY** ~~– Only those employees holding a continuous appointment who are scheduled to work at least and working 50 percent time or more are eligible for university benefits. Employees working 50 percent (20 hours per week (.50 FTE)) but less than full-time are eligible to participate for benefits in University benefit programs. Temporary employees and employees scheduled to work less than 20 hours per week proportion to their percent of appointment. Persons working less than 50 percent time are not eligible for benefits. Student employment is considered temporary; therefore, student employees are not eligible for employment benefits other than Workers' Compensation. Information about University benefit programs is available on~~

~~3.5 PROBATIONARY PERIOD – Hourly employees serve a probationary period of six months, and monthly employees serve a probationary period of one year except where certification or licensure stipulates a different period of time. A probationary period is also served each time an employee receives a promotion or transfers to another department; however, such probationary periods do not affect an employee's eligibility for accruing or using university benefits. The probationary period is a time for learning the Human Resources' website at <http://hr.ou.edu>, job requirements and demonstrating the skills and abilities to perform the duties assigned. When the probationary period is completed, employees are assumed to have demonstrated satisfactory performance in the position. Written, oral, skill, physical or other appropriate examinations may be required during the probationary period to help establish the employee's qualifications for continued employment.~~

~~3.5 REEMPLOYMENT – Eligible employees~~**3.5 REEMPLOYMENT** ~~– Employees who have two or more years of continuous service in a benefits-eligible appointment and who return to the University within 90 calendar days following termination under satisfactory conditions may~~

have their previously accrued service time and remaining accrued benefits restored to their employment record. This action requires a recommendation from the department head and approval by the Chief Director of Human Resources Officer. - Employees who are terminated under unsatisfactory conditions may not be eligible denied referrals for reemployment. employment.

### **3.67 TERMINATION OF EMPLOYMENT - University EMPLOYMENT** - Employees may be terminated in the following manner:

**Satisfactory Conditions.** Employees terminated under satisfactory conditions can expect to receive written notice in advance of their termination (i.e., a two week written notice to persons on an hourly rate of pay and a one month written notice to those on a monthly rate of pay). The period of notice is to be given in addition to any terminal paid leave to which employees may be entitled. In turn, the university expects an equal period of notice in writing from employees resigning from university employment is at-will; an employee may terminate his or her employment at any -

**Reduction in Force.** Personnel affected by layoff shall receive notice plus paid leave time, with or without cause. Similarly, the University may terminate the employment of an employee at any time with or without cause, or take any other such lesser legally available action with respect to an employee (e.g., disciplinary action, transfer, demotion, etc.) accrued as set forth in Section 3.8.

**Immediate Discharge.** Employees may be discharged immediately as set forth in Section 3.22 when it is determined that such lesser

action is deemed to be in the best interest of the University. Where termination by either the University or employee is not due to

workplace or performance issues, a reasonable period of written notice, e.g., two weeks for nonexempt employees and 30 days for

exempt employees, is preferred. university. Terminations of employees shall with five or more years of university service will be reviewed

by the appropriate executive officer or his or her designated administrative officer designate before becoming final. A copy of each written

notice of termination, layoff, or resignation is to be sent to Human Resources.

### **3.78 REDUCTION IN WORK FORCE**

**-Purpose.** This To provide policy provides and procedures to be followed when benefits-eligible staff employees of the University, who of

Oklahoma are not paid from grant and/or contract funds, are affected by a reduction in force (RIF) due to to be laid off for reasons of

reorganization, lack of work, lack of funds, or the abolishment or reduction or termination of part or all of an activity as implemented by

the budget unit head or dean. -

**Applicability.** This policy applies to all executive officers; administrative officers; and administrative, professional, managerial,

supervisory, and service and operations staff employees, either full time or part time (50 % FTE or more). either full time or part time (50

percent FTE or more). Student employees, temporary employees, employees on irregular appointments, employees in their initial

probationary period, and staff whose total university appointment is less than 50 percent FTE are not eligible for layoff benefits. Faculty

members are covered by separate policies. Staff employees paid from grant and contract funds are normally provided a notice of their

appointment, including a termination date, at the beginning of their employment period. In such instances, those portions of this policy and procedure referring to a 30-calendar-day notice prior to layoff and to a written notification of layoff are not applicable.

Exclusions. Layoffs of student employees, temporary employees, employees paid from grant and/or contract funds, and staff whose total University appointment is less than 50 % FTE are not subject to the procedures contained in this section, and these employees are not eligible for layoff/reduction in force or recall benefits.

Policy. It is the ~~policy~~ goal of the ~~University~~ university to provide a positive and stable work environment for stable employment to its employees. However, conditions may arise ~~However, conditions that necessitate a reduction in the University's~~ university's work force. Reductions in force may arise. The need for personnel reduction due to reorganization, lack of work, lack of funds, or the abolishment or reduction of an activity as implemented by the budget unit head or dean shall be reviewed and approved by the appropriate provost or vice president. The Financial Emergency Policy in the Regent's policy manual shall be followed in those instances where staff reductions follow and are related to the ~~President's~~ president's declaration that an agency of the ~~University~~ university is in a state of financial emergency.

Staff layoffs and recalls, except those resulting from the application of the Financial Emergency Policy (*See Faculty Handbook*), shall be conducted in accordance with the ~~following~~ policy and procedures, outlined herein. It will be the responsibility of the budget unit head or dean to work with Human Resources and the ~~Affirmative Action Office of Equal Opportunity Officer/Title IX Coordinator~~ to expedite the procedures as defined. The purpose of this coordination is to assist in determining alternative actions, ~~to assure equity in layoff decisions, to review equal employment opportunity considerations, and provide assistance to place those employees designated for layoff in other positions within the university for which they qualify or assure their continued consideration for other positions as they become available.~~

Employee retention will be based on both performance and seniority. Seniority will be considered as total seniority with the University. For purposes of this policy, performance is determined by an employee's current performance appraisal (within the last 12 months and for the current position). In a case where there is no current performance appraisal, the employee's performance is considered satisfactory. However, the employee's performance is considered unsatisfactory if disciplinary action (written warning, disciplinary probation, or disciplinary suspension) was issued (1) after the current performance appraisal, or (2) within the past 12 months when there is no current performance appraisal. ~~Seniority will be considered as total seniority with the university.~~ In the event performance is determined to be equal among employees, seniority will be given weighted consideration. Length of service is defined as benefits-eligible service. Military leave, other protected leave such as FMLA and the first year of other approved leaves are considered continued

service. ~~Otherwise, leave without pay, with the exception of leave without pay as related to FMLA leave, must be deducted from the establishment of years of service.~~ Where options are available in choosing classifications subject to layoffs, departments will select those classifications where layoffs will have the least negative impact on the equal employment opportunity gains of the University. ~~Equal employment opportunity impact is measured by whether a classification has current underutilization of one or more of the affected classes or whether the reduction has an adverse effect on protected classes.~~ Documentation of the decision ~~must to retain~~ will be required in writing and communicated to all employees affected.

~~Employees affected by layoff action transferring to another position within the department or to any other department within the university will be subject to normal probationary periods.~~

Personnel affected by reduction in force layoff shall receive a 30-calendar-day notice ~~(see procedure)~~ plus all paid leave time accrued up to the maximum allowed at termination as defined in the Paid Leave Policy, Section 3.10.1 ~~3.11.1.~~ Reasonable time off without charge to accrued leave will be given within the 30-day layoff notice period to attend job interviews.

An employee affected by a reduction in force may submit a complaint through the Staff Dispute Resolution Procedure. Such complaints are limited to procedural requirements of the reduction in force. A complaint arising out of a reduction in force must be submitted to Human Resources within ten ~~Grievance procedures may be followed as defined in the Staff Handbook. Grievance procedures must begin within 10~~ working days following receipt of notice of layoff.

Employees affected by reduction in force who accept a comparable benefits-eligible position within the department or in any other department within the University will be deemed to have waived eligibility for recall to the position from which the reduction in force occurred. An employee affected by a reduction in force with at least satisfactory performance, as described under this policy, is eligible for recall by the University for up to 12 months following the effective termination date. Recall is reemployment to the same position, same salary, and same job classification within the budget unit from which the layoff occurred. Recalled employees will be reinstated with accrued benefits and seniority held before layoff. Procedures and employee responsibility ~~The right to recall is to the budget unit from which the layoff occurred and is for a period of 12 months from the date of layoff. Steps for recall and reinstatement are explained below under Recall and Reinstatement Procedures in the procedures that follow. If an employee is not recalled prior to the expiration date of the stated time limits or does not respond to a recall within the specified time limits, the University of Oklahoma is no longer obligated to reemploy that person under this policy.~~

**Procedure.** ~~Actions should be taken prior to implementation of a reduction in work force to consider alternative solutions to minimize a layoff impact. These alternatives may include but are not limited to:~~

- ~~1. Reductions of operating expenses other than payroll.~~
- ~~2. Moratorium on further hiring within the university in the affected job class(es).~~
- ~~3. Separation of employees appointed for less than 50 percent time and employees on initial probation.~~

4. Reassignment of employees to comparable or other positions in an unaffected area.
5. Retraining of all qualified employees.
6. Encouragement of early or phased retirement
7. Encouragement of leaves without pay or FTE reduction
8. Demotions with save pay feature if financially feasible

If a layoff is necessary, the budget unit head should take the following action:

1. Develop a Reduction in Work Force Plan. ~~A written plan is necessary when decisions must be made concerning which employees within the budget unit to retain.~~ Recall and reinstatement procedures. The plan will need to address at least the following concerns:

- (a) Why is a reduction in work force necessary?
- (b) What alternatives were considered prior to layoff?
- (c) What was the rationale for deciding which function(s) in the overall operation must be preserved, altered or eliminated as a result of this reduction in work force?
- (d) What classifications will be affected by the above decision and what will be the result on personnel?

(e) An analysis of the department's total work force needs to be provided as follows:

(1) Total Work Force: Name of employees; Classification.

(2) Affected Classification(s): Name of employee; Social Security number; Probation (yes/no); Date of last performance evaluation; Last performance evaluation rating; Adjusted status date; Race; Sex; Age; Veteran's status; Disability; Retain (yes/no); Specific reason for layoff (if applicable).

2. Forward the plan to the dean/administrator for approval of the layoff action, if appropriate.
3. Upon the dean's/administrator's approval, send the proposed plan to Human Resources and the Equal Opportunity and Affirmative Action Office for review and process approval.
4. Forward the plan along with Human Resources and the Equal Opportunity Affirmative Action Office's recommendation to the appropriate provost or vice president for approval.
5. Upon the appropriate provost or vice president's approval, communicate the layoff plan as developed and approved to all affected persons verbally followed by written notice (either hand delivered or certified mail with return receipt) as far in advance as possible but with a minimum of 30 calendar days between the date of receipt and the beginning of the layoff.

Written notification of a layoff must contain the following information:

1. ~~The reason for the layoff or displacement including the reason for not retaining the particular employee.~~
2. The effective date of the layoff.
3. The right to appeal the layoff within 10 working days of the receipt of notification through the university's grievance procedure.
4. A statement regarding the terms of reemployment or reinstatement.
5. A statement regarding the responsibility of the department and Human Resources to assist in securing other employment, without guarantee.

A copy of the layoff notice will be sent to Human Resources and the Affirmative Action Office. Human Resources will be responsible for counseling the individuals as to opportunities to relocate in a comparable vacant position. Employees who wish to relocate are responsible for keeping their file current in Human Resources. ~~Likewise, employees who are laid off in accordance with this policy must keep Human Resources informed of their current mailing address.~~

Recall and reinstatement procedures will be as follows:

1. The pool of employees qualified for recall must be screened prior to advertising a vacancy in a budget unit affected by the

Reduction in Work Force Policy.



2. Employees will be recalled in inverse order of layoff, so that for any position in the last employee laid off is affected budget unit for which they meet the first to be recalled. If layoff dates are the same, then employees will be recalled based on seniority, with the employee with the most University service recalled first. minimum qualifications.

3. Written recall notice from the department head to the employee will be sent by certified letter with return receipt with a copy to Human Resources.

4. Recalled employees shall have ~~ten~~10 calendar days from the date of the return receipt of the letter to notify the University of their intent to return to work, and such limitation shall be stated in the letter of recall to the employee.

5. An employee who does not state his or her intention to accept reemployment within ~~ten~~10 calendar days shall be removed from eligibility for recall.

6. An employee who is not available to report for reemployment within 30 calendar days of the recall notice shall be removed from eligibility for recall.

Procedure. Before implementation of a reduction in force, Actions should be taken before implementation of a reduction in work force to consider alternative solutions to minimize a layoff impact should be considered. These alternatives may include but are not limited to:

1. Reductions of operating expenses other than payroll.
2. Moratorium on further hiring within the department in the affected job class(es).
3. Separation of employees appointed for less than 50% time.
4. Reassignment of employees to comparable or other positions in an unaffected area.
5. Retraining of all qualified employees.
6. Encouragement of early or phased retirement.
7. Encouragement of leaves without pay or FTE reduction.
8. Demotions with save-pay feature if financially feasible.

If a layoff is necessary, the budget unit head should take the following actions before implementing the layoff:

1. Develop a Reduction in Work Force Plan. A written plan is necessary when decisions must be made concerning which employees within the budget unit to retain. The plan will need to address at least the following concerns:

- a. Why is a reduction in work force necessary?

- b. What alternatives were considered prior to layoff?
- c. What was the rationale for deciding which function(s) in the overall operation must be preserved, altered, or eliminated as a result of this reduction in work force?
- d. What classifications will be affected by the above decision and what will be the result for personnel?
- e. Analyze the department's total work force as follows:
  - 1. Total Work Force: Names and classifications of all employees within the budget unit or department.
  - 2. Affected Classification(s); Name of employee; EMPL ID; ~~probation (yes/no);~~ date of last performance evaluation; last performance evaluation rating; adjusted status date; race; sex; ~~age;~~ veteran's status; disability; retain (yes/no); specific reason for layoff (if applicable).
- f. Send a copy of the proposed layoff notice to the employee containing the following information:
  - 1. The reason for the layoff or displacement including the reason for not retaining the particular employee.
  - 2. The effective date of the layoff.
  - 3. The right to appeal the layoff within ten working days of the receipt of the notification through the University's dispute resolution procedure.
  - 4. A statement regarding the terms of recall (either by RIF layoff date or seniority based on years of service), reemployment, or reinstatement.
  - 5. A statement regarding the availability of the department and Human Resources to assist in securing other employment, without guarantee.
- 2. Forward the plan to the dean/administrator for approval of the layoff action, if appropriate.
- 3. Upon the dean's/administrator's approval, send the proposed plan to Human Resources and the ~~Office of University Equal Opportunity Officer/~~Title IX Coordinator (EEO) for review and process approval. Send a copy to the appropriate provost or vice president.
- 4. Upon approval from Human Resources and the ~~Office of Equal Opportunity~~EEO, notify the appropriate provost or vice president.

5. Communicate the layoff plan as developed and approved to all affected persons verbally followed by written notice (either hand-delivered or certified mail with return receipt) as far in advance as possible but with a minimum of 30 calendar days between the date of receipt and the beginning of the layoff.

A copy of the layoff notice will be sent to Human Resources and the Office of Equal Opportunity EOO. Human Resources is available for counseling the affected employees on employment. Employees are responsible for keeping their file current in Human Resources.

Likewise, employees who are laid off in accordance with this policy must keep Human Resources informed of their current mailing address.

Assistance in developing or implementing a Reduction in Force Plan is available from the Human Resources or the Office of Equal Opportunity Officer/Title IX Coordinator. Affirmative Action Offices.

3.8 COMPENSATION – It is the University's policy to administer wages and salaries in a fair, competitive, and nondiscriminatory manner and in compliance with applicable federal and state laws. A goal of the University's pay system is~~3.9 COMPENSATION – The university attempts to pay employees wages and salaries competitive with those paid for similar work in the areas from which we recruit. Positions requiring similar knowledge, skills and abilities are given the same classification. A pay range is assigned in the current "Staff Pay Plan". The mid point of the range is the competitive rate of pay.~~

Human Resources is responsible for classification of each staff job (other than executive officer and administrative officer). Before a new position is filled, a classification should be approved by Human Resources. If a position has been previously classified but duties and responsibilities have significantly changed, a reclassification review should be requested. Requests to review the classification of reclassify positions may be initiated by individual employees, department heads, other appropriate administrative officials, or Human Resources. After a review is completed, the department head and other appropriate administrative officials will be advised of the action taken. Salaries and wages are reviewed periodically to assess (generally once each year), and increases are given on the competitiveness basis of University compensation practices. merit. On occasion, pay rate adjustments in the Staff Pay Plan and other requirements result in across the board raises. The across the board adjustments are minimized, however, in order to reward individuals in terms of work performance.

3.9 WORK SCHEDULES – The University university reserves the right to establish and change work schedules as may be necessary for the orderly and efficient operation of the university.

~~3.9.1~~ **FLEXIBLE SCHEDULING** ~~– (approved 3-20-1998)~~ – The University of Oklahoma encourages department heads to utilize flexible scheduling for employees in departments where it can be implemented efficiently and without negatively affecting the operation of the particular area. A family-friendly workplace is encouraged and supported by the University.

**3.9.2 Breastfeeding Support** – The University supports breastfeeding mothers in the workplace by providing flexibility to allow sufficient time to express milk or to breastfeed a baby brought in by a care provider. Time spent beyond the normal breaktime will be considered to be unpaid. The employee and the supervisor can make arrangements to make up time lost or use available paid leave in accordance with existing University policies

**3.10 LEAVES OF ABSENCE WITH PAY**

~~3.10.1~~ **PAID TIME OFF (PTO) – LEAVE AND EXTENDED SICK LEAVE POLICY (Revised August 29, 2002)** – Paid time off (PTO) is leave benefits available to staff and 12-month faculty who hold benefits eligible appointments. Temporary employees, Employees on limited appointments and student employees are not eligible for paid leave time off. PTO. Paid leave time may be used for vacation, personal illness, funeral attendance, illness of a family member, or other personal business. Unpaid leaves of absences cannot be taken if the employee has an accrued paid leave balance. Nonexempt employees may accrue compensatory leave which should be used first before any other paid leave is taken. Exempt Monthly employees working at least .50 FTE and up to .75 FTE half time but less than full-time will ~~accrue~~ receive paid leave accrual in proportion to their FTE appointment. Nonexempt employees on the Health Sciences Center campus accrue paid leave in proportion to their FTE appointment. Nonexempt employees ~~Employees on the hourly payroll on the (Norman campus accrue paid only)~~ receive leave accrual on a pro-rata the basis depending on the number of hours paid. Accrual will be given for weeks during which at least 20 hours up to 40 hours are paid. Employees working at least half time but less than full time will accrue paid leave benefits on a pro-rata basis. The 40-hour work week will be the basis for the pro-rata computations. ~~Paid~~ Earned paid leave time is accrued each pay period. Paid leave can be accrued upon a monthly basis according to a maximum of 336 hours the schedule below:

Employment Category	Years of Service	Monthly Hours	Annual Accrual	Maximum Accrual Allowance
Executive Officers, Administrative Officers, 12-month faculty	Each year	22	33 days (264 hours)	42 days (336 hours)
9-month staff and faculty*	Each year	10.67	12 days (96 hours)	42 days (336 hours)
All other staff	1 <sup>st</sup> -5 <sup>th</sup> year	18	27 days (216 hours)	42 days (336 hours)

	6 <sup>th</sup> -10 <sup>th</sup> year	20	30 days (240 hours)	42 days (336 hours)
	11 <sup>th</sup> year & thereafter	22	33 days (264 hours)	42 days (336 hours)

Authorized holidays falling within an employee's PTO period will be counted as holiday pay. Use of paid time off for other than personal illness or emergency must be scheduled in advance with supervisory approval. Employees must comply with departmental guidelines for reporting absences and approving ~~Full-time nine and ten month faculty, with the rank of instructor or above, will accrue 12 days of extended sick leave per year. Extended sick leave for 9-month and 10-month faculty can be accessed directly. There is no maximum on the accrual of extended sick leave.~~

~~Paid leave time off work.~~ Whenever possible, the University will grant earned paid time off at the convenience of the employee. However, departmental needs must be met. Cash payment to an employee in lieu of paid time off will not be permitted. No cash payment will be made for time ~~can be~~ accrued in the extended sick leave account.

### 3.10.1.1 Extended Sick Leave (ESL)

~~up to the maximum allowance listed above.~~ Time accrued beyond the maximum allowance of paid time off will be deposited in an extended sick leave (ESL) account. ~~There is no maximum on the accrual of extended sick leave amount one.~~ Extended sick leave can ~~accrue.~~ be used for extended personal illness requiring more than seven days. An employee may transfer accrued paid leave time off to the extended sick leave (ESL) account. Time deposited in the extended sick leave (ESL) account may not be transferred back to the ~~accrued paid leave time off account.~~ ~~accrual.~~ Time away from work because of vacation, illness of a family member, funeral attendance, or other personal business is to be reported as paid leave time off ~~taken.~~ Absence due to personal illness is to be reported as paid leave time off ~~taken~~ for the first ~~five~~ ~~seven~~ consecutive working days per incident.

When there is no accrued time in the paid leave account, the first five days per incident of illness must be leave without pay. Absence due to personal illness beyond ~~five~~ ~~seven~~ consecutive working days will be deducted from the extended sick leave account as long as accrued time is available. When there is no accrued time in the extended sick leave account, absence due to personal illness will be deducted from paid leave time. Scheduled paid leave time taken will be considered as time worked for the purpose of compliance with the ~~University's~~ ~~university~~ overtime policy. ~~Unscheduled~~ paid leave time taken and extended sick leave time taken will not be considered as time worked for overtime purposes. An employee returning to work part-time following ~~an~~ extended sick leave may continue to draw from the extended sick leave account for the time not worked until a full release is given by the physician. Recurrence of the same illness within 30 calendar days of returning to work from ~~an~~ extended sick leave may be considered a continuation of the incident and charged to extended sick leave.

Absences due to personal illness should be reported on the monthly payroll certification or hourly time records. A Personnel Action Form changing the employee's status to a paid extended sick leave of absence must be processed before any absence may be deducted from the extended sick leave account. The University will require acceptable medical documentation of illness or disability before allowing any charges to extended sick leave benefits, ~~whatsoever~~. Leave for personal illness should be taken in the following order: five~~seven~~ days of paid leave time, extended sick leave, ~~leave, compensatory leave,~~ remaining paid leave time, leave without pay. Nonexempt employees may accrue compensatory leave, which should be used first before any other paid leave is taken. Duration of the disability is to be medically determined. No supervisor should compel an employee to return to work without a medical release. Pregnancy is to be treated as any other extended sick leave. An employee may continue normal duties through pregnancy or use available leave while unable to perform regular duties. Employees who utilize leave for pregnancy shall suffer no penalty, retaliation, or other discrimination.

### 3.10.1.2 PAYMENT OF ACCRUED LEAVE UPON TERMINATION OF EMPLOYMENT

~~Employees~~ Vacation time is to be taken from paid leave time. Authorized holidays falling within an employee's vacation period will not be counted as vacation time. New employees may use their accrued paid leave for personal illness, funeral attendance, illness of a family member or other personal business, but may not use paid leave for vacation until they have been employed at the university for six months. Use of paid leave time for other than personal illness or emergency must be scheduled in advance with supervisory approval. ~~Employees must comply with departmental policies for reporting absences and approving time off work. Whenever possible, the university will grant earned paid time off at the convenience of the employee. However, departmental needs must be met. Cash payment to an employee in lieu of paid leave time will not be permitted except upon termination. No cash payment will be made for time accrued in the extended sick leave account. Nine month and ten month employees will not receive cash payment for accrued paid leave time. Twelve month employees who terminate their employment under satisfactory conditions and who have been employed by the~~ University more than six months in a benefits-eligible position will be paid for ~~paid leave time that they have accrued~~ PTO not to exceed the amount of their annual accrual. Terminal pay will not include credit for University-recognized holidays falling within the terminal pay period. The budget head may recommend that terminal pay be denied to an employee discharged for serious cause. Retiring employees (who, for purposes of this policy, must meet one of the following conditions: (1) eligibility for OTRS~~receiving TRS~~ retirement, (2) eligibility for receiving OU retirement, or (3) eligibility to receive~~receiving~~ Social Security retirement)), or the beneficiaries of deceased employees will be paid for accrued paid leave time up to the maximum accrual allowance and will receive pay for holidays falling within the terminal pay period.

Employees appointed to grants and contracts accounts are expected to use all earned PTO~~paid leave time~~ during the specified period of their appointment unless the grant or contract contains a separate account with sufficient funds to pay for accumulated leave time upon termination of the employee, or unless the department to which the employee is transferring is willing to accept all or any portion of the accrued leave. If such funds are not available, PTO~~paid leave time~~ must be transferred into the extended sick leave account at the

time the employee terminates or the grant or contract is discontinued. Twelve-month employees changing to a nine-~~or ten~~-month appointment must transfer all accrued paid leave time ~~in excess of 12 days~~ into the extended sick leave account.

**3.1044.2 HOLIDAYS** — Each academic year, the ~~University~~ university recognizes 11 holidays, including New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day, plus four other holidays as listed in the annual holiday schedule. Employees eligible for benefits will be excused from work with pay on those days recognized by the ~~University~~ university as holidays. A holiday falling on a Saturday will be recognized by the ~~University~~ university on the preceding Friday. A holiday falling on a Sunday will be recognized by the ~~University~~ university on the following Monday. When ~~continuous~~ operations of the ~~University~~ university require that employees be regularly scheduled to work on days otherwise recognized as holidays, such employees will be granted an equal amount of time off with pay on a date mutually agreed ~~upon~~ by the employee and the budget unit head.

**3.1044.3 JURY DUTY** — Pay will be given to employees on a benefits-eligible appointment who are ~~called~~ subpoenaed for jury duty or subpoenaed as a witness before a court of law, legislative committee, or judicial body.

**3.10.4 VOTING** — Every employee shall be allowed two hours of time during the period when an election is open in which to vote. If an employee lives at such a distance from his or her voting precinct that more than two hours are required to attend the election, then the employee shall be allowed sufficient time to cast a ballot. Employees shall only be provided this time to vote upon oral or written notification to a supervisor on the day preceding the election. Upon proof of voting, no employee shall lose compensation or otherwise be penalized for the absence. The University may select the hours during which an employee will be allowed to vote. This policy shall not apply to any employee whose work day begins three hours or more subsequent to the opening of the polls, or ends three hours or more prior to the time of closing the polls. The University may change an employee's work hours to allow these three hours before the beginning of work or after work hours. ~~11.4 VOTING~~ — A sufficient amount of time off with pay will be given for the purpose of voting in national, state and local elections.

**3.1044.5 MILITARY LEAVE** — Employees who are members of the Oklahoma National Guard or any branch of the United States ~~The university's military or its reserve components~~ leave policy is in conformance with applicable federal and state law. In accordance with an opinion given by the attorney general, all continuous (excludes temporary) university employees working 25 hours per week or more are entitled to a leave of absence with pay for the first 30 regularly scheduled ~~20 calendar working~~ days of active military duty during any federal fiscal year (October 1 through September 30) as stipulated in the law when ordered by proper authority to active or inactive duty. The leave with pay ~~will~~ shall not be charged against paid leave or other accrued benefits. During the remainder of the leave of absence in any federal fiscal year, the University may elect to pay employees an amount equal to the difference between the employees' full

regular pay from the University and their Oklahoma National Guard or United States military reserve component pay. Employees who are employed by the University for brief, nonrecurring employment that is not expected to last indefinitely or for a significant period of time are not entitled to military leave except under limited conditions. Human Resources can be contacted for assistance regarding such determinations. Reference(s): 44 OS §209, Leave of absence to public officers and employees; 72 OS §48, Leave of absence during active or inactive duty or service - Public employees.

**3.10.5.11.6 REEMPLOYMENT RIGHTS AFTER MILITARY LEAVE** -- Reemployment rights and benefits following a military leave of absence are in conformance with applicable federal and state laws. Subject to certain exceptions, the person is entitled to reemployment in the job he or she would have attained but for the military leave, and with the same seniority, status, and pay, as well as other rights and benefits determined by seniority, if ~~For specific information, contact Human Resources.~~

- the University received advance written or verbal notice of the service;
- the cumulative length of the absence and all previous service absences with the University does not exceed five years, except in certain circumstances;
- the person reports to, or applies for reemployment to, the University within the time provided in 38 USC § 4312, Reemployment rights of people who serve in the uniformed services, subsection (e).

**3.10.11.7 6 RETURNING FROM LEAVE** -- Employees failing to return to work upon expiration of their leave of absence, either with or without pay, shall be considered to have voluntarily terminated their employment with the University. Eligibility for reemployment shall be in accordance with the personal leave of absence and reemployment policies. ~~policy. Individuals who enlist for active duty are eligible for reemployment rights as a veteran.~~

**3.11.8 FUNERAL LEAVE** -- Time required that is incident to death of a relative or friend may be charged to available paid leave. See Paid Leave, 3.11.1.

**3.11.9 EMERGENCY LEAVE** -- Time required for serious illnesses in the immediate family, emergency personal business that cannot be handled at another time, or similar emergency situations may be charged to paid leave. See Paid Leave, 3.11.1.

**3.11.10.7 ADMINISTRATIVE LEAVE** -- ~~Administrative~~ An administrative leave with pay is sometimes granted given when it is determined to be in the University's university's best interest that an employee not return to work for a specified period of time or for designated emergency closings of the University due to inclement weather, natural disaster, pandemic situations, or other events as determined by the President. university. Time approved as administrative leave will not be charged to an employee's paid time off. Benefits-eligible employees, except those assigned to certain federal grants and contracts, are eligible to receive administrative leave with pay. Employees who are repaid leave.

**3.11.11 DISCIPLINARY LEAVE** -- An employee may be placed on a disciplinary leave of absence with or without pay when it is in the best interest of the university to do so. Leave with pay will normally not benefits eligible are paid only for time worked and are exceed one



~~working day. Leave without pay may not~~ eligible for administrative leave. Authority to grant administrative leave requires prior approval by the President, appropriate provost, or vice president, ~~exceed five working days. This leave is covered in detail as a part of the Positive Discipline Procedure, 3.22.~~

**3.10.811.12 SHARED LEAVE PROGRAM – POLICY (approved 1-1-2001)** – The Shared Leave Program is a means for a University employee to donate paid leave to a fellow University employee, who is eligible for and requires leave while experiencing a serious health condition, as defined, ~~and~~ which has caused, or is likely to cause, the employee to take leave without pay.

**Definitions:**

**Employee Recipient** – ~~Twelve (12)-month employees~~ faculty and staff who hold benefits-eligible appointments that accrue paid leave and who have had continuous employment for at least ~~twelve (12) months~~ preceding the serious health condition are eligible to be employee recipients. The recipient employee must have used all his or her short-term disability, paid time off (PTO), extended sick leave (ESL), hours, and compensatory time hours (if applicable) prior to being eligible to receive shared leave. Shared Leave is not available for employees in off-work status due to workers compensation.

**Employee Donor** – ~~Twelve (12)-month employees~~ faculty and staff who hold benefits-eligible appointments that accrue paid leave and have a paid leave balance greater than 50% of annual accrual are eligible to be employee donors. A donating employee can donate paid leave at any time during the budget year.

**Serious Health Condition** – A serious, extreme, catastrophic, or life-threatening medical condition is a period of incapacity requiring the employee to be medically unable to work for a period of ~~five~~ seven (7) days or more, or as defined for the individual's self care leave under the Family Medical Leave Act as defined in Section 3.11.2 of this Staff Handbook. The medical condition includes, but is not limited to, continuing treatment or supervision by a ~~healthcare~~ health care provider, or continuing treatment of a chronic or long-term health condition. The employee must be suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition ~~that which~~ has caused, or is likely to cause, the employee to take leave without pay.

**Shared Leave Committee** – The Shared Leave Committee will monitor the Shared Leave Program, make policy recommendations to administration and employee governance groups, and ~~will~~ approve the distribution of shared leave to the recipient. The Shared Leave Committee will consist of ~~seven (7)~~ seven (7) University employees, with a term of ~~three (3)~~ three (3) years, and shall be recommended by the Faculty and Staff Senates and appointed by the Vice President, ~~Administration and Finance, Administrative Affairs.~~

Leave Committee will report the overall utilization and evaluation of the Shared Leave Program annually to the Faculty and Staff Senates, the President, Provost, and the Vice President, Administration and Finance ~~for Administrative Affairs, the overall utilization and evaluation of the Shared Leave Program.~~

**Shared Leave Pool** — The Shared Leave Pool will include both: (1) paid leave hours donated by eligible employees for distribution to a specific employee who has applied for and been approved for receipt of shared leave, and (2) paid leave hours which have previously been donated but not distributed. Hours donated that were not distributed to a specific employee will be maintained in the pool, along with any hours donated for general distribution to eligible employees.

**General Guidelines:**

- 1.) Shared leave is meant to cover only the duration of the serious health condition for which it was approved.
- 2.) Donated paid leave is transferable between employees; in different University departments; within each campus with the approval of the Shared Leave Committee.
- 3.) Any unused shared leave ~~that was~~ donated to a specific employee will be maintained in the Shared Leave Pool to be distributed to other qualified employees.
- 4.) All donated leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating paid leave for purposes of the Shared Leave Program.
- 5.) Persons involved in the administration of the Shared Leave Program are responsible for guarding the privacy of leave recipients and donors. Communications with either group must be kept confidential.
- 6.) Employees who are receiving shared leave will not accrue additional paid leave.

**Eligibility and Participation Requirements for Recipient**

- 1.) The employee or his or her personal representative will complete a Shared Leave Request Form and attach documentation from a licensed physician or healthcare ~~health care~~ practitioner verifying the need for the leave and expected duration of the condition.
- 2.) The employee must have a current satisfactory performance evaluation on file, or have no positive disciplinary actions on file, during the previous ~~twelve (12)~~ 12-month period.

3.) The ~~budget head~~Budget Head will review the application and forward his or ~~her~~ recommendation to the Shared Leave Committee.

4.) The Shared Leave Committee will determine eligibility of the employee based on:

a.) The definitions listed above.

b. ~~Whether all~~) All paid leave available to the employee has been used or is likely to be used. Absence due to personal illness beyond ~~five~~seven consecutive working days will be deducted from the extended sick leave account if accrued time is available. Once the extended sick leave account is zero, the employee must also use all available paid leave hours before being eligible to participate in the Shared Leave Program.

c. ~~Whether the~~) The employee has abided by University policies regarding the use of paid leave.

5.) If the employee meets the above criteria, the Shared Leave Committee will determine the amount of donated leave an employee may receive and may only authorize an employee to use up to a maximum of ~~four hundred and eighty (480)~~ hours in a ~~twelve (12)~~ month period. An employee ~~cannot~~can not exceed ~~two hundred sixty (260)~~ days or ~~two thousand eighty (2,080)~~ hours of donated leave during total ~~University~~university employment.

6.) The receiving employee shall be paid his or her regular rate of pay, up to a maximum of ~~\$two thousand five hundred (\$2,500)~~ ~~dollars~~ per month of approved shared leave. Each hour of approved shared leave will be provided to the recipient on an hour for hour basis. The leave received will be designated as shared leave and will be maintained separately from all other leave balances.

#### **Eligibility and Participation Requirements for Donor**

1.) The receiving employee must be eligible under the above criteria.

2.) The donating employee will complete a Shared Leave Donation Form, ~~which~~. The Shared Leave Donation Form must be sent to the Shared Leave Committee.

3.) The donating employee may donate any amount of paid leave provided the donation does not cause the paid leave balance of the employee to fall below 50% of his or ~~her~~ annual accrual.

4.) Donations must be made in full-hour increments.

**3.11 LEAVE**~~12 LEAVES WITHOUT PAY~~ -- Leaves of absence without pay for personal reasons may be recommended by the budget unit head when it appears to be in the best interest of the ~~University~~university and the employee. Such leaves may not exceed one year

in length. A period of leave of absence without pay does not count as service time for computation of benefits other than for retirement as specified. Leave without pay for FLSA-exempt (salaried) monthly paid employees may not be for absences of less than one day's duration.

**3.1112.1 PERSONAL LEAVE** — When employees are granted leaves without pay for personal reasons, the University is not obligated to reinstateremploy the individual in either the same or a similar position within the recommending department. If a position cannot be provided at the conclusion of the leave, the university may be obligated for costly unemployment compensation benefits. Therefore, prior to granting a leave without pay, departments should carefully consider whether they will be in a position to reinstateremploy the individual at the conclusion of the leave. If the position cannot be held open or filled on a temporary basis, the department should make it clear to the employee and state on the personnel action form Personnel Action Form that the leave is being granted with the understanding that the University is not obligated to reinstateremploy the individual at the conclusion of the leave. Further, the University has the discretion to end the leave without pay at any time and, if the employee does not return, terminate the employment relationship.

**3.1112.2 INTERIM FAMILY AND MEDICAL LEAVE POLICY** — The University of Oklahoma's Interim **Family and Medical Leave Act** The University provides to eligible employees a leave of absence in compliance with the Policy, which incorporates provisions of the Family and Medical Leave Act (FMLA) 29 C.F.R. § 825. Provisions of existing University policies and the federal Family and Medical Leave Act of 1993 are is designed to enable employees to balance their work responsibilities with the demands of caring for family members or in the event of serious personal illness or injury. The required posting is located on the Human Resources website at All regular faculty and staff who hold benefits-eligible appointments with an FTE of .50 or greater can access their accrued leave as provided by the university's Paid Leave and Extended Sick Leave Policy (Section 3.11.1, university Staff Handbook). In addition, after one year of employment by the university, they are eligible for up to a total of 12 work weeks of leave (combined paid and unpaid) during a 12-month period in accordance with the following provisions. A complete copy of the federal law, which contains further definitions that may apply to an employee's situation, is available from Human Resources.  
<http://hr.ou.edu/documents/files/fmlaposter.pdf>. Further, more specific details concerning the process for FMLA may be found at <http://hr.ou.edu/benefits/FMLA.asp>.

The following material provides general policy information concerning FMLA. The University's procedural elements of FMLA are the responsibility of Human Resources. When unique situations arise or when further clarification or assistance is necessary, Human Resources may be contacted. Because case law that further clarifies FMLA is constantly evolving, the University will endeavor to keep its employees informed of relevant changes or clarifications to FMLA.

### Eligibility Requirements

Employees are eligible if they have worked for the University for at least 12 months (the 12 months need not be consecutive), and worked for 1,250 hours over the 12 months immediately preceding the commencement of the ~~Family~~ leave.

### Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for ~~—Purpose. Family~~ leaves of absence may be taken for the following reasons:

- incapacity due to pregnancy, prenatal medical care, or childbirth;
- care for the employee's child after (1) birth, of son or daughter of the employee and in order to care for the son or daughter; (2) placement of a son or daughter with the employee for adoption or foster care;
- (3) care for the employee's of a spouse, son or daughter, or parent who has a serious health condition;
- care for a member of the Armed Forces, including a member of the National Guard or Reserves;
- a-A serious health condition that prevents the employee from performing any or all of the essential functions of the employee's job.

FMLA provides that spouses who are employed by the same entity and are both FMLA eligible may be entitled to a combined total of 12 weeks (six weeks each) of leave during any 12-month period if the leave is taken for birth, placement, or parental care. The University has chosen a more generous allowance and makes available 12 weeks to each spouse for these events.

The total FMLA-protected leave taken for the birth of a child or adoption of a child can be up to 12 weeks, but the leave must be taken consecutively during a single time period. Time off cannot be taken intermittently.

FMLA also includes two types of special family military leave entitlements, referred to as "qualifying exigency leave" and "military caregiver leave" that permit eligible employees to take up to 26 workweeks of leave during a single "12-month period" to care for a seriously injured or ill covered servicemember. The "single 12-month period" begins on the first day the eligible employee takes military caregiver leave and ends 12 months after that date, regardless of the method used by the employer to determine the employee's 12 workweeks of leave entitlement for other FMLA-qualifying reasons.

### Definitions

- "Parent" refers to the biological parent or the person who raised the employee, e.g., adoptive parents or guardians. This term does not mean parents-in-law.
- "Child" refers to a biological child or someone the employee is responsible for raising who is under the age of 18 or is permanently incapable of self-care.
- A "covered servicemember" is a current member of the Armed Forces who is on active duty, has been called to active duty, or has been notified of an impending call or order to active duty in support of a contingency operation.

Covered military members include members of the National Guard or Reserves (Army National Guard of the United States, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard of the United States, Air Force Reserve, and Coast Guard Reserve).

- Qualifying exigency for "son or daughter on active duty or call to active duty status" refers to the employee's biological, adopted, foster child, stepchild, legal ward, or a child for whom the employee stood in loco parentis who is on active duty or call to active duty status, and who is of any age.
- A "military caregiver" is the spouse, son, daughter, parent, or next of kin of a covered servicemember.
- A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility ~~is one that requires in-patient care or~~ continuing treatment by a ~~healthcare~~ health-care provider for a

condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. -

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a healthcare provider, or by one visit and a regimen of continuing treatment, or by incapacity due to pregnancy, or by incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

### **Qualifying Exigency**

Qualifying exigencies encompass a wide range of specific activities in a number of broad categories and include, but are not limited to issues arising from a covered military member's short notice deployment; military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross; certain childcare and related activities; making or updating financial and legal arrangements; and attending to certain post-deployment activities.

An employee whose family member is on active duty or called to active duty status in support of a contingency operation as a member of the Regular Armed Forces is not eligible to take leave because of a qualifying exigency.

### **Benefits and Protections**

University employee-provided insurance coverage and costs will continue for employees for the 12 or 26 weeks (as applicable) of FMLA-protected leave. The employee will continue to be responsible for payment of premiums for any additional coverage or elected dependent coverage. It is the employee's responsibility to contact Employee Services as soon as possible to determine premium payment requirements. Employees on FMLA-protected leave will be eligible to change insurance coverage during the Annual Enrollment Period. If an employee on FMLA-protected leave does not return to work, he or she will also be eligible for continued insurance coverage as provided by the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) health benefit provision.

Upon return from FMLA leave, employees must return to and be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

### Use of Leave

An employee is not required to use this leave entitlement consecutively except for excluded events. Leave can be taken intermittently or on a reduced-leave schedule when medically necessary. This leave should be scheduled and approved by the supervisor in conjunction with departmental leave policies. Changes in FTE or salary reduction should not be made during job-protected leave. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to disrupt the University's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

### Substitution of Paid Leave for Unpaid Leave

FMLA runs concurrently with all other types of leaves. Employees are required to use accrued paid leave and extended sick leave (for their own serious health conditions) while taking FMLA leave prior to taking any unpaid leave of absence. See the *Staff Handbook*, Section 3.10 and 3.11, regarding paid leave and other types of leaves of absence.

Absences related to an on-the-job injury for which Workers' Compensation is received will also be designated as FMLA if the employee and/or the event is eligible.

### Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with normal call-in and other time and attendance procedures. More information can be found in Employee Rights and Responsibilities on the HR website located at [http://hr.ou.edu/Documents/Files/FmlaEmployees\\_062309.doc](http://hr.ou.edu/Documents/Files/FmlaEmployees_062309.doc).

Employees may not engage in work for another employer, whether full or part time, while on FMLA leave from the University. Any violation of this provision may jeopardize the employee's right to return to work. The University also requires both periodic reports of the employee's status during the course of the leave and his or her projected date of return to work.



### Required Documentation

Employees must provide sufficient information for the University to determine if the leave may qualify for FMLA protection, along with the anticipated timing and duration of the leave. Sufficient information may include whether the employee is able or unable to perform job functions or to what degree he or she is able to perform them. In the case of care of a family member, the information may include whether the family member is unable to perform daily activities, whether he or she needs hospitalization or continuing treatment by a healthcare provider, or circumstances supporting the need for military family leave. Dates must be provided by the healthcare provider or the active duty orders. Employees also must inform the University if the reason for the requested leave is the same reason for which FMLA leave was previously taken or certified. Employees are required to provide a certification and periodic recertification, generally every 30 days. A release must be submitted prior to engaging in either full-time or part-time work. A full release is required at the conclusion of each FMLA event.

The active duty orders of a covered military member will generally specify whether a servicemember is serving in support of a contingency operation by citing the relevant section of Title 10 of the United States Code and/or by referring to the specific name of the contingency operation. This documentation is required by Human Resources.

Each new FMLA event requires a new medical certification in support of the request for FMLA. Updates or periodic recertification may be submitted on a healthcare provider's letterhead notices/documents and do not have to be on a medical certification.

**Failure to Terms.** (1) Accrued leave, as provided for in the Paid Leave and Extended Sick Leave Policy, shall be used initially by the employee. When leave with pay is no longer available, the leave may be extended to a total of 12 work weeks during a 12-month period by using leave without pay. During this time, university insurance benefits will continue, but additional leave with pay will not accrue. (2) Family leaves for birth, adoption or placement of a foster child must fall within the term of employment and are to be taken consecutively without interruption ending no later than 12 months after the day of birth or placement of child.

Family leaves to care for a seriously ill spouse, son or daughter, or parent may be taken intermittently or on a reduced time basis (i.e., by working fewer days in a week or fewer hours in a day) if such a schedule is needed for medical reasons. When family leave without pay is taken to care for a spouse, son or daughter, or parent, acceptable documentation from the health care provider will be required by the university.

**Pregnancy Leave**—(1) With pay. Leaves with pay for pregnancy are available to eligible employees through utilization of their accrued extended sick leave as provided in the Paid Leave and Extended Sick Leave Policy. Pregnancy is to be treated as any other extended sick leave, with the duration of the disability to be medically determined. An employee may continue normal duties through pregnancy or use available leave while unable to perform regular duties. Employees who utilize leave for pregnancy shall suffer no penalty, retaliation or other discrimination. (2) Without pay. Leaves for the birth of a child may be extended beyond that granted for the medical disability to a total of 12 weeks through the utilization of accrued paid leave or leave of absence without pay. (3) Extension of probation for tenure-track faculty. If a tenure-track faculty member takes pregnancy leave, the probationary period prior to a tenure decision may be extended for one year at the written request of the faculty member and with approval of the academic unit, dean, and senior vice president and provost. (Section 3.7.3 (h), Norman campus, and Section 3.7.3. (i) HSC, Faculty Handbook)

~~**Medical leave—Purpose.** Medical leaves of absence are available to eligible employees in the event of serious personal illness or injury. **Terms.** (1) Accrued leave, as provided for in the Paid Leave and Extended Sick Leave Policy, shall be used initially by the employee. When leave with pay is no longer available, the leave may be extended to a total of 12 work weeks in a 12-month period by using leave without pay. During this time, university paid insurance benefits will continue, but additional benefits will not accrue. (2) Medical leave may be taken intermittently or on a reduced time basis (e.g., by working fewer days in a week or by fewer hours in a day) if such a schedule is needed for medical reasons. The university will require acceptable medical documentation of illness or disability.~~

~~**Procedure—**Requests for family or medical leaves of absence must be in writing and must include the reason for the request and the anticipated time period for the leave. All requests for family and medical leaves of absence shall be made at least 30 days in advance to the extent practicable. If the leave is for planned medical treatment, the employee is expected to schedule the treatment so as to create minimum disruption for the employer. When leave is used for the employee's own serious health condition or to care for a spouse, son or daughter, or parent with a serious health condition, acceptable medical documentation from the health care provider will be required.~~

#### Return from FMLA

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

#### University Responsibilities

~~Human Resources or the appropriate department issues a Notice of FMLA Status email within three to five working days of receipt of all required documentation. This notice is sent prior to the formal letter that is sent to the employee's home address once a Personnel Action Form has been processed by the department. If a letter has not been delivered to the employee's home address within seven working days, the employee should contact Human Resources.~~

~~The notice will include any additional information required, as well as the employee's rights and responsibilities. If the employee is ineligible, the University will provide a reason for ineligibility.~~

~~The University designates the FMLA calendar year as a 12-month period measured forward from the date of an employee's first FMLA event. The notice to the employee will specify the begin date of FMLA per each event. Regardless of the number of events an employee experiences in a 12-month period, the employee receives 12 weeks of FMLA per 12-month period.~~

#### Unlawful Acts by Employers

~~FMLA makes it unlawful for any employer to~~

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

**3.12 Extended leaves of absence without pay – Purpose.** As provided in Section 3.12 and 3.12.1 of the university Staff Handbook, leaves of absence without pay for personal reasons may be recommended by the budget unit when it appears to be in the best interest of the university and the employee.

**Terms.** (1) Leave of absence without pay may not exceed one year in length. (2) A personal leave of absence without pay does not count as service time for computation of benefits, other than for retirement as specified, and insurance benefits will be paid by the employee. Leave without pay for monthly employees may not be for absences of less than one day's duration. (3) When employees are granted leaves without pay for personal reasons, the university is obligated to reemploy the individual in either the same or similar position with the recommending department. Therefore, prior to granting a leave without pay, departments should carefully consider whether they will be in the position to reemploy the individual at the conclusion of the leave. If the position cannot be held open or filled on a temporary basis, the department should make it clear to the employee and state on the Personnel Action Form that the leave is being granted with the understanding that the university is not obligated to reemploy the individual at the conclusion of the leave.

**3.13 STAFF POLICIES: AUTHORITY AND ADMINISTRATION** - The responsibility for administration of staff employment policies and procedures is delegated to the Chief directors of Human Resources Officer for the respective campuses under the executive authority of the President president of the University university. The authority for employment policies stems from public laws, the Board board of Regents regents and the President president of the University university. It is understood that any provision made herein may be voided by action of a superseding authority. Each staff employee has the right to discuss with Human Resources the directors of human resources or his/her representative the terms of employment, including matters concerning hours, compensation, and working conditions. Supervisors are responsible for communicating policies and procedures within their department. Operating Policies and procedures not found in the Staff Handbook that are critical to departmental operations and/or unique to a department or work area shall should be communicated in writing and distributed readily available to all affected employees, and a copy shall be provided to the Human Resources office of the respective campus. - Care should be taken to avoid disciplining employees for violation of operating policies or procedures that have not been communicated to them. Departmental operating procedures shall be consistent with, and cannot supercede, University policy and applicable laws; in the event of a conflict, University policy shall govern.

**3.1314 ACCESS TO PERSONNEL FILE POLICY** - For the purpose of making faculty and staff employment decisions, the University university maintains individually identifiable personnel files on persons who have been or who are its employees. This policy is intended to provide guidelines for access to those records in order to promote an informed public while maintaining the security of personnel records necessary to protect the privacy of its employees and the interests of the institution in fulfilling its constitutional

functions. Access to appropriate records shall be in accordance with the provisions of this policy and the University's open records policy.

**Contents.** Those responsible for the custody of personnel files shall determine information to be placed in the files. Only such information as is germane to the person's employment with the institution shall be retained in these files. Examples of this type of information are: (1) information pertaining to bona fide occupational qualifications; (2) service on University committees, councils, and task forces; (3) summaries of pre-employment recommendations and merit, tenure, and promotion recommendations; (4) performance and discipline matters; (5) personnel actions, such as appointment, change of status, tenure, and promotion; (6) awards, elected offices, service to outside organizations, and professional associations. Individuals may ask that materials relevant to their employment be included in their personnel file by written request to the directors of Human Resources, to the executive secretary of the Board of Regents, or to the provosts, as appropriate.

**Confidentiality.** The University shall keep following personnel records shall be deemed confidential and may be withheld from public access:

- 1. Those that relate to internal personnel investigations, including, without limitation, examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation;
- 2. Those where disclosure would constitute a clearly unwarranted invasion of personal privacy such as, but not limited to, employee evaluations, medical documentation, payroll deductions, and employment applications submitted by persons not hired by the University;
- 3. Those that are specifically required by law or University policy to be kept confidential.

**Access.** Personnel files shall be made available to individuals to review in accordance with the following guidelines, provided that the files may be inspected by persons so entitled only under the supervision of the custodian or his or her designee in the administrative office where they are maintained.

1. With the exception of information/records accepted or excluded elsewhere in this policy, personnel files shall be made available for public inspection, copying and/or mechanical reproduction in accordance with procedures established under this policy, the University's open records policy, or as otherwise provided by law, such as by court order or subpoena. Requests for personnel files must be made through the University's Open Records Officer. Examples of available information include, without limitation: (a) an employment application of a person who becomes a public official; (b) the gross receipts of public funds; (c) the

dates of employment, title, or position; (d) any final disciplinary action resulting in loss of pay, suspension, demotion of position, or termination.

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

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

~~(a) Letters of evaluation and/or recommendation that apply to pre-employment qualifications, tenure and/or promotion that are solicited in confidence or sent with the expectation of confidentiality shall be deemed confidential and unavailable to the employee unless otherwise ordered by a court of law~~

- ~~(b) An individual wishing to inspect his or her personnel file~~ submits ~~should submit~~ a written request for inspection to the custodian of the file;

~~(c) If the file contains confidential records as set forth in 3(a) above, they must be removed before the file is opened to the individual~~ does. Upon request, employees will be advised of the type and number of documents that were not made available to the employee for his or her review and that will be returned to the file after the review

- ~~(d) An individual may not remove or add any records to his or her personnel file at the time of inspection.~~

**Correction of records.** ~~Employees~~ An employee may dispute the accuracy of any material included in ~~their~~ his/her personnel files. ~~file~~.

Such questions should be directed to the custodian of the file in writing. If the questions are not resolved by mutual agreement, the employee may initiate a formal challenge through the employment ~~dispute resolution~~ grievance or discrimination complaint procedures as outlined elsewhere in ~~University~~ university policy.

**3.14 Intellectual Property Policy** – The University's Intellectual Property Policy, which applies to faculty, staff, and applicable students,

is listed in its entirety for Norman campus employees in the *Norman Campus Faculty Handbook*, Section 3.27, at

<http://www.ou.edu/provost/ouncfhb.pdf>, where subsections describe the policy specifics for patents, trademarks, and copyrights,

respectively. Health Sciences Center employees can find this information in the *Health Sciences Center Faculty Handbook* at

<http://www.ouhsc.edu/provost/documents/FacultyHandbook2008.pdf>.

**3.153.15 PATENT POLICY** – All rights to and interest in discoveries or inventions, including patents thereon, that result from research or investigation conducted in a facility of the university or office of research administration or from research of any member of the faculty,

staff or student body, either in the course of employment by the university or substantially through the use of facilities or funds provided by or through the university, shall be the property of the university, and all rights shall be assigned as the president directs. The president may seek advice in these matters of the OU Patent Advisory Committee.

**3.16 COPYRIGHT POLICY**—The university recognizes and encourages its faculty, staff and student body to participate in creative and scholarly activities as an inherent part of the educational process. All university personnel, in accordance with the university's policy and basic objectives of promoting creative and scholarly activities, are free to develop, create and publish copyrightable works. Disputes arising over royalty sharing for university commissioned works shall be referred to the University Copyright Committee. For more information see the Faculty Handbook (section 3.28). For a complete copy of the policy contact the Office of Technology Development.

**3.17 TRANSFERS BETWEEN CAMPUSES** - Transfers of employees between University of Oklahoma campuses are permitted without loss of employment benefits when the status of the position to which such a transfer is made carries eligibility for employment benefits. If benefits differ between campuses, benefits will be limited to those in effect on the campus to which the transfer is made. To implement this policy, transferring employees must:

- ~~request~~1. Request Human Resources to forward information regarding paid leave and extended sick leave balances, Sooner Options insurance information, beginning date of employment, and personnel actions affecting benefits eligibility to the Human Resources office of the campus to which they are transferring. -

~~contact~~2. Request the Human Resources payroll section to forward year to date figures for Teachers' Retirement and FICA deductions and, if appropriate, the individual's Defined Contribution Plan membership number and amount of contributions made for the current fiscal year to the human resources office of the campus to which they are transferring to reestablish-

- ~~3.~~ 3. Contact the human resources office of the campus to which transferring to re-establish employment benefits, e.g., insurance, teachers' retirement, the defined contribution plan, and similar benefits.

The respective offices of Human Resources will coordinate as needed to assure the orderly transfer of pertinent information and documentation affecting the transferring employee's employment status with the university. Copies of documents will be exchanged and provided as needed.

~~3.16-18~~ **SERVICE CREDIT TRANSFER** - On occasion, persons employed by organizations existing for the benefit of the University of Oklahoma will transfer individually or as a group to Universityuniversity employment. When this occurs, the ~~CHRO~~Director of Human Resources is authorized to approve Universityuniversity service credit for periods of employment with the Universityuniversity-related organization. The service time credited will be subject to the same conditions applied as if though the time were worked for the University university.

~~3.17-19~~ **GOVERNANCE ACTIVITIES** - Since the Universityuniversity depends upon an effective system of councils and committees in reaching its goals and objectives, it is important that staff members be given encouragement and support to participate in such

governance activities. Budget unit heads and supervisors are expected to provide opportunities for their staff members in good standing to serve on University councils, committees, and task forces when appointed. Time taken during working hours to attend meetings and otherwise participate in the activities of such organizations will be considered work time and need not be made up as long as the time is approved in advance by the supervisor and does not compromise the work of the department. -

**3.18 LEARNING-TRAINING AND DEVELOPMENT** - Learning Training and development activities are open to all faculty, staff and student employees. Workshops, seminars, and other developmental activities designed to improve the administration of University functions are offered through Human Resources. The University is committed to staff development and training for its employees. Departments are encouraged to promote the development and training of their staff. Time off during working hours may be given. Permission to enroll in and attend staff-development training opportunities during normal working hours must be obtained through regular supervisory channels. While the University reserves the prerogative of scheduling staff-development training time to meet its service requirements, it also expects each budget head and supervisor to make sure that each person under his or her supervision is allowed to participate in University-sponsored staff-development opportunities. No employee should have to make up time spent attending these programs.

**3.19 PERFORMANCE EVALUATION** - One of the most important responsibilities of University supervisors is conducting evaluations of staff employees in their work group. Performance evaluations are basic to good personnel management and are considered a fundamental part of each supervisor's job assignment. Evaluations are useful to: (1) achieve desired work performance; (2) receive ideas and input; (3) assist employees in personal development; (4) correct performance problems; (5) assist employees to develop additional knowledge, skills, and abilities for job advancement; (6) document shortcomings for positive discipline procedures that may be necessary; and (7) provide compensation ~~that is~~ relative to work performance.

All staff employees (except students and other temporary employees) are to receive a performance evaluation at least once each year. Evaluations may be given on a more frequent schedule when supervisors believe them to be useful. New employees are to receive an evaluation at the completion of their first six months of employment with the University. ~~probationary period.~~ Each employee will receive an evaluation from his or her immediate supervisor. Performance evaluations are to be separated sufficiently in time from the University's budgeting schedule so that the focus of performance evaluation is on employee development but timed sufficiently with the budgeting process that performance evaluation results are meaningful in terms of ~~annual~~ merit increase recommendations. For this reason, performance evaluations for staff members who have completed their first six months ~~probationary period~~ of employment are to be given each year between January 1 and March 31. When justifiable because of the work cycle,

exceptions may be made to this time period by the appropriate Vice President~~vice president~~ or Provost~~provost~~. Each performance evaluation is to be discussed with the employee receiving it.

Performance evaluations are to be documented and signed by the employee's immediate supervisor, the employee, and the budget unit head as appropriate. The employee's signature is not interpreted to mean agreement with the evaluation but rather acknowledgment that the evaluation has been discussed with the employee. A copy of the written evaluation is to be given to the staff member.

Budget units may use whatever form of performance evaluation is considered most appropriate for the kind of work performed in their workplace. Human Resources will assist departments in the development of evaluation instruments upon request. In addition to the budget unit form, the University's~~university's~~ Performance Summary Report is to be completed and signed by the employee's immediate supervisor, the employee, and the appropriate budget unit head. An employee should have two working days after receiving a copy of this summary before he or she is required to sign it. One copy of the summary is to be given to the staff member evaluated, and the original is to be sent to Human Resources to become part of the employee's official personnel file. The form is available on the Human Resources website. On the Norman campus, the summary forms may be purchased through the central storeroom. At the Health Sciences Center, obtain forms through available printing services.

**3.2022 POSITIVE DISCIPLINE** – University employment policy is designed to give each employee a full opportunity for work success. This objective is dependent upon good employee selection procedures, meaningful employee orientation, appropriate on-the-job training, periodic performance evaluations, and a positive approach toward employee discipline by University~~university~~ supervisors. Disciplinary action is considered a dimension of performance evaluation and employee development. It is a corrective process to help employees overcome work-related shortcomings, strengthen work performance, and achieve success. When problems occur, they should be handled in reasonable ways that jointly support the concept of positive discipline and minimize the interruption of University~~university~~ services. Employee discipline may be needed and, as a corrective procedure, is an integral part of University~~university~~ employment policy. Underlying discipline, however, is an expectation that supervisors will direct their efforts toward employee development and success, which may include additional training or developmental plans. When discipline is necessary, the positive guidelines below should be used as part of employee development. The guidelines are not expected to be rigidly applied but will be suitable for most University~~university~~ discipline situations. Executive and administrative officers are strongly encouraged to train, educate, and encourage supervisors in their respective areas to implement and follow the positive disciplinary process. Nevertheless, while supervisors are strongly encouraged to utilize the disciplinary process before taking other employment action, there is no requirement that any or all of the steps must be followed with respect to employment decisions. Depending upon the circumstances and the supervisor's judgment in



individual cases, repeating a step, jumping a step, or moving to immediate discharge or other action may be appropriate. Supervisors are expected to document disciplinary action taken. The documentation should contain a clear description of the behavior that prompted the discipline, the action taken by the supervisor, and how the employee's conduct must change and in what time frame. Even verbal warnings should be documented in the employee's departmental file to record that the warning was in fact given. All documentation must be factual and complete. A form for documenting disciplinary action is available on the Human Resources website.

**Oral Reminder.** This is the first step in the procedure. It involves a discussion between a supervisor and an employee about a minor work performance problem. The objective is to correct the problem by indicating in a friendly but serious manner how actual performance falls short of desired performance or behavioral expectations. This step should ensure that no employee is disciplined for violation of a policy or procedure she or he might reasonably not know about.

**Written Reminder.** This is usually the second step in the procedure if an oral reminder has not corrected the problem. If the offense is of a serious nature, a written reminder is an appropriate first step. It formalizes a discussion between a supervisor and an employee in which the employee was informed of about a performance deficiency and told that her or his behavior or performance might lead to termination.

**Disciplinary Leave.** An employee may be placed on a disciplinary leave of absence with or without pay when it is in the best interest of the ~~University~~ university to do so. Leave with pay will normally not exceed one day. Leave without pay normally does ~~may~~ not exceed five working days. This step is usually taken after unsatisfactory performance has not been corrected following the application of an oral and written reminders. ~~reminder.~~ It may be taken as a first and final step before discharge in the event of a major offense. An employee returning to work following disciplinary leave must agree to work in a manner that includes following rules and regulations and correcting unsatisfactory performance or he or she will be terminated.

**Discharge.** *This is not a step in the positive discipline procedure.* It is one that may be taken when positive steps have been used but performance has not changed or when an employee has committed a major offense. A major offense is one that involves willful misconduct, dishonesty, serious threats to University ~~seriously threatens university~~ operations or the safety and well-being of the individual or other employees, or behavior ~~that is unacceptable to the institution.~~ Examples ~~would~~ include, but are not limited to, falsification of records, stealing ~~university property,~~ threatening or hitting another person, viewing pornographic materials or other violations of the Computer Use Policy (5.8) ~~a supervisor,~~ and violation of the Policy on Prevention of Alcohol Abuse and Drug Use on Campus and in the Workplace (5.18). When circumstances permit, prior to termination an employee should be given an opportunity to explain his or her actions. It is recommended that, when possible, department representatives contact ~~the Director of Human~~

Resources or a designate before discharging an employee. Documentation should include the employee's name, date of the incident, explanation of the circumstances resulting in the discharge, and reference to all previous disciplinary steps taken.

**Investigative Suspension.** An employee may be placed on an investigative suspension and temporarily released from duty normally for up to five working days *with pay* at the sole discretion of the ~~3.23 STAFF GRIEVANCE PROCEDURE – Introduction –~~ ~~The University~~ to permit investigation of apparently serious infractions of University and/or departmental rules, policies, or applicable law. Extensions, in increments of up to five working days, may be granted at the discretion of the CHRO. Upon the investigation's completion, the employee may be returned to work without penalty, subjected to positive discipline, or discharged, as deemed appropriate to the circumstances by the University.

### **3.21 Staff Dispute Resolution**

#### **Policy**

~~The Staff Dispute Resolution procedure provides~~ ~~is committed to providing employees~~ of the University the opportunity to address and resolve disputes ~~with a way to voice complaints and seek solutions to work-related conflicts~~ arising out of working conditions, employment practices, or ~~application of policy.~~ ~~interpretations.~~ This procedure is available to full- or part-time, benefits-eligible staff of the University. The Chief Human Resources Officer shall adopt and maintain guidelines and procedures to implement this policy.

~~Wherever in this policy the term "Chief Human Resources Officer (CHRO)" is used, it is intended to cover the designee of that individual as well. Wherever the term "working days" is used, it is intended to mean Monday through Friday, excluding holidays or those days the University is closed for business.~~

~~Employees are expected to make reasonable attempts to resolve concerns informally. In those cases in which an eligible employee is unable to informally resolve his or her concern, he or she may initiate a dispute resolution request as described in this Staff Dispute Resolution procedure.~~

#### **Retaliation Prohibited**

~~The Staff Dispute Resolution procedure provides a prompt and impartial review of all facts involved without threat of coercion, discrimination, or reprisal. An employee who believes that he or she~~ ~~Staff Grievance Procedure~~ ~~has been~~ ~~retaliated against for exercising rights under this procedure, or for participating in a dispute resolution process, may file a complaint with the University's CHRO. The~~

University considers such acts of retaliation a violation of University policy. Anyone who engages in retaliatory actions may be subject to disciplinary action. ~~developed to address this need.~~

### Dismissal

At any time during the process, the CHRO may dismiss a dispute resolution request upon concluding that (1) no resolvable issue exists, or (2) the requested remedy is not available or feasible, or (3) the parties have reached a resolution. Both parties shall receive written notice of the CHRO's decision or of the resolution agreement and a copy shall be sent to the appropriate provost or vice president, who may reinstitute the dispute resolution request if the CHRO's dismissal was inconsistent with the guidelines provided in this paragraph. The dismissal decision of the CHRO shall be final if the provost or vice president, as applicable, does not issue a statement of reissuance within ten calendar days of receipt of the notice of dismissal.

### Coverage#

The following list identifies the types of matters that may be submitted for dispute resolution; it is not exhaustive but illustrative:

- disciplinary action;
- allegations of inaccurate or misleading material in official personnel file in Human Resources;
- termination, which skips the informal process and goes directly to Step 3 of the formal dispute resolution process.

Submitting a Request for Dispute Resolution does not change the employment status of the employee. If a termination is overturned by the appropriate provost or vice president, the written decision shall state all-outcomes negotiated between the parties terms and conditions associated with the employee's return to work.

### Exclusions

~~What Is Not Covered Under The Staff Grievance Procedure?~~—Excluded from the dispute resolution procedure Procedure are complaints concerning

- wages; (1) Wages and salaries;
- reduction in Force (RIF); (2) Performance-related concerns other than those addressing dismissals during the procedural requirements of a given RIF;
- University employee's initial probationary period; (3) University statements concerning policies and rules.

Complaints alleging: (4) Falsification of employment application documents; (5) Alleged discrimination based on race, color, national origin, sex, sexual orientation, age, religion, disability or status as a veteran; sexual harassment; or racial/ethnic harassment. Alleged discrimination complaints are covered by a separate procedure administered by the University's University's Office of Equal Opportunity Officer/Title IX Coordinator.

### Confidentiality

The individual parties, witnesses, and members of the Dispute Resolution Committee are individually charged to preserve confidentiality with respect to any matter reviewed or heard. When not otherwise authorized, a breach of the duty to preserve confidentiality is considered a serious offense and may subject the offender to appropriate disciplinary action.

All dispute resolution-related records, upon disposition of a complaint, shall be transmitted to and maintained by Human Resources as confidential records except to the extent disclosure is required by law. This procedure includes records of complaints handled by administrators.

### Representation

A staff member who chooses legal or nonlegal assistance from outside the University does so at his or her own expense. The employee's attorney or nonlegal participant may advise the employee but will not be permitted to be present or participate directly in any of the dispute resolution processes. The University's legal counsel may be made available to the employer under the same conditions.

### Time limits and Deadlines

The time limits included in this procedure have been established to facilitate resolution of the dispute while providing adequate time to prepare and present responses.

Informal dispute resolution requests must be filed within ten working days from the date the employee becomes aware of an issue that may have prompted a dispute. When informal resolution is not successful, the employee has ten working days from the end of such informal efforts to submit a formal dispute resolution request to Human Resources. In no case, however, will a dispute resolution request be accepted if it is submitted more than 30 calendar days after the employee became aware of the issue which prompted the request.

If time limits are not observed by the employee, the dispute will be dismissed and such dismissal shall be considered final. If the supervisor should fail to observe the time limits in any particular step, the employee may move the dispute to the next step. It is the employee's responsibility to distribute all required documents to the necessary parties.

Human Resources may assist in clarifying time limits and may, at its sole discretion and for good cause, extend a deadline if either party cannot reasonably comply within the limits.

### Staff Dispute Resolution Procedure

#### Informal Dispute Resolution Process

The University ~~Who Can File A Grievance?~~—The staff grievance procedure is available to full-time, part-time, regular, temporary, or student-staff employees of the university. Faculty appointments are covered by a separate policy which can be found in the Faculty Handbook. Also excluded from this grievance procedure are academic appointments, including but not limited to, graduate assistants, teaching assistants, residents, and research fellows.

~~Informal Resolution Attempt Required Before Filing A Grievance~~—The University encourages communication between supervisors and employees in order to resolve employee disputes promptly. Before bringingTherefore, an attempt to informally resolve complaints is required before filing a formal disputegrievance complaint.

~~For consideration under the Informal Resolution process, an employee must initiate discussions with the immediate~~present his or second-level supervisorher complaint within ten (10) working days from the date of the incident giving rise to the complaint.

~~occurred. The complaint should be submitted to the immediate or second level supervisor for consideration and discussion. If no resolution is achieved, the employee is also encouraged to review the complaint with the department director, appropriate dean, or vice president.~~Upon request by either party, Human Resources will attempt to facilitate resolution of the issues in dispute. The informal resolutionInformal Resolution process should be completed within a reasonable period, generally not to exceed thirty (30) calendar days from the date the employee became aware of the issue. If informal attempts at resolution are unsuccessful, staff may use the formal dispute resolution process.

#### Formal Dispute Resolution Process

### Step 1 – Immediate Supervisor

Within ten days of the end of unsuccessful efforts at informal resolution of a dispute, the employee will submit a request for formal dispute resolution to her or his supervisor on the prescribed form.

The immediate supervisor or his or her designee shall respond to the employee in writing within five working days of receipt of the request. If the immediate supervisor fails to observe the time limits, or the employee deems the response unsatisfactory, he or she has five working days to advance the request to Step 2.

### Step 2 – Department Head

The employee must provide to the department head a copy of the request and the response received from the supervisor.

The department head or his or her designated representative shall consider the facts and circumstances of the dispute and shall, in writing, grant, deny, or propose a modification to the requested remedy within five working days after receipt of the employee's written request.

If the department head fails to observe the time limits, or the employee deems the response unsatisfactory, he or she may proceed to Step 3 – Directed Review or Dispute Resolution.

### Step 3 – Directed Review or Dispute Resolution

The employee will submit the request with Step 1 and Step 2 decision-makers' comments to Human Resources. The CHRO will review the employee's request to proceed to Step 3 and will determine whether time limits and procedural steps were followed.

If the procedure has not been followed, the CHRO may either deny the request or return it to the appropriate step in the process. The decision of the CHRO is final upon consultation with the appropriate provost or vice president.

If the CHRO determines that the employee has followed the dispute resolution procedure, the CHRO will decide whether the issue in dispute is subject to a referral to Directed Review or Dispute Resolution in consultation with the appropriate provost or vice president.

Challenges concerning an employee's termination are referred directly to Dispute Resolution Committee or, alternatively, such challenges may proceed to mediation when appropriate.

### Directed Review

The CHRO may use the Directed Review procedure for matters that include, but are not limited to, disciplinary actions and other issues not otherwise excluded, but not terminations. Upon determining that Directed Review is the appropriate process, the CHRO will notify the employee that the request has been received and that a review is being conducted. The reviewer shall begin the Directed Review as soon as is reasonably possible after receipt of the request.

The reviewer is a neutral third party, employed by the University and appointed by the CHRO. An individual may not be appointed to be a reviewer if he or she has direct knowledge of the incident or dispute, is employed in the same budget unit, is related to either party to the dispute, or has an articulated bias in the case. Reviewers must disqualify themselves if they cannot provide an independent and unbiased assessment of matters in dispute. A party to the dispute or the CHRO may also request that the reviewer recuse him or herself upon determining one of the foregoing conditions exists.

The review may include interviews with the employee, the department representative(s), and others as deemed necessary to determine the facts and circumstances of the dispute and the application of University procedure. The reviewer shall submit a written report to the CHRO. The report shall include, but is not limited to, a brief summary of the dispute and the reviewer's findings, conclusions, and recommendations for corrective action, if any.

Upon receipt of the reviewer's report and in consultation with the appropriate provost or vice president, the CHRO will render a final decision in writing as soon as is reasonably possible after receipt of the written report. Copies of the decision shall be sent to the employee, the supervisor, and administrators who reviewed the dispute at the lower steps. The CHRO may endorse, modify, or reject the findings, conclusions, and/or recommendations of the reviewer, or direct further investigation before making a decision. The CHRO's decision serves as a directive for any action necessary for compliance with the decision. The decision of the CHRO, after consultation with the appropriate provost and vice president, is final and concludes the dispute resolution process.

### Dispute Resolution Committee

If the issue concerns an employee's termination, or if the CHRO, in consultation with the appropriate provost or vice president, determines that the matter should not proceed to Directed Review, referral to Step 3 Dispute Resolution Committee (Committee) is appropriate, he or she shall call for a Dispute Resolution Committee to be formed, and the committee review process will be complaint was initiated. Dispute Resolution Committee meetings are closed to the public. If both parties are satisfied with the results of the Informal Resolution process, the basis for resolution should be documented and the process closed. At any time during the 30 day period, either party may contact Human Resources and request that the process be closed. Once the Informal Resolution process is closed, the employee may pursue the formal grievance procedure.

A Dispute Resolution Committee has three responsibilities:

1. Reviewing the facts and circumstances of the dispute collected through
  - o written statements and supporting documentation provided by the parties to the dispute; and
  - o other information obtained by the committee through a hearing process, which may include testimony by the employee, the department representative(s), and others as deemed necessary by the committee.
2. Applying University procedures.
3. Preparing a Report of Findings (Report) to include recommendations, if any.

Representatives of the parties may not be present or participate in these proceedings. The parties to the dispute are expected to represent themselves.

The committee consists of three five impartial members selected in the presence of both parties or by e-mail or phone by drawing from a volunteer pool of full-time staff. The CHRO shall establish procedures so that selected committee members reflect a range of staff levels and functions to ensure that impartial members are available for hearings. Each campus will maintain a volunteer pool of 12 members chosen from a list of persons provided by the Staff Senate of each campus and appointed to three-year staggered terms by the Vice



President, Administration and Finance. Volunteers must complete training required by Human Resources. Members of the volunteer pool are ineligible to serve on a committee if they

**Filing A Grievance**—Employees have 10 working days from the end of the informal resolution process to submit a written grievance complaint (*see Timelines and Deadlines*). The staff grievance procedure guarantees a prompt and impartial review of all facts involved without fear of coercion, discrimination, or reprisal. A grievance filed under this policy may not be filed under any other university grievance procedure.

Employees who choose to exercise this option also agree to accept the conditions as outlined in the policy. Forms for use in preparing a staff grievance are available online at [www.ou.edu/ohr](http://www.ou.edu/ohr), can be picked up in the offices of OHR, or obtained through campus mail by calling the Office of Human Resources.

Either party to a grievance may seek technical assistance in the preparation of the grievance from the Office of Human Resources or by a trained non-legal representative whose name is provided by Staff Senate. An employee who chooses to be represented by any legal or non-legal assistance from outside of the university, may do so at his or her own expense.

**Terminated Employees Who File A Grievance**—An employee who is terminated may file a grievance requesting review of the termination decision. Complaints involving a termination should proceed directly to the pre-hearing conference. Filing a grievance does not change the employment status of the grievant. **Timelines and Deadlines**—The grievance procedure sets forth timelines for initiation of action at each step. If a grievance is not forwarded by the Complainant within the time allowed in any step, the grievance will be considered discontinued and no further review will take place. Any written grievance not answered by the Respondent within the time allowed may be sent on to the next step by the Complainant. The Office of Human Resources may assist the Complainant in clarifying time limits and may extend, in its discretion, any timeline where either party cannot reasonably comply within the limits.

#### **Steps to Resolve a Grievance Prior to a Formal Hearing**

1) The employee (Complainant) must complete and return the Formal Notice of Grievance form to the Office of Human Resources. Copies of this notice will be sent to the designated Respondent, Complainant, the Complainant's department head, and the applicable provost or vice president's office.

2) The designated Respondent listed on the Notice of Grievance form shall respond in writing within three (3) business days of receipt of the grievance and may at that time request a Pre Hearing Conference or reply to the Complainant's written statement. Should the Respondent fail to reply within three (3) business days of receipt of the grievance, or the Complainant believes that the written reply is unsatisfactory, the Complainant can ask the Director of Human Resources (or appointed designee—throughout the process this term is interchangeable) to proceed directly to a Pre Hearing Conference to resolve the grievance.

3) Human Resources will forward copies of the Notice of Grievance and the Respondent's reply to the Respondent, the Complainant, the Complainant's department head, and to the appropriate provost or vice president's office.

4) Unless the Complainant has requested that the grievance initially proceed directly to a Pre Hearing Conference, the Director of Human Resources shall bring all parties to the grievance together. The goal of the Pre Hearing Conference is to seek an agreeable resolution of the grievance prior to holding the formal hearing. The Director will facilitate efforts to reach a mutually agreeable solution to the issues in dispute. The Complainant's attorney or non-legal advisor may not participate in the Pre Hearing Conference, but may advise the Complainant outside of the Pre Hearing proceedings.

5) At any time during the grievance process, the Director of Human Resources or a designee may dismiss the grievance upon a finding that no appropriate issue of grievance exists or if the parties reach a resolution. Both parties shall receive written notice of the decision to dismiss or of the resolution agreement and a copy shall be sent to the appropriate Provost or Vice President. The Director's decision to terminate the grievance procedure is final.

6) If a resolution does not result from the Pre Hearing Conference and the grievance has not been terminated, the Director of Human Resources shall call for a Grievance Committee to be formed and a grievance hearing to be scheduled.

### Forming A Grievance Committee

- ~~The Grievance Committee will be selected from a volunteer pool of full time, non-academic staff that shall be maintained and provided by the Staff Senate from each campus. The Staff Senate for each campus shall be responsible for determining the selection criteria for the volunteers whose names are submitted to Human Resources. The Director of Human Resources shall preside over the drawing of twelve names from the volunteer pool. Persons to be disqualified from the initial selection pool of twelve will be those who: (1) have direct involvement or knowledge of the incident involved;~~
- ~~;(2) are employed in the same budget unit;~~
- ~~(3) are related to either party in the dispute; or~~
- ~~grievance or; (4) have been determined by the Director of Human Resources to have an articulated bias prejudice in the case.~~

~~Committee members must~~The names of the volunteer pool shall be placed in a container, and the drawing shall be conducted in the presence of both parties to determine the five members who will be asked to serve on the Grievance Committee. The first five names drawn shall constitute the Committee. Two alternates shall also be selected in the event a Committee member cannot fulfill his/her service on the Committee. Prospective Committee members will be asked to disqualify themselves if they cannot provide an objective, unbiased review of the issues involved in the dispute. A party to the dispute or the CHRO may also request that a committee member withdraw whenever any of the above conditions exists. When committee members are disqualified or withdraw, grievance. For example, a close friend to any party to a grievance should disqualify himself/herself from participating on a grievance panel. When, for any reason, prospective Committee members disqualify themselves, the alternates will be called to serve. The committee members may elect by majority vote who among them shall serve as the committee's chair during the proceedings. Two alternates will be maintained throughout the process.

A Dispute Resolution Facilitator advisesAfter serving on the grievance committee, volunteers will be removed from the volunteer pool and will not be eligible to serve again for at least three years.

### The ~~facilitator~~ Staff Grievance Hearing Procedure

1) ~~The Committee shall elect a Grievance Committee Chair. Once a Chair has been established, it is the responsibility of Human Resources to provide full training to the Chair to better prepare him/her to handle the committee procedures. The Director of Human Resources shall provide technical and administrative/~~clerical assistance to the committeeCommittee but shall not be a member of the committee. The Committee. The Chair shall schedule the hearing shall be recorded, and participants, call meetings, make arrangements, conduct the hearing, and prepare and deliver the Committee's Report of Findings. The Chair shall have authority to preside at all hearing meetings, keep order during the hearing, and to rule on relevance of evidence introduced during the hearing.

2) During the hearing, the Complainant's attorney or non-legal participant may advise the Complainant but will not be permitted to present evidence or cross-examine witnesses except when termination of employment is the issue of complaint. The University's Legal Counsel may be made available to the employer with the same stipulations as above. If the grievance does not involve termination, or if

~~Legal Counsel is not present, the hearing will be conducted without attorneys being present. Either party may obtain procedural advice from the Grievance Committee Chair. The Chair may consult with the University's Legal Counsel before providing such advice.~~

~~3) The Committee Chair will notify both parties of allowable documents and witnesses submitted for the hearing. Both parties may call witnesses, but witnesses have the right to refuse to testify, unless the witness has testified, then he/she may not refuse to be cross-examined by the other party. Both parties shall provide the names of all potential witnesses to the Committee in advance of the hearing. These names shall be available to each party upon request. The general content and nature of witness testimony shall also be included so the Committee may determine the relevance of planned testimony. The Chair shall schedule and call witnesses to be heard in such a manner that witnesses' waiting time will be minimized. Witnesses may be recalled for additional questioning after initial witnesses for both parties have been heard. Any documentary or other evidence to be submitted at the hearing must be submitted to the Committee within the timeframe stipulated by the Chair. Failure to timely file names of witnesses, summary of witness testimony, or documentary or other evidence shall result in the exclusion of such testimony or evidence during the hearing.~~

~~4) There will be at least three parts to each hearing including: a) The opening comments, b) presentation of evidence, including testimony and c) closing comments. The Complainant shall be heard first followed by the Respondent.~~

~~5) Opening comments and closing comments shall each be limited to no more than 30 minutes. No strict time limit shall be placed upon the presentation of evidence. The Chair may limit the introduction of evidence that he or she determines to be redundant.~~

~~6) Length of hearing sessions shall be established in advance. Periodic rest periods shall be called throughout the course of the hearing. At no time shall a hearing continue for longer than three hours without a rest period.~~

~~7) All hearing sessions shall be closed to the public. All testimony pertaining to the grievance hearing shall be held in confidence between the parties participating in the hearing.~~

~~8) Only evidence relevant to the previously specified issues in the Formal Notice of Grievance Form may be introduced in the hearing. Questions of relevancy shall be directed to the Chair, whose decision shall be final.~~

~~9) Both parties to the grievance shall be provided copies of whatever materials are introduced as evidence unless the Chair rules the materials to be irrelevant.~~

~~10) The grievance hearing shall be taped. Participants are to be asked to identify themselves for recording on the tape. At the conclusion of the committee review processgrievance, the recordingtape will be filed with the Office of Legal Counsel and kept there for a period of at least six months.~~

#### **Role11) The final content of the Dispute Resolution Facilitator**

The Dispute Resolution Facilitator is a neutral third party employed by the University and appointed by the CHRO. The facilitator serves as an advisor to the committee and is responsible for calling meetings and facilitating the Dispute Resolution Committee review process.

In addition, the Dispute Resolution Facilitator may provide guidance regarding the investigatory process, which may include consulting with the committee regarding the relevancy of certain information to a particular dispute. The Dispute Resolution Facilitator assists the committee in developing findingsReport of Findings and recommendations during deliberation but does not participate in the decision-making process. The committee may request a different facilitator by submitting a request to the CHRO signed by a majority of the

committee members. If such a request is received by the CHRO, he or she shall appoint a substitute facilitator within ten days of receipt of such notice.

### Report of Findings

The findings of the committee must be by majority, but need not be unanimous. The preparation of the committee's report shall be the responsibility of the committee members, who may set their own procedures for preparing the report. The Dispute Resolution Facilitator will be available to assist the committee with report preparation and may undertake drafting of the committee's report if so requested by the committee. The report shall include, but is not limited to, the committee's findings and conclusions, Grievance Committee. It shall include: (a) a summary of the key points identified in the hearing that related only to the allegations specified in writing and (b) specific recommendations for corrective action, if any, and any additional on the Complainant's requests for relief.

12) The Grievance Committee's recommendations shall be submitted to be the appropriate to maintain sound employee relations.

The committee shall submit the committee's report to the appropriate provost or vice president Provost or Vice President within five working University business days of the close of the committee's review and provide copies of the report to the hearing. Copies are to be given to the President of the University, both parties to the dispute, the Dispute Resolution Facilitator, the grievance, dean/director, and to the Office of Human Resources.

### Review by 13) The appropriate Provost or, Vice President

The appropriate provost, vice president, or designee shall consider and act on the committee's report recommendations of the Grievance Committee within 15 working University business days and provide confidential notification of his or her decision to the parties of the dispute, members of the committee, and Human Resources. Such decision shall be final.

### Mediation

Mediation is a systematic process in which a trained, neutral third party assists the parties in reaching a voluntary, negotiated agreement. Mediators do not answer complaints, define solutions, or decide for or against either party, nor do they provide legal advice or participate in the formal dispute resolution hearing.

Either party to a dispute may request mediation at any point in the dispute resolution process or in lieu of filing or responding to a dispute resolution request. Participation in mediation is voluntary. Upon receipt of a mediation request, the CHRO will assign a mediator who will be responsible for contacting the parties, scheduling mediation sessions, securing the necessary consent to participate, conducting

the mediation session, and completing the Mediation Agreement to be signed by the parties to the grievance, members of the Grievance Committee, the Office of Human Resources, and the President of the University.

14) The President may reject the decision of the appropriate Provost, Vice President, or designee within 15 University business days of the receipt of the decision. In the absence of such a change, the decision shall be final under the executive authority of the President.

**3.24 DRIVER'S LICENSE POLICY** It is a University of Oklahoma policy that employees who are required to operate a university motor vehicle on any public roadway while in the performance of their regular job duties must have a valid driver's license issued by the State of Oklahoma. Below are the procedures to ensure adherence to this policy.

1. The University of Oklahoma will conduct a driver's license verification and status check on new employees selected for positions that involve operation of a university motor vehicle. In addition, the university will conduct periodic driver's license verification and status checks on all employees in positions involving operation of a university motor vehicle.

2. Any new employee who has applied and been accepted for university employment in a position where possession of a valid driver's license is a listed requirement and who is subsequently determined not to have (or have had at time of application) a valid Oklahoma driver's license will be considered to have submitted false information and will therefore be subject to termination.

3. An employee who is hired by the University of Oklahoma and who holds a valid out of state driver's license will be considered to be a properly licensed driver for employment purposes. However, any such employee must obtain a valid Oklahoma driver's license within 30 calendar days of the first day of employment. Failure to obtain an Oklahoma driver's license within this period may result in termination.

(a) Student employees may operate a university motor vehicle in the course of their employment so long as they hold a valid driver's license issued by their state/country of residence/origin. (b) The only driver's licenses recognized by the State of Oklahoma and Oklahoma law enforcement agencies are those issued by any of the other 49 United States and those issued by the country of origin of international students. The so-called International Driver's License is not recognized and does not constitute a valid driver's license for employment purposes.

4. Current employees who must possess a valid driver's license to perform their job are required as a condition of employment to notify their supervisor immediately upon receipt of any notification from the Oklahoma Department of Public Safety or any court of competent jurisdiction that their driver's license has been suspended or revoked or has in any way been modified or subjected to restrictions not previously known to the supervisor. Mediation sessions are confidential, except as required by law, and closed to the public; the parties are expected to speak for themselves and representatives are not allowed to be present or to participate.

While innovative solutions are encouraged, Mediation Agreements must comply with University policy. Any agreement reached voluntarily by the parties is the property of the parties and may not be used as evidence in any subsequent dispute resolution process.

Human Resources should be contacted to arrange internal mediation services.

Failure to make such notification within the specified time period may result in termination.

5. Oklahoma law requires that holders of a driver's license who have taken legal action to change their name (through marriage, divorce or court action) and/or have changed their mailing address must notify the Oklahoma Department of Public Safety of such change(s) within 10 days. University employees will be expected to be in compliance with this provision of the law.

6. If a current employee's license is suspended or revoked, expires or is subject to modification or restriction and such action prevents the employee from performing any part of his/her regularly assigned work duties, that employee will not be permitted to operate a university motor vehicle on any public roadway until the license is fully reinstated, renewed or additionally modified. Until the employee's driving privileges are restored, the employee's department may reassign the employee to a job not requiring the operation of a university motor vehicle or place the employee on appropriate leave status, including but not limited to compensatory time, paid leave or leave without pay. Before the employee may resume operating a university motor vehicle on public roadways, written confirmation from the Oklahoma Department of Public Safety verifying license reinstatement or conferring privileges to drive while at work or a properly issued renewal license must be presented to the supervisor.

#### **4.0 PAY AND BENEFITS**

**4.1 BENEFIT PROGRAMS** - The University offers a comprehensive and competitive package of employee benefits. University sponsored benefit programs include

- medical insurance,
- dental insurance,
- vision coverage,
- short and long-term disability coverage,
- life and accidental death and dismemberment insurance,
- retirement insurance,
- flexible spending accounts for healthcare and dependent care expenses,
- long-term care insurance.

##### **4.1.2 INSURANCE BENEFITS**

###### **4.1.2.1 Eligibility**

- The employee must be in a continuous appointment of at least a .5 FTE.

- Benefits begin on the first of the month after date of hire.
- If the employee has a 1.0 FTE and does not enroll within the initial 31-day enrollment period, he or she will automatically be enrolled in medical, dental, life insurance, and AD&D coverage, but will be ineligible to enroll in other insurance programs until the next annual open enrollment period. Under certain circumstances, an employee may be eligible to enroll or modify elections if experiencing a qualified life event change during the plan year.

#### 4.1.2.2 Payment

- The University pays in full for employee dental, life, and accidental death insurance.
- The University and employee share in the cost of employee and dependent medical insurance, depending on the employee's salary.
- The employee pays in full for all other insurance benefits.
- Most employee payments can be made on a pretax basis through the 125 Cafeteria Plan.
- Employees employed at less than 1.0 FTE pay for benefits on a prorated basis within defined bands.

#### 4.1.2.3 Other Benefits

- Workers compensation insurance is provided for all employees irrespective of employment status.
- Unemployment compensation is provided for all employees except students.

Additional information on all of these benefits can be found at [www.hr.ou.edu/benefits](http://www.hr.ou.edu/benefits)

4.1.3 BENEFITS CONTINUATION – The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) provides for continuation of medical, dental, and vision coverage for covered participating employees should they or their covered dependents become ineligible for coverage as a result of one of the following events:

- the employee's termination of employment, reduction in hours, or death;
- the employee's divorce or legal separation from a spouse;

- the ineligibility of the employee's dependent child for continued plan participation at the end of the calendar month in which the child turns 26.

Employees with currently active coverage may continue participation up to one year in group insurance benefits, except Long Term Disability, during an approved leave of absence period. The cost of coverage during the leave period is the employee's responsibility.

4.2 RETIREMENT PLANS - This section contains a general summary of the University's retirement plans. Eligibility to participate in the University of Oklahoma's retirement plans depends on the employee's FLSA status (exempt or nonexempt), age, and years of benefits-eligible service. Two retirement tracks are available at the University of Oklahoma. Retirement Track A includes a defined contribution plan and the Oklahoma Teachers' Retirement System (OTRS). Retirement Track B includes only a defined contribution plan.

- In both retirement tracks, the University provides contributions for the employee to an employer-funded, tax-qualified defined contribution plan under Section 401(a) of the Internal Revenue Code.
- In Track A, employees choose to participate in the OTRS. Both the University and the employee contribute to OTRS.
- FLSA-exempt employees under age 45 hired after July 1, 2004, must make a one-time irrevocable choice to participate in OTRS within their first 90 days of employment.
- Depending on the retirement track elected by the employee, the amount the University contributes to the defined contribution plan differs.
- Electing OTRS in Retirement Track A requires a contribution from the employee and may yield an overall higher retirement benefit depending on certain variables.
- The University also offers two voluntary retirement savings plans to which employees may contribute on a pretax basis. These programs are offered under sections 403(b) and 457(b) of the IRS Code (regardless of FTE status). The accumulated value in these savings plans is tax deferred until money is withdrawn, but will be subject to applicable employment taxes when contributions are made.
- More details can be found on the Human Resources website: <http://hr.ou.edu>.

The University of Oklahoma is a participating member in Social Security. For additional information about Social Security, visit [www.ssa.gov](http://www.ssa.gov).

OTHER RETIREMENT BENEFITS - This section provides a general overview of eligibility for retirement from the University of Oklahoma and the benefits (other than retirement plan benefits) available upon retirement.



### Eligibility for Retirement

To be eligible for University of Oklahoma retirement benefits, an employee must meet one of these requirements:

- has attained age 62 with at least ten years of benefits-eligible OU service.
- has attained age plus (at least ten) years of benefits-eligible OU service equal to 80 or more (Rule of 80).
- has attained any age with 25 years of benefits-eligible OU service.

An employee is eligible to apply for disability retirement at any age with at least ten years of benefits-eligible OU service.

Eligibility requirements to retire with benefits from the OTRS are different from the requirements listed above. More details can be found at <http://hr.ou.edu>.

### Benefits upon Retirement

~~RETIREMENT~~ This section contains a general summary of retirement provisions. Employees who meet the eligibility requirements for University retirement receive the following benefits package:

- continued participation in provided by the university. Those benefits include health and dental insurance;
- a parking permit, discount athletic tickets, free use of designated University operated recreational facilities, retiree ID card and other miscellaneous benefits;
- lifetime passes to the University golf course for their personal use to the university golf course issued for weekday play to professors emeriti and other faculty and staff retirees who retired prior to January 1, 1994, will be honored. For more complete details, please read the retirement plan. Human Resources for the respective campus will provide complete copies of the retirement plan upon request.

Benefits from the OTRS and the DCP and ORP are determined on an individual basis. More details can be found at <http://hr.ou.edu>.

~~4.2.14.1.1 PROGRAMS AVAILABLE~~ The university participates directly or indirectly in several programs that provide retirement benefits to faculty and staff members who are enrolled in them. These include Social Security, Teachers' Retirement System of Oklahoma and the University of Oklahoma's Defined Contribution Plan. Participation in and benefits of each are discussed in the following paragraphs.

**4.1.2 SOCIAL SECURITY (FICA)**—This is a federal program that provides for retirement, disability, survivor and medicare benefits. The university deducts contributions and matches these with the employer's contributions for each faculty and staff member at the time the payrolls are prepared. Student employees enrolled in a full time course of study and certain non resident aliens are exempt from paying FICA tax. The contribution rate is a percentage of salary or wages up to a maximum base on a calendar year basis. Both the percentage and the base are expected to rise in the future. Likewise, benefits are expected to increase with the cost of living. Assistance in estimating the social security benefit can be obtained from Human Resources. However, the final amount must come from Social Security. Detailed assistance on Social Security matters should be sought at a local office.

**4.1.3 TEACHERS' RETIREMENT SYSTEM OF OKLAHOMA**—Membership in the Teachers' Retirement System (TRS) is mandatory for faculty (other than visiting faculty, adjunct faculty and student assistants), executive officers, administrative officers, administrative staff, professional staff and managerial staff who are appointed half time or more. Other staff, excluding students, who are appointed half time or more may join on an optional basis. Staff who begin employment at age 55 or older may choose to opt out of TRS. For more information contact the office of Human Resources. Member contributions are made through payroll deduction. These are computed based on a percentage of total compensation up to a fixed base on a fiscal year basis. Members may elect to tax defer their contributions. See Supplemental Retirement Option 4.4. Benefits upon retirement are computed according to a formula that considers compensation upon which contributions were made and years of creditable service. Options under which a survivor is protected are available. Details concerning membership, contribution, and retirement requirements and benefits are available in Human Resources.

**4.1.4 DEFINED CONTRIBUTION PLAN**—The university contributes a percentage of salary toward the purchase of a retirement annuity from investment options provided through selected retirement investment firms. The employee makes no contribution. At the time of retirement, benefits are based on the amount in the individual's annuity account, the member's age and the option selected. While the retirement benefits can be payable at any time, they will be significantly lower when paid at an early age because of actuarial and accumulation factors.

**4.1.5 PHASED RETIREMENT** - Individuals who are at least 55 years of age and have ten10 or more years of service may request permissionto be allowed to reduce their workloads and phase into another career or full retirement. The phased retirement program offers an attractive level of benefits during the phasing. (The University of Oklahoma Retirement Plan of May 18, 19981984)

**4.2.21-6 RETIREES RETURNING TO WORK** - State law prohibits rehire of retirees as consultants for two years following retirement. Teachers' Retirement System regulations require a minimum of 60 calendar days between a retiree's last day of pre-retirement public education employment and any such post-retirement employment. Retirees may return to work as temporary employees in accordance with Teachers' Retirement rules. Copies of the regulations and further information are available in Human Resources.

**4.2 INSURANCE BENEFITS**—The university makes insurance available for employees under a flexible benefits plan, Sooner Options. Health, dental, term life, accidental death and dismemberment, long term disability, and long term care insurance are offered under Sooner Options. Dependent life, dependent accidental death and dismemberment, and spouse long term care insurance are also available. To be eligible to participate in Sooner Options, an employee must have at least a 50 percent FTE benefits eligible appointment lasting a semester or more. These individuals are eligible for coverage on the first day of the month following the first day of employment (example: An individual hired on August 15th will be covered on September 1st.). Eligible employees are provided Sooner Credits in proportion to their FTE. Sooner Credits represent the money the university pays for each employee's health, dental, term life, and accidental death and dismemberment insurance. Under Sooner Options, employees use Sooner Credits to purchase coverage fitting their needs.

Premiums for dependent health, dental, life, accidental death and dismemberment and long term care insurance must be paid by the employee. Also available for employees on an optional basis, with the employee paying the premium, are additional life, additional accidental death and dismemberment, long term disability and long term care insurance. Workers' compensation insurance is provided for all employees irrespective of employment status. Unemployment compensation is provided for all employees except students.

Additional information concerning Sooner Options benefits can be found in the Sooner Options Enrollment Guide. Copies are available in Human Resources.

~~4.2.1 LIABILITY INSURANCE~~ The State of Oklahoma provides professional and automobile liability insurance under the State Tort Claims Act for all employees who are acting within the scope of their duties. The liability coverage also extends to authorized volunteers for their operation of university owned vehicles while acting within the scope of their authority, only after the authorized volunteer has completed and filed the Volunteer Acknowledgment and Release Form with the authorizing department. Copies of the State of Oklahoma Certificate of Self Insurance are located in the glove compartment of all university vehicles. Further information is available from the Office of Risk Management.

- ~~4.2.2 PERSONAL VEHICLE USE~~ If university employees or authorized volunteers are authorized to use their personal vehicles for university business, the liability coverage outlined above extends to their personal vehicle (just as if it were a university owned vehicle). However, the State of Oklahoma also requires such persons to have personal automobile liability insurance in force at the time of use. OTRS retirees may return to work as temporary employees in accordance with OTRS rules. OTRS regulations require a minimum of 60 calendar days between a retiree's last day of preretirement public education employment and any such postretirement employment. OTRS retirees should consult with OTRS before returning to work at any OTRS-participating institution to determine what, if any, impact on their retirement benefits a return to work might have.
- OU retirees not eligible for OTRS retirement benefits may return to work as temporary employees without a minimum waiting period.
- More details can be found on ~~No physical damage insurance is provided by the~~ Human Resources website: <http://hr.ou.edu>.

~~4.3 PAY~~ – Oklahoma law (74 O.S. 292.12) requires that all ~~university or state~~ employees use direct deposit to receive their pay.

~~Temporary employees and student employees are exempted from this requirement. Employees who are unable to open for an account at a financial institution in order to receive their pay or who fail to provide the necessary employee's/volunteer's personal vehicle while that vehicle is being used on university business. Further information for direct deposit will receive pay through the Oklahoma PayCard.~~

~~Forms to indicate the bank and account number to which pay is to be deposited are available on from the Human Resources website.~~

~~Office of Risk Management.~~

~~FLSA nonexempt personnel (4.2.3 LEASED/RENTED VEHICLES~~ – The university's liability coverage extends to vehicles leased or rented by individuals or departments of the university while the vehicles are being used on university business. No physical damage insurance is provided by the university or state; physical damage coverage for the leased/rental vehicle must be purchased by the individual or department. Example: If using a rented vehicle while traveling on university business, employees/departments must purchase the Collision Damage Waiver unless a personal automobile insurance policy will extend physical damage insurance to the rented vehicle or the university contract with the auto rental company exempts liability for collision damage. Further information is available from the Office of Risk Management.

~~4.3 PAY~~ – Personnel employed on an hourly basis are paid biweekly on the Norman campus. ~~FLSA nonexempt~~ Hourly employees at the HSC are normally paid on the last working day of each month. ~~Payroll warrants for Norman campus FLSA nonexempt hourly employees is~~are issued every other Friday. ~~Payroll warrants for other personnel is~~are issued monthly, and are normally ready for

distribution on the last workday of the month. Warrants in payment for special services (special payments) are paid biweekly on the Norman campus and are distributed in the same manner as regular payroll warrants. At the HSC, special payment requests are handled on the supplemental payroll, which is paid on the 15th of each month. On the Norman campus, a faculty or staff member may receive a payroll warrant in one of the following ways:

1. Have the check deposited to an account at a bank of personal choice. The bursar's office direct deposits payroll warrants to the banks in time for deposit on the regular payday. A form, available in the bursar's office, should be used to indicate the bank and account number to which a payroll warrant should be deposited.
2. Pick up the check at the bursar's office. Personnel are required to show proper identification when picking up payroll warrants.
3. Receive pay through departmental pick-up. Arrangements can be made in the bursar's office to have the representative for the department pick up the warrant and deliver it to the employee.

An earnings statement, which provides a summary, providing a permanent record of the employee's pay on both a current and year-to-date pay, can be found online basis, is forwarded to all employees a few days before payday. If an employee is unable to locate his or her earnings statement online, he or she may contact the Payroll Office for assistance.

At the Health Sciences Center and Tulsa campus, checks are picked up at the payroll office by a departmental representative and delivered to the individual, or employees may have the check deposited to an account at a bank of personal choice. The payroll office direct deposits payroll warrants to the banks in time for deposit on the regular payday. A form to indicate the bank and account number to which the payroll warrant is to be deposited is available in the payroll office.

**4.3.1 OVERTIME** - Overtime payments are made in accordance with the federal Fair Labor Standards Act (FLSA). Persons covered by the FLSA are not to work overtime and are not to be paid for overtime unless the overtime work is approved in advance by their supervisor.

1. ~~FLSA-exempt~~ Monthly salaried employees are not normally eligible for overtime pay. ~~FLSA-exempt~~ Monthly salaried employees who accept work in a secondary department may receive compensation provided the work is not incident to their regularly assigned duties and responsibilities. Approval by the department head and the appropriate provost/vice president is required prior to any commitments to provide any compensation.

2. ~~FLSA-nonexempt~~ Hourly employees are eligible for overtime pay at the rate of time-and-one-half for the time worked in excess of 40 hours per work week. For the purpose of computing overtime pay, scheduled paid leave and holidays will be treated as hours worked.

3. ~~FLSA-nonexempt~~ Hourly employees accepting work in a budget unit other than their primary one are responsible for notifying the secondary budget unit of their employment status with the ~~University~~ university. Whenever the combined hours of work of ~~FLSA-nonexempt~~ hourly employees exceed 40 hours in a work week, time-and-one-half overtime pay must be paid for the excess hours. In each such instance, the budget unit exceeding the appointed FTE will ~~be responsible~~ have the responsibility for paying the time-and-one-half rate.

4. The normal work week shall begin at 12:01 a.m., Saturday, and terminate the following Friday at midnight. A full-time employee is expected to work 40 hours during the work week. An hourly rate of pay is the basis of earnings computation for FLSA-nonexempt employees. Departments working flexible or alternative schedules may change ~~persons paid on the standard work week with approval from Human Resources.~~ hourly payroll.

5. A monthly salary is the basis of earnings computation for FLSA-exempt employees. ~~persons paid on the monthly payroll.~~

Excluded from overtime compensation are unscheduled paid leave, extended sick leave, administrative leave, and services that are occasional and sporadic in nature performed solely at the employee's option and ~~that~~ are unrelated to the type of work normally performed by the employee (e.g., taking tickets, ushering, parking cars, keeping athletic scores).

**4.3.2 COMPENSATORY TIME** - Compensatory time is an alternative method for compensating employees who work overtime. No overtime is to be worked, however, unless it is approved in advance by the employee's supervisor. FLSA-exempt ~~Monthly salaried~~ employees are not normally eligible for compensatory time. Exceptions to this policy must be approved in advance by the appropriate provost/vice president. No employee shall be required to receive compensatory time off in lieu of overtime pay unless an agreement or understanding is reached by ~~was arrived at between~~ the employer and employee before the performance of the work. Should an FLSA-nonexempt ~~a regular hourly~~ employee be required by a supervisor to work overtime, the employee may be given the choice between ~~of~~ receiving monetary compensation or ~~of~~ taking compensatory time and one-half off at a mutually agreeable time. Compensatory time ~~off~~ is to be taken within one year of the date of accumulation or the employee is to be compensated monetarily. No more than 90 hours of compensatory time (60 hours of overtime worked) can be accumulated. Terminating employees are to use or be paid for compensatory time hours prior to the effective date of their termination. Transferring employees will be required to use compensatory hours prior to transfer or be paid by the department in which compensatory time accrued.

For employees appointed to work at an FTE less than 1.00, the policy will not be applicable unless hours worked in a work week exceed 40 ~~hours~~. Such an individual may accumulate those hours worked over 40 hours in a work week as compensatory time subject to the provisions of the compensatory time policy. Questions regarding the compensatory time policy should be directed to Human Resources.

**4.4.4 SUPPLEMENTAL RETIREMENT OPTION** - Upon request, the university will arrange to purchase an annuity for an employee and to exclude the cost from gross income. Employees interested in this means of tax deferral can make the necessary arrangements with Human Resources. There are legal limitations governing amounts. The employee should contact his/her financial consultant to obtain comparative costs, break even points, withdrawal penalties and other pertinent information in order to have the data upon which to make the individual decision about which insurer best satisfies the individual's personal objectives.

**4.5 INCOME TAX WITHHOLDING** - Each employee, upon being hired, must complete an Employee's Withholding Certificate, Form W-4, ~~in the payroll office.~~ The form, which the employee uses to identify for tax purposes the number of eligible exemptions, is also the means by which eligible employees can claim tax ~~exemption~~ or withhold specified amounts.

**4.56 ENROLLMENT OF ~~FACULTY AND STAFF~~ IN UNIVERSITY OF OKLAHOMA COURSES** -The ~~University~~ ~~university~~ places no limitations on the number of hours of ~~coursework~~ ~~course work~~ in which ~~employees~~ ~~faculty and staff~~ may enroll outside of the individual's normal working hours. However, such ~~coursework~~ ~~course work~~ cannot interfere with the individual's duties as determined by the individual's supervisor and budget unit head. Full-time ~~employees~~ ~~regular faculty and staff~~ may enroll in a maximum course load not to exceed five contact hours per week each semester and summer session during their regular working hours. Permission to enroll in a course during the employee's normal working hours must be obtained from the chair of the faculty member's department or the staff member's supervisor and the budget unit head. Under very rare circumstances, exceptions to the one-course limitation may be made by the appropriate provost/vice president through proper administrative channels.

Staff personnel will be required to make up time spent in class through arrangements approved by their supervisor unless course enrollment does not increase staff requirements or does not place extra demands on other employees. A decision should be reached by the budget unit head, the supervisor, and the employee at the time of enrollment as to whether the time spent in class must be made up. Any time spent in class, even though occurring during the employee's regular schedule of working hours, shall not be considered as time worked for the purpose of calculating overtime pay unless attendance ~~is~~ ~~was~~ required by the supervisor. Time spent in class during working hours must be indicated as such on an hourly employee's time record and noted on a monthly employee's payroll certification.

As authorized by the Oklahoma State Regents for Higher Education, a full-time ~~employee not designated as "temporary" who enrolls~~ ~~and permanent faculty or staff member enrolling~~ in regular ~~coursework~~ ~~course work~~ will be charged one-half the general fee for such work up to six hours per semester or three hours per summer session, except as noted below. ~~Employees~~ ~~Faculty or staff~~ enrolling under the reduced fee will not be required to pay the student facilities fee and the student health fee, nor will they be eligible for the services covered by those fees. Student ID cards of persons not paying fees will be coded to show they are not entitled to the services for which the fees are charged.

The reduced fee does not apply to special fees or to special academic programs, such as those in Continuing Education and Public Service or Liberal Studies, which have special regulations regarding fee waivers. Persons who are employed less than full-time are not eligible for the fee reductions; all ~~enrollment~~ ~~fees~~ will be charged. ~~An employee for their enrollment.~~ ~~A faculty or staff member who is on a full-time, nine-month appointment is considered to be full-time for purposes of any enrollment made during a following summer session.~~

In such cases, those not on summer appointment may receive a one-half fee waiver on six semester hours of work. Those on a full-time summer appointment may receive the fee waiver only on three credit hours, as stated above. For those on a part-time appointment during the summer, a three-hour limitation will apply on the fee waiver. Under no circumstances will the reduced enrollment fee apply to more than six semester hours of ~~coursework~~ ~~course work~~ in a single semester or summer session. Enrollment fees for hours taken over this maximum will be charged at the full rate. At the time of fee payment, the employee must present a Faculty/Staff Fee Waiver Application signed by the head of the budget unit. This form may be secured from the office of the budget unit head.

**4.6-7 IDENTIFICATION CARD** - The ~~University~~ ~~university~~ provides an identification card to each employee appointed on a continuous basis at 50 percent FTE or greater and to each retiree. It is to be presented for securing the ~~privilege~~ ~~privileges~~ of using various facilities and activities available to ~~University~~ ~~university~~ employees. The card is good only during the period of employment or retirement and does not authorize the holder to obligate the ~~University~~ ~~university~~ in any manner. Department heads are responsible for the return of an employee's staff identification card upon the employee's termination from ~~University~~ ~~university~~ employment. ~~At the Health Sciences Center and Tulsa campus, all cards are issued through Human Resources. On the Norman campus, cards are issued through the bursar's office.~~

**4.7~~8~~ BREAKS** - Employees may be granted a 20-minute break during each four-hour work period. The break will be scheduled by supervisors within the four-hour period.

The University complies with the Patient Protection and Affordable Care Act (PPACA) on breastfeeding, which provides for "reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child's birth each time such employee has need to express the milk." Additional information can be found in section 3.9.2.

The *Staff Handbook* gives only a simplified explanation of the University's pay and benefit programs. In the event of a conflict between the descriptions in the *Staff Handbook* and the terms of the applicable pay or employee benefit plan, the latter instrument must rule since it is the legal instrument that actually constitutes the plan. In order to protect the University and its employees against unforeseen contingencies, the University reserves the right to amend, modify, or terminate any employee benefit plan at any time.

## 5.0 GENERAL POLICIES

**5.1 LOYALTY OATH** (~~updated 12/13/2004~~)—Oklahoma State Statute 51 O.S., Section 36.1, 36.4, requires that each new employee must sign a Loyalty Oath and have it signed and notarized Loyalty Oath as part of their or his personnel file. ~~This~~The requirement extends to all employees and officials of the State of Oklahoma and must be satisfied before an individual can be placed paid on the state payroll. Temporary employees hired for 90 days or less need not sign a Loyalty Oath. The Loyalty Oath remains valid as long as the employee is working for the state agency, and, if terminated, does not have more than a 30 day break in service.

**5.2 NEPOTISM** - Except as prohibited by the laws of the State of Oklahoma, relationship by consanguinity (blood) or by affinity (marriage) shall not, in itself, be a bar to appointment, employment, or advancement at by the University or, of Oklahoma nor (in the case of faculty members,) to eligibility for tenure. The University recognizes, however, that there is an inherent conflict of interest when an employee makes hiring, promotion, or salary decisions about a family member, although there may be extremely rare circumstances when the potential benefit to the University of having an employee supervise a family member outweighs the potential harm.

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



by a related party being elected to Committee A of an academic unit, approval of the Board of Regents is not required; however, all other provisions of this policy will continue to apply.

It is the responsibility of the head of the budget unit to seek a waiver before offering employment to any person whose employment without a waiver would violate this policy, and the willful failure to follow this policy may result in disciplinary action against the head of the budget unit. Notwithstanding any other provision of this policy, a conditional hire prior to approval of the Board of Regents may be made pursuant to this policy if deemed necessary for legitimate academic or business reasons and if justified in writing by the appropriate vice president. At the next regular meeting related to the individual being evaluated. The board of regents will be notified at the next meeting of the Board of Regents, the written justification and the conditional hire will be considered by the Board of Regents.

any waivers. Relatives that are within the third degree of relationship to an employee by consanguinity or affinity include the following: blood or marriage are as follows: spouse; parent; parent of spouse; grandparent; grandparent of spouse; great-grandparent; parent, grandparent or great-grandparent of spouse; uncle or aunt; uncle or aunt of spouse; brother or sister; brother-in-law or sister of spouse-in-law; niece or nephew; spouse of niece or nephew; son or daughter; son-in-law or daughter-in-law; grandson or granddaughter; grandson's or granddaughter's spouse; and great-grandson or great-granddaughter; and great-grandson's or great-granddaughter's spouse. For purposes of this policy, step- and half relatives are considered to be related by affinity, or their spouse.

### **5.3 OUTSIDE EMPLOYMENT AND EXTRA COMPENSATION WITHIN THE UNIVERSITY**

Any ~~NORMAN CAMPUS~~ person who accepts full-time employment at the University of Oklahoma assumes a primary professional obligation to the University. Any other employment or enterprise in which an employee engages for income must be understood to be definitely secondary to and cannot detract from his or her University work. No employee may hold a split (joint) appointment which reflects more than a total of 1.0 full-time equivalent. A full-time (1.0) exempt staff employee of the University may need to disclose any employment that will require time away from his or her primary duties. Faculty should refer to the *Faculty Handbook*, Section 5.7, regarding outside employment and extra compensation.

It is the responsibility of the employee to provide his or her appropriate supervisor, chair, director/dean, vice president and/or provost (or appropriate designate over the employee's area) a written request for internal or outside employment and extra compensation. On the Norman campus, the Report and Approval of Proposed Outside Employment and Extra Compensation Assignments within the University form, available on the Human Resources and Provost's websites, must be used to submit the employee's request for extra remuneration from within the University. After consulting with those reviewing requests for outside employment and extra compensation,

the employee ~~shall must be willing to accept the~~ decision of the appropriate supervisor or University officer ~~judgment of the president and regents as to whether he or /she may engage in such employment and retain full-time employment at the University. If approved,~~ exempt full-time employees with the university. After prior arrangements, full-time staff members who are on the monthly payroll and hold 12-month appointments may engage in professional activities for extra remuneration ~~additional employment (from within the University~~ university or from outside sources or in any combination of the two) to a ~~the maximum of 25% (on the Norman campus) percent of their 12-month full-time professional effort. Vice presidents may stipulate a more restrictive policy pertaining to staff within their administrative areas. The base period for the policy is July 1 through June 30. Employees should avoid possible conflicts of interest with the University in all outside employment. Use of state property for personal financial gain is prohibited. Questions regarding potential conflicts of interest should be addressed to the dean/director, vice president, or provost, who may wish to consult the University's Legal Counsel,~~ but they may not receive extra compensation for teaching in summer session or for performing sponsored research.

~~If~~ University staff who are on the fixed (monthly) payroll shall request approval of outside employment on a form, Report and Approval of Proposed External Employment and Extra Compensation Assignments Within the University, available from Human Resources. All activities performed inside the university for extra compensation must be arranged, as regular assignments are, with the agreement of the appropriate department head, dean where applicable and vice president/provost.

~~Such applications and arrangements must be resubmitted at the beginning of each fiscal year. Resubmission is the responsibility of the staff member. Staff members should also be concerned to avoid possible conflict of interest with the university in all outside employment. Questions regarding potential conflict of interest should be addressed to the department head, who may wish to consult the university's legal counsel. No staff member may hold a split (joint) appointment that reflects more than a total of 1.00 full-time equivalent.~~

~~General provisions:~~ (1) if this policy creates a demonstrable hardship for a University ~~university program or employee~~ a person, exceptions can be granted by the appropriate provost, vice president, or designee in response to a written request; ~~(2) the base period for the policy is August 16 through August 15 for nine-month appointments and July 1 through June 30 for 12-month appointments;~~ (3) these regulations for both faculty and staff supersede the regulations on outside employment adopted by the Board of Regents in 1931, 1948, 1958 and 1971 and the Task Force Report of 1973, which supplemented regents' policy.

#### 5.4 ADMINISTRATIVE TEACHING POLICY ~~University staff employees~~ EXTRA COMPENSATION AS ADJUNCT OR OTHER SPECIAL

~~FACULTY~~ OU administrators and staff members are encouraged to become involved in the instructional mission of the University ~~university by teaching courses. The expertise of OU staff can be of great benefit, and regular contact with students and ideas can help all employees each of us to do their~~ our jobs better. Staff employees ~~members and administrators should seek adjunct or other special faculty assignments~~ appointments when their qualifications and availability serve to meet the instructional needs of the University. However, teaching ~~university. Teaching should complement and not interfere with or substitute for the primary duties of administrators and staff. Normally, teaching should be done on an in-load (normal assigned duties/responsibilities) basis. Extra compensation from the~~

university clearly is inappropriate for staff members with full-time appointments. An adjustment in FTE appointment or paid leave must be reported to account for time spent in teaching during the work day. More information about faculty policies can be found in the *Faculty Handbook*, section 5.7. On a case-by-case basis, exceptions may be approved if the course is taught in the evenings or weekends. Requests for exceptions should be forwarded to the Office of the Senior Vice President and Provost.

**5.5 CONTACTS WITH REPORTERS** - On occasion, reporters for print, broadcast, and emerging or social media newspapers, radio stations or television stations will contact University staff members directly instead of working through the University's Public Affairs/University's Communication Services Office. There is no objection to this procedure. However, any staff member who is contacted and either gives a statement to the press or arranges for a subsequent interview is requested to inform the Vice President/Coordinator for Public Affairs, communication services on either the Norman or Health Sciences Center campuses. This is an informational procedure only, and the cooperation of the staff is requested.

**5.6 ADVERTISING AND PROMOTION** – This Board of Regents Policy is located in the *Norman Faculty Handbook* in section 5.18.1 at <http://www.ou.edu/provost/ouncfhb.pdf> and in the *HSC Faculty Handbook* in section 5.23 at <http://www.ouhsc.edu/provost/documents/FacultyHandbook2008.pdf>.

### **5.7 UNIVERSITY NAME, LOGOS, OTHER IDENTIFYING MARKS, AND SEAL**

1. Trademark Administrative Committee – Responsibility for management of the University's name, logos, other identifying marks, and seal (collectively "marks") shall rest with a Trademark Administrative Committee (TAC). The Vice President for Public Affairs, the General Counsel, and the Athletic Director shall each appoint a representative to the three-member TAC.

2. Trademark Policies and Procedures – The TAC shall adopt, publish, and implement policies and procedures to ensure that the marks are utilized in a manner that best serves the interests of the University of Oklahoma. In no event should such use be disparaging, misleading as to sponsorship/affiliation, contradict public morals or decency, or reflect unfavorably upon the University. Such policies and procedures should address mechanisms for noncommercial and commercial uses of the marks, both internal and external to the University. Additionally, the TAC should implement a style guide or other instrument for implementation University wide that establishes uniform and consistent usage of the University's marks.

3. Trademark Office -- The TAC shall establish and oversee a University Trademark Office, which shall be responsible for implementation of policies and procedures regarding the University's marks, including but not limited to the protection, licensing, management, and enforcement of the University's marks. If desired and consistent with other applicable policies, the Trademark Office may contract with an official licensing agent to assist in one or more of these responsibilities.

5.8 Computer Use Policy- Employees should make themselves aware of the University's Computer Use and other related communications policies located on the University's Information Technology website. To safeguard the University's network and all of its computer resources (the System), appropriate University discipline and or criminal and civil penalties may be sought and imposed for illegal or unauthorized use. To protect the integrity, reliability, and security of the System for lawful and authorized use, monitoring and auditing are necessary. By accessing the System, an employee expressly consents to these measures.

5.9 DRIVER'S LICENSE POLICY- University of Oklahoma employees who are required to operate a University motor vehicle on any public roadway while in the performance of their regular job duties must have a valid driver's license issued by the State of Oklahoma. Below are the procedures to ensure adherence to this policy.

1. The University of Oklahoma will conduct a driver's license verification and status check on new employees selected for positions that involve operation of a University motor vehicle. In addition, the University will conduct periodic driver's license verification and status checks on all employees in positions involving operation of a University motor vehicle.
2. Any new employee who has applied and been accepted for University employment in a position for which possession of a valid driver's license is a listed requirement, and who is subsequently determined not to have (or have had at the time of application) a valid Oklahoma driver's license, will be considered to have submitted false information and will therefore be subject to termination.
3. An employee who is hired by the University of Oklahoma and who holds a valid out-of-state driver's license will be considered to be a properly licensed driver for employment purposes. However, any such employee must obtain a valid Oklahoma driver's license within 30 calendar days of the first day of employment. Failure to obtain an Oklahoma driver's license within this period may result in termination.
  - (a) Student employees may operate a University motor vehicle in the course of their employment so long as they hold a valid driver's license issued by their state/country of residence/origin.
  - (b) The only driver's licenses recognized by the State of Oklahoma and Oklahoma law enforcement agencies are those issued by any of the other 49 United States and those issued by the country of origin of international students. The so-called International Driver's License is not recognized and does not constitute a valid driver's license for employment purposes.
4. Current employees who must possess a valid driver's license to perform their job are required as a condition of employment to notify their supervisor immediately upon receipt of any notification from the Oklahoma Department of Public Safety or any court of competent

jurisdiction that their driver's license has been suspended or revoked or has in any way been modified or subjected to restrictions not previously known to the supervisor. Failure to make such notification within the specified time period may result in termination.

5. Oklahoma law requires that holders of driver's licenses who have taken legal action to change their name (through marriage, divorce, or court action) and/or have changed their mailing address must notify the Oklahoma Department of Public Safety of such change(s) within ten days. University employees will be expected to comply with this provision of the law.

6. If a current employee's license is suspended or revoked, expires, or is subject to modification or restriction, and such action prevents the employee from performing any part of his or her regularly assigned work duties, that employee will not be permitted to operate a University motor vehicle on any public roadway until the license is fully reinstated, renewed, or additionally modified. Until the employee's driving privileges are restored, the employee's department may reassign the employee to a job not requiring the operation of a University motor vehicle, or place the employee on appropriate leave status, including but not limited to compensatory time, paid leave, or leave without pay. Before the employee may resume operating a University motor vehicle on public roadways, written confirmation from the Oklahoma Department of Public Safety verifying license reinstatement or conferring privileges to drive while at work, or a properly issued renewal license, must be presented to the supervisor.

~~5.105-6 ADVERTISING AND EDUCATIONAL INFORMATION—The university does not endorse any commercial product, program, enterprise or idea. Under certain circumstances the university's name or symbols may be used in connection with advertising or promotional material. Permission and approval of copy must be obtained in writing prior to publication or broadcast. Requests for approval should be submitted to the Associate Vice President for Public Affairs. The university from time to time may wish to reach a certain public by purchasing advertising in the media. The material contained in this advertising may include matters related to increasing enrollments in regular or extension courses, promotional advertising, or informational material related to specific policies, projects, institutes, departments and curricula. With the exception of staff employment advertising, which is handled through Human Resources, no contracts for advertising should be entered into and no oral or written commitments should be made by any university employee without the approval of the appropriate official. Advance approval of all layouts or copy must be obtained as previously indicated.~~

~~5.7 UNIVERSITY SEAL AND COAT OF ARMS—The coat of arms was adopted by the president and the board of regents in 1952. It was adapted from the university seal, which is reserved for official uses, as in publications of the institution, its certificates, diplomas and legal documents and printed materials used in conjunction with official functions of the university. The coat of arms may be used for all other purposes, whether institutional or individual. The colors of the university are crimson and cream.~~

#### **5.8 PARKING REGULATIONS -**

~~Norman Campus. Faculty/staff members who wish to park a motor vehicle on campus must purchase a parking permit through the parking office located in Robertson Hall, Room 311. Parking is allocated for permit holders. The permit is license to park if space is available. Bus service to campus is provided by MetroTransit at a reduced rate upon presentation of a current faculty/staff identification card. Schedule and route information is available from the MetroTransit office in Robertson Hall, Room 304. A parking permit is not~~

~~required for parking at the Lloyd Noble Center and riding MetroTransit. Faculty/staff may obtain parking permits by completing an application for parking permit and forwarding it to the parking office with a check for the amount of the permit. The following special permits are also available: (1) for person who must use a wheel chair and; (2) for physically disabled persons. Additional information may be found in the parking regulations available at the parking office.~~

The Parking Office maintains and controls parking facilities on the University of Oklahoma Norman campus. The Parking Office is located on the third floor of Robertson Hall; phone: 325-3311.

The University of Oklahoma Parking regulations are published annually and approved by the president for the Board of Regents for each academic year. The president of the university may revise, alter or amend these regulations when conditions warrant. The regulations are required to be reviewed by each individual upon purchase of their parking permit and copies are available online at <https://www.ou.edu/parking/parkingBooklet.pdf>.

An online Norman campus parking map is available at <https://www.ou.edu/parking/ParkingMap.pdf>.

Visit Parking Services website at <http://www.ou.edu/parking/>.

Cleveland Area Rapid Transit (CART) provides public transportation service to the University of Oklahoma and the city of Norman.

Transporting more than 1.3 million passengers annually, CART operates three OU campus routes, six Norman city routes, a route that serves the Social Security office in Moore, and commuter routes to rural east Norman and Oklahoma City.

CART offers access to many areas in the city, including medical facilities, residential areas, retail businesses and restaurants.

Additionally, CART access, an origin-to-destination service for those with disabilities, travels all 191 square miles of Norman.

For more information, including a system map, route times, route schedules and fare structure, visit CART on the web at <http://cart.ou.edu/> or call (405) 325-CART (2278). To track bus locations, visit <http://www.cartgps.com/>.

**Health Sciences Center.** Any employee, faculty, staff or student who ~~wishes~~ expects to park a motor vehicle in any of the parking lots operated by the Health Sciences Center must have a parking permit and ~~decal~~gate card, which may be obtained by making application at the Health Sciences Center Parking Office, ~~parking office located in the Service Center Building, Room 112A.~~

~~OU College of Medicine-Tulsa.~~ Any faculty, staff, or student who parks a personal motor vehicle in any of the lots on the Health Sciences Center, Tulsa campus, must complete a short form of vehicle identification and attach a small identification sticker to the vehicle(s). ~~Parking is unrestricted and free of cost.~~ Additional information may be found in *Parking: Policies and Procedures*, which is available at the ~~Parking Office~~ parking office.

**5.11-9 USE OF STATE VEHICLES FOR PRIVATE PURPOSES** - Oklahoma statutes prohibit the use of state-owned vehicles for private purposes. It is the policy of the ~~University~~ university that passengers shall not be transported in state vehicles unless they are on state business. ~~According to Oklahoma law~~ When private vehicles are used for state business purposes and one expects to be reimbursed pursuant to 74 O.S.Supp.1987, 500.4(B), the transporting of private passengers not on state business is not prohibited; however, it is suggested and requested that the practice be held to a minimum. According to Oklahoma statute, the use of state-owned vehicles to ride to and from an employee's place of residence, except in the performance of an official duty, is expressly prohibited. Employees of the ~~University~~ university cannot be assigned a ~~University~~ university-owned vehicle for use on a permanent 24-hour basis unless an exception under the statute has been granted. Requests for an exception must be submitted in writing to the President. Further information is available from ~~president of the~~ Office of Risk Management and Fleet Services. ~~university.~~

#### 5.11.1 TEXTING POLICY

~~Under Executive Order 2010-06, University~~ If employees are prohibited from text messaging or texting when driving University using rental vehicles, driving private vehicles on University business, plan to depart at an earlier hour than the motor pool opens or using electronic equipment supplied return at a later hour than the motor pool closes, they may be authorized by the University. The directive defines "texting" or "text messaging" as reading from or entering data into any handheld or other electronic device, including SMS texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication.

**5.12 LIABILITY INSURANCE**- The State of Oklahoma provides professional and automobile liability insurance under the State Tort Claims Act for all employees who are acting within the scope of ~~motor pool to retain the vehicle at their~~ duties. The liability coverage also extends to authorized volunteers ~~for residence until their~~ operation of University-owned vehicles while acting within the scope of their authority if departure or until the authorized volunteer has completed and filed the Volunteer Acknowledgment and Release Form with the authorizing department. Copies of the State of Oklahoma Certificate of Self-Insurance are located in the glove compartment of all

University vehicles. Further information is available from the Office of Risk Management. Employees are prohibited by state law from texting or utilizing electronic devices while driving University vehicles or while driving private vehicles on University business. Failure to abide by this policy results in the loss of insurance coverage for any accident, and the employee will be held personally liable for any and all damages and injuries caused as a result of such accidents, regardless of actual fault. Further, smoking in University-owned, rented, or leased vehicles is prohibited by state law.

**5.12.1 PERSONAL VEHICLE USE** - If University employees or authorized volunteers are permitted to use their personal vehicles for University business, the liability coverage outlined above extends to their personal vehicle (just as if it were a University-owned vehicle). However, the State of Oklahoma also requires such persons to have personal automobile liability insurance in force at the time of use. No physical damage insurance is provided by the University or state for an employee's/volunteer's personal vehicle while that vehicle is being used on University business. When private vehicles are used for state business purposes and reimbursement is expected pursuant to applicable state law, the transporting of private passengers is not prohibited; however, it is suggested and requested that the practice may be held to a minimum. Requests for an exception must be submitted in writing to the President or his or her designate. Further information is available from the Office of Risk Management, Financial Services, and Fleet Services.~~returned to the motor pool.~~

**5.12.2 LEASED/RENTED VEHICLES** - The University's liability coverage extends to vehicles leased or rented by individuals or departments of the University while the vehicles are being used on University business. No physical damage insurance is provided by the University or state; physical damage coverage for the leased/rental vehicle must be purchased by the individual or department. For example, if using a rented vehicle while traveling on University business, employees/departments must purchase the Collision Damage Waiver unless a personal automobile insurance policy will extend physical damage insurance to the rented vehicle, or the University contract with the auto rental company exempts liability for collision damage. Further information is available from the Office of Risk Management.

~~5.135-10~~ **TRAVEL REIMBURSEMENT** - All commercial air travel must be purchased from the travel agencies designated by the state's central purchasing division or by a University of Oklahoma contract. This can be done at HSC and Tulsa by using the University/university purchasing system or by purchasing directly and requesting reimbursement along with other travel expenses on the State of Oklahoma Travel Voucher after completion of the trip. For the Norman campus, travel may be purchased using the ghost card account established for the University at each travel agency or by purchasing directly and requesting reimbursement along with other travel expenses on the State of Oklahoma Travel Voucher after completion of the trip. Advance payments for other travel expenses are prohibited by state law. Upon completion of a trip, the State of Oklahoma Travel Voucher (form OU220-1-E) should be completed and



submitted to ~~the Office of Financial Support Services (Norman) or Financial Travel Services, Accounts Payable-Travel Section (HSC and Tulsa).~~ All receipts of \$25.00 or more, including those for lodging, registration, and public transportation must be attached. The travel voucher forms can be downloaded at [www.ou.edu/fis/control7](http://www.ou.edu/fis/control7). ~~(Norman) or obtained from [www.ouhsc.edu/financial](http://www.ouhsc.edu/financial).~~ the University Storeroom (Norman) or available printing services/ (HSC and Tulsa). Regulations concerning travel reimbursement are published for the Norman campus in the *University Guide to Services* and in the procedures ~~Procedures~~ manual for the Health Sciences Center campus. ~~campuses.~~

**5.1411 CANDIDACY FOR POLITICAL OFFICE** - Any employee ~~Believing it to be for the best interest of the University~~ university, the board of regents requires that any member of the faculty or staff of the university who becomes a candidate in any primary or general election for any county, state, or federal office shall, prior to announcing or announces his/her candidacy for any of said offices, shall first offer his or /her resignation to the Board ~~board~~ of Regents ~~regents~~, without reservation. In making the announcement of the adoption of the resolution, the Board of Regents stated: "In adopting this resolution, the Board of Regents does not want to be understood as offering discouragement to faculty members or employees from becoming candidates for public office. As an American citizen, an employee may regard it his or her duty to become a candidate."

**5.1512 KEYS** - Keys for buildings, offices, classrooms, storerooms, and laboratories are issued by Facilities Management ~~the Physical Plant~~ at the Norman campus, by Site Support at the Health Sciences Center, and by Operations at the Tulsa campus. Employees entrusted with keys are responsible for reporting any loss of keys immediately and for turning in all keys issued to them upon termination of employment.

**5.1613 FUND RAISING** - ~~The employees of the University of Oklahoma Norman campus~~ have historically contributed generously to community and national charitable agencies. In order to minimize personal inconvenience to the employees and disruption of job functions, the following policy has been developed. The term "fund raising" shall refer to solicitation of funds by an agency, organization, or individual irrespective of the employee's ~~employee~~ receiving a token or symbol in exchange for this contribution. This policy does not pertain to the solicitation or fund-raising activities of students, which is addressed in ~~Title 8 of the University of Oklahoma's~~ Norman Campus Student Code--Distribution of Information, Solicitation, and Proselytism. Nor does it conflict with the Board ~~board~~ of Regents' ~~regents'~~ policy that no solicitations be conducted in the stadium on football game days.

**Responsible Office.** All agencies, organizations, and/or individuals wishing to initiate a fund-raising campaign on the OU ~~Norman~~ campus shall contact and receive approval from the Office of the Vice President for Development, which ~~The Office of the Vice President for Development~~ shall approve, coordinate, and monitor external agency fund-raising activities.

**Eligibility Criteria.** The following criteria are considered in determining agency eligibility: (1) agencies requesting approval for an OUA ~~Norman~~ campus fund-raising campaign shall meet the Internal Revenue tax-exempt status (Sections 501-504); (2) the approved agencies shall have the primary purpose of providing human health, social, and recreational services; (3) agencies approved for a fund-raising campaign shall normally devote at least 80% percent of all donated funds to providing services; (4) no more than 20% percent of all collected funds shall normally be used for fund raising, lobbying, legislative analysis, and other overhead expenses by approved agencies.

**Policy On Voluntary Giving.** There shall be no pressure or coercion applied to any OUNorman campus employee to contribute to or to participate in any fund-raising activities. Comments pertaining to nonparticipation ~~non-participation~~ shall not be a part of any employee's performance evaluation. Normal career progression and promotion are not contingent upon an individual's participation. If an employee has a complaint or concern relative to fund raising, he or ~~she~~ should contact the Office of the Vice President for Development.

**5.1714 EMPLOYEE ASSISTANCE PROGRAM (updated February 4, 1997)**—The University of Oklahoma recognizes that it is in the best interests of both the University ~~university~~ and its employees to provide assistance for employees in dealing with personal problems including alcohol and drug abuse or dependency, mental or emotional disturbance, or other conditions that may adversely affect their job performance. For this reason, the University ~~university~~ has established an Employee Assistance Program.

~~which is designed to assist in: (1) identifying the problem at the earliest possible stage; (2) motivating employees and their family members to seek help; and (3) directing them toward appropriate resources for assistance. Guidelines~~—The purpose of the Employee Assistance Program is to provide:

- immediate ~~1. Immediate~~ assistance to employees ~~faculty and staff~~ with personal problems, including alcohol and drug abuse, which affect their work or job performance; -
- job ~~2. Job~~ security and advancement opportunities for those who take advantage of this program; will in no way be jeopardized due solely to their participation in the program. -
- complete ~~3. Complete~~ confidentiality ~~—all~~ ~~—All~~ records involving services provided by the Employee Assistance Program shall be treated as confidential medical records and shall be maintained separately from personnel records; -
- employees ~~4. Faculty and staff~~ who exhibit job performance problems the opportunity to seek assistance voluntarily through the Employee Assistance Program; -

- ~~5. The supervisor~~ the supervisor's discretion in referring to refer an employee when there is evidence of work deterioration ~~that, which~~ has been documented by the supervisor, ~~or if there are notable signs of alcohol or drug abuse.~~

**In addition:**

1. While the ~~employee~~ faculty or staff member has the right to decide whether or not to use the Employee Assistance Program or to follow any of its recommendations, if personal problems continue to adversely affect work performance, established ~~University~~ university employment policies will be followed in handling the situation.
2. ~~The university will endeavor to arrange paid leave or other appropriate leaves of absence for treatment or rehabilitation.~~
3. There will be no cost to the ~~employee~~ faculty or staff member for the evaluation and assessment services of the Employee Assistance Program. ~~Employees, up to two sessions. Faculty and staff members~~ will be responsible for cost incurred in undertaking recommended treatment.
3. 4. Information about the Employee Assistance Program is available through the Human Resources website. ~~will be disseminated at regular intervals to faculty and staff.~~

**5.1815 SMOKING IN PUBLIC PLACES (updated 2005)** -- In accordance with the ~~State's~~ state Smoking in Public Places Act, the ~~University~~ university has established a Smoking in Public Places Policy. All facilities of the Health Sciences Center in Oklahoma City and Tulsa are tobacco smoke-free. The and on the Norman campus allows smoking only in designated areas, as indicated through the provisions of this policy. All buildings owned or operated by the University of Oklahoma will be free from smoking as noted. Failure of any individual to follow this policy may result in appropriate disciplinary action, including removal from University property, and all other internal, civil, and criminal penalties.

**Definitions.** "Building" is defined for the purpose of this policy as an enclosed, indoor area owned or operated by the University of ~~Oklahoma~~ and used by the general public, serving as a place of work for University employees or a meeting place for a public body (as defined in the Open Meeting Act OS 25, Section 304), including but not limited to offices, classrooms, laboratories, libraries, auditoriums, arenas, theaters, performance/exhibit halls, museums, meeting rooms, cafeterias and restaurants, or public conveyances (including elevators, trolleys, and buses). "Smoking" means the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device. Signs will be posted at all entrances to University university buildings stating that the buildings are smoke-free. Faculty, staff, or students within the building may ask any person smoking in the building to refrain. The above does not apply to: (1) any housing or residence facility owned or operated by the University university, (2) space leased to others, or (3) outdoor areas unless specifically

designated as ~~non-smoking~~ non-smoking areas. ~~Tobacco products will not be sold on University property.~~ Budget unit heads or their designees will disseminate this policy to all employees within their area of responsibility. ~~Concerns~~ Please direct concerns regarding this policy or its implementation should be directed through normal supervisory channels for resolution. Breaks taken by employees for the purpose of smoking are subject to the same limitations as all other breaks, as outlined in Section 4.78 of the *Staff Handbook*. Smoking is prohibited within 25 feet of any building's entrance. Further, all tobacco products are strictly prohibited on University grounds associated with an early childhood education program or in which children in grades Kindergarten through 12 are educated.

**5.1916 COMMUNICATION WITH STATE OFFICIALS** - The proper channel through which recommendations concerning the policies and/or administration of the ~~University~~ university, its governed entities as a whole, or ~~in~~ any of its parts, should be communicated to the legislature or other state officials is the ~~President or president and the Board~~ board of Regents. ~~regents~~. Further, any official statement made on behalf of the ~~Board~~ board to the public through the press or otherwise shall be made only by the chair of the ~~Board~~ board, provided the ~~President~~ president of the university may publicly explain prior ~~Board~~ board action as deemed necessary and proper. Nothing in the preceding subsection is intended to or should be construed to abridge the rights and privileges of regents to publicly express their personal opinions on any matter or to abridge constitutional rights of employees to comment on matters of public concern or to prohibit any other rights of communication established by law.

**5.2017 POLICY REGARDING FINANCIAL CONFLICTS OF INTEREST, NORMAN CAMPUS** — Please refer to the appropriate Vice President or Provost for applicable conflict of interest policies. ~~Purpose of policy~~ This policy addresses situations in which where there might be a potential financial conflict between a particular outside interest of ~~an~~ a faculty or staff employee and the obligation that the employee owes to the University such that an employee's profit or advantage may come, or reasonably appear to come, at the expense of the well being of the University. ~~The purpose of this policy is to aid in identifying apparent, actual, and potential conflicts of interest and in assuring that such conflicts do not improperly affect the activities or professional conduct of the University~~ universities or its ~~their~~ employees. ~~For the purposes of this policy only, the term University shall refer to the Norman campus~~ Campus of the University of Oklahoma. ~~only. It is not the intent of this policy to restrict legitimate work appropriate to the employee's profession or discipline, but only to provide the University with authority to take action that is appropriate, proportionate, and focused~~ action ~~on~~ substantial conflicts of interest that compromise an employee's professional judgment.

**Statement of general policy** — ~~The University of Oklahoma is a public institution committed to the mission of teaching, research, creative activity, and community service.~~ To these ends, the University ~~institution~~ balances an assortment of principles: maintaining an atmosphere that promotes free and open scholarly inquiry; facilitating the transfer of information and technology for the benefit of the

public; and serving as a prudent steward of public and private resources entrusted to it. Faculty and staff have a primary commitment to their basic University duties of teaching, research and creative activity, and public service. These basic duties often limit outside activities. As a result, professional and personal activities may present conflict of interest situations which should be evaluated under the auspices of this and other applicable policies.

Employee Faculty and staff participation in outside professional, commercial, and pro bono public activities can make important direct and indirect contributions to the strength and vitality of the University. Through participation in such activities, faculty or staff employees may add knowledge and understanding that is relevant and useful to teaching and research within the University, develop sources of funding and support for activities carried out in the University, and establish relationships valuable to the University. Because of its value to the University, its rewards for individual employees faculty and staff, and its contributions to the larger society of which the University is a part, the University recognizes that employee participation in outside professional, commercial, or pro bono public activities is often appropriate.

Sound professional discretion is an integral part of the University's conflict of interest system. Any review of a potential conflict of interest will be undertaken in light of four general principles/propositions. First, conflicts of interest per se are inevitable, and do not necessarily represent any impropriety by faculty or staff employees if disclosed in advance. Second, the failure to disclose a conflict of interest for administrative review and response would be a serious mistake for any faculty or staff employee, and may be a breach of this policy. Third, there is a presumption in favor of allowing faculty or staff employees to act in dual roles once the conflict of interest has been disclosed. Fourth, conflicts of interest may be so profound or substantial under some circumstances that it would be best for all concerned if the faculty or staff employee did not participate in a particular transaction.

It is not possible to completely eliminate the potential for conflict of interest because there are certain rewards and incentives that are inherent or appropriate in the structure of a University enterprise. Such conflicts become detrimental when the potential temptations, financial or otherwise, undermine reasonable objectivity in the design, interpretation, and publication of research; setting University policies; managing contracts; selecting equipment and supplies; involving students in sponsored projects; or performing other roles in University governance in which objectivity and integrity are paramount. Furthermore, because such allegations of conflicts of interest based on appearances can undermine public trusts in ways that which may not be adequately restored even when mitigating facts are brought to light, apparent conflicts should be avoided, when feasible and appropriate.

Other sections of this ~~policy~~. Policy notwithstanding, it is the ongoing responsibility of the employee to abide by the provisions of all other applicable federal ~~and~~, state and University's laws and University policies relating to conflicts of interest; to identify potential conflicts of interest; and to disclose and seek guidance on such matters from the appropriate vice president.

### **General Policies**

~~When is there a conflict of financial interest?~~ A conflict of financial interest exists when a ~~Significant Financial Interest~~ Significant Financial Interest could substantially compromise an employee's ~~judgment~~ judgement in the performance of University duties. Faculty and staff are responsible for disclosing those ~~Significant Financial Interests~~ Significant Financial Interests that would reasonably appear to be affected by or to affect their ~~University~~ university duties. However, it is the responsibility of the University, not the discloser, to determine if the disclosed interest could significantly affect the performance of University responsibilities and to require the management, reduction, or elimination of the conflict.

~~Definitions — Appropriate Vice President:~~ The appropriate vice president ~~overseeing~~ giving oversight of the management protocols depends on the activity generating the potential conflict of interest. If the employee activity is a research activity, the ~~Vice President~~ vice president for ~~Research~~ research will provide oversight, regardless of where the individual is employed within the university. If the activity is not research related, the vice president in whom authority resides over the particular unit in which the individual is employed will provide oversight. ~~Compensation is defined as all remuneration or other things of value received in payment for services rendered. This can include salary or other forms of payment, including gifts, stocks, or other items of significant financial value. Employee is defined as any:~~ Any person possessing either a full time or part time faculty or staff appointment at the ~~University~~ university who is eligible to receive benefits and ~~who~~ receives a salary or wage for his ~~or~~ /her defined responsibilities. This definition does not include temporary employees appointed ~~90~~(30) days or less or a member of the Board of Regents of the University of Oklahoma and Cameron University. For application of this policy, this definition may include students, both graduate and undergraduate, who work on a grant or contract and have responsibility, in whole or in part, for the reporting of research. ~~Family is defined as an:~~ An employee's spouse and dependent children. ~~A Serious Breach:~~ A serious breach of this policy is committing failure to disclose committing a prohibited action in conscious disregard of this policy, including failing to disclose a prohibited action. Conscious disregard is a mental state embracing (1) either (i) intent to deceive, manipulate, or defraud; (2) guilty knowledge; or (3) moral awareness that the alleged conduct violated the policy.

**Significant Financial Interest** is defined as anything: Anything of monetary value, including, but not limited to, salary or other payment for services (e.g., consulting fees or honoraria); equity interests (e.g., stocks, stock options, or other ownership interests); and intellectual property rights (e.g., patents, copyrights and royalties from such rights). The term does not include:

- (1) salary, royalties, or other remuneration from the University of Oklahoma;
- (2) income from seminars, lectures, or teaching engagements sponsored by public or nonprofit entities;
- (3) income from service on advisory committees or review panels for public or nonprofit entities;
- (4) an equity interest that, when aggregated for the employee and the employee's spouse and dependent children, meets all of the following tests: does Does not exceed \$ten thousand dollars (\$10,000.00) in value as determined through reference to public prices or other reasonable measures of fair market value, does not represent a five percent (5%) or more ownership interest in any single entity, and did not yield dividends of \$one thousand dollars (\$1,000.00) or more during the preceding calendar year; or
- (5) salary, royalties, or other payments that, when aggregated for the employee and the employee's spouse and dependent children over the next twelve months, are not reasonably expected to exceed \$ten thousand dollars (\$10,000.00).

Potential equity value should be considered in those instances where the employee has an equity interest in a privately held company and the potential exists for bias in design, conduct, or reporting of research based on future financial benefit; the true value of that interest may not be known until the firm goes public, but the faculty or staff employee should make a reasonable assessment of the future market value of the equity.

Regardless of the above minimum requirements, an employeea faculty or staff member, in his or her own best interest, is encouraged to disclose any other financial or related interest that could present an actual conflict of interest or be perceived to present a conflict of interest. Disclosure is a key factor in protecting one's reputation and career from potentially embarrassing or harmful allegations of inappropriate behavior. (Faculty or staff employees are encouraged to ask for guidance from their department chair or dean or the Senior Vice President and Provost's Office even in situations that are not covered by the disclosure procedures in this policy.)

**University Resources:** All Universityuniversity facilities, personnel, equipment, materials, or proprietary information constitute Universityuniversity resources.

#### **Policies and Procedures for Disclosure, Review, and Management of Potential Conflicts of Interest**& procedures for

**disclosure, review and management of potential conflicts in interest** (A) **Disclosure** Every employee of the University shall make annual disclosure of any significant financial interest(s) as defined in this policy, that would reasonably appear to be a conflict of interest.

This disclosure shall be made in writing to the appropriate vice president. The vice president may consult with advisory personnel, a

group or committee appointed for that purpose pursuant to policies and procedures established by the University, or with others in connection with the review. Upon, and upon completion, the vice president shall advise the employee in writing of his or her decision, and the reasons for the decisions, to (1) accept (with or without modifications), (2) return for more information, or (3) reject the recommendations. If accepted, the notification shall include, among other things, requirements for immediate action and plans for continued monitoring of the potential or actual conflict.

Employees shall provide at least ten (10) working days for review of their disclosure prior to making any commitments that could reasonably lead to a conflict. However, in the event the ten (10) working day time period is not feasible, the employee should identify the need for expedited review and submit the request to the appropriate vice president. Any changes that occur in an employee's significant financial interests during the year shall be disclosed promptly and reviewed in the manner described above.

**(B) Prior approval** – (1) As required by federal law and University policy/regulations, all financial disclosures must be made, and all identified conflicts of interest must be satisfactorily managed, reduced, or eliminated, prior to the University's expenditure of funds under the award, in accordance with the University's/institution's conflict of interest policy. (2) Although there is a presumption in favor of allowing faculty or staff employees to act in dual roles once a conflict of interest has been disclosed, an employee shall not proceed with a proposed activity prior to University/university evaluation, as detailed in paragraph A.

**(C) Examples of Management of Conflicts of Interest** – Conditions or restrictions that might be imposed by the University to manage, reduce, or eliminate actual or potential conflicts of interest include but are not limited to: (1) public disclosure of relevant information regarding the conflict of interest, such as all relevant significant financial interests; (2) monitoring of research by independent reviewers; (3) modification of the research plan, activity, or agreement to eliminate or minimize the conflict of interest; (4) designation of an appropriate University/university representative to have immediate oversight responsibility over the management plan; (5) divestiture of significant financial interests; (6) disqualification from participation in the portion of the activity that would be affected by the significant financial interest; (7) severance of the relationships that create actual or potential conflicts; (8) termination of student involvement in the project.

Some federal funding agencies permit research to proceed, in spite of disclosed conflicts, if the review determines that imposing restrictions or conditions would be either ineffective or inequitable, and that the potential negative impacts that may arise from a significant financial interest are outweighed by interests of scientific progress, technology transfer, or the public health and welfare. However, the University is ultimately responsible for the determination of whether a research or educational project that which involves a



conflict should proceed. All management plans must be focused and narrowly tailored to minimize or eliminate improper conflicts of interest.

~~(D) Reports~~ After development of an acceptable management plan and commencement of the work, the appropriate individuals with oversight responsibility will regularly report, in writing, to the appropriate vice president on the effectiveness of the plan. The frequency of such reports shall be determined by the vice president but shall in all events be produced at least annually.

~~(E) Modification of Management Plans~~ If, after sufficient experience to assess the effectiveness of the management plan, and after notice to and full consultation with all appropriate parties, the appropriate vice president determines that the conflict has not been properly managed or has become unmanageable, he or /she may modify the plan. If outside agencies require notification of conflict resolution and management, they will be notified in accordance with their requirement.

~~(F) Forms~~ The Senior Vice President and The forms suggested for this disclosure and management process are at the end of this policy. The Provost shall provide annual notice and explanation of the forms to be used in the disclosure process for the coming year.

~~(G) Retroactive Retrospective Sanctions~~ It is understood that faculty and staff employees shall clearly, fully, and truthfully disclose, in writing, all activities, relationships, or interests that might present conflicts of interest. Nevertheless, there shall be no retrospective sanctions under this policy for the period of time after the ten-day review period if, when the appropriate vice president knew of such activities, relationships, or ~~interests~~ interest and, acting in good faith, took no action to manage, minimize, or eliminate them.

~~University Administrator Responsibilities~~ Because of the special role that department and committee chairs, deans of divisions and schools, the vice presidents, the Provost, the President, and other senior University officials play in administering the affairs of the University, it is especially important that faculty or staff employees serving in these administrative positions be aware of potential conflicts of interest that may arise. The necessary involvement of these administrative officials in the appointment and promotion process, in decisions concerning students, and in the supervision of other faculty requires that they be especially sensitive to potential conflicts of interest and that they uphold a particularly rigorous standard for avoiding such conflicts.

~~(B) The appropriate vice president should report periodically to the President, the Research Council, the Faculty Senate, the Staff Senate, and other appropriate governing bodies on the status of conflict of interest issues among the employees and on major issues concerning employee involvement in such activities.~~

~~Procedures for Reviewing Alleged Policy Violations — Faculty or staff employees are subject to the ordinary disciplinary process of the University if they fail to fully and truthfully disclose activities or relationships that could reasonable be viewed as conflict of interest situations or fail to comply with any stipulated plan for managing the disclosed conflict. They may be subject to criminal sanctions or civil liability under federal and/or state law as well.~~

~~(B) — Failure to disclose known conflicts of interests or to follow an appropriate prescribed management plan may be a serious breach of this policy and may itself be considered ethical misconduct or professional dishonesty.~~

~~(C) — University sanctions for serious breaches of this policy may include, without restriction, reprimand, restitution, loss of pay, suspension, expulsion, or dismissal. Furthermore, persons who violate this policy may also be subject to civil and criminal penalties for violations of state or federal law.~~

~~(D) — Allegations against an employee for breach of this policy should be reported confidentially writing to the executive officer in whose area the alleged transgressor is employed.~~

#### Miscellaneous Provisions

~~**Confidentiality** — All information disclosed by an employee for the purpose of disclosure and management, and all official records of disclosure and management, shall be considered a part of the employee's personnel file or student file and shall be deemed confidential. Any information disclosed by an employee as required by this policy shall be used solely for the purpose of administering and/or executing this policy and may not be disclosed or used for any other purpose unless required by law. Unauthorized disclosure of any such information shall be deemed to be unethical behavior and a violation of policy and subject to appropriate disciplinary action.~~

~~The University is required to make information available upon request to federal agencies sponsoring work at the University regarding all conflicting interests associated with the funded project identified by the University and how those interests have been managed, reduced, or eliminated to protect the research from bias. The University maintains records of all financial disclosures and all actions taken by the University with respect to each conflicting interest for a reasonable period of time. For sponsored research activities, records will be retained for at least three years from the date of submission of the final expenditures report or, where applicable, from other dates specified by requirements of the sponsoring agency. The above notwithstanding, all such records shall be retained for the period of time as may be required by law.~~

Relationship to Other University Policies—A number of University policies govern the duties and responsibilities of University employees which, while not repeated here, nevertheless may apply to conflict of interest situations. For example, University policies regarding nepotism and consensual sexual relationships also articulate important principles restricting employee conflicts of interest.

Conflict of Interest Laws—In addition to this policy, the state has imposed laws and rules governing conflicts of interest in state employment. This policy overlaps with but does not supplant University employees' responsibilities under state or federal law, which in some instances includes additional, and sometimes different, prohibitions, penalties, and reporting duties. Relevant state laws/rules are available at the Office of Legal Counsel. Federal conflicts of interest laws may also be applicable to those who receive federal grants/contracts or to those employed partly by federal agencies. Further information in this regard is available at the Office of Research Administration. By reference thereto, this policy includes all requirements relating to conflicts of interest to which the University and/or its employees are subject under state or federal law.

Policy Maintenance—The Senior Vice President and Provost and vice presidents of each campus shall review the applications, operation, and management of this policy at least as often as annually, or as often as necessary to confer and formulate recommendations to the president of the University regarding revision of the policy. If an advisory group or committee has been appointed, that committee shall be included in the review process.

**5.2148 POLICY ON PREVENTION OF ALCOHOL ABUSE AND DRUG USE ON CAMPUS AND IN THE WORKPLACE** - The University of Oklahoma recognizes its responsibility as an educational and public service institution to promote a healthy and productive environment. This responsibility demands implementation of programs and services facilitating that effort. The University is committed to a program to prevent the abuse of alcohol and the illegal use of drugs and alcohol by its employees who may also as students be subject to applicable disciplinary policies and procedures for their respective campuses. This policy is based on the Oklahoma Standards for Workplace Drug and Alcohol Testing Act, 40, Okla. Statutes §§551 et seq., the Drug Free Workplace Act of 1988 (P.L.100-690, Title V, Subtitle D), the Drug Free Schools and Communities Act Amendments of 1989 (P.L.101-226), Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations 49 CFR Part 655, the Federal Omnibus Transportation Employee Testing Act of 1991, and Department of Transportation rules (49 CFR part 40). The University students and employees. The university program includes this policy, which prohibits illegal use of drugs and alcohol in the workplace, on University property, or as part of any University-sponsored activities. In order to meet these responsibilities, University policy requires all employees to abide by the terms of this policy as a condition of initial and continued employment. :

~~recognizes~~1. Requires all students and employees to abide by the terms of this policy as a condition of initial and continued enrollment/employment.

- ~~2. Recognizes~~ that the illegal use of drugs and alcohol is in direct violation of local, state, and federal laws as well as ~~University~~university policies included in this policy, the ~~staff~~Staff and ~~faculty handbooks~~Faculty Handbooks, and applicable disciplinary policies and procedures for each respective campus ~~the Student Code of Responsibility and Conduct.~~ University policy strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs, or controlled substances in the workplace, on its premises, or as a part of any ~~University~~university-sponsored activities.
- ~~considers~~3. Considers a violation of this policy to be a major offense, which can result in a requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination ~~offrom~~ employment and suspension or expulsion from the ~~University~~ university. A criminal conviction is not required for sanctions to be imposed upon an employee ~~or student~~ for violations of this policy.
- ~~recognizes~~4. Recognizes that violations of applicable local, state, and federal laws may subject ~~ana student or~~ employee to a variety of legal sanctions including but not limited to fines, incarceration, imprisonment, and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities. A current listing of applicable local, state, and federal sanctions can be obtained through ~~the Office of Student Affairs and Human Resources.~~
- ~~requires~~5. Requires an employee to notify his ~~or~~ /her supervisor in writing of a criminal conviction for drug- or alcohol-related offenses occurring in the workplace no later than five calendar days following the conviction.
- ~~provides~~6. Provides access to the ~~University's~~university's Employee Assistance Programs and Student Counseling Services for counseling and training programs that inform ~~students and employees~~ about the dangers of drug and alcohol abuse. Voluntary participation in or referral to these services is strictly confidential. More information is available at <http://healthysooners.ouhsc.edu/>.
- ~~forbids~~7. Forbids an employee from performing safety-sensitive (as defined by applicable federal and/or state laws, including the Code of Federal Regulations Title 49 Vol.6, Part 655)~~safety~~ functions while a prohibited drug is in his ~~or~~ /her system.

- mandates preemployment~~8. Mandates drug testing of sensitive safety employees who will be performing safety-sensitive functions, and drug testing of such employees prior to employment, when there is reasonable cause, after an accident, on a random basis, and before returning to duty after refusing to take a drug test or after not passing a drug test. (Safety-sensitive functions (Sensitive safety employees are defined pursuant to applicable federal and state law. Further information regarding safety-sensitive functions in CFR Volume 32, Part 280 and related positions CFR Volume 49, Part 653. This legislation is available for review in Human Resources.) Specific policies and procedures are available from departments with safety-sensitive positions.~~
- provides~~9. Provides for annual distribution of this policy to all staff and faculty, and students.~~

Health risks generally associated with alcohol and drug abuse can result in but are not limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes, and thought disorders.

The University's~~university's~~ Employee Assistance Programs and Student Counseling Services~~staff~~ are responsible for informing students and employees about the dangers of drug and alcohol abuse and the availability of counseling and rehabilitation programs.

The appropriate provost or executive officer is responsible for notifying federal funding agencies within ten~~ten~~ calendar days when~~whenever~~ an employee is convicted of a drug-related crime that occurred in the workplace. ~~This policy is based on the Drug-Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D) and the Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226) and is subject to the grievance procedure as stated in the Staff and Faculty Handbooks and the university discipline system as outlined in the Student Code of Responsibility and Conduct.~~

This policy is subject to the dispute resolution procedure as stated in the staff and faculty handbooks and the University discipline system as outlined in applicable disciplinary policies and procedures for each campus~~the Student Code of Responsibility and Conduct.~~

**5.22 DISCRIMINATION, HARRASSMENT AND SEXUAL ASSAULT POLICY** – The University, in compliance with all applicable Federal and State laws and regulations, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admission, financial aid, and educational services. Please refer to the Equal Opportunity Office Website for relevant policies: <http://www.ouhsc.edu/eoaa>. ~~19 RACIAL AND ETHNIC HARASSMENT POLICY (revised 9-27-95) – Introduction – Diversity is~~

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

Racial and ethnic harassment is a growing concern across American college campuses. It has taken various forms, from criminal acts (assault and battery, vandalism, destruction of property) to anonymous, malicious intimidation, most often directed toward persons whose race or ethnicity is readily identifiable. In employment, racial/ethnic harassment is race discrimination that which interferes with an employee's ability to perform his or her duties or creates a hostile or intimidating work environment. Such discrimination is prohibited by law under Title VII of the Civil Rights Act of 1964. In the educational context, racial/ethnic harassment is race discrimination that which interferes with students' opportunities to enjoy the educational programs program offered by the University and is prohibited by law under Title VI of the Civil Rights Act of 1964.

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

1. Agents or employees of the University, acting within the scope of their official duties, shall not treat an individual differently on the basis of race, color, or national origin in the context of an employment or educational program or activity, without a legitimate nondiscriminatory reason, so as to interfere with or limit the ability of the individual to participate in or benefit from the services, activities, or privileges provided by the University; and,
2. The University shall not subject an individual to different treatment on the basis of race by effectively causing, encouraging, accepting, tolerating, or failing to correct a racially hostile environment of which it has notice.
3. Harassment includes incidents which in the aggregate are sufficiently pervasive or persistent or severe that a reasonable person with the same characteristics of the victim of the harassing conduct would be adversely affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment or resource.

**Remedies or Corrective Actions**—Violation of this policy shall result in corrective ~~actions~~action(s) or ~~remedies~~remedy(ies) designed to reestablish an employment or educational environment which is conducive to work or learning. ~~Corrective actions or remedies will include disciplinary action directed by the executive officer responsible~~having responsibility for the offender, where appropriate.

~~Remedies or corrective actions will be tailored to redress the specific problem and may range from apologies, mandatory attendance at specific training programs, reprimands, suspension, and demotion, to expulsion or termination. Remedies or corrective actions shall be based upon the facts and circumstances of each case and shall be in accordance with the terms and guidelines of the applicable campus dispute resolutiongrievance procedures.~~

~~Violations of this policy by students will be considered as violations of applicable disciplinary policies and procedures for the respective campusthe Student Code and will subject student offenders to the ~~remedies~~remedy(ies) and corrective ~~actions~~action(s) provided by the Code~~corrective measures and/or sanctions therein.~~~~

**Administrative Action**—The University ~~may~~recognizes its obligation to address incidents of racial/ethnic harassment on campus when it becomes aware of their existence even if no formal complaints are filed; therefore, the University reserves the right to take appropriate action unilaterally under this policy.

~~**With respect to students**, please refer to the University'sVice President for Student Affairs/Vice Provost for Educational Services or other appropriate persons in authority may take immediate administrative or disciplinary action which is deemed necessary for the welfare or safety of the University Community. Any student so affected must be granted due process including a proper hearing. Any hearing involving disciplinary suspension or expulsion shall be conducted by a campus disciplinary council in accordance with Title 13, Section 1.2. of the Student Code. Lesser administrative or disciplinary action may be appealed to the Vice President for Student Affairs/Vice Provost for Educational Services. Such requests must be in writing and filed within seven calendar days following the summary action. The Vice President for Student Affairs/Vice Provost for Educational Services will issue a written determination to the student within three working days following the date the request is received. The applicable disciplinary policies and procedures for each respective campus. ~~[insert link to Norman campus student Code and other procedures when they are created/become available.]~~~~

~~**With respect to employees**, upon a determination at any stage in the investigation or dispute resolutiongrievance procedure that the continued performance of either party's regular duties or University responsibilities would be inappropriate, the proper executive officer may suspend or reassign said duties or responsibilities or place the individual on leave of absence pending the completion of the investigation or dispute resolutiongrievance procedure.~~

**Retaliation**—Threats or other forms of intimidation or retaliation against complaining witnesses, other witnesses, any reviewing officer, or any review panel shall constitute a separate violation of this policy, which will result in appropriatemay be subject to direct administrative action.

**Complaint Process**—The complaint procedures delineated herein applyapplies to all students, faculty, staff, guests, or visitors.

Complaints alleging violation of the racial and ethnic harassment policy will be reviewed and investigated by the appropriate University

office. Complaints may be resolved informally or may proceed through the applicable formal complaint proceedings. Complaints may be filed in the following manner:

1. Complaints against students or student organizations shall be filed with the Equal Opportunity and Affirmative Action Office Equal Opportunity Officer/Title IX Coordinator (EOO/EO/AAO) for review and investigation. The University EOO/EO/AAO, or his or her designee, may assist in the informal resolution of the complaint or in processing a complaint through the applicable campus procedures.
2. Complaints against faculty or staff shall be filed with the Equal Opportunity and Affirmative Action Officer/Title IX Coordinator (EOO). The EOO/EO/AAO or his or her designee may assist in the informal resolution of the complaint or in processing a complaint through the applicable campus procedures for faculty and staff.
3. Complaints against contractors working on University university premises shall be filed with the Equal Opportunity and Affirmative Action Officer/Title IX Coordinator. The EOO/EO/AAO or his or her designee may assist in the informal resolution of the complaint or in processing a complaint through the applicable campus procedures for faculty, staff, and students.
4. Complaints against visitors or guests should be directed to the University police office on the campus where the incident occurred. The campus police will forward informational copies of all reports and inquiries dealing with discrimination, harassment, or hate crimes to the Office of Equal Opportunity Officer EOO/Title IX Coordinator EO/AAO.

**Responsible Official-** The University Equal Opportunity and Affirmative Action Officer/Title IX Coordinator (EOO) is charged with the responsibility for administering this policy. The Equal Opportunity and Affirmative Action Office will serve as a repository for all records of complaints, investigative reports, and remedies/corrective actions in connection with this policy. The University EOO/Equal Opportunity and Affirmative Action Officer is the overall coordinator of all University university activities dealing with discrimination in employment or education. Complainants should ~~to~~ contact the University Equal Opportunity and Affirmative Action Officer/Title IX Coordinator: Norman campus ~~Campus~~ and Norman-based Tulsa campus programs, Room 102, Evans Hall, Ph: (405) 325-3546; Health Sciences Center campus ~~Campus~~ and HSC-based Tulsa campus programs, Room 113, Service Center, Ph: (405) 271-2110. Hard copies of the policy may be requested from these offices as well.

#### 5.2320 SEXUAL HARASSMENT/SEXUAL DISCRIMINATION/SEXUAL ASSAULT POLICY (revised 1-14-97) --

**Policy Statement** ~~The University of Oklahoma explicitly condemns discrimination based on sex, and sexual harassment of students, staff, and faculty. Sex discrimination and sexual~~ Sexual harassment ~~are~~ is unlawful and may subject those who engage in them to University sanctions as well as civil and criminal penalties.



### Coordination with other Avenues of Redress

When criminal action is pursued in addition to an administrative grievance under this policy, the EO/AA Office of University Equal Opportunity Officer/Title IX Coordinator (EEO) will coordinate its investigative actions with the University or local law enforcement authorities to ensure that criminal prosecution is not jeopardized. The University EEO EOOE/AA Officer may defer final administrative action at the request of University or local law enforcement, authorities pending completion of the criminal investigation. Where review by the University EOO EOOE/AA Officer or other University university executive officer determines that immediate or interim administrative action is necessary for the safety, health, and well-being of the campus community, such action may be taken in advance of resolution of criminal charges and/ or the University's Equal Opportunity process.

### General Guidance

Because Since some members of the University community hold positions of authority that may involve the legitimate exercise of power over others, it is their responsibility to be sensitive to that power. Faculty and supervisors in particular, in their relationships with students and subordinates, should need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity.

Because there is an inherent power difference in these relationships, the potential exists for the less powerful person to perceive a coercive element in suggestions regarding activities outside those appropriate to the professional relationship. It is the responsibility of faculty and staff to behave in such a manner that their words or actions cannot reasonably be perceived as sexually coercive, abusive, or exploitive.

Sexual harassment can may also can involves relationships among equals, as when there are repeated advances, demeaning verbal behavior, or offensive physical contact so severe, pervasive, and objectively offensive that it interferes with an individual's ability to work and/or detracts from an individual's educational experience or effectively denies them equal access to the University's resources and opportunities study productively.

### Administrative and Other Action

The University is committed to providing an environment of study and work free from sexual harassment and sex discrimination and to insuring the accessibility of appropriate dispute resolution grievance procedures for addressing all complaints regarding sexual harassment, including sexual violence, and sex discrimination. The University reserves the right, however, to deal administratively with sexual harassment and sex discrimination issues whenever it becomes becoming aware of their existence. Records of all complaints,

except for hearings before the Faculty Appeals Board or a student disciplinary procedure, shall be transmitted to and maintained by the University Equal Opportunity and Affirmative Action Officer as confidential records to the extent permissible by law.

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

**Definition of Sex Discrimination:** Sex discrimination includes sexual harassment and is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment or education on account of sex.

**Definition of Sexual Harassment** – Sexual harassment is a form of sex discrimination including that can occur when there shall be defined as sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, including incidents that, in the aggregate, are sufficiently pervasive and persistent or severe that a reasonable person with the same characteristics of the victim of the harassing conduct would be adversely affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment or resource in the following contexts: (context: (1) when submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic standing, or (2) when submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or (3) when such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or (4) when such conduct creates an intimidating, hostile, or offensive working or academic environment.

**Examples of Prohibited Conduct – Examples of conduct when viewed from the perspective of a reasonable person and with regard to that, depending on the totality of the circumstances present are, including frequency and severity, prohibited by this policy so severe and pervasive and objectively offensive as to may constitute**

**sexual harassment may include, but are is not limited to, the following behaviors.:**

1. Explicit) Unwelcome sexual flirtation; advances or implicit propositions to engage in for sexual activity.

2.) Continued or repeated verbal abuse of a sexual nature, such as gratuitous suggestive comments and sexually explicit jokes.

3.) Sexually degrading language to describe an individual.

4.) Remarks of a sexual nature to describe a person's body or clothing.

5.) Display of sexually demeaning objects and pictures.

6.) Offensive physical contact, such as unwelcome intentional touching, pinching, or brushing the body.

7.) Sexual coercion Coerced sexual intercourse.

8.) Sexual assault.

9.) Rape, date or acquaintance rape, or other sex offenses, forcible or nonforcible.

10.) Actions indicating that benefits will be gained or lost based on response to sexual advances.

11. Deliberate, repeated humiliation or intimidation based upon sex.

12. Persistent, unwanted sexual or romantic attention.

If such behavior undermines and detracts from the victim's educational experience such that the victim students are effectively denied equal access to an institutional resource, or opportunity, or interferes with an individual's ability to participate in or to realize the intended benefits of an institutional activity, employment or service. Constitutionally protected expression is not considered harassment under this policy. However, the examples on the list noted above are rarely, if ever, necessary to an argument or discussion for or against the substance of any political, religious, philosophical, ideological, or academic idea.

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

~~**Sanctions**—Appropriate disciplinary action may include a range of actions up to and including termination, dismissal and/or expulsion.~~

~~**Complaint Procedure**—Complaints alleging a violation of the Sexual Harassment/Sex Discrimination/Sexual Assault Policy shall be handled in accordance with the Grievance Procedure for For Complaints Based upon Upon Discrimination, Sexual Harassment, Sexual Assault, Consensual Sexual Relationships, Retaliation or Or Racial and Ethnic Harassment noted below. Complainants should. To contact the University Equal Opportunity and Affirmative Action Officer/Title IX Coordinator: Norman campusCampus and Norman-based Tulsa campus programs, Room 102, Evans Hall, Ph: (405) 325-35461; Health Sciences Center campus and HSC-based Tulsa campus programsCampus, Room 113, Service Center, Ph: (405) 271-2110. With respect to claims of sexual assault among students, the student complainant may also contact: \_\_\_\_\_, governed by the Student Code.the Student Affairs and/or Student Conduct offices on their respective campuses.~~

~~**5.2423 CONSENSUAL SEXUAL RELATIONSHIPS POLICY- 5.21 CONSENSUAL SEXUAL RELATIONSHIPS POLICY** **Rationale**—The University's educational mission is promoted by professionalism in faculty student relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of faculty members and students that harm this atmosphere undermine professionalism and hinder fulfillment of the University's educational mission. Trust and respect are diminished when those in positions of authority abuse, or appear to abuse, their power. Those who abuse, or appear to abuse, their power in such a context violate their duty to the University community.~~

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

~~As with faculty, staff may also be in a position to exert authority and control over students. Staff, too, must be conscious of the potential for abuse of power inherent in their relationships with students. Students rely on staff for assistance and guidance in dealing with issues such as scheduling of classes, financial aid, tutoring, housing, meals, employment, educational programs, social activities, and many other aspects of University life. Those who deal with students are expected to provide them with support and positive reinforcement. Staff who would deal with students in a sexual manner abuse, or appear to abuse, their power and violate their duty to the University community.~~

~~**Definitions**—As used in this policy, the terms "faculty" or "faculty member" mean all those who teach at the University, and include graduate students with teaching responsibilities and other instructional personnel. The terms "staff" or "staff members" mean all employees who are not faculty, and include academic and nonacademic non-academic administrators as well as supervisory personnel.~~

The term "consensual sexual relationship" may include amorous or romantic relationships, and is intended to indicate conduct ~~that~~ which goes beyond what a person of ordinary sensibilities would believe to be a collegial or professional relationship.

Consensual amorous, dating, or sexual relationships have inherent risks when they occur between a faculty member, supervisor, or other member of the University community and any person over whom he or she has a professional responsibility. As noted in the sex discrimination and sexual harassment policy, the risks include a student or subordinate's feeling coerced into an unwanted relationship to ensure they receive a proper educational or employment experience; potential conflicts of interest in which the person is in a position to evaluate the work or make personnel or academic decisions with respect to the individual with whom he or she is romantically involved; a perception by students or employees that a fellow student or coworker who is involved in a romantic relationship with his or her supervisor or professor will receive an unfair advantage; either or both of the parties engaging in behavior destructive to the other or their academic or working environments if the relationship ends; and the potential that University/state resources are used inappropriately to further the romantic relationship.

Those with professional responsibility over others and with whom they have a romantic relationship should be aware that their involvement may subject them and the University to legal liability ~~charges of sexual harassment~~; consequently, such relationships are strongly discouraged. "Professional responsibility" is defined as performing functions including but not limited to teaching, counseling, grading, advising, evaluating, hiring, supervising, and making decisions or recommendations that confer benefits such as promotions, financial aid awards, or other remuneration, or that may impact upon other academic or employment opportunities.

Faculty/Student Relationships - See Section 3.9.5 of the *Faculty Handbook*

### **Policy**

**Faculty/Student Relationship Within the Instructional Context** - It is considered a serious breach of professional ethics for a member of the faculty to initiate or acquiesce in a sexual relationship with a student who is enrolled in a course being taught by the faculty member or whose academic work (including work as a teaching assistant) is being supervised by the faculty member.

**Faculty/Student Relationship Outside the Instructional Context** - Sexual relationships between faculty members and students occurring outside the instructional context may lead to difficulties. Particularly when the faculty member and student are in the same academic unit or in units that are academically allied, relationships that the parties view as consensual may appear to others to be exploitative. Further, in such situations the faculty member may face serious conflicts of interest and should be careful to distance himself or herself from any decisions that may reward or penalize the student involved. A faculty member who fails to withdraw from participation in activities or decisions that may reward or penalize a student with whom the faculty member has or has had an amorous relationship will be deemed to have violated his or her ethical obligation to the student, to other students, to colleagues, and to the University.

**Staff/Student Relationships** - Consensual sexual relationships between staff and students are prohibited in cases ~~in which~~ where the staff member has authority or control over the student. A staff member who fails to withdraw from participation in activities or decisions that may reward or penalize a student with whom the staff member has or has had an amorous relationship will be deemed to have

violated his or her ethical obligation to the student, to other students, to colleagues, and to the University. Failure to abide by this policy may result in disciplinary action, up to and including termination.

Staff/Subordinate Relationships – Supervisors, or those with professional responsibility, over someone with whom they have or have had an amorous, consensual, romantic, or sexual relationship must notify their direct supervisor that a management-control plan needs to be implemented, or that the supervisor wishes a transfer so that he or she is no longer in a position of professional responsibility over the affected individual. To avoid the severe risks noted, supervisors in such relationships may not manage, supervise, evaluate, or make other employment decisions concerning the individual with whom they are engaged in a romantic relationship. If the relationship ends, the management-control plan must remain in effect. Failure to notify a supervisor to ensure a plan is in place may result in disciplinary action, including termination, for that supervisor.

**Complaint Procedure** - Complaints alleging a violation of the Consensual Sexual Relationships Policy shall be handled in accordance with the Grievance Procedure for Complaints Based upon Discrimination, Sexual Harassment, Sexual Assault, Consensual Sexual Relationships, Retaliation or Racial and Ethnic Harassment. Complainants should contact the University Equal Opportunity Officer/Title IX Coordinator: Norman campus and Norman-based Tulsa programs, Room 102, Evans Hall, Ph: (405) 325-3546, Health Sciences Center campus and HSC-based Tulsa programs, Room 113, Service Center, Ph: (405) 271-2110.

For Complaints Based Upon Discrimination, Sexual Harassment, Sexual Assault, Consensual Sexual Relationships, Retaliation Or Racial and Ethnic Harassment. To contact the University Equal Opportunity and Affirmative Action Office: Norman Campus, Room 102, Evans Hall, Ph: 325-3541, Health Sciences Center Campus, Room 113 Service Center, Ph: 271-2110.

**5.22 DISCRIMINATION POLICY (OTHER THAN SEXUAL OR RACIAL/ETHNIC HARASSMENT) (revised 1-14-97)** – The University has a policy of internal adjudication in matters relating to alleged discrimination. Any faculty member, staff member, or student, including those on temporary or part time status, who believes that he or she has been discriminated or retaliated against should file a complaint under the Grievance Procedure For Complaints Based Upon Discrimination, Sexual Harassment, Sexual Assault, Consensual Sexual Relationships, Retaliation or Racial and Ethnic Harassment. Complainants should contact the University Equal Opportunity Officer/ and Affirmative Action Office Title IX Coordinator: Norman campus and Norman based Tulsa programs, Room 102, Evans Hall, Ph: (405) 325-3546, Health Sciences Center campus and HSC based Tulsa programs, Room 113, Service Center, Ph: (405) 271-2110; Tulsa campus, 4502 East 41<sup>st</sup> Street, Suite 2C11, Ph: (918) 660-3193.

**5.25 DISCRIMINATION POLICY (OTHER THAN SEXUAL OR RACIAL/ETHNIC HARASSMENT)** – The University has a policy of internal adjudication in matters relating to alleged discrimination. Any employee or student, including those on temporary or part time status, who believes he or she has been discriminated or retaliated against should file a complaint under the Grievance Procedure for Complaints Based upon Discrimination, Sexual Harassment, Sexual Assault, Consensual Sexual Relationships, Retaliation or Racial and

Ethnic Harassment. Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of discrimination and/or harassment will be treated as a separate and distinct violation of University policy. Complainants should To contact the University Equal Opportunity and Affirmative Action Office Officer/Title IX Coordinator: Norman campus Campus and Norman based Tulsa programs, Room 102, Evans Hall, Ph: (405) 325 3546 – 3541, Health Sciences Center campus and HSC based Tulsa programs Campus, Room 113, Service Center, Ph: (405) 271 2110; Tulsa Campus, 4502 East 41<sup>st</sup> Street, Suite 2C11, Ph: (918) 660 3193.

**5. ~~262324~~ REASONABLE ACCOMMODATION POLICY** - The University of Oklahoma will reasonably accommodate otherwise qualified individuals with a disability unless such accommodation would pose an undue hardship, would result in a fundamental alteration in the nature of the service, program, or activity, or would result in undue financial or administrative burdens. The term "reasonable accommodation" is used in its general sense in this policy to apply to employees, students, and visitors.

Reasonable accommodation may include, but is not limited to: (1) making existing facilities readily accessible and usable by individuals with disabilities, (2) job restructuring, (3) part-time or modified work schedules, (4) reassignment to a vacant position if qualified, (5) acquisition or modification of equipment or devices, (6) adjustment or modification of examinations, training materials, or policies, (7) providing qualified readers or interpreters, (8) modifying policies, practices, and procedures.

The Disability Resource Center, <http://www.ou.edu/drc/home.html> unless otherwise provided, is the central point of contact to receive all requests for reasonable accommodation and all documentation required to determine disability status under law. This center will then make a recommendation concerning accommodation to the appropriate administrative unit. Reasonable accommodation with respect to employment matters should be coordinated with Human Resources, ~~and the disabled individual.~~ Reasonable accommodation with respect to academic matters, including but not limited to faculty employment, should be coordinated with ~~referred to~~ the Office of the Provost while all other issues of reasonable accommodation should be coordinated with ~~referred to~~ the Office of the Vice President for Administration and Finance, ~~Administrative Affairs.~~

Individuals who have complaints alleging discrimination based upon a disability may file them with the University's Equal Opportunity Officer/Title IX Coordinator ~~university's affirmative action officer~~ in accordance with prevailing University ~~university~~ discrimination grievance procedures.

**5. ~~2725~~ GRIEVANCE PROCEDURE FOR EQUAL OPPORTUNITY** – Please refer to the Equal Opportunity Office website (<http://www.ouhsc.edu/eoaa/>) or the respective offices noted in Section 5.22 above. ~~24 Grievance Procedure FOR~~

**COMPLAINTS BASED UPON DISCRIMINATION, SEXUAL HARASSMENT, SEXUAL ASSAULT, CONSENSUAL SEXUAL RELATIONSHIPS, RETALIATION OR RACIAL AND ETHNIC HARASSMENT (REVISED 1-14-97)**

Who May Use Procedure

~~Despite anything to the contrary provided in other University policies or procedures, may use procedure~~ **THE GRIEVANCE PROCEDURE EMBODIED HEREIN** governs all grievances filed with the University Equal Opportunity Officer/Title IX Coordinator (EOO) and SHALL BE AVAILABLE TO ANY PERSON WHO, AT THE TIME OF the acts complained of was filing THE grievance, is acts complained of, was EMPLOYED BY the University of Oklahoma, or is, or was an applicant for employment or was was an applicant for employment, or was ENROLLED AS A STUDENT or an applicant for admission AT THE UNIVERSITY. However, if the complainant initiates litigation or files a complaint with any state or federal agency, with respect to the issues presented to the EOO any grievance under these procedures may shall be dismissed or stayed in the EOO's discretion as duplicative. The University EOO qual Opportunity Officer may, in at his or her discretion, dismiss a grievance if he/she determines the person filing the complaint is not entitled to use this procedure of Oklahoma.

**Filing of Complaint**

~~Persons who have complaints alleging discrimination based upon race, color, national origin, sex, age (40 or above) 40 OR ABOVE, religion, political beliefs, sexual orientation, disability, genetic information or status as a veteran, or complaints alleging sexual harassment, consensual sexual relationships, retaliation, or racial and ethnic harassment (together, "discrimination and harassment or retaliation"), may SHALL file their complaints THEM in writing with the EOO. EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION OFFICER, HEREAFTER REFERRED TO AS EO/AA OFFICER, OR WITH THEIR DEPARTMENT HEAD/CHAIR, ACADEMIC DEAN, CAMPUS JUDICIAL COORDINATOR, VICE PROVOST FOR EDUCATIONAL SERVICES, OR ADMINISTRATIVE SUPERVISOR. THESE INDIVIDUALS AND THE EO/AA OFFICER OR THE EO/AA OFFICER'S DESIGNEE ARE REFERRED TO AS "ADMINISTRATOR."~~

**COMPLAINANTS WHO EXERCISE THEIR RIGHT TO USE THIS PROCEDURE AGREE TO ACCEPT ITS CONDITIONS AS OUTLINED.**

Complainants who exercise their right to use this procedure agree to accept its conditions as outlined. Where multiple issues exist, (i.e. sexual harassment and violation of due process or grade appeal), the complainant must specify all of the grounds of the grievance



~~that OF WHICH the complainant should have reasonably known about at the time of filing. A grievance filed under this procedure may normally not be filed under any other University grievance procedure. A grievance filed under this procedure may normally not be filed under any other University grievance procedure.~~ Depending on the nature of the issues involved, the complainant will be advised by the EOO EO/AA OFFICER or his or /her designee about the appropriate procedure(s) to follow. (e.g. applicable disciplinary policies and procedures for that campus Student Code violations for sexual assault). **UTILIZE.**

#### Timing of Complaint

Any complaint must be filed with the EOO EO/AA OFFICER OR OTHER APPROPRIATE ADMINISTRATOR within 300180 calendar days of the act of alleged discrimination or harassment. The EOO may reasonably extend all ALL other time periods, and may, at his or her is her discretion, dismiss a grievance if the person is not entitled to use this procedure. Nothing herein should be construed to extend or restrict a person's right to file charges, lawsuits or claims with any other agency, law enforcement or court, and individuals are encouraged to ensure their rights have not expired through these other avenues. Further, to the extent the complainant's allegations involve criminal activity, the EOO may refer such matters to local law enforcement as well. **MAY BE REASONABLY EXTENDED BY THE ADMINISTRATOR.**

#### Administrative Action

— The University recognizes its obligation to address incidents of discrimination and harassment on campus when it becomes aware of their existence even if no complaints are filed; therefore, the University reserves the right to take appropriate action unilaterally under this procedure.

— With respect to students, the University Vice President for Student Affairs and Dean of Students/Vice Provost for Educational Services or other appropriate persons in authority may take immediate administrative or disciplinary action which is deemed necessary for the welfare or safety of the University community. Community. Any Norman campus student who experiences discrimination or harassment may in addition to this procedure, consult should consult the University'sso affected must be granted due process including a proper hearing. Any hearing involving disciplinary suspension or expulsion shall be conducted by a campus disciplinary council in accordance with Title 13, Section 1.2. of the Student Code for policies and procedures:

[http://studentconduct.ou.edu/index.php?option=com\\_content&view=article&id=27&Itemid=46](http://studentconduct.ou.edu/index.php?option=com_content&view=article&id=27&Itemid=46). Lesser administrative or disciplinary action may be appealed to the Vice President for Student Affairs/Vice Provost for Educational Services. Such requests must be in writing and filed within seven calendar days following the summary action. The Vice President for

Student Affairs/Vice Provost for Educational Services will issue a written determination to the student within three working days following the date the request is received.

With respect to employees, upon a determination at any stage in the investigation or grievance procedure that the continued performance of either party's regular duties or University responsibilities would be inappropriate, the proper executive officer may suspend or reassign said duties or responsibilities or place the individual on leave of absence pending the completion of the investigation or grievance procedure.

### Withdrawal of Complaint

~~THE COMPLAINANT MAY WITHDRAW THE COMPLAINT AT ANY POINT DURING THE INVESTIGATION; however, the EOO may determine in his or her discretion that the issues raised warrant further investigation despite the complainant's desire OR PRIOR TO withdraw the complaint.~~ ~~THE ADJOURNMENT OF A FORMAL HEARING.~~

### CONFIDENTIALITY OF PROCEEDINGS ~~And~~ RECORDS

~~The University's ability to investigate allegations of sexual harassment or sexual violence may be limited if a complainant insists his or her name not be disclosed to the alleged perpetrator. The University must weigh such requests for confidentiality against its duty to provide a safe and nondiscriminatory environment.~~ ~~INVESTIGATORS AND those involved with members of THE investigation Hearing Panel ARE INDIVIDUALLY CHARGED TO PRESERVE CONFIDENTIALITY WITH RESPECT TO ANY MATTER INVESTIGATED OR HEARD. A BREACH OF THE DUTY TO PRESERVE CONFIDENTIALITY IS CONSIDERED A SERIOUS OFFENSE AND may will SUBJECT THE OFFENDER TO APPROPRIATE DISCIPLINARY ACTION. PARTIES AND WITNESSES ARE also ADMONISHED TO MAINTAIN CONFIDENTIALITY WITH REGARD TO THESE PROCEEDINGS, and if they are University employees, failure to maintain said confidentiality may result in appropriate disciplinary action. Furthermore, federal law prohibits retaliation against those who file complaints of sexual harassment or violence, and the University will take strong responsive action if such retaliation occurs.~~

~~Except with respect to hearings before the Faculty Appeals Board or an applicable student disciplinary procedure, all records, involving discrimination or harassment, upon disposition of a complaint, shall be transmitted to and maintained by the EOO/AA Officer as confidential records except to the extent disclosure is required permissible by law or applicable University policy. The University shall inform complainants if it is unable to ensure confidentiality. This includes records of complaints handled by administrators.~~

## Proceedings

### 1. Investigation

~~Upon receipt of a complaint, the EO/AA OFFICER OR OTHER APPROPRIATE ADMINISTRATOR is empowered to investigate the charge, to interview the parties and others, and to gather any evidence he or she deems pertinent. EVIDENCE. The investigation and findings should be completed within 60 calendar days of receipt of the complaint, or as soon as practical. THE INVESTIGATOR SHALL PREPARE A WRITTEN RECORD OF THE INVESTIGATION.~~

~~The EOO shall render his or her decision on a case by case basis based upon the IN ARRIVING AT A DETERMINATION OF A POLICY VIOLATION, AT ANY STAGE OF THE PROCEEDINGS, THE EVIDENCE AS A WHOLE, AND THE TOTALITY OF THE CIRCUMSTANCES, AND THE CONTEXT IN WHICH THE ALLEGED INCIDENT(S) OCCURRED, utilizing a preponderance of the evidence standard that the facts as complained of more likely than not occurred.~~

~~SHALL BE CONSIDERED. THE DETERMINATION WILL BE MADE FROM THE FACTS ON A CASE BY CASE BASIS. Upon completion of the investigation, the EO/AA Officer OR OTHER ADMINISTRATOR is authorized to take the following actions:~~

~~(a) Satisfactory Resolution The Resolve the matter is resolved to the satisfaction of the University and both the complainant and the respondent. If a resolution satisfactory to the University and the complainant both parties is reached through the efforts of the EOO, he EO/AA Officer or she other administrator, the administrator shall prepare a written statement indicating the resolution. At that time, the investigation and the record thereof shall be closed.~~

~~— b) Dismissal The EO Officer finds Find that no policy violation occurred and dismisses dismiss the complaint, giving written notice of said dismissal to each party involved. Within 15 business calendar days of the date of the notice of dismissal, the complainant may appeal said dismissal in writing to the Equal Opportunity Office EO/AA Officer by requesting a hearing, according to the provisions of the section entitled "Hearing.". If no appeal is filed within the 15 business calendar day period, the case is considered closed.~~

~~(c) Determination of Impropriety~~

~~The EOO makes~~ Make a finding of impropriety and ~~notifies~~ notify the parties of the decision and may recommend anyed action to be taken. ~~Either party may~~ has the right to appeal said determination in writing to the EOO within 15 business calendar days of the date of the notice of determination to the EOO. EO/AA Officer by requesting a hearing according to the provisions of the section entitled "Hearing." If no appeal is filed within the 15 business calendar day period, the case is considered closed.

~~In the case of a complaint against a faculty member, the EOO~~ administrative investigator may determine that the evidence is sufficiently clear and serious, warranting so as to warrant the immediate commencement of formal proceedings as provided in the Abrogation of Tenure, Dismissal before Before Expiration of a Term Appointment, and Severe Sanctions sections section of the *Faculty Handbook*. If the President concurs with the administrator's finding of the EOO, the case may be removed at the option of the accused from the grievance proceedings contained herein and further action in the case shall be governed by the Abrogation of Tenure, Dismissal before Before Expiration of a Term Appointment, and Severe Sanctions section in the *Faculty Handbook*; otherwise. Otherwise, this policy and procedure shall apply.

## 2. Hearing

### a) A. Request for a Hearing

i. Either party may request a hearing and the request must contain the particular facts upon which the appeal is based as well as the identity of the appropriate respondent(s). The Equal Opportunity Officer/Title IX Coordinator (EOO)'s staff or the University's designee, where the EOO is the respondent, shall provide a copy of the request to the proper respondent(s). Where the EOO's decision is favorable to the initial complainant, and the alleged perpetrator appeals the finding, the EOO shall defend his or her report and findings, and the initial complainant shall be a witness in the appellate proceedings, rather than a "respondent". In this type of appeal, all references to "respondent" in the appellate procedures shall refer to the EOO and/or relevant members of the University administration. In such cases, an appropriate University

official/employee shall be identified by the administration to manage the appeals process and the Equal Opportunity Office shall only be involved as the respondent

A. ii. Typically only unUnresolved Appeals and complaints unresolved following an investigation may result in a hearing before a panelHearing Panel selected from the membership of the Committee on Discrimination and Harassment as described below. For the Norman campus, (1) faculty\_ versus\_ faculty grievances with multiple issues are heard by the Faculty Appeals Board. For all campuses, ; and (2) grievances against students may, in the EOO's discretion, be heard by the appropriate hearing body as set forth in the University's Student Code, available at: as set forth in the disciplinary policies and procedures applicable to each campus. The request for a hearing is to be addressed to the Equal Opportunity Officer/Title IX Coordinator.

B. EO/AA Officer. The request for a hearing must contain the particular facts upon which the appealpolicy violation allegation is based as well as the identity of the appropriate respondent(s). The Equal Opportunity Office staff or its designee shall provide aA copy of the request shall be given to the proper respondent(s). Where the EOO's decision is favorable to the initial complainant and the alleged violator is still employed) by the University (or remains a student) and appeals the EOO's decision, the EOO shall defend his or her report and findings, and the initial complainant shall be a witness in the appellate proceedings. In this type of instance, all references to "respondent" in the appellate procedures shall refer to the EOO and/or relevant members of the University administration. In such cases, an appropriate University official/employee shall be identified by the administration to manage the appeals process and the Equal Opportunity Office shall only be involved as the respondent.

iii.C. If a hearing is requested, tThe respondent's writtenEO/AA Officer. Written response to the request for a hearing must be sent to the Equal Opportunity Officer/Title IX Coordinator's staff or the University's its designeeEO/AA Officer within ten business10 calendar days of receiving notice that a hearing has been requested. A copy of the response shall be given to the party requesting the hearing.

*b) B. Selection of a Hearing Panel*

~~—WITHIN ten business10 calendar DAYS FOLLOWING RECEIPT OF THE WRITTEN REQUEST FOR A HEARING, THE Equal Opportunity Office staff or the University's designeeits designeeEO/AA Officer SHALL INITIATE THE PROCESS TO DETERMINE THE MEMBERS OF THE Hearing Panel who are to conduct a HEARING panel.~~

~~\_\_\_\_\_ i. Panel~~

~~\_\_\_\_\_ A threethreefive member hearing panelHearing Panel will be chosenselected by the parties to the complaintdrawing from the following groups: on the Health Sciences Center campus and for HSC based programs at the Tulsa campus, the twenty four (24) member committeeCommittee on discriminationDiscrimination and harassmentHarassment; and on the Norman campusCampus and for Norman based programs on the Tulsa campus, from the sixteen (16) member committeeCommittee on discriminationDiscrimination and/or from the fifty (50) member Faculty Appeals Board. In the case of faculty versus faculty complaints on the Norman Campus, the party requesting the hearing may request that the panel members be drawn only from the Faculty Appeals Board.~~

~~\_\_\_\_\_ ii. Committee on Discrimination~~

~~A committeeCOMMITTEE on discriminationDISCRIMINATION and harassmentHARASSMENT shall be established on each campus and comprisedof staff members, students, and faculty in the following groupings:~~

~~\*on the Health Sciences Center campus and for HSC based Tulsa campus programs, eight (8) staff members, eight (8) students, and eight (8) faculty members. On the Health Sciences Center campus and for HSC based Tulsa programs, eight faculty will be appointed by the Faculty Senate, eight staff members by the Staff Senate, and eight students by the HSC Student Government Association.; and~~

~~\*on the Norman campusCAMPUS and for Norman based Tulsa campus programs, eight (8) staff members and eight (8) student members, with faculty representation being selected from the Faculty Appeals Board. On the Norman campusCAMPUS and for Norman based Tulsa programs, five (5) staff will be appointed by the Staff Senate and five (5) students will be appointed by UOSA; the President will appoint three (3) staff and three (3) students. OnAT the Health Sciences Center campus, eight (8) faculty will be appointed by the Faculty Senate, eight (8) staff members APPOINTED by the Staff SenateEMPLOYEE LIAISON COUNCIL, and eight (8) students by the Student Government Association.~~

~~The terms of appointment shall be for three (3) years with initial terms of one, two1, 2, and three3 years in each category to provide the staggered membership, except that each student shall be appointed for a one\_ year term.~~

~~\_\_\_\_\_ iii. Process of Panel Selection~~

~~The selection process shall proceed in the following manner: (The complainant and the respondent will select three names each from the pool. The names will be listed in rank order with name number one on each list being the preferred panelist. The Equal Opportunity Office staff or the University's designee will contact the individuals in the order selected. The first name on each list who is available to serve will make up the hearing panel. Those individuals selected will choose a third name from the entire pool to serve as chair. If the two panelists cannot agree on the third, the names of the three additional committee members will be drawn by lottery. Each panelist will strike one name off the list of three names. The remaining person shall be the third panelist.~~

~~Either party to the complaint may ask the Equal Opportunity Office staff or the University's designee to disqualify any member of the hearing panel. Such requests will be in writing and show sufficient grounds for removal. Furthermore, no panelist shall be expected to serve if he or she feels that a conflict of interest exists. Replacements shall be selected in the same manner as the original panel.~~

~~The Equal Opportunity Office or the University's designee shall convene the hearing panel for an orientation conference. Once the panel has been selected, the panel shall elect its chair by majority vote.~~

~~C. Orientation~~The EO/AA Officer or his/her designee shall preside at a drawing to determine the members of the Hearing Panel. The drawing shall be from the pool of names as outlined in the above paragraph. Names of persons shall first be removed from the pool who; (1) have direct involvement or knowledge of the incident involved; (2) are employed in the same budget unit; and (3) are related to either party in the grievance. The remaining names shall be placed in a container, and the drawing shall be made to determine the five members who are to serve on the Hearing Panel. Prospective panel members who have been determined by the drawing shall be asked to disqualify themselves should there be any possibility of their having a biased opinion concerning the grievance. For example, a close friend shall disqualify himself/herself. When, for any reasons, prospective panel members disqualify themselves, additional names shall be drawn from the container until a full panel is constituted. Either party to the complaint may ask the EO/AA Officer to disqualify any member of the Hearing Panel upon a showing of cause.

#### ~~C.) Conference~~

~~Within ten business10 calendar days of receiving notification, or as soon as is practical, the chairEO/AA Officer shall convene the hearing panelHearing Panel for an orientation conference and an informal discussion of the grievance and a decision as to whether there exist adequate grounds for a prehearing. A member of the Equal Opportunity Officer/Title IX Coordinator's staff and/or the University's designeeits designee. The panel will select a Chair of the Hearing Panel (hereafter referred to as the Chair) from the group of five Hearing Panel members. The EO/AA Officer shall be present during the orientationinformal discussion. At the beginning of the conference, where he or she will provide each panel member withthe EO/AA Officer shall conduct an orientation for the panel members. Each panel member shall be given a copy of the hearing guidelines, the written complaint, the request for a hearing, and the written response, and the EOO's report.~~

#### ~~D. Pre hearing~~

~~The chair of the hearing panel shall schedule a time for a prehearing, which can be contemporaneous with. No witnesses will be heard during the orientation conference. After the selection of a Chair and after the orientation conference. The hearing panel shall conduct an informal prehearing outside the presence of the EOO and the Equal Opportunity Office staff/University designee and any parties other than the members of the hearing panel. During the prehearing, the hearing panel shall discuss the EOO's report and the respective respondent's response documents and all appellate documents. Whether a formal hearing is warranted shall be within the panel's discretion. On appeal, the appellant bears the burden of demonstratingis delivered to the panel members, the EO/AA Officer shall be excused. At that the report is erroneous and that a hearing would alter the findings because (a) there is additional evidence to be presented that was not available at the time of the investigation, or (b) the investigation's findings are arbitrary and capricious. Based on this review and analysis, the hearing panel shall determine whether a formal hearing is warranted.~~

~~If the paneltime the Hearing Panel will reach a decision as to whether there exist adequate grounds for a hearing. If the Panel decides at its prehearingpre hearing conference that there is no basis for a formal hearing, it shall report the determination in writing to the proper executive officer with a copy to the President and the EOO and the parties. The executive officerEO/AA Officer. The Executive Officer shall render his or her decision on the matter in writing to each of the parties involved in the informal proceedings.~~

~~d) Informal Hearing— In the event the Hearing Panel determines that there is a basis for a hearing, the Chair shall convene the panel for an informal hearing. Each panel member shall be given a copy of the Hearing Guidelines. The parties involved will be present at the informal hearing. No witnesses will be heard. The Chair of the Hearing Panel shall notify the parties of the date, time and location of the informal hearing. The hearing shall be scheduled to reasonably ensure that the complainant and respondent are able to participate. Upon request of the Chair, Legal Counsel may serve as an adviser to the Hearing Panel.~~

~~At all meetings, each party may be accompanied by an adviser. In the event that a party chooses to be advised by an attorney he/she may do so at his/her expense. If an adviser is used, the name of the person so assisting must be furnished to the Panel and the other party 10 calendar days in advance of the hearing conference. Advisers may advise their clients but may not directly address the Hearing Panel.~~

~~In the event the matter is resolved to the satisfaction of all parties prior to the formal hearing, a written statement shall indicate the agreement recommended by the parties and shall be signed and dated by each party and by the Chair. The recommendation will be referred to the appropriate Executive Officer for final determination.~~

~~IN THE EVENT THE PANEL BY A MAJORITY VOTE DECIDES AT THE INFORMAL HEARING THAT THERE IS NO BASIS FOR A FORMAL HEARING, IT MAY RECOMMEND THAT THE GRIEVANCE BE DISMISSED. THE PANEL SHALL REPORT THE RECOMMENDATION IN WRITING TO THE APPROPRIATE EXECUTIVE OFFICER, WITH A COPY TO THE PRESIDENT AND THE EO/AA OFFICER. THE EXECUTIVE OFFICER shall render his or her decision on the matter in writing to each of the parties involved in the prehearing proceedings. There shall be no further appeal by the complainant/appellant if the finding is that no formal hearing is warranted. INFORMAL HEARING. The chair will submit the panel's decision not to hold a hearing to the parties, the EOO/University designee and the appropriate executive officer. The executive officer will then notify the parties, and~~



the EOO/University designee of its decision regarding the matter. Any appeal of the decision must be made in accordance with the appellate procedure noted below.

e) E. Formal Hearing

~~In the event that the hearing panel determines the need for a formal hearing, the chair~~ **The Chair** will convene the panel and the parties for a formal hearing. ~~The hearing panel~~ **Hearing Panel** procedures shall be established with reference to the Hearing Guidelines ~~provided by the Equal Opportunity Office or the University's designee at the orientation conference, and as determined by the chair in consultation with the Equal Opportunity Officer/Title IX Coordinator and/or University Legal Counsel,~~ and shall provide that the parties may present relevant all of the evidence. The appellant bears the burden of proving that the report or its result is unsupported by any evidence. ~~The~~ **they consider germane to the determination. Further, the** parties may call relevant witnesses to testify and may cross-examine witnesses called by the other party. However, in cases of alleged sexual harassment or sex discrimination, the parties may not cross-examine each other. The hearing shall be closed unless all principals in the case agree to an open hearing. ~~Audiotape~~ **Audio tape** recordings of the proceedings shall be arranged by the chair **Chair** and paid for by the University. ~~Transcripts may be charged to the requesting party; the original version of the recording shall remain the property of the University. Copies of the recording will not be provided.~~ In cases of alleged sexual assault on students, the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding and both shall be informed of the outcome ~~of the proceeding.~~

~~The Chair shall notify the parties of the date, time, and location of the formal hearing, along with other relevant information concerning the hearing process.~~ Parties are responsible for giving such notice to their witnesses. ~~The hearing shall be scheduled to reasonably ensure that the complainant, respondent, and essential witnesses are able to participate. The parties shall present their own cases. No advisors or counsel may be present in~~

~~IN the hearing. If~~ **EVENT** the matter is resolved to the satisfaction of all parties prior to completion of the **FORMAL** hearing, a written statement shall indicate the agreement recommended by the parties and shall be signed and dated by each party and by the chair **CHAIR**. The recommendation will be referred to the appropriate ~~executive officer~~ **EXECUTIVE OFFICER** for final determination.

Panel's/f) Panel's F. Findings and Recommendations

~~In the event that no solution satisfactory to the parties is reached prior to the completion of the FORMAL hearing, the hearing panel/PANEL shall make its findings and recommendations known to the proper executive officer, with copies to the President of AND the University and the University EOO. EO/AA OFFICER. The hearing panel's/PANEL'S report, with its findings and recommendations, shall be prepared and properly transmitted within ten business/SEVEN (7) CALENDAR days to the executive officer and the President after conclusion of the hearing, unless the hearing panel determines that because of unforeseen circumstances additional time is needed. FORMAL HEARING.~~

~~g) 3. Executive Officer's/Officer's Decision~~

~~Within 15 business/CALENDAR days of receipt of the hearing panel's/HEARING PANEL'S findings and recommendations, the proper executive officer shall inform the complainant and the respondent of the findings of the hearing panel/HEARING PANEL and the executive officer's/OFFICER'S decision. A copy of the executive officer's/OFFICER'S decision shall be transmitted to the chair/CHAIR of the hearing panel/HEARING PANEL, with copies to the President of the University and the EOO. AND THE EO/AA OFFICER. IN A CASE INVESTIGATED INITIALLY BY AN ADMINISTRATOR, THE ADMINISTRATOR ALSO SHALL BE INFORMED OF THE OFFICER'S DECISION. IN THE EVENT THE ALLEGATIONS ARE NOT SUBSTANTIATED, REASONABLE STEPS IN CONSULTATION WITH THE ACCUSED MAY BE TAKEN TO RESTORE THAT PERSON'S REPUTATION.~~

*h) 4. Appeal to the President*

~~The executive officer's EXECUTIVE OFFICER'S decision may be appealed to the President within 15 business CALENDAR days of the executive officer's decision notification BEING NOTIFIED of prospective action or of action taken, whichever is earlier. If the President does not act to change the decision of the executive officer EXECUTIVE OFFICER within 15 business CALENDAR days of receiving the appeal, the decision of the executive officer EXECUTIVE OFFICER shall become final under the executive authority of the President. The University TO CONTACT THE Equal Opportunity AND AFFIRMATIVE ACTION Officer/Title IX Coordinator can be contacted for more information: Norman campus and for Norman-based Tulsa campus programs, Room 102, CAMPUS-Evans Hall, Ph: ROOM 102 OR TELEPHONE (405) 325 3546; Health Sciences CAMPUS SERVICES Center campus and for HSC based Tulsa campus programs, Room 113, Service Center, Ph: OR TELEPHONE (405) 271 2110.~~

~~5.26~~**25 UNIVERSITY OMBUDS SERVICE** - The University Ombudsperson serves employees ~~faculty and staff~~ on the Norman campus ~~Campus~~ in the areas of dispute resolution and mediation of campus-related issues. The Ombudsperson also provides information about employee dispute resolution ~~faculty and staff grievance~~ procedures and the administrative appeals process. The office of the Ombudsperson is located in Room 213 of the Bizzell Memorial Library.

~~5.27~~**26 COMMUNICABLE DISEASE POLICY** - The purpose of this policy is to inform employees ~~faculty and students~~ staff members about how the University of Oklahoma will respond to employees ~~faculty and staff~~ with a communicable disease.

The University ~~university~~ wishes to provide an environment ~~a workplace~~ free of hazards and will take reasonable precaution to protect employees ~~faculty and students~~ staff members from individuals ~~peers and others~~ who are known to have communicable diseases.

Information on the communicable disease policy can be obtained from Human Resources on the Norman campus and in the OUHSC/OU-Tulsa Infectious Diseases Policy, located on the Environmental Health and Safety Office Policy and Programs website. - Educational Services at the Oklahoma City campus provides the policy for the Health Sciences Center and College of Medicine Tulsa.

~~5.30~~**27 BRIGHT IDEA SUGGESTION PROGRAM** ~~Purpose~~ - The purpose of the Bright Idea Suggestion Program is to give faculty, staff and students of the University of Oklahoma an opportunity to directly improve university operations and to provide recognition and/or monetary awards for adopted ideas.

**Responsibility** - The Vice President for Administrative Affairs on each campus has responsibility for implementation of the Bright Idea Suggestion Program. Coordination and administration are handled by the directors of human resources. Each suggestion is to be submitted in writing on a Bright Idea Suggestion form to Human Resources where it will be date stamped, recorded and reviewed by the Bright Idea Suggestion Committee and the department affected by the suggestion.

~~**Eligibility.** All active members of the faculty, staff or student body except members of the Bright Idea Suggestion Committee are eligible to submit ideas for consideration. Persons submitting a joint suggestion will share the award equally. When the same suggestion is submitted separately by two or more persons, only the person who first submitted the suggestion is entitled to an award.~~

~~**Committee Structure.** The Bright Idea Suggestion Committee will be composed of seven members serving two year terms as follows: one member appointed by the Staff Senate (Norman campus), one member appointed by the Faculty Senate on each campus, one member appointed by the Employee Liaison Council (Health Sciences Center), one member appointed by the Student Association on each campus, and one member to be appointed by the president to serve as chair. A member of the president's staff will also be appointed by the president to serve as an ex officio or permanent member. The committee will be responsible for deciding winners of all monetary awards and certificates of appreciation.~~

~~**Awards.** A total of five monetary awards and any number of certificates of appreciation will be given each fiscal year. A monetary award may be given when an idea is implemented and its benefits documented. Monetary awards may range from \$50 to \$1,000 per award based on merit and potential tangible or intangible savings as decided by the Bright Idea Suggestion Committee. All decisions by the committee are final. A person receiving recognition will receive a letter of appreciation. Copies of letters to faculty and staff will be sent to supervisors and to permanent personnel files. Suggestions received too late in the fiscal year to be considered and implemented will be scheduled for consideration for the next fiscal year as decided by the Bright Idea Suggestion Committee. The committee can also recommend to the president that departments implementing the highest percentage of suggestions be recognized. An awards presentation will be held annually.~~

~~**5.285-28 EMPLOYEE FINANCIAL OBLIGATIONS - Employees, including (approved 7-11-1997) Policy** Faculty, staff, and student employees of the University of Oklahoma shall be required to pay all outstanding financial obligations due the University of Oklahoma in accordance with the due dates established for such obligations. Those Faculty, staff, and student employees who do not pay their past due financial obligations as indicated on the billing statement will be subject to the University's collection processes, including paying any collections costs. - The administration is directed to establish procedures at the Norman, Tulsa, Campus and Health Sciences Center campuses to provide the means for the University university to gain access to the funds to which it is entitled.~~

### **Procedure (Norman Campus)**

- ~~(1.) Communication of Policy - Employees Faculty, staff, and student employees should be informed of this policy at the time of their appointment and at the time they purchase goods and services on credit from University departments.~~
- ~~(2.) Determination of Account Status - Creditworthiness - University departments selling goods or services on credit to University university employees are responsible for determining have the ability responsibility to determine the university related creditworthiness of the employee to pay. - Prior to the provision of goods or services on credit to an employee, the selling department should access the University's university's accounts receivable system to determine if the employee is past due on any University university charges. Based upon the status of the employee's account, the selling department shall make a managerial decision as to whether or not to sell goods and services on credit to the employee.~~

### ~~(3.) Collection Procedures-~~

- ~~(a) For purposes of implementing this policy, the following account-aging guidelines shall apply:~~

- ~~Charges~~charges appearing on a Bursar statement for the first time are considered to be CURRENT charges.
- ~~Charges~~charges are considered to be 30 DAYS PAST DUE if they are outstanding on the second Bursar statement.
- ~~Charges~~charges are considered to be 60 DAYS PAST DUE if they are outstanding on the third Bursar statement.
- ~~Charges~~charges are considered to be 90 DAYS PAST DUE if they are outstanding on the fourth Bursar statement.

(b) Monthly, after the mailing of the Bursar statements, the ~~Bursar's~~Collections Office will identify ~~University~~university employees with outstanding charges that are 90 OR MORE DAYS PAST DUE. Excluded from this process are student employees (including graduate assistants) who are paying their accounts in accordance with the University's tuition and fee payment plan, or who have made alternative payment arrangements. The accounts will be referred to University Collections, a division of Legal Counsel.

4.. Overpayments. Any University employee who receives an overpayment through his or her payroll for whatever reason (e.g., termination of employment, overestimate of hours, or clerical error) will be responsible for repaying all amounts owed, including any collection costs and/or tax consequences that result from the overpayment. However, if it is determined that the department is responsible for the error that resulted in an overpayment, the department shall bear the associated collection costs.

#### Procedure (Health Sciences Center)

1. Communication of Policy – Employees should be informed of this policy at the time of their appointment.

2. Collection Procedures –

a. For purposes of implementing this policy, the following account-aging guidelines will apply to accounts turned over to the HSC Bursar's Office for collection.

i. Charges appearing on a billing statement for the first time are considered to be CURRENT charges.

ii.Charges are considered to be 30 DAYS PAST DUE if they are outstanding on the second billing statement.

iii.-Charges are considered to be 60 DAYS past due if they are outstanding on the third billing statement.

iv.-Charges are considered to be 90 DAYS PAST Due if they are outstanding on the fourth billing statement.

b. Each month after the billing statements are mailed, the Bursar's Office will identify University employee accounts with outstanding charges that are 90 OR MORE DAYS PAST DUE. Excluded from this process are student employees (including graduate assistants) who are paying their ~~accounts~~account in accordance with the ~~University's~~university's tuition and fee payment plan, or who have made alternative payment arrangements with the ~~Bursar's~~Collections Office.

~~(c)–The Bursar’s Collections Office will send a letter to each employee identified above requiring immediate. The letter will: (1) Require payment in full. If the employee does not or a response sent to the Collections Office within 10 calendar days, (2) Request written notification to the Collections Office and the charging department if the past due charges are being disputed, and (3) Request the employee to contact the Collections Office to establish a payment agreement, if the employee cannot pay the outstanding debt in full, the Bursar’s Office will follow its normal procedure for collection accounts, including, but not limited to, referral to University Collections, a division. The Collections Office will attempt to establish a payment agreement that is based upon the amount of the outstanding debt, the employee’s income, and the age of the debt.~~

~~b. (d) If the employee does not: (1) Pay the outstanding debt in full, or (2) Contact the Collections Office to establish a payment agreement, or (3) Make payments as agreed to in a previously accepted payment agreement, or (4) Dispute the charges within 10 calendar days, the Collections Office will refer the account to the Office of Legal Counsel.~~

~~Overpayments – Any University (e) Garnishment If the employee who receives an overpayment with outstanding debt to the university fails to satisfy this debt through his or her payroll the procedures outlined above, the Collections Office will refer the account to the Office of Legal Counsel for whatever reason (e.g., termination of employment, overestimate of hours, or clerical error) collection. The Legal Office will be responsible for repaying all amounts owed, including any collection costs monitoring and/or tax consequences collecting on (1) payment agreements that the Office of Legal Counsel makes with an employee, (2) judgments, and (3) garnishments. Payments received as a result of a garnishment will be forwarded to the Office of Legal Counsel.~~

~~3. 4. Disputed Charges – If an employee disputes a charge, he/she must provide written notification to the Office of the Bursar and the department originating the charge. Within 30 calendar days of receipt of the written notification, the originating department must verify the validity of the charge or issue appropriate adjusting transactions. If the department does not respond within 30 calendar days, the Collections Office will process an adjusting transaction to remove the disputed charge from the overpayment. However, if employee’s account and to charge it is determined back to the selling department. Upon receipt of written notification from the charging department that the department is responsible for the error that resulted in an overpayment, the department shall bear the associated disputed charge is valid, the Collections Office will pursue the collection costs of the debt in accordance with the procedures outlined above.~~

~~5.29 3129 University Of Oklahoma Health and Safety Policy - (approved March 19, 1996)–“The University is committed to providing a safe and healthy environment for the entire University community and to complying with all applicable federal Federal and state State laws and regulations pertaining to occupational and environmental safety. Academic Academic and administrative personnel with supervisory and teaching roles must ensure that procedures are developed and followed which are designed to prevent injury, protect the assets of the University, and protect the their environment. It is the responsibility of all University faculty, staff, and students to follow safe working practices, obey health and safety rules and regulations, and work in a way that protects their health and that of others, and does no harm to the environment. The OUHSC/OU-Tulsa Comprehensive Safety and Health Program is available at <http://in3.ouhsc.edu/ehso/comprehensive.pdf>.”~~

~~5.303230~~ **Bicycle Policy** - ~~(January 1, 2005)~~ Any bicycle operated on the University campus shall be registered with the University Police Department (~~OUPD of Public Safety ("DPS" or "Campus Police")~~) through the University and City of Norman joint bicycle registration program. This requirement applies regardless of whether the owner is a student, faculty, or staff member. Registration is at no cost. Bicycle operators may contact Campus Police or the Safe Walk Office for information about how to register. Bicycles shall be parked only in designated racks placed on campus. Bicycles secured to campus fixtures other than designated racks shall be subject to removal without prior notice. The responsibility for the security of parked bicycles rests with the owner; ~~the~~ The University shall not be responsible or liable in any way for lost, stolen, or damaged bicycles. Bicycles shall also be kept in good working order and shall not be allowed to deteriorate or become otherwise derelict. The University may remove any bicycle that appears to be abandoned. A bicycle that is observed to be apparently parked in the same location longer than two weeks, or that is apparently broken, inoperable, or derelict, shall be considered abandoned. If a removed bicycle is registered under this policy, the University will try to contact the registered owner to arrange for removal. If an abandoned bicycle is not registered, the University may remove it immediately. The University is not responsible for the cost of locks, chains, other security devices, or any other item that may be damaged or destroyed as a result of removing any bicycle. The University may dispose of any bicycle that has been in storage longer than three months. The University may destroy or otherwise dispose of any removed bicycle. Any owner wishing to reclaim a removed bicycle from the University shall produce evidence of ownership. The University may charge fines for reclaiming removed bicycles and payment. ~~Payment~~ of fines shall be the responsibility of the bicycle's owner, and ~~cannot~~ be subject to appeal.

#### ~~5.313331~~ **Media Sanitization Policy (Summary)**

When declaring electronic media (hard drives, floppy diskettes, CDs, DVDs, flash drives, tapes, cell phones, mobile devices, etc.) as excess, departments must ensure that all ~~sensitive~~ Category II and Category III data contained on these items is not vulnerable to theft or electronic compromise. This is called media sanitization. According to the Data Identification Guide, sensitive data include but are not limited to social security numbers; drivers license or state ID card numbers; any financial account numbers; any credit or debit card numbers; any security code, access code, or password; any health-related data; and any critical infrastructure details. Media sanitization comprises all actions necessary to protect data on surplus or end-of-life University-owned media from unauthorized access. Prior to media sanitization, a department should ensure compliance with any known Legal Hold Notices and records-retention requirements for data contained on the media by consulting with designated OU officials, (e.g., Open Records Act Officer, Legal Counsel, records retention officers, or departmental or ~~University~~ university privacy officers). Following sanitization, departments must maintain a sanitization record for each item. The record should detail the type of media, date, sanitization method, and the final disposition of the media (sold, recycled, -returned, etc.).

The full Resource Documents:

**Data Classification Policy** [https://webapps.ou.edu/security/policies/Data\\_Classification\\_Policy.pdf](https://webapps.ou.edu/security/policies/Data_Classification_Policy.pdf)

**Media Sanitization Policy** (full text, methods, and other policy documents , and more information about the Data Identification Guide, can be found at <http://security.ou.edu/policies/definitions>) [https://webapps.ou.edu/security/policies/Media\\_Sanitization\\_Policy.pdf](https://webapps.ou.edu/security/policies/Media_Sanitization_Policy.pdf)

### **5.3234 Workplace Threats and Violence**

The University of Oklahoma is committed to providing a safe and healthy workplace for all employees and a safe and prosperous educational experience for its students in accordance with applicable federal, state, and local laws. The University is also committed to providing a professional work environment that promotes dignified and respectful treatment of all. This policy applies to the conduct of any person on University premises or at University-sponsored events, including faculty members, students, staff members, visitors, or contractors while on University-owned or controlled property or while engaged in University business. The University has a zero-tolerance policy for workplace threats and/or violence in any form as described below. The University prohibits acts of workplace violence that include threats, intimidation, physical attacks, stalking, or property damage and violent behavior.

#### **DEFINITIONS**

**Threats:** A threat is the expression of intent to cause physical or mental harm. Such an expression constitutes a threat without regard to whether the person communicating the threat has the ability to carry it out, and without regard to whether the threat is made on a present, conditional, or future basis. In determining whether the conduct constitutes a threat, including whether the action caused a reasonable apprehension of harm, the University will consider the totality of the circumstances from the perspective of a reasonable person in the situation. Threats come in many forms, including, but not limited to, oral and written threats, or threats communicated through conventional mail, electronic messaging, digital imaging, photography, fax, or telephone, and may be direct or implied.

**Physical Attack:** A physical attack is, without limitation, unwanted or hostile physical contact such as hitting, pushing, kicking, shoving, tripping, poking, biting, spitting, throwing of objects, or fighting.

**Intimidation:** Intimidation includes but is not limited to stalking, bullying, or engaging in verbal, written, expressive, or physical actions that intentionally or recklessly frighten or coerce an individual or that would be viewed by a reasonable person as such..

Stalking includes, without limitation,

- willfully, maliciously, and repeatedly following or harassing another person in a manner that would cause a reasonable person or a member of the immediate family of that person to feel frightened, intimidated, threatened, harassed, or molested; and



- actually causing the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

In the context of stalking, harassment may occur when an individual demonstrates a pattern or course of conduct directed towards another individual that includes repeated or continuing uninvited contact, e.g., contact after the individual has clearly communicated that contact is unwanted. Unwanted contact includes

- following or appearing within the sight of that individual in a manner that would lead a reasonable person to believe he or she were being followed or watched by that individual;
- approaching or confronting that individual in a public place for a nonbusiness-related purpose or on private property;
- appearing at that individual's workplace and/or workspace for a nonbusiness-related purpose;
- appearing at the residence of that individual;
- contacting that individual by telephone for a nonbusiness-related purpose;
- sending mail or electronic communications to that individual for a nonbusiness-related purpose;
- placing a nonbusiness-related object on, or delivering an object to, that individual's workplace and/or workspace;
- placing an object on or delivering an object to the individual's residence.

**Property Damage:** Property damage is intentional damage to or destruction to or destruction of property owned by the University or its students, employees, contractors, vendors, or visitors.

**Violent Behavior** includes any behavior, whether intentional or reckless, which results in bodily injury to another person and/or damage to property, and can include, but is not limited to

- injuring another person physically, including slapping, hitting, punching, pushing, poking or kicking; or physical gestures or actions which would be viewed by a reasonable person as threats to inflict physical harm;
- engaging in behavior that creates a reasonable fear of injury in another person;
- brandishing or using a weapon or other destructive devices or an object that reasonably appears to be a weapon, and where not otherwise allowed by law, possessing a weapon while on University premises or engaged in University business;
- damaging property intentionally or recklessly;
- threatening to injure an individual or damage property verbally, in the form of digital photography, or in written or electronic form;

- committing acts motivated by or related to domestic violence or sexual harassment;
- stalking, as defined above.

### GUIDELINES FOR REPORTING VIOLENT SITUATIONS

The University encourages all employees to be alert to the possibility of violence on the part of current and former employees, current and former students, vendors, and visitors to the University. Supervisors are responsible to respond promptly, effectively, and in a manner consistent with University procedures when notified of an alleged incident of workplace violence, or when they observe workplace violence.

A person who believes that he or she has been the target of workplace violence or observes workplace violence must immediately report the alleged incident to his or her supervisor or manager, Human Resources, the University Police Department, and/or the city-of-residence police department. In emergency situations, the Police Department should be called immediately by dialing 911. The University also provides an Emergency Communication System for reporting activity that appears to be an immediate threat to an individual by calling any of the following numbers: on the Norman campus, (405) 325-1911; on the Health Sciences campus, (405) 271-4911; or on the Tulsa campus, (918) 660-3333. The University prohibits retaliation against or harassment of individuals who act in good faith by reporting real or perceived violent behavior or violations of this policy.

All employees who commit violent acts or who otherwise violate this policy are subject to disciplinary action, up to and including termination of employment, for unacceptable personal conduct, and may also be subject to criminal prosecution. The University prohibits employees from making deliberately false or misleading reports of violence or threats of violence under this policy, and employees who make such reports will be subject to disciplinary action, up to and including termination of employment.

Other individuals who engage in acts of workplace violence as described above may be subject to different disciplinary action applicable to them through the *Faculty Handbook*, applicable disciplinary policies and procedures for each respective campus ~~Student Code of~~ *Student Code of Conduct*, University policy, and state or federal law.

