

**MINUTES OF THE ANNUAL MEETING  
THE UNIVERSITY OF OKLAHOMA BOARD OF REGENTS  
MARCH 10, 2020**

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**MINUTES OF THE ANNUAL MEETING  
THE UNIVERSITY OF OKLAHOMA BOARD OF REGENTS  
MARCH 10, 2020**

The annual meeting of the Board of Regents governing The University of Oklahoma, Cameron University and Rogers State University was called to order in the Bizzell Memorial Library on the Norman Campus in Norman, Oklahoma, at 3:42 p.m. on March 10, 2020.

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

Others attending all or a part of the meeting included Mr. Joseph Harroz, Interim President of The University of Oklahoma; Dr. J. Kyle Harper, Senior Vice President and Provost – Norman Campus; Jason Sanders, M.D., Senior Vice President and Provost – Health Sciences Center Campus; Vice Presidents Sean Burrage, Joseph Castiglione, Eric Conrad, Dr. Belinda Higgs-Hyppolite, Ken Rowe, and David Surratt; Interim Vice President Mackenzie Dilbeck; Chief Audit Executive Charles Wright; Chief Legal Counsel Anil Gollahalli; Board Legal Counsel Drew Neville, and Executive Secretary of the Board of Regents, Dr. Chris A. Purcell.

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

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

Notice of the time, date and place of this meeting was submitted to the Secretary of State, and the agenda was posted in the Office of the Board of Regents on or before 3:30 p.m. on March 9, 2020, both as required by 25 O.S. 1981, Section 301-314.

## **CAMERON UNIVERSITY**

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

President McArthur reported on the recent Homecoming Weekend at the University, saying, “I get so busy with accounts and budgets and data, it's a chance to sit down and hear the stories behind all that data to see the girlfriends and boyfriends that are now husbands and wives as they've come back and really, that's a special occasion on any university campus.” Earlier this month the University received a gift from the McMahon Foundation in an amount of \$1.25 million to close out our private fundraising campaign for the expansion and remodeling of the University Library on the Lawton campus. We're grateful to them for all of their support through the years for Cameron facilities and student scholarships. And we certainly appreciate the other donors who have contributed to update the central learning hub of our campus. The hearts and minds in our campus community, just as everywhere in the United States, are looking at preparations for the covid 19 coronavirus and how we support our young people as they travel and as they return to campus. We say thanks to the State health department and the County health department as well as the United States Army at Fort Sill for their assistance for Cameron University to help us get ready to support our students. That concludes my report.

**ESTABLISHMENT OF THE ROBERT HARMON ENDOWED PROFESSORSHIP IN MATHEMATICAL SCIENCES - CU**

The estate of Robert Harmon has donated \$125,000 to advance the quality of education in mathematical sciences at Cameron University and in southwest Oklahoma. In recognition of this gift, President McArthur recommends the establishment of the Robert Harmon Endowed Professorship in Mathematical Sciences and requests approval to seek matching funds from the Oklahoma State Regents for Higher Education.

President McArthur recommended the Board of Regents:

- I. Approve the establishment of the Robert Harmon Endowed Professorship in Mathematical Sciences; and
- II. Approve the application for matching funds from the Oklahoma State Regents for Higher Education

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

**ESTABLISHMENT OF THE JENEANNE LAWSON ENDOWED PROFESSORSHIP IN COMMUNICATION - CU**

The estate of Jeneanne Lawson has donated \$125,000 to advance the quality of education in communication at Cameron University and in southwest Oklahoma. In recognition of this gift, President McArthur recommends the establishment of the Jeneanne Lawson Endowed Professorship in Communication and requests approval to seek matching funds from the Oklahoma State Regents for Higher Education.

President McArthur recommended the Board of Regents:

- I. Approve the establishment of the Jeneanne Lawson Endowed Professorship in Communication; and
- II. Approve the application for matching funds from the Oklahoma State Regents for Higher Education

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

**POSTHUMOUS DEGREE – CU**

Ms. Easley was pursuing a Master of Education degree with a major in Education (Special Education) at the time of her death in October 2019. She would have graduated in Spring 2020 upon successful completion of six credit hours.

President McArthur recommends that the Board of Regents approve the awarding of a posthumous degree to Krystle Easley. The Dean of the School of Graduate and Professional Studies and the Vice President for Academic Affairs both concur and support the awarding of this posthumous degree to Ms. Easley.

In accordance with Oklahoma State Regents for Higher Education policy, a posthumous degree may be awarded to recognize the meritorious but incomplete work of a student who has deceased, generally during the last semester of coursework. Upon the approval of the Board of Regents, the request to award a posthumous degree to Ms. Easley will be forwarded to the Oklahoma State Regents for Higher Education for final action.

President McArthur recommended approval of the granting of a posthumous Master of Education degree to Krystle Easley.

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

## **SUBSTANTIVE PROGRAM CHANGES – CU**

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

### **1. PROGRAM: A.A.S. in Criminal Justice**

**PROPOSED CHANGE:** Option Deletion and Program Requirement Changes

**COMMENTS:** The program currently requires completion of 18 hours in one of two major options. These options will be replaced by an 18-hour Guided Electives category. The requested changes will streamline the program, ease transferability, increase program completion, create greater flexibility for students, and address input provided by local law enforcement agencies regarding the program. There are 3 students remaining in the current options with an anticipated graduation date of Spring 2021. Total hours required for the degree and major will not change. The requested change will not require additional funds.

### **2. PROGRAM: B.S. in Criminal Justice**

**PROPOSED CHANGE:** Program Requirement Changes

**COMMENTS:** One existing three-hour course in Ethics will be added to the major core, and the guided electives category (formerly support courses) will be reduced by three hours, resulting in no net change in hours required for the major. Any upper division (3000- or 4000-level) CJ prefix course will be allowed to fulfill the newly-renamed guided electives category. Language regarding the minor requirements will be clarified to allow any A.A.S., A.A., or A.S. in Criminal Justice or equivalent associate degree to fulfill the minor requirement. The requested changes better align this program with peer institutions, fill a gap in the curriculum, allow students greater flexibility to choose electives best suited for their career path, ease transferability, and increase program completion. Total hours required for the degree and major will not change. No additional funds are requested.

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

#### PROPOSED CHANGE: Program Requirement Changes

COMMENTS: Current major core requirements are comprised of specific courses in six content areas and electives. These content areas will be replaced with a more cohesive list of required courses. Two courses in the major electives category will be moved to the major core, and the major electives category will be removed. The requirement for a minor will be replaced by one of two new options in the major (Child Development or Family Studies). Three courses currently in the major core will be moved to the Child Development option. Course requirements for both options will be assembled from currently existing courses. The requested change will better align the program with similar programs in the state, add content that will better prepare students for careers in the field, and incorporate two focus areas not previously offered. Total hours required for the major core will decrease from 47 to 41. Total hours required for the major and degree will not change. No additional funds are requested.

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

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

### **FOOD SERVICES CONTRACT – CU**

The University entered into an agreement with Sodexo Operations, LLC to provide University food service operations in July 2011. This agreement was set to expire June 2021. Based upon satisfaction with past service, a new agreement has been negotiated to extend the relationship for an additional ten years.

Sodexo and Cameron University have agreed upon the substantive terms of the agreement. The initial term is July 1, 2020 through June 30, 2021. The agreement 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 an annual enhancement fund totaling \$665,000, a maintenance and repair fund of \$100,000 and matching catering funds of \$127,500 over the term of the contract.

The agreement provides for the meal rates to remain unchanged for the first year. Beginning July 1, 2021, and annually thereafter, the meal rates shall adjust based upon the Produce Price Index – Finished Consumer Foods, averaged for the prior twelve month period. The University will continue to evaluate student meal plan rates and charges independent of the agreement to ensure students are charged a fair and competitive price for food services.

The final agreement will be reviewed by the Office of Legal Counsel prior to execution.

President McArthur recommended the Board of Regents authorize the President or his designee to finalize and execute a food service management agreement with Sodexo Operations, LLC effective July 1, 2020.

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

**REVISIONS TO CU EMPLOYEE HANDBOOK – CU**

Revisions to the University’s Employee Handbook are necessary to align with recent revisions to the Faculty Handbook and Undergraduate Catalog. In addition, minor changes are needed to correct scrivener’s errors and to update overtime pay information.

The revisions include:

- Updating institutional mission and purposes.
- Eliminating sections that are no longer relevant or sections that are redundant.
- Updating the pay period at which overtime compensation is paid for non-exempt employees.
- Clarifying health insurance coverage and the Affirmative Action Plan.

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

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

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

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

**AUDIT AND COMPLIANCE SERVICES – CU**

At the January 2016 meeting, the Board of Regents selected the firm of Clifton Larson Allen, LLP to provide audit and compliance services for five fiscal years (renewable annually) beginning with the fiscal year ended June 30, 2016. The firm has agreed to provide the fifth and final year of services to the University as outlined below.

	<u>FY 2020</u>
Financial Audits:	
Cameron University	\$ 36,425
KCCU-FM	<u>5,520</u>
Subtotal	41,945
Compliance Audit:	
Cameron University	<u>11,040</u>
Total Requirements	<u>\$ 52,985</u>

Total fees of \$52,985 represent an increase of \$1,295 (2.5%) when compared to total FY 2019 audit and compliance services fees.



President McArthur recommended the Board of Regents:

- I. Reappoint the public accounting firm of Clifton Larson Allen LLP, to serve as the auditor for the University's Financial and Uniform Grant Guidance Compliance Audits and KCCU-FM's General Purpose Financial Audit for the year ending June 30, 2020, for a fee not to exceed \$52,985; and
- II. Authorize the President or his designee to execute the engagement of this firm for these services for the fiscal year ended June 30, 2020, the fifth year of their five-year proposal.

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

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

### **CHANGE(S)**

Calix, Shaun, Associate Professor, Department of Psychology, title changed to Associate Professor and Chair, Department of Psychology, salary changed from \$53,020 to \$60,820 for 9 months paid over 12 months which includes a \$7,800 chair stipend, effective June 1, 2020.

Conley, Terry, Professor and Chair, Department of Agriculture, Biology and Health Sciences and Joseph H. Mullin Endowed Chair in Agriculture title changed to Professor, Department of Agriculture, Biology and Health Sciences and Joseph H. Mullin Endowed Chair in Agriculture, salary changed from \$108,006 which included a \$9,000 chair stipend and a \$4,500 endowed chair stipend to a faculty appointment at an annualized rate of \$99,006 which includes a \$4,500 endowed chair stipend for 9 months paid over 12 months, effective August 1, 2020.

Dzindolet, Mary, Professor and Chair, Department of Psychology, title changed to Professor, Department of Psychology, salary changed from \$82,187 which included a \$7,800 chair stipend to a faculty appointment at an annualized rate of \$74,387 for 9 months paid over 12 months, effective June 1, 2020.

Husak, Michael, Professor, Department of Agriculture, Biology and Health Sciences, title changed to Professor and Chair, Department of Agriculture, Biology and Health Sciences, salary changed from \$68,091 to \$77,091 for 9 months paid over 12 months which includes a \$9,000 chair stipend, effective August 1, 2020.

### **RETIREMENT(S):**

Gaines, Ronald, Assistant Professor, Department of Agriculture, Biology and Health Sciences, May 6, 2020.

Lambert, James, Professor, Department of Art, Music and Theatre Arts, named Professor Emeritus, May 6, 2020.

Odo, Jonathan, Professor, Department of Social Sciences, January 10, 2020.

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

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

## **EXECUTIVE SESSION**

Proposed Executive Session: Possible discussion and vote to enter Executive Session pursuant to 25 O.S. § 307(B)(4) and/or 25 O.S. § 307(B)(1) for the following discussion purposes:

- a. Confidential communications between the Board and its attorney(s) concerning pending research or financial investigation(s) and/or claims, where the Board's attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4);
- b. Confidential communications between the Board and its attorney(s) concerning potential claim(s) involving real estate operations, where the Board's attorney has determined disclosure will seriously impair the ability of the Board to process the claim(s) in the public interest as authorized under 25 O.S. § 307(B)(4);
- c. Confidential communications between the Board and its attorney(s) concerning pending personnel claims, where the Board's attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4);
- d. Confidential communications between the Board and its attorney(s) concerning pending negligence claims, where the Board's attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4);
- e. Routine, periodic review of University President(s) as authorized under 25 O.S. § 307(B)(1).
- f. Discussion of filed litigation against the University, including the following cases and/or claims where the Board's attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4):

None.

This item was included in the agenda for the purpose of meeting with General Counsel in executive session as listed above. No executive session was held on this item, and there was no report.

## **NONSUBSTANTIVE PROGRAM CHANGES - CU CURRICULUM CHANGES – CU ON-CALL ARCHITECTS AND ENGINEERS QUARTERLY REPORT – CU QUARTERLY REPORT OF PURCHASE OBLIGATIONS – CU QUARTERLY FINANCIAL ANALYSIS – CU**

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

**NONSUBSTANTIVE PROGRAM CHANGES - CU**

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

1. PROGRAM: Minor in Criminal Justice

PROPOSED CHANGE: Modification

COMMENTS: All CORR (Corrections) and LE (Law Enforcement) prefix courses are being moved to the CJ (Criminal Justice) prefix in the course catalog. The requested change will remove reference to CORR and LE courses in the Minor in Criminal Justice requirements. Students who have previously taken CORR or LE courses will be allowed to use them to fulfill minor requirements, as appropriate. Total hours required for the minor will not change. Additional funds are not requested.

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 DELETIONS

<u>Prefix /Number</u>	<u>Title</u>
CJ	3043 Management of Correctional Systems
CJ	4503 Comparative Criminal Justice Systems
CORR	2003 Correctional Treatment Methods
CORR	2023 Case Management
CORR	2043 Counseling Adult and Juvenile Offenders
FAMS	4801 Field Experience
FAMS	4802 Field Experience
FAMS	4804 Field Experience
HON	1001 Introduction to Honors Studies
HON	2113 Honors Colloquium: Great Works I
HON	2123 Honors Colloquium: Great Works II
HON	2133 The Science of Human Nature
HON	3003 Honors Seminar
HON	3113 International Management
HON	3123 History and Philosophy of Science
HON	4001 Research/Scholarly Activity
HON	4002 Research/Scholarly Activity
HON	4003 Research/Scholarly Activity
HON	4300 Honors Senior Project
LE	2053 Methods of Investigation I
LE	2073 Legal Aspects of Policing

COURSE MODIFICATIONS

<u>Prefix /Number</u>	<u>Title</u>	<u>Comments</u>
CJ	3023 Victimology	Change in title, description, and content
CJ	3033 Concepts of Criminal Justice	Change in prerequisites, title, description, and content
CJ	4023 Terrorism	Change in title, description, and content
CJ	4911 Criminal Justice Capstone	Change in prerequisites
CJ	4912 Criminal Justice Capstone	Change in prerequisites
CJ	4913 Criminal Justice Capstone	Change in prerequisites
CORR	2053 Community Corrections	Change in prefix, title, description, and content
CORR	2103 Law of Corrections	Change in prefix, title, description, and content
CS	2413 Data Structures	Change in description and prerequisites
CS	1514 Computer Science II	Change in description and prerequisites
CS	1514L Computer Science II Lab	Change in description and prerequisites
ECE	3303 Home, School, and Community	Change in description
ECEC	1113 Child Growth and Development	Change in prefix and description
ECEC	1123 Introduction to Early Care and Education	Change in prefix, title, and description
ECEC	1213 Curriculum Resources and Activities	Change in prefix, title, and description
ECEC	1223 Child Guidance	Change in prefix, number, and description

Prefix /Number	Title	Comments
ECEC	2211 School Age Practicum	Change in prefix, number, title, content, and description
ECEC	2881 Special Topics	Change in prefix and description
ECEC	2882 Special Topics	Change in prefix and description
ECEC	2883 Special Topics	Change in prefix and description
ECEC	3233 Literacy for Children	Change in prefix, title, and description
ECEC	4223 Administration of Early Childhood Programs	Change in prefix, title, and description
ECEC	4333 Developmental Assessment and Observation	Change in prefix, prerequisites, and description
FAMS	2153 Human Sexuality	Change in number
FAMS	4133 Middle and Later Adult Years	Change in title and description
FAMS	4333 Current Issues in Family Diversity	Change in prerequisites and description
FAMS	4702 Field Experience in Child Care	Change in prerequisites, title, and description
FAMS	4803 Field Experience	Change in prerequisites, title, and description
HON	1102 Foundations of Leadership	Change in department, prefix, number, prerequisites, and description
LE	2003 Security Concepts	Change in prefix and number

<u>Prefix /Number</u>	<u>Title</u>	<u>Comments</u>
LE 2043	Community Policing	Change in prefix, title, description, and content
LE 2063	Methods of Investigation II	Change in prefix, title, prerequisites, description, and content
PSY 3363	Psychology of Early and Middle Childhood	Change in title and description
SPED 2103	Young Child with Special Needs	Change in title and description,

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

**ON-CALL ARCHITECTS AND ENGINEERS QUARTERLY REPORT –CU**

In May 2017, the Board of Regents authorized a group of architectural and engineering firms to provide professional on-call services. Work completed during the second quarter of fiscal year 2020 by on-call architectural and engineering firms is summarized below.

<u>Firm Name</u>	<u>Date Initiated</u>	<u>Work Performed</u>	<u>Fee</u>
LWPB Architects and Planners	December 12, 2018	Construction Documents – Conwill Hall Addition	\$2,104
LWPB Architects and Planners	August 20, 2019	Schematic Design – Elevator Addition to Shepler Center	\$2,400
LWPB Architects and Planners	September 18, 2019	Schematic Design – New Library CU Duncan	\$7,900

**CUMULATIVE TOTAL PROFESSIONAL  
ARCHITECTURAL AND ENGINEERING FEES FOR WORK  
COMPLETED BY ON-CALLS THROUGH THE SECOND QUARTER  
OF FISCAL YEAR 2019-2020**

<u>Firm Name</u>	<u>Total Fees</u>
LWPB Architects and Planners	\$15,561

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

**QUARTERLY REPORT OF PURCHASE OBLIGATIONS – CU**

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 required reports for the quarter ended December 31, 2019 are as follows:

**PURCHASE OBLIGATIONS FROM \$50,000 TO \$250,000**

Item	Description	Campus-Department	Vendor	Award Amount	Explanation/Justification
1.	Audio Visual system	Information Technology Services	Columbia Advisory Group LLC	\$84,807	Replacement of AV system for McMahon Centennial Complex
2.	Grounds Maintenance	Physical Facilities	Bedrock Nursery	\$52,000	Maintenance of campus flower beds
3.	Insurance	Business Office	Office of Management & Enterprise Services	\$183,132	Property insurance premium

**SOLE SOURCE PROCUREMENTS IN EXCESS OF \$50,000**

There were no Sole Source Procurements for the period of October 1, 2019 through December 31, 2019.

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

**QUARTERLY FINANCIAL ANALYSIS – CU**

By request of the Board of Regents, the Cameron University Statements of Net Position as of December 31, 2019, Statements of Revenues, Expenses and Changes in Net Position for the six months then ended, and related Executive Summary are presented. The statements, attached hereto as Exhibit B, are unaudited and are presented for management use only.

**QUARTERLY FINANCIAL ANALYSIS  
For the quarter ended December 31, 2019**

**EXECUTIVE SUMMARY**

Highlights from the Statements of Net Position as of December 31, 2019 and Statements of Revenue, Expenses and Changes in Net Position for the six months then ended are presented below.



## STATEMENTS OF NET POSITION

- Total assets and deferred outflows of resources of \$77.7 million exceeded related liabilities and deferred inflows of resources of \$56.8 million by \$20.9 million. A timing difference in the application of student financial aid awards from fiscal year 2019 to 2020 resulted in large fluctuations in cash, accounts receivable, and unearned revenue.
- Assets decreased \$12.4 million from the prior year.
  - Unrestricted cash decreased by \$6.3 million as noted above
  - Restricted cash decreased by \$0.4 million
  - Accounts receivable decreased by \$3.8 million as noted above
  - Capital assets decreased by \$2 million
- Deferred outflows decreased by \$1.3 million from the prior year.
- Liabilities decreased by \$16.8 million from the prior year.
  - Net pension liability associated with Oklahoma Teachers' Retirement System decreased by \$5 million
  - Capital lease debt decreased by \$1.1 million
  - Unearned revenue decreased by \$10.7 million as noted above
- Deferred inflows increased by \$0.5 million from the prior year.

## STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

- Total revenues of \$33.5 million trailed expenses of \$34.2 million, resulting in a net decrease of \$0.7 million.
- Operating revenues show a decrease of \$0.3 million from the prior year.
  - Grants and contracts decreased by \$0.1 million
  - Student tuition and fees decreased by \$0.6 million
  - Auxiliary sales and service increased by \$0.5 million
- Operating expenses show a decrease of \$0.6 million from the prior year.
  - Supplies and materials increased by \$0.9 million
  - Contractual services decreased by \$0.1 million
  - Scholarships and fellowships decreased by \$1.5 million
- Net non-operating revenue and expenses decreased by \$0.2 million from the prior year.
- Change in net position increased by \$0.1 million from the prior year.

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

## **ROGERS STATE UNIVERSITY**

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

President Rice began by saying the Regents had received his report electronically, but he wanted to point out a couple things. He said that the University is making history, mentioning he didn't know if Joe Castiglione was still in the room or not. No big deal for OU, but Rogers State's men's

basketball had been invited to their first NCAA tournament. That's a big deal as the University has only had athletics since about 2005-2006 and so the Hillcats will be playing this Saturday in their first NCAA Division II tournament. The team received an at-large bid, and the men are ranked 18<sup>th</sup>. The softball team is ranked 11<sup>th</sup> in the nation, and everyone is excited about that. A lot of firsts for the school, and if you don't know, Rogers State is only about 20 years old and athletics started in 2005-2006. Also in the President's report is mentioned that the University received a grant for the MidAmerica Industrial Park for RSU Television to partner with area high schools. MidAmerica purchased the equipment, and the University selected the high school students and trained them and they went into businesses and industry and filmed in places that they would like to potentially go to work. They came together and showed their videos, at an evening of sort of like the Emmys, and they won awards for their productions. Afterward, the students also went back to their high schools and showed their video clips, to students and on whatever social media, whatever platform that the high school offered. The University hopes to make that an annual thing to help promote those individuals who do not want to go to college or university that they'd be able to go to work in the MidAmerica Industrial Park. RSU celebrated the opening of our student veterans center. That's big for us as there is a high veteran population, and the institution began as a military school. So it was big to open a student veterans center. And then we hosted the U.S. Department of State Diplomat-in-Residence on the campus for a day to visit with faculty, staff and students, and she is actually here at OU. We thank you for loaning us her for the day. Finally, thanks to Senator Lankford, one of our professors was able to attend the impeachment hearings. We're grateful for Senator Lankford providing some tickets to some of the various colleges and universities to allow some professors report back on the state of the impeachment hearings in Washington. The President ended his report by noting he had passed out a little institutional fact book.

## **AUDIT AND COMPLIANCE SERVICE – RSU**

At the January 2016 meeting, the Board of Regents selected the public accounting firm of Eide Bailly, LLP to provide audit and compliance services for five fiscal years (renewable each year) beginning with the fiscal year ended June 30, 2016. The firm has agreed to provide the fifth year of services to the University.

Pursuant to the Eide Bailly, LLP audit and compliance service proposals, total fees for FY 2020 amount to \$51,700, an increase of \$1,300 (2.6%) from FY 2019.

Funding has been identified and is available and budgeted within the respective operating budgets.

President Rice recommended the Board of Regents:

- I. Reappoint the public accounting firm of Eide Bailly, LLP to serve as the University's financial statement and A-133 compliance auditors for the year ending June 30, 2020, for a fee of \$40,800;

- II. Reappoint the public accounting firm of Eide Bailly, LLP to serve as the University's KRSU-TV financial statement auditors for the year ending June 30, 2020, for a fee of \$10,900; and
- III. Authorize the President or his designee to execute the engagement of this firm for these services for the fiscal year ended June 30, 2020, the fifth year of their five-year proposal.

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

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

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

Johansson, Jane, Ph.D., Professor of History, sabbatical leave of absence with full pay, January 4, 2021 through May 12, 2021. Sabbatical leave is requested. Will be transcribing and editing the Civil War writings of Lyman Gibson Bennett, a Union soldier who served in the trans-Mississippi area, to make substantial progress toward publication of her book on the subject. Knowledge gained will be integrated with materials from her previous book to enhance several current history classes.

President Rice recommended approval of the faculty personnel action(s) listed above.

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

#### **RATIFICATION OF ADMINISTRATIVE PERSONNEL ACTION(S) – RSU**

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

Allgood, Michael, MB (Accounting), Comptroller and Assistant Vice President for Business Affairs, salary at an annualized rate of \$100,000 for 12 months, effective 2/28/2020.

President Rice recommended the Board of Regents ratify the approval of the administrative and professional personnel actions listed above. Approval was granted by Chairman Rainbolt on February 17, 2020.

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

**EXECUTIVE SESSION**

Proposed Executive Session: Possible discussion and vote to enter Executive Session pursuant to 25 O.S. § 307(B)(4) and/or 25 O.S. § 307(B)(1) for the following discussion purposes:

- a. Confidential communications between the Board and its attorney(s) concerning pending research or financial investigation(s) and/or claims, where the Board's attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4);
- b. Confidential communications between the Board and its attorney(s) concerning potential claim(s) involving real estate operations, where the Board's attorney has determined disclosure will seriously impair the ability of the Board to process the claim(s) in the public interest as authorized under 25 O.S. § 307(B)(4);
- c. Confidential communications between the Board and its attorney(s) concerning pending personnel claims, where the Board's attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4);
- d. Confidential communications between the Board and its attorney(s) concerning pending negligence claims, where the Board's attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4);
- e. Routine, periodic review of University President(s) as authorized under 25 O.S. § 307(B)(1).
- f. Discussion of filed litigation against the University, including the following cases and/or claims where the Board's attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4):

None.

This item was included in the agenda for the purpose of meeting with General Counsel in executive session as listed above. No executive session was held on this item, and there was no report.

**QUARTERLY REPORT OF PURCHASES – RSU  
QUARTERLY FINANCIAL ANALYSIS – RSU**

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

**QUARTERLY REPORT OF PURCHASES – RSU**

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;

- 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.

**QUARTERLY REPORT OF PURCHASES – ALL**  
October 1, 2019 through December 31, 2019

- I. PURCHASE OBLIGATIONS FROM \$50,000 TO \$250,000  
None to Report
- II. SOLE SOURCE PROCUREMENTS FROM \$50,000 to \$250,000  
None to Report

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

**QUARTERLY FINANCIAL ANALYSIS – RSU**

By request of the Board of Regents, the Rogers State University Statement of Net Position as of December 31, 2019, Statement of Revenues, Expenses, and Changes in Net Position for the twelve months then ended are attached hereto as Exhibit C, and the related Executive Summary is presented.

**QUARTERLY FINANCIAL ANALYSIS**  
For the three months ended December 31, 2019

**EXECUTIVE SUMMARY**

- Highlights from the Statements of Net Position as of December 31, 2019 and Statement of Revenues, Expenses, and Changes in Net Position for the three months then ended are presented below for information only.
- **STATEMENTS OF NET POSITION**
- Total assets and deferred outflows of \$91.4 million exceeded related liabilities and deferred inflows of \$74.0 million by \$17.4 million
- Assets decreased \$2.5 million from the prior year
  - Cash increased by \$1.1 million
  - Student accounts receivables have decreased by \$0.7 million
  - Capital assets have decreased by \$2.9 million
- Deferred outflows decreased by \$1.0 million
- Liabilities decreased by \$5.8 million from the prior year
  - Accounts payable increased by \$0.3 million
  - Overall capital lease and revenue bond debt decreased by \$2.9 million
  - Net pension liability associated with Oklahoma Teachers' Retirement System decreased by \$3.0 million
  - Post-employment benefits obligation decreased by \$0.1 million
- Deferred inflows increased by \$0.2 million

- **STATEMENTS OF CHANGES IN NET POSITION**
- Total revenues of \$30.2 million were greater than total expenses of \$28.3 by \$1.9 million
- Operating revenues show an increase of \$0.3 million from the prior year
- Operating expenses show an increase of \$1.7 million from the prior year
  - Compensation and benefits increased by \$0.8 million
  - Contractual services increased by \$0.06 million
  - Supplies and other operating expenses increased by \$0.4 million
  - Scholarships increased by \$0.2 million
- Net non-operating revenues and expenses increased by \$0.6 million from the prior year
- Other revenue, expenses, gains and losses increased by \$0.2 million from the prior year
- Change in net position decreased by \$0.6 million from the prior year

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

## **THE UNIVERSITY OF OKLAHOMA**

### **REPORT OF THE CHAIRMAN**

The Chairman opened the OU portion of the meeting by saying that the Board is meeting in an incredible room in an amazing building. “I hope everyone gets a chance to look up, look around and see what you can see and take it in and be inspired by it and thank you to all those who spent the time to get this ready for us. I'd also like to thank all of our guests and welcome all of our guests that are here today. I'm sure we'll see you at all future meetings. The fascination with what happens at this Board is really pretty minimal, but thank you all for coming today.”

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

Thank you, Chairman. I spent a good deal of my undergraduate career in the back at a table studying. Well, certainly some time. I hate to quantify. Yes, I've been here before. Oftentimes the President's Report is to talk about definitive and concrete progress the University has made. Certainly, as we sit here today, it would be disingenuous not to address the fact that since the last Board of Regents' meeting, we've had two more racial incidents on campus and the student reaction to that, that includes a city. And as we sit here, we talk a lot about being bold and honest and clear eyed as we approach the institution. As you look across the landscape of higher education, I was looking at the statistics and from 2012 to 2016 across universities in America, there's been a 40% increase in racist incidents occurring on campus. That's the most recent data that I could find through 2016. So, while we're not unique in experiencing these issues, certainly over the last five years, we have had a number of them that have been very visible and with an impact. It's important to be honest about that. One of the conversations I've had as this group knows that is here has been a conversation with a number of members in the community, including BERT. And a good number of those members are here today. In those conversations, if I had a chance to hear a good number of all I think, but some of the key leaders in that group that I've met with are seniors.

So, when they have a four- or five-year history here at the University, the environment they've known, I started five years ago with the video that took place. That represents the worst ideals that we have. And so that's the framework that they've come into this with. And as we look at this, we have to, we've had conversations primarily around exhaustion, a feeling of fatigue, of being tired. I want to name a few of the students I've met with that are here. It's Miles Francisco, it's Destiny Dickinson, Josh Davis, Jamella Reed, Austin Carrier, McKayla Nappier, Taylor Wilson, Carlos Jackson. We've had conversations and what started off as a discussion about demands became a discussion about the fact that the pattern has become too consistent and not just a pattern here, but the idea that a racist incident arises, and the response has become all too common. It's either called out or not called out. And once it is, there's an action or two or three taken. There are efforts that are made, but you end up with an idea or a program or a celebration and they rarely go anywhere. And so the conversation becomes how do we take this and how do we amplify this? Ten months ago when I took on this role, I indicated that the top priority was to make sure that we address racial issues, diversity and inclusion broadly, but also race. And we talked about, 'how do you do that?' I can tell you, I almost fell victim to a common approach, which was to immediately declare the first week of school to be a week around diversity, equity and inclusion. And the advice I received from the wise heads, including our Dean of Students and VP for student affairs, David Surratt was you don't lead with a big event. What you do is you do the hard work that is not often seen, the work that's not sufficient but necessary. And over the last 10 months in partnership with the large group, Justin Norris here on behalf of SGA and his predecessor, there've been a number of things done. I went through and documented about 17 or 18 of them that have been done and they're foundational. They are not sufficient, they are necessary, and our conversation became how do we make a real difference, how do we address a systemic problem with a systemic solution? And the conversation moved to what the Board has directed us to engage in, which is a strategic plan. We've not had a written strategic plan for the University to my knowledge in at least 25 years. A strategic plan tells you what matters to you and where you are going, and it wraps itself around a plan that is concrete and real and measurable. Now tomorrow I'll be sitting down with the Board and presenting for the first time to them what that draft of the strategic plan looks like. And one of the things that I've said is that a key element of this, one of the primary pillars is around making sure we address these problems with very real solutions. Not one, two, three, four or five measures or tactics, but how do you address it comprehensively? Is it really a part of your strategic plan? Are you really invested in it and are you really taking it the right direction? Not addressing one instance or one issue but talking about the emotional connection students have to their campus that they have later on. Talking about how you recruit and the kind of students you have, the staff and faculty you have orientation and how you orientate students, student engagement and involvement. And so I've appreciated all of those conversations. A lot of the issues and ideas dovetail, some were unique, but all of them spoke to this idea that the solution cannot be piecemeal. The solution has to be real and systemic to address a systemic problem that exists. And it requires a great deal of honesty, a great deal of honesty that no plan is going to eliminate racism from our society. It cannot and will not. All we can do is try and make systemic change. That impacts many. We've talked about the #WeAre campaign announcing who we are. That's one step as part of a comprehensive plan that we're bringing forward. And so as we think about this, we have a unique opportunity for the first time in the 130 year history of our University, to not just talk about it, but to actually plan to work with the Board of Regents and craft out of the work

we've done with our students, faculty, staff, alumni, an historic plan that actually approaches it the way the problem is. And that is comprehensively and systemically. This is how we achieve fundamental change. And we're not going to do it in a way that hopes a next instance doesn't occur. We are a huge community and we at a minimum reflect society. And even if we lead society in this, we're still going to have issues that arise, problems that occur. But the answer is are we approaching it comprehensively and are we approaching it together? That is this effort. I believe in this strategic plan fundamentally and look forward to the approach to move forward together. So my appreciation to everyone that is here, including the students who are an essential part of this. On the question on the topic of coronavirus, I had a number of students back there that were hoping for a very different email than the one I sent out. You know who you are. We have spring break coming up in case you didn't know. I just sent out the written guidance on where we are right now. It is novel in every sense, including a matter of first impression in terms of how we handle it. We're working on it on a regular basis. We're working with public health officials, with Oklahoma State University, other universities, with our own experts at the Health Sciences Center, with the Governor's office. And we will have regular updates on how we approach this. The communication that went out today is one of several that will come out and those communications will be regular and often. There are many questions to follow on that and we'll address those. I've been warned against any recognition of Regent Rainbolt-Forbes, and therefore I'm not going to say how proud we are of her and her 14 years of service right now but save it for later. Yesterday was exciting. We had an amazing event talking about civil discourse and really doing what a university should do, and we had the 2020 Teach In after a two-year hiatus. This started as an annual event in 2012; we were thrilled to have it, and it mattered. Research is making progress a cornerstone of a great comprehensive research university. Year over year research expenditures are up 12.7% so we're making progress on that front. We don't want to get too excited about any month, but we had good news at the last meeting. Right now February gifts are up, exceeding \$10 million. If you look at the five-year trailing average of February's, that's 30% above. So that's a positive sign year to date, and we're seeing progress. There's obviously a great deal more to do there. That is by no means a declaration of victory, but the progress that has taken place. Of a number of agenda items that you'll see that we'll cover in a bit, one deserves to be recognized. Really proud of the work the search committee did on recruiting a Dean of the College of Engineering. There are details in the book, Dr. John Klier, he is currently professor and head of the department of chemical engineering at the University of Massachusetts Amherst. He comes here as a member of the National Academy of Engineering and the National Academy of Inventors, making him the first national academy member at OU. We're proud to have him here, and he adds a great deal to the University.



**AWARDS, CONTRACTS, AND GRANTS - ALL**

Additional charts and information are attached hereto as Exhibit D.

	FY19 Total Expenditures	FY19 Jul 2018-Jan 2019 Expenditures	FY20 Jul 2019-Jan 2020 Expenditures
UNIVERSITY OF OKLAHOMA	\$282,961,100	\$159,126,609	\$179,292,606
NORMAN CAMPUS	\$167,680,175	\$94,311,754	\$107,981,085
HEALTH SCIENCES CENTER	\$115,280,925	\$64,814,855	\$71,311,521

Chart Key / Definitions for the pages that follow:

RESEARCH = Externally Sponsored Research

OSA/PUBLIC SERVICE = Externally Other Sponsored Activity and Sponsored Public Service (non-Research)

INSTRUCTION/TRAINING = Externally Sponsored Instruction/Training

\*\*OUTREACH/CCE was previously reported in a separate category, but as of July 1, 2019 Outreach/CCE is now combined with OU-Norman’s data in Research, OSA, and Instruction/Training. Awards prior to July 1, 2019 may continue to have expenditures in the OUTREACH category through FY20.

EXPENDITURES = Expenditures Related to Externally Sponsored Funding

AWARDS = New Grants and Contacts Received, or Existing Award Modifications Processed

Interim President Harroz recommended that the Board of Regents ratify the awards and/or modifications for December 2019 and January 2020 submitted with this Agenda Item.

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

**DISTINGUISHED PROFESSORSHIPS – DAVID L. BOREN, GEORGE LYNN CROSS, DAVID ROSS BOYD, REGENTS’, AND PRESIDENTIAL PROFESSORSHIPS – ALL**

In a letter to members of the Board of Regents, Interim President Harroz reported his expectations of presenting at the March meeting the recommendations for the distinguished professorships. The letter and bio information are attached hereto as Exhibit E.

The policy for the David L. Boren Professorship provides that in the year of designation each individual will receive a one-time award of \$10,000 and a permanent salary increase of 10% or \$10,000 minimum starting in the subsequent fiscal year.

The policy for the George Lynn Cross, David Ross Boyd and Regents’ Professorships

provides that in the year of designation each individual will receive a one-time award of \$7,000 and a permanent salary increase of 7% or \$7,000 minimum starting in the subsequent fiscal year.

The policy for the Presidential Professorships provides each individual is awarded the professorship for a four-year term. Assistant and Associate Professors receive \$5,000 per year and Professors receive \$10,000 per year starting in the subsequent fiscal year. The University of Oklahoma Foundation provides funds for the Presidential Professorships.

The University administration desires that the names of the new distinguished professorships remain confidential until the announcement of the recipients is made at the Norman Campus Faculty Tribute ceremony and the Health Sciences Center Faculty Awards Ceremony in April. The cooperation of the press is requested in maintaining this confidentiality.

Interim President Harroz recommended the Board of Regents:

- I. Approve the appointment of the distinguished professorships as indicated in his letter to the Board of Regents, effective with the 2020-2021 academic year; and
- II. Authorize the use funds for the awards to each faculty member.

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

#### **REGENTS' FACULTY AWARDS – ALL**

In a letter to members of the Board of Regents, Interim President Harroz reported his recommendations for the 2020 Regents' Awards. The letter and bio information are attached hereto as Exhibit E.

The regulations for these awards provide that each individual will receive an award of \$10,000.

The University administration desires that the names of the new distinguished professorships remain confidential until the announcement of the recipients is made at the Norman Campus Faculty Tribute ceremony and the Health Sciences Center Faculty Awards Ceremony in April. The cooperation of the press is requested in maintaining this confidentiality.

Interim President Harroz recommended the Board of Regents:

- I. Approve the 2020 Regents' Awards for the individuals included in his letter to the Regents;
- II. Authorize presentation of the Norman Campus Regents' Awards at the Norman Campus Faculty Tribute Ceremony and the Health Sciences Center Regents' Awards at the Health Sciences Center Faculty Awards Ceremony; and
- III. Authorize the use funds for the awards to each faculty member.

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

#### **REGENTS' AWARD FOR SUPERIOR STAFF – ALL**

The Regents' Award for Superior Staff was developed to recognize the outstanding contributions made by OU staff members whose job performance, service activities and dedication have enhanced the mission of The University of Oklahoma. Three \$5,000 awards are given annually during Spring staff recognition activities: one to a Norman Campus staff member, one to a Health Sciences Center staff member, and one to a Tulsa Campus staff member.

To qualify for a Regents' Award for Superior Staff, a staff member must have consistently demonstrated a superior job performance and/or outstanding service to the University or to outside community or professional activities on behalf of the University. The outstanding job performance and/or superior service should reflect perspective, initiative and efforts that transcend the boundaries of a staff member's designated work responsibilities. The recipients are selected by a committee appointed by the President for each campus.

The names of the staff members selected are (originally shown on a following page):

Norman Campus

Colleen Wilhelm, Financial Associate, Gallogly College of Engineering Dean's Office

Health Sciences Center

Debbie Berry, Cystic Fibrosis Clinic Coordinator, Pediatric Pulmonary and Cystic Fibrosis Center

OU-Tulsa

Danny Bolton, Lead Carpenter, Operations Department

The University administration desires that the names of the 2020 recipients of the Regents' Award for Superior Staff remain confidential until the staff members are recognized at the staff activity on each campus when the announcement will be made. The cooperation of the press is requested in maintaining this confidentiality.

Interim President Harroz recommended the Board of Regents approve the staff members selected to receive the 2020 Regents' Award for Superior Staff.

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

## **STAFF WEEK RESOLUTIONS – ALL**

### **NORMAN CAMPUS**

WHEREAS, the staff of The University of Oklahoma Norman Campus are essential to the accomplishment of the institution's mission in teaching, research and public service; and

WHEREAS, their dedicated efforts and skills contribute to the quality and achievements of the entire University; and

WHEREAS, the many and varied contributions of the staff enhance the quality of life for those within the University community as well as those in the larger community;

NOW THEREFORE BE IT RESOLVED that the Board of Regents expresses its appreciation to all members of the staff and hereby proclaims April 20 through April 24, 2020 to be "OU Staff Week" on the Norman Campus in recognition of the jobs well done.

#### HEALTH SCIENCES CENTER CAMPUS

WHEREAS, the staff of The University of Oklahoma Health Sciences Center in Oklahoma City are essential to the fulfillment of the institution's mission in teaching, research, and patient care; and

WHEREAS, their dedication, skills and talents strengthen and enhance the worth and productivity of the entire University; and

WHEREAS, the diverse contributions and achievements of the staff elevate the quality of life for those within the University family and ensure an unstinting effort toward fulfillment of the University mission

NOW THEREFORE BE IT RESOLVED that the Board of Regents expresses its appreciation to all members of the staff and hereby proclaims April 13 through April 17, 2020, to be "OUHSC Staff Week" on the Oklahoma City Campus in recognition of the jobs well done.

#### TULSA CAMPUS

WHEREAS, the staff of The University of Oklahoma Tulsa Campus are essential to the accomplishment of the institution's mission in teaching, research and public service; and

WHEREAS, their dedicated efforts and skills contribute to the quality and achievements of the entire University; and

WHEREAS, the many and varied contributions of the staff enhance the quality of life for those within the University community as well as those in the larger community;

NOW THEREFORE BE IT RESOLVED that the Board of Regents expresses its appreciation to all members of the staff and hereby proclaims April 20 through April 24, 2020 to be "OU Staff Week" on the Tulsa Campus in recognition of the jobs well done.

Interim President Harroz recommended the Board of Regents approve the above resolutions in recognition of The University of Oklahoma Staff Week.

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

#### **ACADEMIC PERSONNEL ACTIONS – ALL**

Norman Campus:

#### LEAVE(S) OF ABSENCE:

Davidson, Jeanette R., Professor of African and African-American Studies, family and medical leave of absence with pay, January 13, 2020.

Genova, Pamela, David Ross Boyd Professor of Modern Languages, Literatures, and Linguistics, and Edith Gaylord Harper Presidential Professor, return from family and medical leave of absence with pay, January 1, 2020.

Orr, Thomas E., Professor of Drama and James Garner Chair, administrative leave with pay, January 13, 2020.

Tabb, William M., David Ross Boyd Professor of Law and Judge Fred Daugherty Chair in Law, sabbatical leave of absence with full pay, August 16, 2019 through December 31, 2019, changed to sabbatical leave of absence with full pay, January 1, 2021 through May 15, 2021.

Trytten, Deborah A., Associate Professor of Computer Science and President's Associates Presidential Professor, family and medical leave with pay, August 16, 2019 through November 10, 2019, leave of absence with pay, November 11, 2019.

Yang, Yunfeng, Adjunct Professor of Microbiology and Plant Biology, return from leave of absence without pay, January 2, 2020.

Sabbatical Leaves of Absence – Spring Semester 2020 (with full pay)

Vaught, Sabina E., Professor and Chair of the Department of Educational Leadership and Policy Studies.

Sabbatical Leaves of Absence – Fall Semester 2020 (with full pay)

Abbott, Braden K., Professor of Physics and Astronomy and Brian and Sandra O'Brien Presidential Professor.

Black, Ervin L., Director of Executive Education Programs, Professor of Accounting and John T. Steed Chair in Accounting.

Burcham, Joel T., Associate Professor of Music.

Christman, Paul G., Professor Musical Theatre.

de Beurs, Kirsten M., Professor and Chair of the Department of Geography and Environmental Sustainability and President's Associates Presidential Professor.

Dohrmann, Robert R., Professor of Visual Arts.

Gaffin, Douglas D., Interim Dean of the McClendon Honors College, David Ross Boyd Professor of Biology, Carol Elizabeth Young Chair in Honors and President's Associates Presidential Professor.

Hoefnagels, Marielle H., Professor of Biology and of Microbiology and Plant Biology.

Ketchum, Heather R., Associate Professor of Biology and Presidential Teaching Fellow of Honors.

Kibbey, Tohren, Professor of Civil Engineering and Environmental Science and Lloyd G. and Joyce Austin Presidential Professor.

Liu, Shaorong, Professor of Chemistry and Biochemistry.

Liu, Qihong, Professor of Economics.

Magnusson, Roberta J., Associate Professor of History.

Martens, Betsy V., Associate Professor of Library and Information Studies at Tulsa.

Mason, Bruce A., Associate Professor of Physics and Astronomy.

Montminy, Martin, Professor of Philosophy.

Moodie, Deonnie G., Assistant Professor of Religious Studies.

Moon, Suzanne M., Associate Professor of History of Science.

Peterson, Tina Dothard, Associate Professor of Social Work.

Rajan, Rakhi, Assistant Professor of Chemistry and Biochemistry.

Steyn, Elizabeth F., Associate Professor of Journalism and Mass Communication.

Sullivan, Joseph M., Associate Professor of Modern Languages, Literatures, and Linguistics.

Szymanski, Ann-Marie E., Associate Professor of Political Science.

Tracy, Sarah W., Associate Professor of Honors, Reach for Excellence Professor of Honors #4 and Edith Kinney Gaylord Presidential Professor.

Vaughn, Caryn C., Professor of Biology, George Lynn Cross Research Professor of Oklahoma Biological Survey, and President's Associates Presidential Professor.

Vermij, Rienk H., Professor of History of Science.

Yang, Rui Q., Professor of Electrical and Computer Engineering.

Yang, Zhibo, Associate Professor of Chemistry and Biochemistry.

Zhu, Meijun, Professor of Mathematics.

Sabbatical Leaves of Absence – Spring Semester 2021 (with full pay)

McCall, Brian M., Professor of Law and Orpha and Maurice Merrill Professor of Law.

Swinkin, Jeffrey A., Assistant Professor of Music.

Sabbatical Leaves of Absence – Fall 2020 and Spring 2021 Semesters (with half pay)

Hellman, Chan M., Director of the Center for Applied Research for Non-Profit Organizations and Professor of Social Work at Tulsa.

Johnson, Catherine F., Associate Professor of Law.

Rueda, Maria C., Assistant Professor of Film and Media Studies.

Ward, Julie A., Assistant Professor of Modern Languages, Literatures, and Linguistics.

Ziolkowska, Jadwiga, Associate Professor of Geography and Environmental Sustainability.

NEW APPOINTMENT(S):

Angle, Patricia, Ph.D., Assistant Professor of Management Information Systems, annualized rate of \$152,500 for 9 months, August 16, 2020 through May 15, 2021. New tenure-track faculty.

Crow, Brandon L., Instructor of Engineering, annualized rate of \$100,000 for 12 months, February 10, 2020.

Klier, John, Ph.D., Dean of the Gallogly College of Engineering, Professor of Chemical, Biological and Materials Engineering and AT&T Chair in Engineering, annualized rate of \$400,000 for 12 months, July 1, 2020. New tenured academic administrator.

Tahmahkera, Dustin, Ph.D., Associate Professor of Native American Studies and Horizon Chair in Native American History and Culture, annualized rate of \$120,000 for 9 months, August 16, 2021. New tenured faculty.

Yiu, Wing Yee, Ph.D., Professor of Management and International Business and Rath Chair in Strategic Management, annualized rate of \$215,000 for 9 months, August 16, 2020. New tenured faculty.

#### REAPPOINTMENT(S):

Banz, Martha L., Associate Provost of Continuing Education, Interim Dean of the College of Professional and Continuing Studies, reappointed to a five-year renewable term as Associate Professor of Professional and Continuing Studies, salary remains at annualized rate of \$184,892 for 12 months, July 1, 2020 through June 30, 2025.

Knippenberg, Frederick, reappointed as Professor Emeritus of Law, rate of \$10,000 for 4.5 months, 0.17 time, January 13, 2020 through May 15, 2020.

Spector, Robert G., reappointed as Professor Emeritus of Law, rate of \$20,000 for 4.5 months, 0.25 time, January 1, 2020 through May 15, 2020.

Wollenberg, Celia Zambon, reappointed as Adjunct Lecturer of Music, rate of \$14,800 for 4.5 months, 0.25 time, January 1, 2020 through May 15, 2020.

#### CHANGE(S):

Backus, Mary Sue, Professor of Law, Hugh Roff Professor of Law and Robert Glenn Rapp Foundation Presidential Professor, annualized rate of \$154,684 for 9 months, additional stipend of \$20,000 for increased teaching duties in the College of Law, January 1, 2020 through May 15, 2020.

Bellah, Jeremy C., Lecturer of Management Information Systems, annualized rate of \$101,667 for 9 months, additional stipend of \$10,130 for increased teaching duties in the Division of Management Information Systems, January 1, 2020 through May 15, 2020.

Bodurka, Jerzy A., Associate Professor of Biomedical Engineering and of Engineering at Tulsa, Chief Technology Officer of the Laureate Institute for Brain Research, salary changed from annualized rate of \$276,028 for 12 months to annualized rate of \$277,691 for 12 months, January 1, 2020. Funded by Laureate Institute for Brain Research.

Brady, Noel, Professor of Mathematics and President's Associates Presidential Professor, delete title Chair of Department of Mathematics, salary changed from annualized rate of \$144,504 for 12 months to annualized rate of \$113,501 for 9 months, July 1, 2020. Changing from 12-month academic administrator to 9-month faculty.

Cleveland, Steven J., Professor of Law, Alfred P. Murrah Professorship of Law and Thomas P. Hester Presidential Professor, delete title Associate Dean for Academic Affairs, salary remains at annualized rate of \$165,660 for 9 months, January 1, 2020.

Davidson, Ronald L., Executive Director of the Center for the Business of Healthcare, Director of the Supply Chain Management Program and Instructor of Marketing and Supply Chain Management, annualized rate of \$119,693 for 12 months, additional stipend of \$8,566 for increased teaching duties in the Division of Marketing and Supply Chain Management, January 1, 2020 through May 15, 2020.

Dunn, Anne K., Associate Professor of Microbiology and Plant Biology, delete title Chair of Department of Microbiology and Plant Biology, salary changed from annualized rate of \$125,262 for 12 months to annualized rate of \$96,578 for 9 months, July 1, 2020. Changing from 12-month academic administrator to 9-month faculty.

Garn, Gregg, Senior Associate Provost, Professor of Educational Leadership and Policy Studies, Executive Director of the K20 Center for Educational and Community Renewal, Linda Clarke Anderson Presidential Professor and NCAA Faculty Athletics Representative, delete titles Dean of the Jeannine Rainbolt College of Education, Director of the Education Profession Division, Head of the Division of Teacher Education and Humphreys Dean's Chair, salary remains at annualized rate of \$303,600 for 12 months, February 5, 2020.

Helton, Taiawagi, Professor of Law, annualized rate of \$155,478 for 9 months, additional stipend of \$10,000 for increased teaching duties in the College of Law, January 1, 2020 through May 15, 2020.

Hougen, Dean F., Associate Professor of Computer Science, given additional title Associate Director of School of Computer Science, salary remains at annualized rate of \$109,838 for 9 months, August 16, 2019. Position provides one month of summer salary and a one-course teaching release.

Huskey, Samuel J., Associate Professor of Classics and Letters and Joseph Paxton Presidential Professor, delete title Chair of Department of Classics and Letters, salary changed from annualized rate of \$119,126 for 12 months to annualized rate of \$92,876 for 9 months, January 1, 2020. Changing from 12-month academic administrator to 9-month faculty.

Lupia, Richard A., Associate Professor of Sam Noble Oklahoma Museum of Natural History, Associate Professor of Geology and Geophysics, Associate Curator of Sam Noble Oklahoma Museum of Natural History, given additional title of Head Curator of Sam Noble Oklahoma Museum of Natural History, salary changed from annualized rate of \$193,410 for 12 months to annualized rate of \$203,410 for 12 months, February 1, 2020.

Miller, Gerald A., Professor of Civil Engineering and Environmental Science, Associate Director of School of Civil Engineering and Environmental Science, and Robert Glenn Rapp Foundation Presidential Professor, annualized salary of \$125,475 for 9 months, additional stipend of \$1,668 for increased teaching duties in the School of Civil Engineering and Environmental Science, January 1, 2020 through May 31, 2020.

Mortazavi, Melissa D., Associate Professor of Law, annualized rate of \$119,525 for 9 months, additional stipend of \$5,000 for increased teaching duties in the College of Law, August 16, 2018 through December 31, 2018.

Muralidhar, Krishnamurty, Professor of Marketing and Supply Chain Management and Baldwin Chair of Business Administration, delete title Director of Center for the Business of Healthcare, salary changed from annualized rate of \$181,672 for 9 months to annualized rate of \$166,672 for 9 months, January 1, 2020.



Reeder, Stacy, Professor and Chair of the Department of Instructional Leadership and Academic Curriculum, title changing from Acting Dean to Interim Dean of the Jeannine Rainbolt College of Education, delete title Ruth G. Hardman Chair in Education, given additional titles of Director of the Education Profession Division, Head of the Division of Teacher Education and Humphreys Dean's Chair, salary changed from annualized rate of \$140,863 for 12 months to annualized rate of \$238,505 for 12 months, February 5, 2020. Eligible to be a candidate in search for a permanent dean.

Richter, Liesa L., Professor of Law, William J. Alley Professor in Law and Thomas P. Hester Presidential Professor, given additional titles of Associate Dean for Academic Affairs in the College of Law and Associate Director of the Law Center, salary changed from annualized rate of \$165,396 for 9 months to annualized rate of \$220,528 for 12 months, January 1, 2020. Changing from a 9-month faculty to a 12-month academic administrator.

Volz, Jeffery S., Professor of Civil Engineering and Environmental Science, additional stipend of \$1,668 for increased teaching duties in the Department of Civil Engineering and Environmental Science, January 1, 2020 through May 15, 2020.

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

Jung, Youngsun, Director of Research of the Center for Analysis and Prediction of Storms and Senior Research Scientist, February 18, 2020.

#### RETIREMENT(S):

Halterman, Ronald L., Chair and Associate Professor of the Department of Chemistry and Biochemistry, July 1, 2020. Named Professor Emeritus of Chemistry and Biochemistry.

Tanner, Ralph S., Professor of Microbiology and Plant Biology and Sam K. Viersen Family Foundation Presidential Professor, July 1, 2020. Named Professor Emeritus of Microbiology and Plant Biology.

#### Health Sciences Center:

#### LEAVE(S) OF ABSENCE:

Saleem, Shadi, Associate Professor of Radiological Sciences, leave of absence without pay, February 8, 2020 through February 7, 2021.

#### NEW APPOINTMENT(S):

Farley, James E., D.D.S., Clinical Assistant Professor of Restorative Sciences, Division of Comprehensive Care, annualized rate of \$10,000 for 10 months, 0.10 time, January 6, 2020 through June 30, 2020.

Hebert Arsers, Emily, Dr.PH, Assistant Professor of Research, Department of Family and Preventive Medicine, annualized rate of \$100,000 for 12 months, February 2, 2020 through June 30, 2020. University Base \$70,000

Hunter, Catherine Jane, M.D., Associate Professor of Surgery, annualized rate of \$60,000 for 12 months, February 1, 2020 through June 30, 2020. Tenure credentials under review by University committees.

Smith, Zachary Adam, M.D., Associate Professor of Neurosurgery, annualized rate of \$65,000 for 12 months, February 24, 2020 through June 30, 2020. Tenure credentials under review by University committees.

VanWagoner, Timothy, Ph.D., Associate Professor of Pediatrics, annualized rate of \$151,500 for 12 months, February 2, 2020 through June 30, 2020. New consecutive term appointment. University Base \$75,000

Willoughby, Jack, D.D.S., Clinical Assistant Professor of Restorative Sciences, Division of Prosthodontics, annualized rate of \$20,000 for 10 months, 0.20 time, February 3, 2020 through June 30, 2020.

#### REAPPOINTMENT(S):

Boatright, Daniel T., Ph.D., reappointed as Visiting Professor Emeritus of Occupational and Environmental Health and President's Associates Presidential Professor; annualized rate of \$12,500 for 12 months, 0.10 time, January 10, 2020 through June 30, 2020.

#### CHANGE(S):

Budda, Madeline L., title changed from Assistant Professor of Research to Assistant Professor of Cell Biology, salary changed from annualized rate of \$140,000 for 12 months to annualized rate of \$155,000 for 12 months, February 2, 2020 through June 30, 2020. University Base \$80,000. New consecutive term appointment

Conley, Shannon M., Assistant Professor of Cell Biology, changing from consecutive term appointment to tenure track appointment, February 4, 2020.

Coon, Kim A., Professor of Psychiatry, Tulsa, salary changed from annualized rate of \$110,350 for 12 months to annualized rate of \$134,350 for 12 months, January 5, 2020 through June 30, 2020. Includes an administrative supplement of \$24,000 while serving as Director of Faculty Development, School of Community Medicine.

Lewis, Michelle Moomaw, title changed from Associate Professor of Pharmacy Clinical and Administrative Sciences to Clinical Associate Professor of Medicine, title Adjunct Associate Professor of Medicine deleted; salary changed from annualized rate of \$115,557 for 12 months to annualized rate of \$123,000 for 12 months, January 5, 2020 through June 30, 2020. Change in primary appointment

Lim, Robert B., Associate Professor and Vice Chair of Education, Department of Surgery, Tulsa, and Residency Program Director, Department of Surgery, Tulsa; given additional title The George Kaiser Family Foundation Chair in Surgery, January 5, 2020.

Queimado, Maria de Lurdes, Associate Professor of Otolaryngology Head and Neck Surgery, Adjunct Associate Professor of Cell Biology, Adjunct Associate Professor of Pediatrics, and The Presbyterian Health Foundation Chair in Otorhinolaryngology; salary changed from annualized rate of \$131,225 for 12 months to annualized rate of \$135,154 for 12 months, January 19, 2020 through June 30, 2020. Equity

Staudt, Michelle R., title changed from Assistant Professor of Health Sciences Library and Information Management to Assistant Vice President – Research Integrity Officer, Office of Research Administration, April 1, 2020. Changing from Faculty to Staff

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

Karamichos, Dimitrios, Associate Professor of Ophthalmology, Associate Professor of Cell Biology, Adjunct Associate Professor of Pharmaceutical Sciences, Adjunct Associate Professor of Physiology, and The W. Stanley Muenzler, M.D. Endowed Professorship of Corneal Disease; April 1, 2020. Accepted position with the North Texas Eye Institute at the University of North Texas Health Sciences Center

Luce, Karen Kathleen, Clinical Assistant Professor of Diagnostic and Preventive Sciences, Division of Community Dentistry, February 14, 2020. Accepted position with the Oklahoma Health Care Authority

**RETIREMENT(S):**

Currier, George Fräns, David Ross Boyd Professor of Developmental Sciences, Division of Orthodontics, Presbyterian Health Foundation Presidential Professor, Adjunct Professor of Pediatric Dentistry, and The Ram S. Nanda Chair in Orthodontics; April 1, 2020.

Lovallo, William, Professor of Psychiatry and Behavioral Sciences, February 1, 2020.

**TRANSFER(S):**

McNally, Lacey R., Ph.D., Professor of Surgery and The Peggy and Charles Stephenson Chair in Cancer #4, annualized rate of \$200,000 for 12 months, February 15, 2020 through June 30, 2020. Tenure credentials under review by University committees. Tenurable Base \$100,000. Transfer from the Department of Biomedical Engineering, Norman Campus

Interim President Harroz Jr recommended the Board of Regents approve the academic personnel actions shown above.

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

**DEATH(S):**

Interim President Harroz regretted to report the following death:

Brown, William E., D.D.S., Regents' Professor Emeritus, Dean Emeritus, College of Dentistry, and Professor Emeritus of Pediatric Dentistry, January 16, 2020.

**ADMINISTRATIVE AND PROFESSIONAL PERSONNEL ACTIONS – ALL**

Norman Campus:

**NEW APPOINTMENT(S):**

Cain, Jamar T., Coach/Sports Professional III, Athletics Department, Base Salary at annualized rate of \$285,000 for 12 months; additional and outside compensation from unrestricted private funds for personal services and all other athletics-related activities for the University at an annualized rate of \$150,000 for 12 months, commencing January 31, 2020 for an initial term through January 31, 2022; authorize the President and Athletics 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 agreements of this type. Managerial Staff.

Holloway, Anita L., Special Advisor to the Board of Regents, Affiliate Appointment (0.0 FTE), effective March 10, 2020 through such time as confirmed and seated as a Board of Regents Member. Governor's nominee to Board of Regents. Volunteer appointment to serve in advisory capacity pending Senate confirmation proceedings.

Murray, DeMarco A., Coach/Sports Professional III, Athletics Department, Base Salary at annualized rate of \$275,000 for 12 months; additional and outside compensation from unrestricted private funds for personal services and all other athletics-related activities for the University at an annualized rate of \$75,000 for 12 months, commencing January 28, 2020 for an initial term through January 31, 2021; authorize the President and Athletics 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 agreements of this type. Managerial Staff.

Smith, Clara, Program Administrator III, Center for Faculty Excellence, salary at annualized rate of \$125,000 for 12 months, February 12, 2020. Managerial Staff.

#### CHANGES:

Berkinshaw, Stewart M., title changed from Associate Provost and Director, Budget and Financial Planning [Associate Vice President], Administration and Finance, to Associate Vice President and Chief Budget Officer [Associate Vice President], Administration and Finance, Office of the Senior Vice President, salary remains at annualized rate of \$210,635 for 12 months, March 1, 2020. Administrative Officer. Revised classification to align with job duties.

Daves, Brynn A., Assistant Vice President for Student Affairs and Associate Dean of Students [Assistant Vice President], Student Affairs Administrative Office, salary changed from annualized rate of \$118,965 for 12 months to an annualized rate of \$123,600 for 12 months, November 13, 2019. Administrative Officer. Equity increase.

Dyer, Kellie J., title changed from Interim Registrar, Enrollment Management [Administrator II], Operations and Finance to Registrar [Administrator III], Academic Records, salary changed from annualized rate of \$67,000 for 12 months to annualized rate of \$105,500 for 12 months, January 1, 2020. Administrative Staff. Corrects title error on January 2020 agenda.

Korhonen, Marilyn L., title changed from Director, Research Engagement [Program Administrator III], Center for Faculty Excellence to Director of Foundation Relations [Development Associate III], Development Office, salary changed from annualized rate of \$108,491 for 12 months to annualized rate of \$110,000 for 12 months, February 17, 2020. Managerial Staff. Accepted other position on campus.

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

Boulware, Jawara Jay, Coach/Sports Professional III, Athletic Department, January 19, 2020. Resignation.

Vakulick, Anna L., Administrator IV, Information Technology, April 1, 2020. Resignation.

#### Health Sciences Center:

#### APPOINTMENT(S):

Stanford, Abigail M., Staff Pharmacist, Cancer Center Clinical Services, OU Physicians, salary at an annualized rate of \$110,150 for 12 months, February 2, 2020. Professional Nonfaculty.

#### REAPPOINTMENT(S):

Kinnard, Jr., Henry W., Pharmacist Manager, Pharmaceutical Care, College of Pharmacy, salary at an annualized rate of \$140,000 for 12 months, January 15, 2020. Managerial Staff.

## CHANGE(S):

Auld, Emily J., title changed from Physician Assistant II, Pediatrics, College of Medicine, to Senior Advanced Practice Provider, Pediatrics, College of Medicine, salary maintained at an annualized rate of \$101,940 for 12 months, February 16, 2020. Professional Nonfaculty. Title change with new responsibilities.

Braly, Emily Z., title changed from Nurse Practitioner, Pediatrics, College of Medicine, to Senior Advanced Practice Provider, Pediatrics, College of Medicine, salary maintained at an annualized rate of \$102,686 for 12 months, February 16, 2020. Professional Nonfaculty. Promotion.

Engleking, Patti R., Executive Director of Operations, OU Physicians Tulsa, salary changed from an annualized rate of \$160,005 for 12 months to an annualized rate of \$168,805 for 12 months, February 2, 2020. Administrative Staff. Merit increase.

Gavula, Theresa L., title changed from Physician Assistant I, Pediatrics, College of Medicine, to Senior Advanced Practice Provider, Pediatrics, College of Medicine, salary maintained at an annualized rate of \$100,676 for 12 months, February 16, 2020. Professional Nonfaculty. Promotion.

Green, Katrin, title changed from Physician Assistant I, Pediatrics, College of Medicine, to Advanced Practice Provider, Pediatrics, College of Medicine, salary changed from an annualized rate of \$95,370 for 12 months to an annualized rate of \$102,046 for 12 months, February 2, 2020. Professional Nonfaculty. Title change with new responsibilities.

Hawk-Lay, Sarah M., title changed from Physician Assistant II, Pediatrics, College of Medicine, to Senior Advanced Practice Provider, Pediatrics, College of Medicine, salary maintained at an annualized rate of \$103,357 for 12 months, February 16, 2020. Professional Nonfaculty. Title change with new responsibilities.

Hornick, Leslie B., title changed from Nurse Practitioner, Pediatrics, College of Medicine, to Senior Advanced Practice Provider, Pediatrics, College of Medicine, salary maintained at an annualized rate of \$102,334 for 12 months, February 16, 2020. Professional Nonfaculty. Promotion.

Mathews, Ashley, title changed from Mobile Application Developer, Stephenson Cancer Center, Institutional Centers for Excellence, to IT Engineer, Stephenson Cancer Center, Institutional Centers for Excellence, salary changed from an annualized rate of \$90,886 for 12 months to an annualized rate of \$100,000 for 12 months, February 2, 2020. Professional Nonfaculty. Title change with new responsibilities.

Miles, Catherine M., title changed from Nurse Practitioner, Pediatrics, College of Medicine, to Senior Advanced Practice Provider, Pediatrics, College of Medicine, salary maintained at an annualized rate of \$117,720 for 12 months, February 16, 2020. Professional Nonfaculty. Promotion.

Oberst, Erin, title changed from Physician Assistant II, Pediatrics, College of Medicine, to Senior Advanced Practice Provider, Pediatrics, College of Medicine, salary changed from an annualized rate of \$101,898 for 12 months to an annualized rate of \$109,031 for 12 months, February 2, 2020. Professional Nonfaculty. Title change with new responsibilities.

Robertson, Cynthia, title changed from Physician Assistant II, Pediatrics, College of Medicine, to Senior Advanced Practice Provider, Pediatrics, College of Medicine, salary changed from an annualized rate of \$97,920 for 12 months to an annualized rate of \$104,774 for 12 months, February 2, 2020. Professional Nonfaculty. Title change with new responsibilities.

Smith, Rebecca A., title changed from Nurse Practitioner, Pediatrics, College of Medicine, to Senior Advanced Practice Provider, Pediatrics, College of Medicine, salary maintained at an annualized rate of \$102,688 for 12 months, February 16, 2020. Professional Nonfaculty. Promotion.

Stanton, Kathleen, Assistant Vice President for HSC Student Affairs, HSC Student Affairs, salary changed from an annualized rate of \$122,715 for 12 months to an annualized rate of \$130,000 for 12 months, December 23, 2019. Administrative Officer. Merit increase.

Staudt, Michelle R., title changed from Clinic Associate Professor, Office of the Graduate College, Graduate College, to Assistant Vice President & Research Integrity Officer, Office of Research Administration, salary changed from an annualized rate of \$108,000 for 12 months to an annualized rate of \$125,000 for 12 months, April 1, 2020. Managerial Staff. Transferring from faculty to professional nonfaculty.

Taylor, Ashley C., title changed from Physician Assistant II, Pediatrics, College of Medicine, to Senior Advanced Practice Provider, Pediatrics, College of Medicine, salary maintained at an annualized rate of \$102,417 for 12 months, February 16, 2020. Professional Nonfaculty. Title change with new responsibilities.

Ticer, Bryan, title changed from Pharmacist Manager, Pharmaceutical Care, College of Pharmacy, to Staff Pharmacist, Pharmaceutical Care, College of Pharmacy, salary remains at annualized rate of \$127,345 for 12 months, January 15, 2020. Professional Nonfaculty. Decreased responsibilities.

Utz, Kathryn R., title changed from Physician Assistant II, Pediatrics, College of Medicine, to Lead Advanced Practice Provider, Pediatrics, College of Medicine, salary changed from an annualized rate of \$108,385 for 12 months to an annualized rate of \$115,972 for 12 months, February 2, 2020. Professional Nonfaculty. Title change with new responsibilities.

#### RETIREMENT(S):

Peek, Carolyn, Pharmacist Manager, Pediatrics, College of Medicine, January 20, 2020.

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

Abbott, Melissa, Clinical Pharmacist, Pharmacy Management Consultant, College of Pharmacy, January 18, 2020. Resignation.

Holderread, Bethany P., Pharmacist Coordinator, Pharmacy Management Consultant, College of Pharmacy, February 15, 2020. Resignation.

#### TRANSFER(S):

Irwin, Carrie, title changed from Administrator III, Human Resources Administration, Norman campus, to Associate Director of Human Resources, Human Resources, Administration & Finance, HSC campus, changed from an annualized rate of \$110,210 for 12 months to an annualized rate of \$145,000 for 12 months, February 1, 2020. Administrative Staff. Transfer from Norman campus, promotion with system-wide responsibilities.

Interim President Harroz recommended the Board of Regents approve the administrative and professional personnel actions shown above.

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

**EXECUTIVE SESSION**

Proposed Executive Session: Possible discussion and vote to enter Executive Session pursuant to 25 O.S. § 307(B) for the following discussion purposes:

- a. Confidential communications between the Board and its attorney(s) concerning pending research or financial investigation(s) and/or claims, where the Board's attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4);
- b. Confidential communications between the Board and its attorney(s) concerning potential claim(s) involving real estate operations, where the Board's attorney has determined disclosure will seriously impair the ability of the Board to process the claim(s) in the public interest as authorized under 25 O.S. § 307(B)(4);
- c. Confidential communications between the Board and its attorney(s) concerning pending personnel claims, where the Board's attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4);
- d. Confidential communications between the Board and its attorney(s) concerning pending negligence claims, where the Board's attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4);
- e. Routine, periodic review of employment of University President(s) as authorized under 25 O.S. § 307(B)(1).
- f. Discussion of assessment of potential vulnerability of governmental facilities as authorized under 25 O.S. § 307(B)(11)(b) and 51 O.S. § 24A.28(A)(2).
- g. Discussion of confidential trade secret information as authorized under 25 O.S. § 307(B)(7) and 51 O.S. § 24A.19.
- h. Discussion of filed litigation against the University, including the following cases and/or claims where the Board's attorney has determined disclosure will seriously impair the ability of the Board to conduct the investigation(s) in the public interest as authorized under 25 O.S. § 307(B)(4):
  1. *Provident Oklahoma Education Resources, Inc. v. University*, Case No. CJ-2019-1618 in the District Court for Cleveland County, Oklahoma
  2. *Franco v. University*, 116,876 in the Oklahoma Court of Civil Appeals;
  3. *Grillot v. University, et al.*, Case No. CIV-19-241-F in the United States District Court for the Western District of Oklahoma;
  4. *Hilliard v. Hall, et al.*, Case No. CJ-2019-685 in the District Court for Cleveland County, Oklahoma;
  5. *Horton v. University*, Case No. CJ-2019-1514 in the District Court for Cleveland County, Oklahoma;
  6. *Martinez v. HCA Health Services of Oklahoma, Inc., et al.*, Case No. CJ-2017-5354 in the District Court for Oklahoma County, Oklahoma;
  7. *McGee v. University*, Case No. CIV-19-1036-D in the United States District Court for the Western District of Oklahoma;
  8. *Nero v. Bharucha, et al.*, Case No. CJ-2016-5047 in the District Court for Oklahoma County, Oklahoma;

9. *Rainwater v. University, et al.*, Case No. CIV-19-0382-R in the United States District Court for the Western District of Oklahoma;
10. *Robinson v. Obbrai, et al.*, Case No. CJ-2018-6331 in the District Court for Oklahoma County, Oklahoma.

Regent Albert moved that the Board enter executive session as listed above at 4:20 p.m. The executive session was held in room 516 of the Bizzell Library. The Board returned to the Great Reading Room, and Regent Shirley moved to reconvene open session at 6:07 p.m.

Regent Keating joined the meeting during the executive session.

## **CHAIRMAN'S STATEMENT**

We want to address the events of the last few weeks that have occurred here. We want to say we appreciate the work underway to make sure that every member of our campus community is included. And we know that honest conversations are started with students. We support Interim President, Joe Harroz and the rest of his team for their active engagement. A dialogue has started, and these conversations absolutely must lead to meaningful change. We know words matter and they hurt, and some words are unacceptable. We abhor the use of the offensive word. It's disgusting, and it's simply wrong. We have students who've been marginalized. Students should not have to take the time away from their education to do this work. As Regents and administrators, we will be your advocates for those things for the students. Now, we have work to do. So, let's make it meaningful, and let's make it last.

## **PROGRAM MODIFICATION—CHANGE CERTIFICATE OF PUBLIC HEALTH TO CERTIFICATE OF POPULATION HEALTH – HSC**

The existing Certificate of Public Health provides an overview of the core areas of public health. It currently requires students to take five 3-credit-hour courses in four foundational areas: Biomedical Science Education, Health Administration and Policy, Occupational and Environmental Health, and Health Promotion Sciences, for a total of fifteen credit hours.

The proposed modification to the Certificate of Public Health focuses on population health, population-level determinants of health, health disparities, and improving health disparities through public health research, intervention, and advocacy. To reflect this focus, the name of the certificate program will be modified to the Certificate of Population Health, and the certificate will require two 3-hour courses in Biomedical Science Education and Health Administration and Policy plus two 3-hour selective courses, one of which students must choose from Occupational and Environmental Health or Health Promotion Sciences. This modification will enable students to tailor the certificate program to meet their individual needs and goals within a 12-credit hour certificate offering. The current and proposed curriculum follows:



**CERTIFICATE OF POPULATION HEALTH  
College of Public Health**

<b>CURRENT CURRICULUM</b>	<b>PROPOSED CURRICULUM</b>
<p><b>Certificate of Public Health Required Courses</b></p> <ul style="list-style-type: none"> <li>• BSE 5113 – Principles of Epidemiology (3 credit hours)</li> <li>• HAP 5453 – US Healthcare Systems (3 credit hours)</li> <li>• OEH 5013 – Environmental Health (3 credit hours)</li> <li>• HPS 5213 – Social and Behavioral Science in Public Health (3 credit hours)</li> <li>• BSE 5163 – Biostatistics Methods I (3 credit hours)</li> </ul>	<p><b>Certificate of Population Health Required Courses</b></p> <ul style="list-style-type: none"> <li>• BSE 5113 – Principles of Epidemiology (3 credit hours)</li> <li>• HAP 5453 – US Healthcare Systems (3 credit hours)</li> </ul> <p><b>Selective Courses – students will select any two courses with at least one course from OEH or HPS</b></p> <ul style="list-style-type: none"> <li>• OEH 5013 – Environmental Health (3 credit hours)</li> <li>• HPS 5213 – Social and Behavioral Science in Public Health (3 credit hours)</li> <li>• HAP 5303 – Health Policy and Politics (3 credit hours)</li> <li>• BSE 5363 – Epidemiology and Prevention of Chronic Disease (3 credit hours)</li> <li>• BSE 5303 – Epidemiology and Infectious Disease (3 credit hours)</li> <li>• HPS 5563 – Program Planning for Health Promotion (3 credit hours)</li> <li>• HPS 5673 – Lifestyle Medicine in Public Health (3 credit hours)</li> </ul>

Interim President Harroz recommended the Board of Regents approve modifications to the existing 15-credit-hour Certificate of Public Health, making it a 12- credit-hour Certificate of Population Health.

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

**APPOINTMENT OF MEMBER TO THE OU MEDICINE, INC., BOARD OF DIRECTORS – HSC**

OU Medicine Inc. (“OUMI”) acts as the non-profit operator of the University’s affiliated hospital system. The bylaws governing the OUMI Board of Directors provide for University representation on the OUMI Board.

In 2017, the Board of Regents adopted *the Hospitals and Teaching Sites Affiliated with the OU Health Sciences Center* policy, which governs the administrative process to internally select University representatives or employees to serve on the OUMI Board of Directors. In accordance with this policy, Interim President Joseph Harroz recommends the Board of Regents appoint the following University employee to serve on the OUMI Board of Directors, filling the seat vacated by former Regent, Clayton I. Bennett:

- Joseph Harroz, Jr.

This item was presented for Board of Regents' approval.

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

## **JEANNINE RAINBOLT COLLEGE OF EDUCATION DEAN SEARCH COMMITTEE – NC**

In order to begin a national advertised search for the next Dean of the Jeannine Rainbolt College of Education, the President recommends the appointment of a search committee as outlined below.

Board of Regents' Policy 1.4 regarding search committees for Deans provides that the committee shall have faculty, student, and staff representation and outlines the procedures by which nominations are made and search composition is determined.

The current Interim Dean is granted the right to become a candidate for the permanent position.

From among those nominated, the President recommends those listed below to serve on the search Committee:

### Chair:

Nicole Campbell, Dean of University College

### Jeannine Rainbolt College of Education Faculty:

Kristy Brugar, Associate Professor and Interim Chair of the Department of Instructional Leadership and Academic Curriculum

John Jones, Clinical Professor of Educational Leadership, Department of Educational Leadership and Professional Studies

Kyong-Ah Kwon, Associate Professor, Department of Instructional Leadership and Academic Curriculum

Corey Peltier, Assistant Professor, Department of Educational Psychology

### Faculty-at-Large:

Christopher Baumgartner, Assistant Professor of Music Education, Weitzenhoffer College of Fine Arts

### Faculty Senate:

Deborah Trytten, Associate Professor of Computer Science, Gallogly College of Engineering

### Staff Senate:

Leslie Williams, Director, K20 Center

Student Government Association:

Sarah Yandell, Junior, College of Education

College Board of Advocates/External to OU:

Lori Thrower, Member of the Jeannine Rainbolt College of Education Board of Advocates

In accordance with Board of Regents policy 1.4, Interim President Harroz recommended the Board of Regents approve the appointment of the above members to the Jeannine Rainbolt College of Education Dean Search Committee.

Additionally, the Interim President amended his recommendation to add Andrea Benjamin, Associate Professor in the Clara Luper Department of African and African American Studies, to the committee listed.

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

**DEAN OF THE GALLOGY COLLEGE OF ENGINEERING - NC**

John Klier most recently served as a tenured Full Professor and Department Head of the Chemical Engineering Department and Adjunct Professor in the Department of Polymer Science and Engineering at the University of Massachusetts Amherst since 2015. He previously held technical and technical management positions at the Dow Chemical Company culminating in global research and development director for the Performance and Materials Segment, where he led an organization of over 400 technical professional, six research laboratories in Europe, North America and Asia and many technical service laboratories across the globe. Dr. Klier is a member of the National Academy of Engineering and National Academy of Inventors. He serves on the National Materials Manufacturing Board of the National Academies and on the Peer Committee of the National Academy of Engineering. Dr. Klier received his B.S. in Chemical Engineering from the Massachusetts Institute of Technology and his M.S. and Ph.D. degrees from Purdue University.

Dr. Klier's research interests focus on polymeric and composite materials, colloidal materials and surfactants. He has led research and development programs resulting in over \$1.5 billion annual new product revenue in areas including advanced coatings, consumer products, high performance adhesives for lightweight materials, advanced insulation, carbon fiber composites and electronic materials. His current research activities involve high performance environmentally friendly coatings for repair and maintenance, new strain stiffening materials, renewable and recyclable plastics, next generation materials for electronic and optical applications and new polymer colloids for targeted cancer therapy. He leads collaborations with numerous companies from startups to major multinational manufacturers.

The recommendation is made as the result of a nationally advertised search for the permanent dean and the efforts of the search committee.

Interim President Harroz recommended the Board of Regents approve the appointment of John Klier, Ph.D., as Dean of the Gallogly College of Engineering with additional titles of AT&T Chair in Engineering and Professor in the School of Chemical, Biological and Materials Engineering, effective July 1, 2020.

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

#### **APPOINTMENT FOR THE SEARCH COMMITTEE FOR DEAN, UNIVERSITY LIBRARIES – NC**

Cony Craighead, who was serving on this committee as a Staff Senate representative, has resigned from the University. Vianne Hinsdale would be appointed to the committee to fill the vacancy.

Interim President Harroz recommended the Board of Regents approve the selection of Vianne Hinsdale, Assistant Director, UWC Scholars Program, to fill a vacancy on the search committee for the Dean of University Libraries.

Regent Shirley moved approval of the recommendation. The following voted yes on the motion: Pierson, Keating, Cawley, Albert, and Stevenson. The Chairman 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 proposed academic program listed below has been approved by the appropriate faculty, academic units and deans, the Academic Programs Council, and the Senior Vice President and Provost. It is being submitted to the Board of Regents for approval prior to submission to the State Regents.

Reviewed by Academic Programs Council - February 7, 2020

New Program for Tulsa

#### **PRICE COLLEGE OF BUSINESS**

Business Administration: Professional MBA, Master of Business Administration (RPC 025, MC M798)

Request for existing Professional MBA option of the Master of Business Administration to be offered in Tulsa. The curriculum for the Professional MBA program in Tulsa will be the same as the courses for the existing Professional MBA program in Oklahoma City. The program requires 36 total hours with 24 hours in the core and 12 hours of electives.

#### Reason for request:

Establishing a Professional MBA in Tulsa will allow us to prepare more business leaders in more markets which broadens the college's ability to fulfill its Purpose to ensure the enduring global competitiveness of Oklahoma and the Nation. This program provides Tulsa the workforce it needs through an MBA program with high degrees of quality, reputation, relevance,

and convenience vs. other programs. Currently the OU MBA is the highest ranked MBA program in the state, with the Professional MBA program at #52 in US News and World Report. Recently, the Graduate Entrepreneurship program was ranked #17 in the nation by the Princeton Review. We believe this, along with Price College's strengths in areas that align with Tulsa's legacy and emerging business sectors, such as energy, healthcare, and entrepreneurship, help to best meet the needs of the community and business leaders.

The proposed graduate degree program would be available to managers, executives and employees in a wide variety of fields who work in Tulsa-area businesses. The degree is meant to provide management education for professionals who need specific skills using a flexible format, enabling students to tailor the degree to their own needs, as well as those of their employer. The program will prepare them for careers at the interface of managerial and leadership positions.

From May 2017-April 2018 there were over 1,200 job postings in Tulsa that either required or preferred an MBA. In addition, anecdotal evidence from Tulsa business leaders suggest there is market demand for an OU MBA brand and program. While Tulsa continues to be a major player in the energy, aerospace, and manufacturing, Tulsa is experiencing the growth of emerging industries such as healthcare, technology, information technology, and transportation. It was recently recognized as one of the 50 best places to start a business and was ranked the #1 city in wage growth by Inc. Magazine.

#### Option Addition

#### PRICE COLLEGE OF BUSINESS

#### Management, Bachelor of Business Administration (RPC 168, MC BTBD)

Option addition for Sports Business. This program currently exists as the Sports Management concentration under the Management program. The major requires 122 total hours with 21 hours of major requirements, 12 hours of Core Requirements, and 12 hours of Upper-Division Electives.

#### Reason for request:

When the Sports Management curriculum was first developed, the decision was made to start it as concentration under the General Management major. This decision was made for two key reasons. First, there was a concern that because there were programs at Oklahoma State and Rogers State, these programs could impede the implementation of the program here at OU if not stop it outright.

Secondly, discussions with Sports Business professionals indicated that when hiring our students such individuals would not care what a student's degree was called so long as they had demonstrated a commitment to the business of sports. Because starting the "major" as a concentration could proceed quickly, the decision was made to start the program with that structure.

As the program has now been in existence for several years, the time has come to move from the concentration status to that of a separate major. There are several reasons for this change as follows:

1. The degree status causes confusion among the students. Students refer to themselves as "Sports Management" majors and don't really understand what the idea of a concentration is all about. In general, they do not like the concentration status and overwhelmingly would prefer that it be a separate major.

2. Contrary to what we were told during the development stage of the program, there is a modest level of confusion among employers who do not understand why it is a concentration and not a separate major.
3. Data retrieval through the Institutional Research & Reporting office is cumbersome because data collection about the sports management concentration is a much more cumbersome process than it would be for a separate major.
4. There is a disparity between students in one of the Sports Minors (for Price and Non-Price Students) and participants in the concentration. The students in the minors display that clearly on their transcripts while the “majors” have to deal with potential confusion from being in the concentration.
5. There is a desire to change the name of the program to “Sports Business” to differentiate it from the hundreds of sports management programs at schools that are not peer institutions. The “sports business” nomenclature is consistent with what other AACSB accredited programs use who (like us) are all members of the Alliance for Sports Business.

The program has demonstrated that it meets a need. Approximately 140 students are at least declared the concentration. In addition, approximately 70 students have declared one of the Sports Minors (for Price and Non-Price Students). This shows a reasonably strong demand for the program.

Marketing/Supply Chain Management, Bachelor of Business Administration (RPC 152, MC BTBD)

Option addition for Healthcare Business. This program currently exists as the Healthcare Business concentration under the Marketing program. The Healthcare Business Major is designed for the student to complete a total of 122 hours. The major would require 12 hours of Core Requirements, 6 hours of Upper Division Non-Business electives, and 18 hours of Major Requirements. Four new courses (HCB 3703, 3633, 3643, and 3653) were added to the major, two of which are required (HCB 3703 and one of the other three).

Reason for request:

This proposal seeks to establish a Major in the Business of Healthcare. The Healthcare industry in the U.S. is 17.8% of our Nation’s current GDP and is the largest employer in the State of Oklahoma. Being the largest employer translates in a vast number of jobs in the industry which includes all disciplines in our College. This major would produce students that would fulfill the unmet needs for trained business staff with an overall knowledge of the healthcare system. Graduates from every division of Price College will have the opportunity to be employed in healthcare or related fields. Healthcare has positions for Accounting, MIS, Entrepreneurship, Finance, Management, and Marketing. This major would produce students that would fulfill the unmet needs for trained business staff with an overall knowledge of the healthcare system.

The proposed change will move the college to the next step in our overall strategic plan to tackle Healthcare (one of the main big issues of our State, Indian Nations, and overall Nation). The proposed changes are also supported by the number of students that have demonstrated an interest in the health care area. There are currently ninety-five students that are taking courses in the three classes being offered this semester in the healthcare minor. Forty-five students have complete/currently enrolled in the healthcare minor. The College currently has six faculty members which could be used to support the healthcare major. There is a strong interest in Healthcare Business that would be associated with a number of business majors at the undergraduate and graduate levels.

### Option Deletion

#### PRICE COLLEGE OF BUSINESS

Finance: Risk Management, Bachelor of Business Administration (RPC 081, MC B822)

Option deletion for the Risk Management option effective immediately. There are 13 students enrolled with the last student expected to graduate in Spring of 2022.

#### Reason for request:

The Risk Management major has seen declining enrollments over the past seven years, averaging about 20 students each year. Currently, the number of students in the major is 13. The plan is to fold Risk Management back into the Finance major and create a Risk Management concentration within Finance.

### Embedded Certificate Designation for Existing Certificate

#### COLLEGE OF PROFESSIONAL AND CONTINUING STUDIES

Organizational Leadership, Graduate Certificate (RPC 366, MC G770)

Request to designate the Organizational Leadership Graduate Certificate as an embedded certificate.

#### Reason for request:

The curriculum for the graduate certificate is a subset of the required and elective coursework of the Master of Arts in Organizational Leadership, therefore the embedded certificate designation is requested for the graduate certificate.

### Program Requirement Changes

#### COLLEGE OF ARTS AND SCIENCES

Health and Exercise Science, Master of Science (RPC 292, MC M500)

Course requirement changes. Four additional core course requirements are proposed to be added, changing the core hours from 6 to 18. HES 5853 and 5563 were optional but will now be required along with HES 5833 and 5553. All required courses are currently offered annually. Additionally, the thesis option will be removed. Research Technology hours changed from 8-10 hours to 8 hours and Elective hours changed from 16-18 hours to 6 hours. The total credit hours for the degree will not change.

#### Reason for request:

The department faculty seeks to update the requirements to reflect a fuller representation of the two Health and Exercise Science core subject areas (Health Promotion and Exercise Physiology). The existing core requirements were limited to as few as one Health Promotion and one Exercise Physiology course (in addition to research methods and statistics) with the remainder fulfilled with elective courses. The faculty unanimously endorse instead including the three main core courses from each discipline (3 Health Promotion, 3 Exercise

Physiology) to better represent an advanced Health and Exercise Science knowledge base. The thesis option will also be removed to reflect the increased emphasis on coursework and comprehensive examinations. Students wanting to pursue a research thesis can still do so within the existing M501, M502, or M858 degree options.

Psychology, Bachelor of Arts (RPC 310, MC B800)

Course requirement changes. In the major: Remove PSY 2113 as an option to PSY 2003. In major support: Add METR 2603 to Group 1 options and HSCI 3013 or HSCI 3023 to Group 2 options. The total credit hours for the degree will not change.

Reason for request:

The Department of Psychology is no longer offering PSY 2113. The Department has been offering both PSY 2003 and PSY 2113 and both courses were being taught with the same content. The Department is no longer scheduling PSY 2113 as an option for students to take, therefore we would like to remove it from our degree requirements. The Department of Psychology currently accepts HSCI 3013, HSCI 3023, and METR 2603 as substitutes for major support. METR 2603 specifically provides students another general education physical science option.

Psychology, Bachelor of Science in Psychology (RPC 194, MC B801)

Course requirement changes. In the major: Remove PSY 2113 as an option to PSY 2003. In major support: Add METR 2603 to Group 1 options and HSCI 3013 or HSCI 3023 to Group 2 options. The total credit hours for the degree will not change.

Reason for request:

The Department of Psychology is no longer offering PSY 2113. The Department has been offering both PSY 2003 and PSY 2113 and both courses were being taught with the same content. The Department is no longer scheduling PSY 2113 as an option for students to take, therefore we would like to remove it from our degree requirements. The Department of Psychology currently accepts HSCI 3013, HSCI 3023, and METR 2603 as substitutes for major support. METR 2603 specifically provides students another general education physical science option.

**PRICE COLLEGE OF BUSINESS**

Accounting, Bachelor of Business Administration (RPC 003, MC B001)

Course requirement changes. Restructure Price Passport to Success by removing B AD 1000 and B AD 1010 requirements and add BAD 3091; remove COMM 1113/COMM 2613 and add ENT 2113, remove FIN 3303 and add FIN 2303 requirements. The total credit hours for the degree will change not change.

Reason for request:

Addition of B AD 3091: The purpose of this requested change is to restructure the manner in which the Center for Student Success (CSS) delivers the Price Passport to Success (PPS). Currently, students are required to earn 20 milestone points (revised from the original 40 points) toward their graduation requirement by participating in curricular, co-curricular, and extra-curricular activities throughout their collegiate career at PCB. The CSS team, industry partners, and partners across the campus offered an average of over 650 workshops/opportunities every semester. Students could request points for off-campus activities such as internships, philanthropy events, and training associated with their majors. The implementation of the current



PPS consists of daily workshops delivered by CSS staff, PCB personnel or campus personnel (e.g., MoneyCoach) and industry partners. Approximately 2-3 workshops are delivered daily with campus-wide opportunities offered weekly. Workshop topics are offered based on a student's matriculation year. A new method of PPS delivery includes incorporating the current required BAD 2091 class and adding a new one credit-hour course (BAD 3091). Currently, BAD 2091, a required one credit-hour course, is delivering workshops previously offered in PPS workshops. BAD 2091 is geared towards sophomores in terms of its content. The proposed BAD 3091 would be an additional required course and taken in the student's junior year after successful completion of BAD 2091. Instead of counting workshops and events, both BAD 2091 and the new proposed BAD 3091 would cover the equivalent of 10 milestone points worth of content in each class, thus helping students achieve 20 Milestone points. Free electives will be reduced to cover the extra credit hour.

Removal of COMM 1113/2613 and addition of ENT 2113: Price College of Business requires a communications course (BC 2813) that introduces the strategies, processes, and resources necessary for writers in business and professional contexts. Students enrolled in this course practice informative and analytical business genres while gaining expertise in research, writing and revision. Given the importance of developing an entrepreneurial mindset in all areas of business and the lack of curricular representation in the business core, the addition of the ENT 2113 requirement will offer such foundational knowledge in entrepreneurship for all business majors.

Removal of FIN 3303 and addition of FIN 2303: Requiring business majors to complete their Basic Business requirements of 23 credit hours before taking FIN 3303 has resulted in finance and risk management majors delaying this foundational course until their junior year. This delay has meant that these majors have to apply for internships in the summer prior to the start of their junior year without having taken a single finance course. The proposed change will require all finance and risk management majors to take this course earlier in their program of study, and be competitive for internships, which are now a de facto requirement for fulltime jobs. This change does not affect other business majors, who have the option of taking FIN 2303 earlier if they so choose, but are not required to do so.

#### Economics, Bachelor of Business Administration (RPC 277, MC B295)

Course requirement changes. Restructure Price Passport to Success by removing B AD 1000 and B AD 1010 requirements and add BAD 3091; remove COMM 1113/COMM 2613 and add ENT 2113, remove FIN 3303 and add FIN 2303 requirements. The total credit hours for the degree will not change.

#### Reason for request:

Addition of B AD 3091: The purpose of this requested change is to restructure the manner in which the Center for Student Success (CSS) delivers the Price Passport to Success (PPS). Currently, students are required to earn 20 milestone points (revised from the original 40 points) toward their graduation requirement by participating in curricular, co-curricular, and extra-curricular activities throughout their collegiate career at PCB. The CSS team, industry partners, and partners across the campus offered an average of over 650 workshops/opportunities every semester. Students could request points for off-campus activities such as internships, philanthropy events, and training associated with their majors. The implementation of the current PPS consists of daily workshops delivered by CSS staff, PCB personnel or campus personnel (e.g., MoneyCoach) and industry partners. Approximately 2-3 workshops are delivered daily with campus-wide opportunities offered weekly. Workshop topics are offered based on a student's matriculation year. A new method of PPS delivery includes incorporating the current required BAD 2091 class and adding a new one credit-hour course (BAD 3091). Currently, BAD 2091, a required one credit-hour course, is delivering workshops previously offered in PPS workshops. BAD 2091 is geared towards sophomores in terms of its content. The proposed BAD

3091 would be an additional required course and taken in the student's junior year after successful completion of BAD 2091. Instead of counting workshops and events, both BAD 2091 and the new proposed BAD 3091 would cover the equivalent of 10 milestone points worth of content in each class, thus helping students achieve 20 Milestone points. Free electives will be reduced to cover the extra credit hour.

Removal of COMM 1113/2613 and addition of ENT 2113: Price College of Business requires a communications course (BC 2813) that introduces the strategies, processes, and resources necessary for writers in business and professional contexts. Students enrolled in this course practice informative and analytical business genres while gaining expertise in research, writing and revision. Given the importance of developing an entrepreneurial mindset in all areas of business and the lack of curricular representation in the business core, the addition of the ENT 2113 requirement will offer such foundational knowledge in entrepreneurship for all business majors.

Removal of FIN 3303 and addition of FIN 2303: Requiring business majors to complete their Basic Business requirements of 23 credit hours before taking FIN 3303 has resulted in finance and risk management majors delaying this foundational course until their junior year. This delay has meant that these majors have to apply for internships in the summer prior to the start of their junior year without having taken a single finance course. The proposed change will require all finance and risk management majors to take this course earlier in their program of study, and be competitive for internships, which are now a de facto requirement for fulltime jobs. This change does not affect other business majors, who have the option of taking FIN 2303 earlier if they so choose, but are not required to do so.

#### Energy, Executive Master of Business Administration (RPC 451, MC M366)

Course requirement changes. 1) Add EMBA 5261 "Energy and Environment I" and EMBA 5271 "Energy and Environment II," both 1-credit hour courses. 2) Add EMBA 5251 "Electric Utility Fundamentals," a 1-credit hour course. 3) Convert EMBA 5092 "Accounting II," a 2-credit hour course, to EMBA 5091, a 1-credit hour course. The title remains the same. 4) Remove EMBA 5001 "Global Perspectives in Energy," a 1-credit hour course. 5) Remove EMBA 5101 "Legal Institutions and Ethics," a 1-credit hour course. The total credit hours for the degree will not change.

#### Reason for request:

The recommendations from Energy Institute Board Members, alums of the EMBA in Energy program, and very senior energy professionals are that the program's curriculum should include: (a) the direct and indirect environmental impacts of energy acquisition, transport, production and use, and (b) given that considerable amount of natural gas goes to the utility industry, provide a working knowledge of the utility industry and how that industry interfaces with natural gas, LNG and renewable (energy). These revisions reflect the recommendations and better aligns the overall program with the current and future needs of the energy industry.

#### Finance, Bachelor of Business Administration (RPC 081, MC B435)

Course requirement changes. Restructure Price Passport to Success by removing B AD 1000 and B AD 1010 requirements and add BAD 3091; remove COMM 1113/COMM 2613 and add ENT 2113, remove FIN 3303 and add FIN 2303 requirements. The total credit hours for the degree will not change.

Reason for request:

Addition of B AD 3091: The purpose of this requested change is to restructure the manner in which the Center for Student Success (CSS) delivers the Price Passport to Success (PPS). Currently, students are required to earn 20 milestone points (revised from the original 40 points) toward their graduation requirement by participating in curricular, co-curricular, and extra-curricular activities throughout their collegiate career at PCB. The CSS team, industry partners, and partners across the campus offered an average of over 650 workshops/opportunities every semester. Students could request points for off-campus activities such as internships, philanthropy events, and training associated with their majors. The implementation of the current PPS consists of daily workshops delivered by CSS staff, PCB personnel or campus personnel (e.g., MoneyCoach) and industry partners. Approximately 2-3 workshops are delivered daily with campus-wide opportunities offered weekly. Workshop topics are offered based on a student's matriculation year. A new method of PPS delivery includes incorporating the current required BAD 2091 class and adding a new one credit-hour course (BAD 3091). Currently, BAD 2091, a required one credit-hour course, is delivering workshops previously offered in PPS workshops. BAD 2091 is geared towards sophomores in terms of its content. The proposed BAD 3091 would be an additional required course and taken in the student's junior year after successful completion of BAD 2091. Instead of counting workshops and events, both BAD 2091 and the new proposed BAD 3091 would cover the equivalent of 10 milestone points worth of content in each class, thus helping students achieve 20 Milestone points.

Removal of COMM 1113/2613 and addition of ENT 2113: Price College of Business requires a communications course (BC 2813) that introduces the strategies, processes, and resources necessary for writers in business and professional contexts. Students enrolled in this course practice informative and analytical business genres while gaining expertise in research, writing and revision. Given the importance of developing an entrepreneurial mindset in all areas of business and the lack of curricular representation in the business core, the addition of the ENT 2113 requirement will offer such foundational knowledge in entrepreneurship for all business majors.

Removal of FIN 3303 and addition of FIN 2303: Requiring business majors to complete their Basic Business requirements of 23 credit hours before taking FIN 3303 has resulted in finance and risk management majors delaying this foundational course until their junior year. This delay has meant that these majors have to apply for internships in the summer prior to the start of their junior year without having taken a single finance course. The proposed change will require all finance and risk management majors to take this course earlier in their program of study, and be competitive for internships, which are now a de facto requirement for fulltime jobs. This change does not affect other business majors, who have the option of taking FIN 2303 earlier if they so choose, but are not required to do so.

Management Information Systems, Bachelor of Business Administration (RPC 262, MC B660)

Course requirement changes. Restructure Price Passport to Success by removing B AD 1000 and B AD 1010 requirements and add BAD 3091; remove COMM 1113/COMM 2613 and add ENT 2113, remove FIN 3303 and add FIN 2303 requirements. The total credit hours for the degree will not change.

Reason for request:

Addition of B AD 3091: The purpose of this requested change is to restructure the manner in which the Center for Student Success (CSS) delivers the Price Passport to Success (PPS). Currently, students are required to earn 20 milestone points (revised from the original 40 points) toward their graduation requirement by participating in curricular, co-curricular, and extra-curricular activities throughout their collegiate career at PCB. The CSS team, industry partners, and partners across the campus offered an average of over 650 workshops/opportunities

every semester. Students could request points for off-campus activities such as internships, philanthropy events, and training associated with their majors. The implementation of the current PPS consists of daily workshops delivered by CSS staff, PCB personnel or campus personnel (e.g., MoneyCoach) and industry partners. Approximately 2-3 workshops are delivered daily with campus-wide opportunities offered weekly. Workshop topics are offered based on a student's matriculation year. A new method of PPS delivery includes incorporating the current required BAD 2091 class and adding a new one credit-hour course (BAD 3091). Currently, BAD 2091, a required one credit-hour course, is delivering workshops previously offered in PPS workshops. BAD 2091 is geared towards sophomores in terms of its content. The proposed BAD 3091 would be an additional required course and taken in the student's junior year after successful completion of BAD 2091. Instead of counting workshops and events, both BAD 2091 and the new proposed BAD 3091 would cover the equivalent of 10 milestone points worth of content in each class, thus helping students achieve 20 Milestone points. Elective hours will be reduced to cover the extra credit hour.

Removal of COMM 1113/2613 and addition of ENT 2113: Price College of Business requires a communications course (BC 2813) that introduces the strategies, processes, and resources necessary for writers in business and professional contexts. Students enrolled in this course practice informative and analytical business genres while gaining expertise in research, writing and revision. Given the importance of developing an entrepreneurial mindset in all areas of business and the lack of curricular representation in the business core, the addition of the ENT 2113 requirement will offer such foundational knowledge in entrepreneurship for all business majors.

Removal of FIN 3303 and addition of FIN 2303: Requiring business majors to complete their Basic Business requirements of 23 credit hours before taking FIN 3303 has resulted in finance and risk management majors delaying this foundational course until their junior year. This delay has meant that these majors have to apply for internships in the summer prior to the start of their junior year without having taken a single finance course. The proposed change will require all finance and risk management majors to take this course earlier in their program of study, and be competitive for internships, which are now a de facto requirement for fulltime jobs. This change does not affect other business majors, who have the option of taking FIN 2303 earlier if they so choose, but are not required to do so.

#### Marketing/Supply Chain Management, Bachelor of Business Administration (RPC 152, MC B665, B857)

Course requirement changes. Restructure Price Passport to Success by removing B AD 1000 and B AD 1010 requirements and add BAD 3091; remove COMM 1113/COMM 2613 and add ENT 2113, remove FIN 3303 and add FIN 2303 requirements. The total credit hours for the degree will not change.

#### Reason for request:

Addition of B AD 3091: The purpose of this requested change is to restructure the manner in which the Center for Student Success (CSS) delivers the Price Passport to Success (PPS). Currently, students are required to earn 20 milestone points (revised from the original 40 points) toward their graduation requirement by participating in curricular, co-curricular, and extra-curricular activities throughout their collegiate career at PCB. The CSS team, industry partners, and partners across the campus offered an average of over 650 workshops/opportunities every semester. Students could request points for off-campus activities such as internships, philanthropy events, and training associated with their majors. The implementation of the current PPS consists of daily workshops delivered by CSS staff, PCB personnel or campus personnel (e.g., MoneyCoach) and industry partners. Approximately 2-3 workshops are delivered daily with campus-wide opportunities offered weekly. Workshop topics are offered based on a student's matriculation year. A new method of PPS delivery includes incorporating the current

required BAD 2091 class and adding a new one credit-hour course (BAD 3091). Currently, BAD 2091, a required one credit-hour course, is delivering workshops previously offered in PPS workshops. BAD 2091 is geared towards sophomores in terms of its content. The proposed BAD 3091 would be an additional required course and taken in the student's junior year after successful completion of BAD 2091. Instead of counting workshops and events, both BAD 2091 and the new proposed BAD 3091 would cover the equivalent of 10 milestone points worth of content in each class, thus helping students achieve 20 Milestone points. Elective hours will be reduced to cover the extra credit hour.

Removal of COMM 1113/2613 and addition of ENT 2113: Price College of Business requires a communications course (BC 2813) that introduces the strategies, processes, and resources necessary for writers in business and professional contexts. Students enrolled in this course practice informative and analytical business genres while gaining expertise in research, writing and revision. Given the importance of developing an entrepreneurial mindset in all areas of business and the lack of curricular representation in the business core, the addition of the ENT 2113 requirement will offer such foundational knowledge in entrepreneurship for all business majors.

Removal of FIN 3303 and addition of FIN 2303: Requiring business majors to complete their Basic Business requirements of 23 credit hours before taking FIN 3303 has resulted in finance and risk management majors delaying this foundational course until their junior year. This delay has meant that these majors have to apply for internships in the summer prior to the start of their junior year without having taken a single finance course. The proposed change will require all finance and risk management majors to take this course earlier in their program of study, and be competitive for internships, which are now a de facto requirement for fulltime jobs. This change does not affect other business majors, who have the option of taking FIN 2303 earlier if they so choose, but are not required to do so.

## COLLEGE OF PROFESSIONAL AND CONTINUING STUDIES

### Criminal Justice, Master of Science (RPC 391, MC M260)

Course requirement changes. Remove LSTD 5013 and add LSCJ 5013 as a required course. The total credit hours for the degree will not change.

#### Reason for request:

Most College of Professional and Continuing Studies graduate students are currently required to take LSTD 5013, Interdisciplinary Foundations, which introduces an interdisciplinary approach to interpreting and synthesizing scholarly texts and theories to more holistically examine the world in which we live. This course provides essential knowledge and concepts in interdisciplinarity but is not designed with a specific curricular focus in mind.

This program modification to the MSCJ replaces LSTD 5013 with LSCJ 5013, Interdisciplinary Foundations for Criminal Justice. LSCJ 5013 utilizes the same interdisciplinary approach provided in LSTD 5013 and applies the concept of interdisciplinarity as an organizing principle for understanding and interpreting theories, models, and issues in criminal justice.

### Organizational Leadership, Master of Arts (RPC 373, MC M762)

Course requirement changes. Remove LSTD 5940, Research Project in Liberal Studies as a Non-Thesis Completion Option. Add LSAL 5903, Experiential Leadership I and LSAL 5953, Graduate Capstone in Organizational Leadership as a new Non-Thesis Completion Option. (LSAL 5903, is not the capstone course, but is required to enroll in LSAL 5953.) The total credit hours for the degree will not change.

Reason for request:

Several years ago, the College of Professional and Continuing Studies (PACS) implemented a new Experiential Leadership Completion Program (ELCP). The ELCP is offered in a two-course sequence: LSAL 5903, Experiential Leadership I and LSAL 5913, Experiential Leadership II. The first ELCP course is delivered primarily through an intensive, five-day, on-campus experience with pre-seminar and post-seminar assignments. The second ELCP course is offered on line and allows students to apply many of the principles presented in LSAL 5903 to their own lives. The ELCP emphasizes both individual leadership skill development as well as the integrative components required for students to help organizations grow their overall leadership capacity. MAOL students are encouraged to enroll in the ELCP at the end of their program, which serves as a well-received culminating experience for the degree.

As a result of the ELCP's success, PACS is requesting to add this program as a non-thesis completion option for the MAOL degree. Because we sometimes have non-majors enroll in the ELCP's two course sequence, we created a new course, LSAL 5953, Graduate Capstone in Organizational Leadership, which will replace LSAL 5913 for MAOL students who want to enroll in the ELCP as a capstone experience. Individually prepared (non-group) assignments in LSAL 5953 will function as the non-thesis completion activity. These assignments will be evaluated by a committee of three PACS graduate faculty members, including the instructor of record for the course and two other PACS faculty members with a current graduate appointment and subject matter expertise.

Interim President Harroz recommended the Board of Regents approve the proposed changes in the Norman Campus academic programs.

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

### **CONCURRENT ENROLLMENT ADMISSION POLICY EXCEPTIONS – NC**

This is the third year of this program at NPS and the second year at Crooked Oak. The purpose of these programs to increase college level learning opportunities at these area high schools. In addition, the program at Crooked Oak, a Title I School, provides an opportunity to recruit academically talented students to OU, who would typically not apply to OU. The project at CO provides an opportunity for students to take college level Sociology, US History, and Biology at their high school and earn college credit.

Implementing the projects requires The University of Oklahoma to renew annually a policy exception from the Oklahoma State Regents for Higher Education to their Institutional Admission and Retention Policy, specifically section 3.9.6.I – Concurrent Enrollment of High School Students.

After approval by The University of Oklahoma Board of Regents, the requests for policy exception will be forwarded to the Oklahoma State Regents for Higher Education for approval.

Interim President Harroz recommended the Board of Regents authorize the administration to renew exceptions for the 2020-21 academic year from the Oklahoma State Regents for Higher Education (OSRHE) in order to continue concurrent enrollment programs at Norman Public Schools (NPS) and Crooked Oak High School (CO). OSRHE requires exceptions to be authorized annually.

For NPS the exceptions would be as follows:

1. The requested exception is to allow admission to the NPS English program for students with a 20 ACT or 1020 SAT and high school GPA of 3.0.
2. The requested exception is to allow admission to the NPS Math program for students with a high school GPA of 3.0 and class rank top 50%; and a 19 Math ACT or 510 Math SAT; and seniors who have passed Algebra II.

For CO, the exceptions would be as follows:

1. For program admission: 20 ACT or 1020 SAT scores; and high school GPA of 3.0; and
2. For Sociology and American Federal Government course placement: 17 Reading ACT score; and
3. For Introduction to Biology for non-majors course placement: 17 Science ACT score.

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

## **RENEWAL OF UTILITY PLANT GENERATOR– NC**

The University has one co-generation plant (UP4) that has two combustion turbine generators (CTGs). As per the terms of the service agreement between University of Oklahoma and Solar Turbines, the UP4 CTGs will be replaced with refurbished units (overhauled) when they reach 30,000 hours of runtime, or as conditions warrant. This benefit is a considerable portion of the value of the service agreement the University purchased with the manufacturer. Without the service agreement, the University would be required to purchase the replacement CTG at full cost, roughly \$5 to \$10 million.

Current condition assessments performed by the manufacturer have allowed the University to extend the renewal period of CTG #2 to 34,000 hours of runtime. Barring further extensions by the manufacturer, CTG#2 will reach 34,000 hours by spring 2021. The replacement of CTG #2 is estimated to cost \$2,200,000, and funding has been budgeted for the project in the Utilities account. If the University elects to continue operation beyond the manufacturer's recommended interval and the unit fails, the University will be charged full replacement cost rather than the refurbished unit cost. It is recommended that the University proceed with replacement of CTG #2 at the interval prescribed by the manufacturer.

Following replacement of CTG #2, it is anticipated that CTG #1 will reach the runtime hours to trigger its overhaul by early to mid-2023. This will require replacement of CTG #1 in the first quarter of 2023.

Interim President Harroz recommended the Board of Regents authorize renewal of combustion turbine generator #2 at utility plant four at an estimated cost of \$2,200,000, per the terms of the service agreement between the University of Oklahoma and Solar Turbines (manufacturer) at the interval the manufacturer recommends.

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

## **RECLASSIFICATION OF GIFT AS QUASI-ENDOWMENT - NC**

This fund was originally established as a Restricted-Expendable Fund in April 1984 with the receipt of a check and other assets, including mineral interests, which represented the University's portion of the residual estate of Beth West. This bequest was to be used to establish a fund to further the interest of the Stovall Museum at the University of Oklahoma (now known as the Sam Noble Oklahoma Museum of Natural History.) The fund is to be used to carry out the purposes of the museum.

It is, therefore, recommended that to best meet the intent of the donor and continue to carry out the purposes of the museum for future generations, the Beth West Memorial Fund be formally designated as a quasi-endowment and, of the current balance of over \$1,170,000, that \$1,000,000 be moved to principal and held in perpetuity. Future oil and gas royalty receipts also will be added to principal. The remaining portion of the current balance, approximately \$170,000, will be retained in the expendable balance of the fund. Going forward, only this expendable balance and the investment earnings on the fund principal will be used to support the Sam Noble Oklahoma Museum of Natural History.

Interim President Harroz recommended that the Regents' Fund, Beth West Memorial Fund, currently designated as a Restricted-Expendable fund, be reclassified as a Quasi-Endowment fund. As such, only the investment earnings of the fund and a requested portion of the current balance will be made available for expenditure.

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

## **REGENTS' AWARD FOR OUTSTANDING JUNIORS – NC**

To honor and encourage excellence in leadership and service, the Board of Regents presents to approximately 12 OU juniors each year the Regents' Award for Outstanding Juniors. These awards are given to students on the basis of leadership, service to the University, involvement in campus activities, and academic progress. Recipients must have completed 72 credit hours and must submit short essays in response to identified questions. The recipients receive a certificate. In addition, the names of each year's honorees are engraved on a permanent plaque located in the Oklahoma Memorial Union on the Norman Campus and in the Health Sciences Center Library in Oklahoma City. The winners are selected by a committee comprised of students, faculty and staff members. The juniors will be honored this year at the Campus Awards Program scheduled for April 3<sup>rd</sup> in the Donald W. Reynolds Performing Arts Center.

The names of the students selected are shown below:

### **2020 RECIPIENTS REGENTS' AWARD FOR OUTSTANDING JUNIORS**

Carson Ball  
Natalie Bayer  
Pranoy Behera  
Emma Bickford - HSC  
Mackenzie Davis – HSC  
Chase Gaddis  
Riley Mainord  
Peyton Nees  
Lindsey Randall



Cade Shaw  
Read Streller  
Te'a Williams

Interim President Harroz recommended the Board of Regents approve the students selected to receive the 2020 Regents' Award for Outstanding Juniors

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

### **2020-2021 STUDENT ACTIVITY FEE BUDGET – NC**

The Executive Budget Committee, composed of the President of the University of Oklahoma Student Government Association (SGA), Chair of the Undergraduate Student Congress, Chair of the Graduate Student Senate, Chair of the Campus Activities Council and the Vice President for Student Affairs and Dean of Students, prepared the attached budget.

Funding proposals were received and considered from those student service areas originally identified by student leadership and traditionally funded from Student Activity Fee resources as provided by Regents' Policy. Those areas include service units providing student services that impact orientation, retention and development of students as well as monies to be allocated through SGA to fund student government and individual registered student organizations.

Total budget projections provided by the Director of Budget and Financial Planning. Attached hereto as Exhibit F is a budget summary including allocations over the last three years.

Interim President Harroz recommended the Board of Regents approve the 2020-2021 Student Activity Fee budget and distribution of funds as proposed by the Student Activity Fee Executive Budget Committee.

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

### **ELECTION OF OFFICERS (Vice Chairman and Executive Secretary)**

Regent Albert moved to elect Frank Keating as vice-chairman of the Board of Regents and re-elect Chris Purcell as Executive Secretary of the Board. The following voted yes on the motion: Pierson, Albert, Keating, Cawley, Shirley, and Stevenson. The Chairman declared the motion unanimously approved.

### **MINUTES**

Regent Shirley moved approval of the minutes of the meetings held on January 30, 2020 as printed and distributed prior to the meeting. The following voted yes on the motion: Pierson, Keating, Cawley, Albert, Shirley, and Stevenson. The Chairman declared the motion unanimously approved.

**QUARTERLY REPORT OF ON-CALL ARCHITECTS, ENGINEERS,  
CONSTRUCTION MANAGERS & CONSTRUCTION SERVICES– ALL  
QUARTERLY FINANCIAL ANALYSIS - ALL  
REVISED ACADEMIC CALENDAR 2020-2021 – HSC  
NONSUBSTANTIVE PROGRAM CHANGES – NC  
CURRICULUM CHANGES – NC**

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

**QUARTERLY REPORT OF ON-CALL ARCHITECTS, ENGINEERS,  
CONSTRUCTION MANAGERS & CONSTRUCTION SERVICES– ALL**

- I. In May 2017, the Board of Regents authorized a group of architectural and engineering firms to provide professional on-call services, and authorized a group of construction management firms to provide on-call services for minor construction and renovation projects.
- II. The Board of Regents policy governing the buying and selling of goods and services states that purchase obligations between \$50,000 & \$1,000,000 must be reported quarterly to the board as an information item.

Work completed during the second quarter of fiscal year 2020 by on-call architectural, engineering, and construction management firms are summarized below.

Firm Name	Date Initiated	Work Performed	Fee
<b>For the OU-Norman Campus:</b>			
McKinney Partnership	September 18, 2019	Mosier Indoor Track-Design, CDs, CA Phase II	\$20,550
McKinney Partnership	August 5, 2019	Merrick Renovation-Feasibility Study	\$5,000
Gwin Engineering	May 16, 2019	Sutton Hall Room 107A	\$4,800
Gwin Engineering	June 19, 2019	Fine Arts Vault Sanitary Drain	\$4,500
Gwin Engineering	July 31, 2019	Mechanical HVAC Design-210 Hangar Building	\$3,900
Kirkpatrick Forest Curtis	November 1, 2019	Evaluate 2 <sup>nd</sup> Floor Bridge-Sarkeys Fitness Center	\$2,625
<b>For the Health Sciences Center Campus - Oklahoma City:</b>			
LD Kerns	June 19, 2018	8th Street Parking Lot	\$37,844
<b>For the OU-Tulsa Campus:</b>			
			\$0.00

Cumulative Total Professional Architectural, Engineering, and Construction Management Fees for work completed by On-calls through the first quarter of fiscal year 2020-2021.

For the OU-Norman Campus:

Firm Name	Total Fees
McKinney Partnership	\$25,550
Gwin Engineering	\$13,200
Kirkpatrick Forest Curtis PC	\$2,625
Total Norman Campus	\$41,375

For the Health Sciences Center - Oklahoma City:

Firm Name	Total Fees
LD Kerns	37,844
Total Health Sciences Center, Oklahoma City	\$37,844

For OU-Tulsa:

Firm Name	Total Fees
Total for the OU-Tulsa Campus	\$0.00

Total for Architects and Engineers – ALL Campuses	\$79,219
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Work completed during the second quarter of fiscal year 2020; construction services selected through the competitive bidding process.

Firm Name	Date Initiated	Work Performed	Amount
<b>For the OU-Norman Campus:</b>			
Fleming	February 18, 2019	Mosier Indoor Track Improvements	\$803,084
Restek	May 2, 2019	Asp Avenue Parking Garage Repairs	\$324,977
Total Norman Campus			\$1,128,061

Firm Name	Date Initiated	Work Performed	Amount
<b>For the Health Sciences Center Campus- Oklahoma City:</b>			
MTS Contracting	January 31, 2019	URP Parking Garage Repairs	\$689,986
Total HSC Oklahoma City			\$689,986

Firm Name	Date Initiated	Work Performed	Amount
<b>For the OU-Tulsa Campus:</b>			
Total OU-Tulsa			\$0.00
Total – ALL Campuses			\$1,818,047

This report was 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 \$1,000,000 must be submitted to the Board for prior approval; and
- II. Purchase obligations between \$50,000 and \$1,000,000 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.

For II above the report for the quarter ended December 31, 2019 is attached hereto as Exhibit G. It is divided into the following funding source groupings.

- Educational & General (Appropriations, Tuition & Fees, Sponsored Projects Indirect Cost Reimbursements)
- Non-Educational & General (Non-Appropriated, Service Departments, Auxiliary Enterprises, Clinic Operations)
- Sponsored Projects (Federal, State, Other Grants and Contracts)
- Capital Projects

Within each grouping purchases are sorted by Supplier, then by Campus, then by Department. In the column labeled “Method” purchases are classified either as “Competed” or “Negotiated;” sole source procurements fall within the “Negotiated” classification and are identified by bold face type.

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

**QUARTERLY FINANCIAL ANALYSIS - ALL**

By request of the Board of Regents, the Health Sciences Center and Norman Campus *Statements of Net Positions* as of December 31, 2019, and *Statements of Changes in Net Position* for the six months then ended and related Executive Summary are attached hereto as Exhibit H. The statements are unaudited and are presented for management use only.

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

**REVISED ACADEMIC CALENDAR 2020-2021 – HSC**

The Oklahoma State Regents for Higher Education authorize the President to approve the institution’s academic calendar each year. The academic calendar is for information only and will be submitted to the State Regents.

The Physician Assistant Program in Tulsa submitted a correction to their 2020-21 academic calendar. The corrected dates are highlighted below.

Institution: The University of Oklahoma – Health Sciences Center  
 ACADEMIC CALENDAR FOR 2020-2021

Physician Assistant Program: Tulsa

**Commencement 2020:** December 4, 2020

Summer 2020: First Year Students

Classes begin June 1, 2020  
 Classes end July 24, 2020

Fall 2020: First Year Students

Classes begin August 16, 2020  
 Classes end December 18, 2020

Spring 2021: First Year Students

Classes begin January 4, 2021  
 Classes end May 14, 2021

Physician Assistant Program: Tulsa

Summer 2020: Second Year Students

Classes begin June 1, 2020  
 Classes end July 31, 2020

Fall 2020: Second Year Students

Clinical rotations begin August 17, 2020

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

## **NONSUBSTANTIVE PROGRAM CHANGES – NC**

The Oklahoma State Regents for Higher Education confer upon each institution the authority to implement Nonsubstantive changes to their programs. Nonsubstantive changes may be approved by the chief academic officer of the institution, but must be reported to the State Regents in a timely manner. The following Nonsubstantive changes 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 forwarded to the Board of Regents for information only.

Non-Substantive Program Changes  
 Reviewed by Academic Programs Council, February 7, 2020

### Addition of Concentration

#### COLLEGE OF ARTS AND SCIENCES

Anthropology, Master of Arts (RPC 009, MC M025)

Addition of a new concentration, Linguistic Anthropology, to the Master of Arts in Anthropology. The new concentration includes three discipline specific required courses plus the departmental professionalization course, and variable elective and thesis hours.

Reason for request:

The proposed addition of a Linguistic Anthropology concentration and deletion of the current Applied Linguistic Anthropology MA seeks to better meet the needs of students with an interest in Linguistic Anthropology, address staffing and enrollment issues, and better integrate Linguistic Anthropology with other subfields in the department. In order to do this, the changes proposed would shift our degree offering from an MA in Applied Linguistic Anthropology to an MA in Anthropology with a concentration in Linguistic Anthropology.

## Deletion of Concentrations

## PRICE COLLEGE OF BUSINESS

Management, Bachelor of Business Administration (RPC 168, MC B658-P431, B658-P623)

Concentration deletions for the standard (P431) and sports management concentrations (P623).

Reason for request:

As we have requested that Sports Management be moved from a concentration to an option with a new name - Sports Business, the Management concentration is no longer needed either.

## Program Requirement Changes

## COLLEGE OF ARTS AND SCIENCES

Digital Humanities, Graduate Certificate (RPC 439, MC G315)

Course requirement changes. The list of guided electives will be taken off the degree sheet and kept in the department. The requirement that one class be outside of the student's home department will include the required introductory class and not just the guided electives category. The independent course section will include one more option. The total credit hours for the degree will not change.

Reason for request:

To make the certificate more flexible for students. The change in the keeping of the guided electives list is to make it easier to update the list when new courses become available or when existing courses are no longer available.

Public and Nonprofit Administration, Bachelor of Arts (RPC 036, MC B806)

Course requirement changes. Change P SC 2173 Administration & Society and P SC 2223 Making Public Policy courses to P SC 3173 and P SC 3223. The total credit hours for the degree will not change.

Reason for request:

Requiring 3000 level courses rather than 2000 level courses will help transfer students complete their degrees in a timelier fashion.

Administrative/Internal Program Changes  
Reviewed by Academic Programs Council, February 7, 2020

Addition of a New Minor

WEITZENHOFFER FAMILY COLLEGE OF FINE ARTS

Arts Management and Entrepreneurship for Fine Arts Majors, Minor (MC NTBD)

Addition of a new minor. The minor requires 15 total credit hours with 3 required courses (9 hours) and a choice of two courses from a list of three options (6 hours). Students must earn a minimum grade of C in each course.

Reason for request:

Entrepreneurial and business skills specific to the arts industry is vital for the artistic development of our students and in preparation for the future marketplace they will enter. In 2019, the National Endowment for the Arts reports artists are 3.6 times more likely to be self-employed than the average worker. This undergraduate minor prepares our students for their entrance into the professional marketplace.

Arts Management and Entrepreneurship for Non-Fine Arts Majors, Minor (MC NTBD)

Addition of a new minor. The minor requires 18 total credit hours with 6 required courses. Students must earn a minimum grade of C in each course.

Reason for request:

Entrepreneurial and business skills specific to the arts industry is vital for the artistic development of our students and in preparation for the future marketplace they will enter. In 2019, the National Endowment for the Arts reports artists are 3.6 times more likely to be self-employed than the average worker. This undergraduate minor prepares our students for their entrance into the professional marketplace.

Change of Minor Name

PRICE COLLEGE OF BUSINESS

Sports Management for Business Majors, Minor (MC N855)

Change the name of the minor to Sport Business Minor for Business Majors.

Reason for request:

This change is proposed to make the name of the minor consistent with the name of the major.

Sports Management for Non-Business Majors, Minor (MC N856)

Change the name of the minor to Sport Business Minor for Non-Business Majors.

Reason for request:

This change is proposed to make the name of the minor consistent with the name of the major.

## New Course Designators

## PRICE COLLEGE OF BUSINESS

BIA Course Designator

This is a request for a new course designator BIA, Business Intelligence and Analysis, for courses to be included in a new on-line Undergraduate Certificate in Business Intelligence.

Reason for request:

The impetus for this and the Data Science certificate came through a million-dollar gift from Conoco Phillips designation to assure that students have business intelligence and analytics skills. The grant targets students from the Price College of Business, Gallogly College of Engineering and Mewbourne College of Earth and Energy. For Price students, this certificate is intended to provide the level of data literacy required by the companies that recruit business majors at The University of Oklahoma. Modern business is driven by the insights derived from understanding and analyzing the large quantities of data generated by modern electronic business. Our recruiters tell us that it is no longer practical to delegate this to statistical specialists but that all majors should have a level of data understanding.

The companion certificates will use the approved designator DSA created for certificates in engineering. Since the business experience and expectations are quite different from those in engineering we would prefer not to use the DSA designation. Furthermore, the Certificate in Business Intelligence will not be imbedded in the MIS curriculum, but be offered to all college of business majors. We request the new designator in order to avoid confusion with courses that will count toward a MIS degree.

## JEANNINE RAINBOLT COLLEGE OF EDUCATION

EDSW Course Designator

We are requesting a class prefix code of EDSW (Education/Sooner Works) for classes specific to the Sooner Works curriculum. This curriculum focuses on the development of independent living, academic, career, and social skills through group and individual instruction.

Reason for request:

The Sooner Works program at the University of Oklahoma is a four-year, undergraduate, non-degreed program for young adults with a documented intellectual (ID) or developmental disability (DD) (i.e. autism). The purpose of Sooner Works is to provide an educational experience to enhance independent living, academic, career development and social skills alongside their same-age peers. The end goal is full-time employment and independent living. Sooner Works serves students with an ID or DD, ages 18-25, who have graduated from high school and/or exited special education services. Sooner Works is affiliated with the Zarrow Center for Learning Enrichment, a national center focused on helping youth with disabilities achieve success adult outcomes following high school, and the Jeannine Rainbolt College of Education. The students participating in Sooner Works will receive a certificate of completion upon their fulfillment of all program requirements and participate in convocation with the Jeannine Rainbolt College of Education.



## Program Requirement Changes

## COLLEGE OF ARTS AND SCIENCES

Chinese, Minor (MC N180)

Course requirement change. 1) Delete CHIN 2323 (Intermediate Listening & Speaking). 2) Change the minor elective requirements from "An upper-division language course" to "Two upper-division language courses." 3) Add CHIN 4333 (Translating Chinese) to the upper-division electives. The total credit hours for the minor will not change.

Reason for request:

1) We will not offer CHIN2323 in the near future due to low enrollments. 2) With the deletion of CHIN 2323 from the minor degree sheet, we need to change the number of required elective classes from one to two in order to meet the minimum hours of minor requirements. 3) CHIN 4333 is a new class approved in 2015 but has not been added to the minor degree sheet yet. We are including it to give students more flexibility in class selections.

Pre-Health Social Sciences, Minor (MC N795)

Course requirement change. Remove PSY 2113 as an option for the minor. The total credit hours for the minor will not change.

Reason for request:

Department is no longer offering course as of Fall 2019. Department had been teaching both PSY 2113 and PSY 2003 with the same content for several years. This request is a result of streamlining and updating the department's undergraduate statistics course to match recommendations of the 2016 Guidelines for Assessment and Instruction in Statistics Education.

Bachelor of Arts in Public and Nonprofit Administration/ Master of Public Administration (RPC 036/197, MC A806/F805-Q559)

Course requirement changes. Change P SC 2173 Administration & Society and P SC 2223 Making Public Policy courses to P SC 3173 and P SC 3223. The total credit hours for the degree will not change.

Reason for request:

Requiring 3000 level courses rather than 2000 level courses will help transfer students complete their degrees in a timelier fashion.

## COLLEGE OF ATMOSPHERIC AND GEOGRAPHIC SCIENCES

Bachelor of Science in Environmental Sustainability: Planning & Management/Master of Regional & City Planning (RPC 382/199, MC A410-P516, F817-Q229)

Course requirement change. Adding more options to the College's requirements in physics and calculus. Students may complete either PHYS 2514 & PHYS 2524 OR PHYS 2414 & PHYS 2424. Also, the College will now require only one calculus course, either MATH 1823 or MATH 1914 OR MATH 1743, instead of the current requirement of MATH 1914 & MATH 2924 OR MATH 1823, 2423, and 2433. The total credit hours for the degree will not change.

Reason for request:

For many students pursuing an Accelerated Bachelor of Science in Environmental Sustainability/Accelerated Master's in Regional & City Planning, Physics & Calculus for Life Science Oriented majors are a better match for their interests than the options for Science & Engineering Majors, and still provide the skills and tools required of Geography graduates in the job market.

Students who wish to complete Physics for Science & Engineering majors will be advised to take MATH 1823 (or MATH 1914) during the freshman year (pre-requisite to PHYS 2514), and will then take MATH 2423 (or MATH 2924) during the first semester of the sophomore year (pre-requisite to PHYS 2524), replacing the Free Elective currently listed under the Proposed checksheet.

Bachelor of Science in Geographic Information Science/Master of Regional & City Planning (RPC 368/199, MC A452, F817-Q273)

Course requirement change. Adding more options to the College's requirements in physics and calculus. Students may complete either PHYS 2514 & PHYS 2524 OR PHYS 2414 & PHYS 2424. Also, the College will now require only one calculus course, either MATH 1823 or MATH 1914 OR MATH 1743, instead of the current requirement of MATH 1914 & MATH 2924 OR MATH 1823, 2423, and 2433. The total credit hours for the degree will not change.

Reason for request:

For many students pursuing an Accelerated Bachelor of Science in Geographic Information Science/Accelerated Master's in Regional & City Planning, Physics & Calculus for Life Science Oriented majors are a better match for their interests than the options for Science & Engineering Majors, and still provide the skills and tools required of Geography graduates in the job market.

Students who wish to complete Physics for Science & Engineering majors will be advised to take MATH 1823 (or MATH 1914) during the freshman year (pre-requisite to PHYS 2514), and will then take MATH 2423 (or MATH 2924) during the first semester of the sophomore year (pre-requisite to PHYS 2524), replacing the Free Elective currently listed under the Proposed checksheet.

Bachelor of Science in Geography/Master of Regional & City Planning (RPC 289/199, MC A465, F817-Q275)

Course requirement change. Adding more options to the College's requirements in physics and calculus. Students may complete either PHYS 2514 & PHYS 2524 OR PHYS 2414 & PHYS 2424. Also, the College will now require only one calculus course, either MATH 1823 or MATH 1914 OR MATH 1743, instead of the current requirement of MATH 1914 & MATH 2924 OR MATH 1823, 2423, and 2433. The total credit hours for the degree will not change.

Reason for request:

For many students pursuing an Accelerated Bachelor of Science in Geography/Accelerated Master's in Regional & City Planning, Physics & Calculus for Life Science Oriented majors are a better match for their interests than the options for Science & Engineering Majors, and still provide the skills and tools required of Geography graduates in the job market.

Students who wish to complete Physics for Science & Engineering majors will be advised to take MATH 1823 (or MATH 1914) during the freshman year (pre-requisite to PHYS 2514), and will then take MATH 2423 (or MATH 2924) during the first semester of the sophomore year (pre-requisite to PHYS 2524), replacing the Free Elective currently listed under the Proposed checksheet.

**PRICE COLLEGE OF BUSINESS**

Healthcare, Minor (MC N499)

Course requirement change. The Marketing and Supply Chain division proposes replacing the MIS/HCB 4363: Infrastructure course with HCB 4633: Healthcare Supply Chain Management. Additionally, the number for HCB 3623 has been changed to HCB 4623. The total credit hours for the minor will not change.

Reason for request:

Given the popularity of the MIS/HCB 4363 course in MIS, seats are typically not available for students wanting to complete the minor. Additionally, the prerequisites have changed for the course and HCB minors will not be eligible to take it. Moreover, the Healthcare Supply Chain Management course has become a critical to understanding the changing healthcare industry. So, MSCM requests a permanent change to the Healthcare minor to include HCB 4633 Healthcare Supply Chain Management instead of/replacing MIS/HCB 4663: Infrastructure.

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

**CURRICULUM CHANGES – NC**

The Oklahoma State Regents for Higher Education confer upon each institution the authority to delete, modify and add courses. The course deletions, modifications, and additions 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 forwarded to the Board of Regents for information only.

University of Oklahoma – Norman Campus  
 Reviewed Course Changes – February 7, 2020

Prefix/Number	Title	Comments
<b>COURSE CHANGES</b>		
<u>College of Atmospheric and Geographic Sciences</u>		
GEOG	4953	Capstone
		Change Prerequisites
<u>College of Architecture</u>		
ID	5123	Environment and Human Behavior
		Change Prerequisites Change Course Description
ID	5143	Design Theory Analysis and Evaluation
		Change Prerequisites Change Course Description

Prefix/Number		Title	Comments
ID	5343	Indoor Environmental Quality	Change Prerequisites Change Course Description
ID	5413	Indoor Controls and Technology	Change Prerequisites Change Course Description
College of Arts & Sciences			
CHEM	3653	Introduction to Biochemistry	Change Prerequisites Change Course Description
HIST	1483	United States, 1492 to 1865	Change Title Change Short Title Change Course Description
HIST	3553	The Civil War Era	Change Title Change Short Title
MLLL	3073	The Hebrew Bible as Literature	Change Prerequisites Change Course Description
NPNG	3033	Fundamentals of Nonprofit Management II	Change Prerequisites
NPNG	3593	Nongovernmental Organizations	Change Prerequisites
P SC	2013	Introduction to Political Analysis	Change Prerequisites
P SC	3223	U.S. Energy Policy (old) Making Public Policy (new)	Change Prerequisites Change Title Change Short Title Change Course Description
P SC	3543	United States-Latin American Relations	Change Prerequisites
P SC	3593	Nongovernmental Organizations	Change Prerequisites
P SC	4093	Capstone Seminar in Political Science	Change Prerequisites Change Course Description
P SC	4213	Regulatory Policy	Change Prerequisites
PSY	2003	Understanding Statistics	Change Course Description
PSY	3114	Research Methods II: Applications and Experimental Design (old) Research Methods: Applications and Experimental Design (new)	Change Title Change Short Title
PSY	5703	Survey of Industrial/Organizational Psychology (old) Survey of Industrial Psychology (new)	Change Title Change Short Title Change Course Description
PSY	5783 (old) 5743 (new)	General Seminar in Industrial and Organizational Psychology (old) Survey of Organizational Psychology (new)	Change Prerequisites Change Course Number Change Title Change Short Title Change Course Description

Prefix/Number		Title	Comments
RELS	3173	The Bible in the 21st Century (old) Women and the Bible (new)	Change Prerequisites Change Title Change Short Title Change Course Description
S WK	3113	Generalist Practice with Families and Groups	Change Prerequisites
S WK	5413	Social Work Practicum I	Change Prerequisites
S WK	5423	Social Work Practicum II	Change Prerequisites Change Course Description
TESL	5945	Internship in TESOL	Change Course Description
Price College of Business			
ACCT	5543	Contemporary Auditing Issues (old) Advanced External Auditing (new)	Change Prerequisites Change Title Change Short Title Change Course Description
ACCT	5613	Tax Research and Practice	Change Prerequisites Change Course Description
ACCT	6613	Federal Income Taxation of Corporations and Shareholders	Change Prerequisites Change Course Description
B AD	2091	Business and Professional Basics	Change Title Change Short Title Change Course Description
Jeannine Rainbolt College of Education			
EDS	6973	Historical Research Methods in Education	Change Prerequisites Change Short Title
Gallogly College of Engineering			
CH E	4273	Advanced Process Design	Add Graduate Credit
Weitzenhoffer Family College of Fine Arts			
DRAM	1713	Understanding the Theatre	Change Prerequisites Change Credit Hours
College of Professional & Continuing Studies			
LSAL (old)	4603 (old)	Leadership and Governance for Social Entrepreneurs	Change Prerequisites Change Course Number Change Course Prefix
LSIS (new)	4303 (new)		

Prefix/Number		Title	Comments
LSAL (old)	4623 (old)	Budgeting for Social Entrepreneurs	Change Prerequisites Change Course Number Change Course Prefix
LSIS (new)	4323 (new)		
LSAL (old)	4643 (old)	Case Studies in Social Entrepreneurship	Change Prerequisites Change Course Number Change Course Prefix
LSIS (new)	4343 (new)		
COURSE DELETIONS			
College of Architecture			
ARCH	4863	Methods VIII - Building Performance Analytics	
CNS	2822	Materials and Methods II	
CNS	4922	Emerging Trends in Building Processes	
College of Arts & Sciences			
MLLL	1073	The Hebrew Bible as Literature	
P SC	2223	Making Public Policy	
PSY	2113	Research Methods I: Statistics	
S WK	5103	Generalist Practice with Individuals, Families, and Treatment Groups	
S WK	5113	Generalist Practice with Groups, Organizations, and Communities	
Price College of Business			
B AD	1000	Passport to Success I	
B AD	1010	Passport to Success II	
EMBA	5092	Accounting II	
FIN	3303	Business Finance	
MIS	2970	Special Topics/Seminar	
MIT	3440	Mentored Research Experience	
Weitzenhoffer College of Fine Arts			
DRAM	3960	Honors Reading	
College of Professional & Continuing Studies			
LSTD	4954	Study-in-Depth: CLS Capstone Course	
NEW COURSES			
College of Arts and Sciences			
ANTH	3011	Anthropology Cornerstone I: Introduction to the Major	
ANTH	3021	Anthropology Cornerstone II: Research and Writing	

Prefix/Number		Title	Comments
ANTH	3031	Anthropology Cornerstone III: Professionalization	
ANTH	4093	Bodies and Materialities	
ANTH	5093	Bodies and Materialities	
CHEM	3853	Biochemistry I	
CHEM	3953	Biochemistry II	
LTRS	3613	Constitutional Narratives	
P SC	3953	Bhutan Democracy and Happiness	
PSY	4343	Health Psychology	
PSY	4433	Clinical Psychology	
PSY	4633	Social and Personality Development	
WGS	3393	Gender and Identity in STEM	
<b>Price College of Business</b>			
B AD	3091	Business & Professional Basics II	
EMBA	5091	Accounting II	
EMBA	5251	Electric Utility Fundamentals	
EMBA	5261	Energy and Environment I	
EMBA	5271	Energy and Environment II	
ENT	5112	Corporate Entrepreneurship	
ENT	5122	Entrepreneurship for Science and Technology	
ENT	5151	Entrepreneurial Resources	
FIN	5432	Venture Capital & Private Equity	
HCB	3633	Healthcare Finance	
HCB	3643	Healthcare Planning, Budgeting & Accounting	
HCB	3653	Decision Modeling for Healthcare	
<b>Jeannine Rainbolt College of Education</b>			
EDAH	5973	Spirituality & Religious Diversity in Higher Education	
ILAC	6043	Multilevel Modeling Applications for the Social Sciences	
<b>Gallogly College of Engineering</b>			
BME	5283	ImmunoEngineering	
DSA	5133	Energy Analytics	
ISE	5133	Energy Analytics	
ISE	5373	Intro to Additive Manufacturing	
<b>Weitzenhoffer College of Fine Arts</b>			
AMGT	2013	Negotiations, Marketing, and Social Media	
AMGT	3013	Fundraising and Development	
AMGT	3023	Entrepreneurial Mindset in the Arts	
<b>Graduate College</b>			
OCL	5603	The Science of Community Engagement	
OCL	5613	The Tools of Community Engagement	
OCL	5623	Community Engagement Apprenticeship	

Prefix/Number		Title	Comments
OCL	5633	Community Engagement Capstone	
OCL	6813	Prospectus Development for Doctoral Dissertation	
OCL	6980	Research for Doctoral Dissertation	
OCL	6990	Independent Study	
College of Professional & Continuing Studies			
LSAL	5953	Graduate Capstone in Organizational Leadership	
LSCJ	5013	Interdisciplinary Foundations for Criminal Justice	
LSIS	4483	Calendars, Culture, and Cosmos	
LSIS	4493	Contemporary Cultural Astronomy	
LSIS	5483	Cultural Astronomy	

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

**RESOLUTION HONORING YEARS OF SERVICE**

**RESOLUTION**

WHEREAS, Dr. Leslie J. Rainbolt was appointed to the Board of Regents governing The University of Oklahoma, Cameron University and Rogers State University by Governor Brad Henry in 2006 and was reappointed by Governor Mary Fallin in 2013, serving with distinction and dedication for 14 years, including two terms as Chairman;

WHEREAS, she earned her medical degree with special distinction from the OU College of Medicine and remained on the faculty of the College of Medicine as assistant clinical professor of dermatology and adjunct assistant clinical professor of pediatrics, teaching and practicing pediatric dermatology until retiring from practice to join the Board;

WHEREAS, Regent Rainbolt, who is highly involved in civic and philanthropic activities, currently or has previously served as a director or member of numerous boards, including the Children’s Hospital Foundation Board of Directors, Harold Hamm Diabetes Center Board of Advisors, Communities Foundation of Oklahoma, MD Anderson Board of Visitors, Colorado College Parents’ Council, American Saddlebred Horse Association Board of Directors and Oklahoma Health Sciences Facility Inc. Board of Directors;

WHEREAS, her memberships have included the Alpha Omega Alpha Honor Medical Society, Oklahoma Zoological Society Board of Directors, OU Breast Health Institute Community Advisory Board, Calm Waters Board of Directors, Casady School Board of Visitors, AIDS Care Fund Advisory Board, Junior League of Oklahoma City, and other professional organizations as well as civic and charitable events;

WHEREAS, during her time on the Board of Regents, Cameron University experienced significant expansion of its campus, with the completion of Cameron Village student apartments, construction of the McMahan Centennial Complex, Cynthia S. Ross Hall, Terry Bell Golf Center and McMahan Field and Athletics Center, as well as the expansion of the Center for Emerging Technology and Entrepreneurial Studies;



WHEREAS, Cameron University opened an innovative community psychology clinic to better serve mental health needs in Lawton. This extraordinary facility provides graduate students hands-on training under the supervision of experienced, licensed faculty members while providing free access to members of the community who may not otherwise have access to mental health care;

WHEREAS, also during Regent Rainbolt's term on the Board, Cameron celebrated its 100<sup>th</sup> year of meeting the educational needs of southwest Oklahoma;

WHEREAS, Cameron expanded educational opportunities to residents of Duncan and Stephens County by adding full-time faculty at its branch campus, entering into community partnerships to expand health care opportunities in nursing, and adding fully functional science labs at CU-Duncan;

WHEREAS, Cameron conducted a number of triennial academic festivals that provided in-depth study into such relevant topics as the challenges and opportunities of sustainability, an exploration of what it means to be an American in the 21<sup>st</sup> century, and the complexities and relevance of Afghanistan to the world;

WHEREAS, as a result of Regent Rainbolt's guidance and support, Cameron University has been able to expand and refine its offerings to the community, and by doing so, enable citizens to have increased access to quality higher education opportunities, prepare its students for professional success and become a driving force in the culture and economic development of the region;

WHEREAS, Regent Rainbolt oversaw the construction and/or renovation of numerous capital projects at Rogers State University, including Markham Hall, Baird Hall, student apartment complexes (UVA, UVB and UVC), Clubhouse, Chapman Dining Hall, Centennial Center, Pershing Hall, Physical Plant, Innovation Center/Administration Service Center, Bushyhead Fieldhouse, and soccer, baseball and softball facilities;

WHEREAS, RSU opened its new Pryor Campus at the Mid-America Industrial Park through a donation from the Oklahoma Ordnance Works Authority;

WHEREAS, RSU expanded to over 30 academic programs, including its first graduate degree, a Master of Business Administration, and nine degrees that are available entirely online,

WHEREAS, RSU developed and expanded its academic enrichment activities, including the Honors Program, President's Leadership Class, Washington Center Internship, Brad Henry International Scholars and the Studies-at-Large Program;

WHEREAS, RSU established lectureships, endowed chairs and endowed professorships, including the Herrington Lectureship, Maurice Meyer Lectureship of Liberal Arts, John W. Norman Endowed Chair of Information Technology, Greg Kunz Endowed Chair of Communications, Sarkeys Endowed Chair of Business Information Technology, Oliver Dewey Mayor Endowed Chair of Business, Board of Visitors Endowed Chair of Nursing and the Bernsen Professorship in Nursing;

WHEREAS, RSU began athletics and was accepted by the NCAA to join its Division II membership;

WHEREAS, Regent Rainbolt has demonstrated her stalwart support for Rogers State University and a great passion for higher education throughout her tenure on the OU Board of Regents;

WHEREAS, at the University of Oklahoma, Regent Rainbolt and her family are longtime supporters of OU on both the academic and athletics levels, with 21 members of the family having attended the University;

WHEREAS, the Rainbolt family's generosity has impacted numerous areas of the University, providing an exceptional gift that honors the legacy of their family matriarch and OU Education alumna, Jeannine Rainbolt, with the College of Education bearing her name, making the College the first in OU's history to be named for a woman, and forever linking her name with the education and support of future teachers;

WHEREAS, this gift enabled a substantial renovation and expansion of Collings Hall, home of the College of Education, transforming it into a state-of-the-art facility that promotes learning, encourages collaboration and fosters ingenuity;

WHEREAS, the Rainbolt family's ongoing commitment to supporting future educators includes the Jeannine T. Rainbolt Scholarship for Elementary School Teachers, benefiting elementary education students from Oklahoma who have significant financial need, as well as the Jeannine Rainbolt Presidential Professorship to honor and reward outstanding faculty members;

WHEREAS, through the Rainbolts' leadership gift to the Michael F. Price College of Business, the Graduate School of Business was named in honor of Regent Rainbolt's father, H.E. "Gene" Rainbolt, recognizing the significance of this flagship facility in the heart of Oklahoma City's Innovation District, which has catalyzed a new era for Price College's graduate and executive programs; and

WHEREAS, Regent Rainbolt's extraordinary dedication to OU is an inspiration for all who wish to enrich their alma mater, not only through gifts but also through time, effort and service.

NOW, THEREFORE, BE IT RESOLVED that the Regents governing The University of Oklahoma, Cameron University and Rogers State University hereby express profound appreciation to Dr. Leslie J. Rainbolt for her steadfast leadership, vision and innumerable contributions to the respective Universities and the State of Oklahoma and look forward to her continuing interest in and support of the Universities.

Vice Chairman Pierson moved the Board of Regents approve the above resolution. The following voted yes on the motion: Keating, Albert, Shirley, and Stevenson. The Vice Chairman declared the motion unanimously approved.

There being no further business, the meeting adjourned at 6:17 p.m.

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

# EMPLOYEE HANDBOOK



June March 202019

**PREFACE**

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

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

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

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

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

**EQUAL OPPORTUNITY POLICY**

The University, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, gender expression, age, religion, political beliefs, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and education services.

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

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## SECTION 1 – INTRODUCTION

### 1.1 HISTORY OF CAMERON UNIVERSITY

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

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

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

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

In recognition that the ~~University’s Cameron’s~~ mission had become significantly more complex and predominantly urban, ~~on in~~ June 4, 1992, ~~the~~ governance of the ~~University~~ was transferred by the Oklahoma Legislature to ~~the governing board for the University of Oklahoma~~ ~~–~~the Board of Regents of the University of Oklahoma (~~“Board of Regents”~~). With the transfer of governance came new affiliations between the ~~University Cameron~~ and the University of Oklahoma, which have broadened and strengthened academic offerings by both institutions. ~~Governance of Rogers State University was similarly transferred to the Board of Regents in 1998. In 2003, the Duncan Higher Education Center became CU-Duncan when the Oklahoma State Legislature declared it a branch campus under state law.~~

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

### 1.2 TYPE OF INSTITUTION

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

### 1.3 CAMERON UNIVERSITY MISSION STATEMENT

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

#### Core Values

#### We Value Cameron University values:

- Student learning as our top priority
- Excellence in teaching, scholarship, service, and mentoring:
  - Investing in people; The growth and development of our students, faculty and staff in a learning environment based on integrity, respect, and ethical behavior that encourages and provides opportunities for professional improvement

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

#### **1.4 — STATEMENT OF INSTITUTIONAL PURPOSES**

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

##### **Education for Effective Living**

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

##### **Education for Specialized Fields of Endeavor**

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

###### • **Baccalaureate Degree Programs**

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

###### • **Associate Degree Programs**

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

### • **Teacher Education**

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

### • **Graduate Degree Programs**

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

### **Education Through Community Service**

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

## **1.54 FUNCTIONS OF CAMERON UNIVERSITY**

The functions assigned to the Cameron University by the Oklahoma State Regents for Higher Education include:

- Both lower-division and upper-division undergraduate study in several fields leading to the baccalaureate degree.
- A limited number of programs leading toward the first professional degree when appropriate to an institution's strengths and the needs of the state.
- Graduate study below the doctor's level, primarily in teacher education but moving toward limited comprehensiveness in fields related to Oklahoma's manpower needs.
- Extension and public service responsibilities in the geographic region in which the University is located.
- Responsibility for institutional and applied research in those areas related closely to program assignments.
- Responsibility for regional programs of economic development.
- Perform other functional or programmatic responsibilities as authorized by the Oklahoma State Regents for Higher Education. Criteria for consideration of programs outside of the function described herein are outlined in the State Regents OSRHE Academic Program Approval policy.

## **1.65 COMMITMENT TO EXCELLENCE**

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

## **1.76 UNIVERSITY GOVERNANCE AND ADMINISTRATION**

### **1.76.1 OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION**

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

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

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

### 1.76.2 BOARD OF REGENTS OF THE UNIVERSITY OF OKLAHOMA, CAMERON UNIVERSITY AND ROGERS STATE UNIVERSITY

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

### 1.76.3 UNIVERSITY ADMINISTRATION

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

## 1.87 ACCREDITATION

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

## 1.98 PHYSICAL PLANT

The main campus of Cameron University is located in the city of Lawton, Oklahoma, and occupies 333 acres. The physical plant consists of facilities that vary in age from relatively new to over 75 years old. The core facilities consisting of the Library, McMahon Centennial Complex, and administrative buildings are centrally located with easy access for pedestrians or vehicular traffic. The academic facilities surround the core facilities, and all classrooms and laboratories are within five minutes' walking time, excluding the agriculture laboratory complex. Parking lots are available to accommodate commuter students.

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

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

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

### **1.409 CONSTITUENCIES**

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

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

## SECTION 2 – UNIVERSITY GOVERNANCE

### 2.1 INTRODUCTION

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

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

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

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

### 2.2 OKLAHOMA STATE SYSTEM

#### 2.2.1 CONSTITUTIONAL COORDINATING SYSTEM

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

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

#### 2.2.2 BOARD OF REGENTS OF THE UNIVERSITY OF OKLAHOMA

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

- a. Adopt such rules and regulations, as it deems necessary, to govern the University.
- b. Employ and fix the compensation and duties of such personnel as it deems necessary, including architects, attorneys, engineers and other professional and technical persons, for its operation and for the operation of the University. Any such personnel having custody of public funds or other public property may be required to furnish corporate surety bonds in such amounts as may be deemed necessary by the Board of Regents, payable to the State of Oklahoma and conditioned upon a faithful accounting of all such funds and property.
- c. Enter into contracts; purchase supplies, material and equipment; and incur such other expenses as may be necessary to make any of its powers effective.
- d. Authorize officials of the University to act in its behalf in the making of contracts or in carrying out the powers conferred upon it.
- e. Receive and make disposition of moneys, grants, and property from federal agencies, and administer the same in accordance with federal requirements.
- f. Accept gifts of real and personal property, money, and other things, and use or dispose of the same in accordance with the directions of the donors or grantors thereof.



- g. Direct the disposition of all moneys appropriated by the Legislature or by the Congress or derived from the sale of bonds or received from any other source by the University.
- h. Acquire and take title to real and personal property in its name, on behalf of the University and convey, exchange or dispose of, or otherwise manage or control, such property in the interest of the University including the granting of leases, permits, easements, and licenses over or upon any such real property. The Board of Regents shall have the power to institute legal action in the name of the Board of Regents before any court having jurisdiction of such actions. The Board of Regents shall have the custody and control of abstracts of title and instruments affecting the ownership of or title to real property belonging to the Board of Regents, and being held by the Board on behalf of the University.
- i. Have supervision and charge of the construction of all buildings at the University.
- j. Determine the need for and cause to be constructed, residence halls and other buildings, on a self-liquidating basis, at the University.
- k. Establish and maintain plans for tenure and retirement of employees of the Board of Regents and the University and for payment of deferred compensation of such employees; and make available health, vision, dental, life, and accidental death and disability benefits for such employees and their dependents. The Board of Regents may pay for all or a part of the cost thereof for employees, with funds available for the operation of the University. Amounts payable by an employee for such insurance or annuity contracts may, with the consent of the employee, be deducted from payroll.
- l. Audit all accounts against the funds appropriated for the use and maintenance of the University, and the State Treasurer shall issue warrants for the amount of all accounts, including salaries and expenses of said Board of Regents, which shall have been audited and allowed by the Board of Regents and attested by the Secretary of the Board and the President.
- m. Provide penalties and forfeitures by way of damages and otherwise for the violation of rules and regulations of the Board of Regents, which may be sued for and collected in the name of the Board of Regents before any court having jurisdiction in such actions.
- n. Do all things necessary and convenient to carry out the powers expressly granted to it by the Constitution and the laws of the State, and to make the University effective for the purposes for which it is maintained and operated and the enumeration herein of certain powers and immunities of the Board of Regents shall not be construed as in derogation or as a limitation of the powers and immunities properly belonging to the Board of Regents in the government of the University.

## 2.3 CAMERON UNIVERSITY CAMPUS ORGANIZATION

### 2.3.1 CAMPUS ORGANIZATION

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

- a. **The University Administration** is headed by the **University President**, who is the chief executive officer of the University and is directly responsible to the Board of Regents for all operations of the University. Other administrators assist the President with the management of University affairs. The Board of Regents encourages faculty, administrators, and students to make recommendations to the President regarding policy improvements and requires appropriate faculty counsel regarding recommendations for appointments, promotions, discontinuances, and retirement of faculty.
- b. **The Regular Faculty** of the University is composed of all faculty members with regular appointments including tenured, tenure track, and non-tenure track at the ranks of Instructor, Assistant Professor, Associate Professor, and Professor. The faculty shall fulfill its duties through academic departments and/or schools, University committees, various standing committees of the Faculty Senate, and, when appropriate, through ad hoc committees from the faculty. The faculty is to be concerned with the welfare of the academic community and has a responsibility to participate in the development of policies, regulations, and procedures concerning the whole University.
- c. **The Graduate Faculty**, in addition to those qualifications required for other faculty, shall have (1) an earned doctorate from an accredited or internationally recognized institution or a terminal degree or other appropriate academic credentials [see Faculty Handbook]; (2) the rank of Assistant Professor or above; and (3) conducted

specific forms of scholarly activity as defined in Appendix D. Appointments to the Graduate Faculty are made by the Vice President for Academic Affairs upon recommendation of the appropriate academic department chair and Dean and of the Graduate Council. Appropriate faculty counsel shall be obtained at the department or school level. Temporary appointment to the Graduate Faculty may be made for persons who have the expertise in an area which qualifies them to teach a graduate-level course, which expertise shall be defined by the Graduate Council with input from the Graduate Faculty of the appropriate school. Such temporary appointment shall be made by the Vice President for Academic Affairs upon the recommendation of the Graduate Council. Graduate Faculty shall be eligible to teach graduate courses; advise graduate students; supervise graduate research; serve on or direct a thesis committee; be elected to and vote for members of the Graduate Council; participate in campus governance; and serve on graduate advisory committees. A temporary member of the Graduate Faculty shall be eligible to teach graduate-level courses.

- d. **The Student Body** of Cameron University consists of all students currently enrolled at Cameron University.

### 2.3.2 CAMPUS EXECUTIVE AND REPRESENTATIVE BODIES

- a. **The Executive Council** is not a formally designated body but acts as the President's cabinet and is composed of administrators appointed by the President. The members meet regularly as a coordinating executive team.
- b. **The Faculty Senate** is established to express the faculty's views and make appropriate advisory recommendations to the University administration. The Senate studies matters it believes to be of significant importance to the faculty. Officers of the Faculty Senate are the Chair, Chair-Elect, and Secretary, each elected by the faculty. The Faculty Senate may determine its own internal rules of order and by-laws insofar as they are consistent with state law and Board of Regents' policies.
- c. **The Staff Advisory Council** represents the administrative, professional, classified, and permanent part-time staff of the University. The council makes policy recommendations, communicates and shares staff concerns, recommends change to university practices, and provides administrative support to the University.
- d. **The Student Government Association** is a representative organization of the Student Body whose mission is to represent, lead, and unify the Student Body; to decide and recommend for the students upon any matter involving student interests; and to promote common understanding among students, faculty, and administration while protecting the individual rights of students. Officers of the Student Government Association are elected by the Student Body and include the President, Vice President, and Treasurer.

### 2.3.3 SHARED GOVERNANCE BODIES

- a. **Cameron Council** meets as needed to promote an exchange of information among the Student Government Association, Faculty Senate, and Administration. The council is chaired by the University President and members include: elected officers of the Faculty Senate, Staff Advisory Council and the Student Government Association; the Chair of the Programming Activities Council; and administrators as appointed by the President.
- b. **University Standing Committees** serve various functions in the University and typically have a single responsibility. A listing of committees and each's composition and method of appointment may be found on the University website. For all University related committees, the Vice President for Academic Affairs, with the President's concurrence, or the President reserve the right to appoint additional members in an effort to achieve functional diversity on the committees.
- c. **Ad Hoc Committees and Task Forces.** From time to time, additional ad hoc committees or task forces may be created. A description of those committees or task forces, their purpose, and membership will be maintained on the University's official website.

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

### 3.1 AUTHORIZATION

- 3.1.1 **ALL POSITIONS** – Prior to initiating a search process, any department /school wishing to fill a new or replacement position must complete the required forms. The requesting department/school must provide an updated Job Description to be posted by the Human Resources Department.

### 3.2 ADVERTISING

- 3.2.1 **POSTING VACANCIES** – The Human Resources Department is responsible for advertisement of positions in coordination with the hiring supervisor. Employment Opportunities will be posted on the University website. If an external search is deemed necessary, Human Resources will post the position as appropriate. If requested by the department/school, the advertisements will be placed in special publications or area specific (state or national) publications. The department/school will be responsible for the cost of these additional advertisements. The Human Resources Department will review all postings.

### 3.3 SELECTION PROCEDURES

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

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

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

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

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

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

- 3.3.4 **RECRUITMENT AND SELECTION DOCUMENTATION** – The University requires that specific forms be completed throughout the screening and selection process. Please contact the Human Resources Department for details.

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

### 3.4 CONDITIONS OF EMPLOYMENT

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

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

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

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

- 3.4.1 HEALTH STATEMENT** – When appropriate, the University may request a medical examination from applicants for certain positions when a job offer is extended. The University will pay the cost for the examination. Compliance with a request for examination will be a condition of employment. If the examination shows that the individual is unable to perform the essential job duties, with or without reasonable accommodation, the job offer will be withdrawn.
- 3.4.2 BACKGROUND CHECK** – The University reserves the right to make offers contingent upon the completion of a background check. The background check may include criminal and/or sexual offender and/or motor vehicle records using (1) private companies with which the University has contracted for such services, (2) OSBI, and (3) FBI. The individual must provide authorization for the background check by completing the appropriate information releases and authorizations. The information will be kept confidential and separate from the application and will not be used except in cases of a job offer. If the background check results show “not approved,” the job offer may be withdrawn.
- 3.4.3 FALSIFICATION** – An applicant will be disqualified for consideration for employment with the University if he/she makes a false statement on the application form or during the interview process, has committed fraud during the application or selection process, or is not legally permitted to hold the position. If such information is found after employment, appropriate disciplinary action, including termination, may be taken.
- 3.4.4 NEPOTISM** – Except as prohibited by the laws of the State of Oklahoma, relationship by consanguinity (blood) or by affinity (marriage) shall not, in itself, be a bar to appointment, employment, or advancement by the University or, in the case of faculty members, to eligibility for tenure. The University recognizes, however, that there is an inherent conflict of interest when an employee makes hiring, promotion, or salary decisions about a family member, although there may be extremely rare circumstances when the potential benefit to the University in having an employee supervise a family member outweighs the potential harm.

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

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

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

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

## SECTION 4 – CLASSIFICATION

### 4.1 GENERAL

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

### 4.2 POSITION CLASSIFICATIONS

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

### 4.3 EXEMPT AND NON-EXEMPT CLASSIFICATION

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

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

### 4.4 TYPES OF APPOINTMENTS

As an at-will employer, the University may initiate or terminate employment at any time. Positions at the University are categorized as one of the following for purposes of benefits eligibility:

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

**4.4.6 FACULTY** – Employees who are generally employed to fulfill the instructional and research mission of the University. Further details on faculty appointments may be found in the Faculty Handbook.

**4.4.7 9-10 MONTH EMPLOYEES**

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

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

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

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

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

While in a non-work status, the employee:

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

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

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

## **SECTION 5 – COMPENSATION**

### **5.1 SALARY ADJUSTMENTS**

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

### **5.2 PAYROLL WARRANTS**

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

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

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

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

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

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

### **5.3 PAYROLL CHANGES**

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

### **5.4 SUPPLEMENTAL PAY**

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

### **5.5 HOLIDAY PAY**

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

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

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

### **5.6 GARNISHMENTS**

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

## **SECTION 6 – HOURS OF WORK**

### **6.1 WORKWEEK**

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

### **6.2 FLEXIBLE WORK HOURS**

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

### **6.3 LUNCH PERIOD**

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

### **6.4 WORK BREAKS**

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

### **6.5 ABSENTEEISM**

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

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

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

### **6.6 TARDINESS**

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

### **6.7 ABANDONMENT OF POSITION**

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

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

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



## 6.8 OVERTIME FOR NON-EXEMPT EMPLOYEES

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

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

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

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

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

## 6.9 ON CALL

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

## 6.10 FINANCIAL RESPONSE PLANNING

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

### 6.10.1 GENERAL PROVISIONS

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

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

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

### 6.10.2 ADDITIONAL CONSIDERATIONS FOR STAFF

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

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

**6.10.3 ADDITIONAL CONSIDERATIONS FOR FACULTY**

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

**6.10.4 NOTICE TO AFFECTED EMPLOYEES**

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

## SECTION 7 – EMPLOYMENT POLICIES

### 7.1 GENERAL

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

### 7.2 MANAGEMENT PROVISIONS

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

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

### 7.3 EMPLOYEE PROVISIONS

University employees may:

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

### 7.4 PERSONNEL FILE POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **7.5 FALSIFICATION**

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

## **7.6 VACANCIES**

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

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

## 7.7 PROMOTIONS AND TRANSFERS

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

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

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

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

## 7.8 NEPOTISM

Refer to Section 3.4.4 for information regarding the policy on nepotism.

## 7.9 EMPLOYMENT OF RETIREES

Oklahoma law provides that retirees may return to work, but only within the parameters established by Oklahoma law and OTRS.

## 7.10 PROBATIONARY PERIOD

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

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

The probationary period is a time during which the employee demonstrates the skills and abilities necessary to perform the duties assigned. During the probationary period, the employee will be informed of the expectations and work requirements of the position. Periodically during the probationary period, the employee may receive regular feedback on his/her progress, which may affect continued employment. During the probationary period, the employee may resign without prejudice or be dismissed.

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

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

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

## 7.11 EMPLOYMENT OF STUDENTS

**7.11.1 DEFINITION** – If a student is a recipient of campus-based federal aid (Federal Work-Study) that student cannot receive total aid in excess of his/her cost of attendance as determined by Financial Assistance. If a student has a Federal Work-Study allocation, the student cannot be paid in excess of that allocation amount for a given academic year. However, a student who exhausts his/her federal work-study allocation or a student who does not receive any federal work-study money may receive University work-study money, subject to the University's budget and other guidelines.

**7.11.2 PROCEDURES** – Departments wishing to hire student employees should contact the Human Resources Department for details.

**7.11.3 DOCUMENTATION AND COMPENSATION** – The student is responsible for keeping his/her time posted to their AggieAccess online Timesheet Entry. This keeps track of their daily time in and out. The student may not work during scheduled class time. The supervisor is responsible for tracking the time worked to ensure that the student does not work more time than the allocation provided. When the federal work-study allocation is met, the department may

request to change the student's status from federal work-study to University work-study, provided the department has a sufficient student wage budget.

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

- 7.11.4 BUDGET ALLOCATION** – The Business Office Controller sends a copy of the Work Study Fiscal Year Budget (per department) to the Human Resources Department. The Human Resources Department will maintain and monitor all allocations and budgets to ensure that each student and department does not exceed the amount allocated.

## **7.12 TERMINATION OF EMPLOYMENT**

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

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

A resignation must be made in writing and submitted to the department supervisor. Supervisors are then responsible for submitting the resignation through the appropriate chain of approval to the Human Resources Department. The last day the employee is physically at work shall be the last day of employment. The salary of the employee who resigns before the end of the month will be pro-rated on the basis of the number of days worked during the month of resignation.

- 7.12.2 TERMINATION CLEARANCE PROCESS** – The terminating employee must complete an Employee Severance Clearance Form (E1) on the last day of work. This process includes return of books and other materials to the department, return of University keys, purchasing cards, library books, parking permits, the Staff ID card, and any other items issued during employment. The employee must make payment for all financial obligations to the University. The employee will be provided with contact information for current benefit vendors and COBRA information.
- 7.12.3 DISMISSAL** – A copy of each written notice of dismissal or layoff must be submitted to the Human Resources Department. The employee must complete the severance clearance process as defined in Section 7.12.2.

## **7.13 GRIEVANCE POLICY**

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

## **7.14 POSITIVE DISCIPLINE**

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

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

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

- 7.14.1 ORAL REMINDER** – As a first step, the supervisor should discuss the problem or concern with the employee. This involves a discussion between the supervisor and the employee about a minor work performance problem. The objective is to correct the problem by indicating in a positive but serious manner how actual performance falls short of desired performance. Oral reprimands may be documented.
- 7.14.2 WRITTEN REMINDER** – This is usually the second step in the procedure if an oral reminder has not corrected the problem. If the offense is of a serious nature, a written reminder may be an appropriate first step. It formalizes a discussion between a supervisor and an employee about a performance deficiency. Additional written warnings for the same offense can result in dismissal, depending upon the frequency and severity of the nature of the offense. In some cases, if an offense is pervasively severe, the first written warning may result in immediate dismissal. Supervisors should consider using a performance improvement plan to correct performance deficiencies.
- 7.14.3 DISCIPLINARY LEAVE** – An employee may be placed on a disciplinary leave of absence with or without pay when it is in the best interest of the University to do so. Disciplinary leave, with or without pay, may not exceed five working days. It may be taken after unsatisfactory performance has not been corrected following oral or written reminders. It may be the first and final step before dismissal in the event of a major offense.
- 7.14.4 DISMISSAL** – This is not a step in the positive discipline procedure. It may occur when previous steps have been used but performance has not changed or when an employee has committed a major offense. A major offense is one that involves willful or unprofessional misconduct, dishonesty, seriously threatens University operations or the safety and well-being of the individual or other employees, or behavior that is unacceptable to the University.

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

## SECTION 8 – EMPLOYEE BENEFITS

### 8.1 GENERAL

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

### 8.2 EMPLOYER-PAID INSURANCE

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

Health insurance coverage is effective the first day of the month after employment begins. If the first day of employment is on the first day of the month, coverage is effective on the first day of the following month. ~~New employees and dependents may be subject to a one year, pre-existing condition exclusion.~~

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

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

- 8.2.3 ACCIDENTAL DEATH AND DISMEMBERMENT** – Coverage for accidental death and dismemberment is included as an additional benefit within the University-paid life insurance policy. Coverage is two (2) times the employee's annual base salary rounded to the next \$1,000, with maximum coverage subject to limits set within the policy. Coverage is reduced annually after the employee's 65<sup>th</sup> birthday.

- 8.2.4 LONG-TERM DISABILITY INSURANCE** – Long-Term Disability insurance is provided by the University for employees working 30 hours per week or more on a regular appointment basis. Long-term Disability insurance coverage for employees will begin the first day of the month following their first month of employment. Long-Term Disability benefits are based on sixty percent of the employee's covered salary (maximum of \$6,000 a month) after a disability period of six (6) months. Benefits are integrated with workers' compensation insurance, Social Security, and OTRS disability benefits so as to not exceed a certain percentage of the employee's maximum allowable monthly income.

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

### 8.3 OPTIONAL INSURANCE

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

**Available Optional Insurance:**

- Dental Insurance
- Vision Insurance
- Cancer Insurance
- Long- term Care Insurance
- Short-term Disability Insurance
- Dependent Health Insurance
- Dependent Life Insurance

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



## 8.4 CONTINUED INSURANCE COVERAGE UNDER COBRA GUIDELINES

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

## 8.5 RETIREMENT

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

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

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

**8.5.3 OKLAHOMA TEACHERS' RETIREMENT SYSTEM (OTRS)** – Membership in the OTRS is mandatory for regular, full-time and part-time administrative employees. Administrative/professional employees are enrolled at the time of employment. Contributions are based on a percentage of total compensation. The University pays all of the required employee contribution, which is defined by OTRS.

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

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

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

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

**8.5.6 HEALTH INSURANCE COVERAGE AFTER RETIREMENT** – Benefits eligible employees who officially retire from the University as defined herein may enroll or continue enrollment in the University's health insurance plan until they are eligible for Medicare. The retiree is responsible for the cost of coverage. The retiree may enroll in dental, vision, and/or eligible dependent coverage at his/her own expense. Contact the Human Resources Department for additional information.

**8.5.7 LIFE INSURANCE COVERAGE AFTER RETIREMENT** – The University provides life insurance for employees who officially retire under from the University as defined herein. More information is available from the Human Resources Department upon request.

## 8.6 SECTION 125 FLEXIBLE BENEFIT PLAN

Employees may allocate specific amounts, according to contract and IRS limits, of monthly salary or wages, on a pre-tax basis, for the reimbursement of medical expenses or dependent care expenses or both. Employees may subsequently file a claim voucher for reimbursement of the eligible medical and/or dependent care expenses that they have incurred.

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

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

### **8.7 UNEMPLOYMENT AND WORKERS' COMPENSATION INSURANCE**

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

### **8.8 EMPLOYEE ACADEMIC TUITION WAIVER PROGRAM**

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

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

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

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

### **8.9 CHANGE OF EMPLOYEE INFORMATION**

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

## SECTION 9 – LEAVE

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

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

### 9.1 HOLIDAYS

Each academic year, the University recognizes the following holidays:

- a. Traditional Holidays:
  - New Year's Day
  - Martin Luther King Jr. Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Christmas Day
- b. Other days as designated by the President

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

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

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

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

### 9.2 ANNUAL LEAVE

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

- 9.2.1 **FULL-TIME ADMINISTRATIVE/PROFESSIONAL EMPLOYEES** (Employed to work a minimum of 40 hours per week on a regular basis):
  - 13.36 work hours per month (160 hours per year)
  - Annual leave earned in excess of 320 hours by administrative/professional staff must be used within the same fiscal year ending June 30, or it will be forfeited. The maximum number of annual leave hours an employee who is terminating employment may be paid is 320 hours.
- 9.2.2 **FULL-TIME CLASSIFIED EMPLOYEES** (Employed to work 40 hours per week on a regular basis):
  - 0-5 years of service – 80 hours per year
  - 6-10 years of service – 96 hours per year
  - Over 10 years of service – 120 hours per year
- 9.2.3 **PART-TIME CLASSIFIED AND ADMINISTRATIVE EMPLOYEES** (Employed to work a minimum of 20 hours per week on a regular basis):
  - Annual leave is earned at a proportionate rate.

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

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

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

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

Any individual employed with restricted funds (federal grants, special projects, etc.) may accrue annual leave only during the duration of the grant period. All annual leave should be taken prior to the ending date of the grant or contract. The University will not accept liability for accrued annual leave after a grant or contract is discontinued. Accrued annual leave is forfeited if not taken prior to the ending date of the grant or contract. Grant administrators should take appropriate steps to ensure that their budgets are sufficient to fund all accrued leave.

### 9.3 SICK LEAVE AND EXTENDED UNPAID SICK LEAVE

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

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

- 9.3.1 FULL-TIME ADMINISTRATIVE/PROFESSIONAL EMPLOYEES** (Employed to work 40 hours per week on a regular basis):
- 12 hours per month (maximum accrual 1,440 hours).
- 9.3.2 FULL-TIME CLASSIFIED EMPLOYEES** (Employed to work 40 hours per week on a regular basis):
- 6 hours on each of the first 2 biweekly pay periods of the month (maximum accrual 1,440 hours).
- 9.3.3 PART-TIME CLASSIFIED AND ADMINISTRATIVE EMPLOYEES** (Employed to work a minimum of 20 hours per week on a regular basis):
- Sick leave is earned at a proportionate rate.

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

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

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

licensed medical practitioners. Sick leave may be used for maternity/paternity leave when there is medical justification for the employee's absence.

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

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

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

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

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

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

## **9.4 PERSONAL LEAVE**

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

## **9.5 ADMINISTRATIVE LEAVE**

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

## **9.6 LEAVE WITHOUT PAY**

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

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

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

- 9.6.1 PERSONAL** – When employees are placed on leave without pay for personal reasons, the University will give consideration to reemploying the individual in either the same or a similar position within the recommending department. Prior to granting leave without pay, departments should carefully consider whether they would be in a position to reemploy the individual at the conclusion of the leave. If the position cannot be held open or filled on a temporary basis, the department should make it clear to the employee and state in a memorandum to the Human Resources Department (copied to the employee) that the leave is being granted with the understanding that the University is not obligated to reemploy the individual at the conclusion of the leave. Leave of absence without pay requests may be refused if the request is not in the best interest of the University.

## **9.7 FAMILY AND MEDICAL LEAVE**

The University's Family and Medical Leave (FML) Policy, which incorporates provisions of existing University policies and the federal Family and Medical Leave Act (FMLA) of 1993, is designed to enable employees to balance their work responsibilities in the event of serious personal illness or injury or when caring for family members. To be eligible for FML, an employee must have one year of

employment at the University and have worked at least 1,250 hours during the twelve months prior to the start of FML. An eligible employee will be granted up to a total of twelve work weeks of leave (combined paid and unpaid) in a calendar year in accordance with the provisions of the University FML policy. More information is available at [www.cameron.edu/policies](http://www.cameron.edu/policies).

## **9.8 SHARED LEAVE**

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

## **9.9 JURY DUTY/SUBPOENA**

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

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

## **9.10 COURT DUTY**

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

## **9.11 VOTING**

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

## **9.12 MILITARY LEAVE**

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

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

## **9.13 INCLEMENT WEATHER**

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

Announcements concerning weather related cancellations will be made through radio, television, social media and the following:

- Cameron University home page
- Campus Alerts on AggieAccess
- An email to all Faculty and Staff
- An email to all students (email will be sent to students' Cameron University email account)
- Message to telephone, email and text message contacts listed for each individual through the University's Emergency Communication System.

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

Essential personnel are employees whose presence is critical to the day-to-day functioning of the University. Essential personnel are required to report to work even if the University is closed and should plan accordingly. Essential personnel not reporting to work as required

must charge annual leave, leave without pay, or accrued compensatory time for days missed. Essential personnel paid on an hourly basis (classified or non-exempt) will be paid for the hours worked on the closure day in addition to the “special” hours.

Essential personnel include:

- President
- Vice President for Academic Affairs
- Vice President for Business and Finance
- Vice President for Enrollment Management and Student Success
- Director of Physical Facilities
- Designated Physical Facilities crew members (designated by the Director of Physical Facilities)
- Food Service Personnel
- Public Safety Officers
- Designated Information Technology staff (designated by the Director of Information Technology Services)
- Designated Student Housing staff (designated by the Dean of Students)

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

#### **9.14 LEAVE RECORDS**

Each employee must accurately maintain leave records and is responsible for reporting such time to his/her supervisor. Classified employees will record their leave through their online timesheet in AggieAccess and submit it to their supervisor for approval. Administrative and Faculty employees must record their leave on the online leave report in AggieAccess and submit to the supervisor for approval.

## SECTION 10 – FEDERAL COMPLIANCE POLICIES

### 10.1 EQUAL OPPORTUNITY POLICY

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

### 10.2 AFFIRMATIVE ACTION

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

1. To assure all persons equal opportunity for employment and advancement in employment regardless of race, color, national origin, sex, sexual orientation, gender identity, gender expression, religion, age, disability, political beliefs, or status as a veteran;
2. To meet institutional responsibilities under the Civil Rights Act of 1964 and commitments as a federal contractor under Executive Order 11246 and Executive Order 11375; and
3. To take positive actions in the recruitment, placement, development, and advancement of diversity inclusion in University employment.

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

The Equal Opportunity Officer may be contacted at eo-tix@cameron.edu in the Equal Opportunity Office, Howell Hall, Room 210, (580) 581-6712 (www.cameron.edu/oeo).

### 10.3 NONDISCRIMINATION POLICY

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

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

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

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

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

The University shall not subject an individual to different treatment on the basis of race, color, sex, sexual orientation, gender identity, gender expression, religion, political beliefs, national origin, age (40 or older), genetic information,



disability, or veteran status by effectively causing, encouraging, accepting, tolerating, or failing to correct a racially or ethnically hostile environment of which it has notice.

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

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

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

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

**10.3.6 COMPLAINT PROCEDURE** – Complaints alleging a violation of the Nondiscrimination Policy shall be reported to and investigated by the Equal Opportunity Officer.

## 10.4 GENDER BASED MISCONDUCT

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

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

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

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

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

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

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

## **10.5 CONSENSUAL SEXUAL RELATIONSHIP POLICY**

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

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

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

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

### **10.5.3 EMPLOYEE RELATIONSHIPS WITH SUBORDINATE STUDENTS OR SUBORDINATE EMPLOYEES**

**a. INSTRUCTIONAL CONTEXT** – It is considered a serious breach of professional ethics for an employee to initiate or acquiesce in a sexual relationship with a student who is enrolled in a course being taught by the employee or whose academic work (including work as a teaching assistant) is being supervised by the employee.

**b. OTHER CONTEXTS** – Sexual relationships between employees and subordinate employees or subordinate students occurring outside the instructional context may also lead to difficulties, particularly when the employee and subordinate employee or subordinate student are in the same academic unit or in units that are closely allied. Relationships that the parties view as consensual may appear to others to be exploitative. Further, in such situations the employee may face serious conflicts of interest and must be careful to distance himself or herself from any decisions that may reward or penalize the subordinate employee or subordinate student involved. An employee who fails to withdraw from participation in activities or decisions that may reward or penalize such subordinates with whom the employee has or has had an amorous relationship will be deemed to have violated his/her ethical and professional obligations to the University.

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

**10.5.5 COMPLAINT PROCEDURE** – Complaints alleging a violation of the Consensual Sexual Relationships Policy shall be reported to and investigated by the Equal Opportunity Officer.

## 10.6 EQUAL OPPORTUNITY GRIEVANCE PROCEDURE

**10.6.1 WHO MAY USE PROCEDURE** – The grievance procedure embodied herein shall be used, to the extent not in conflict with other policies, when violations of the Nondiscrimination and Gender-Based Misconduct Policy are alleged against employees.

**10.6.2 FILING OF COMPLAINT** – This procedure applies to persons who have complaints alleging discrimination or retaliation. Such persons may file their complaints in writing with the University Equal Opportunity Officer.

Complainants who exercise their right to use this procedure agree to accept its conditions as outlined. Where multiple issues exist (e.g., sexual harassment and violation of due process or grade appeal), the complainant must specify all of the grounds of the grievance of which the complainant knows or should have reasonably known at the time of filing. A grievance filed under this procedure may normally not be filed under any other University grievance procedure. Depending on the nature of the issues involved, the complainant will be advised by the University Equal Opportunity Officer or his/her designee about the appropriate procedure(s) to utilize.

**10.6.3 TIMING OF COMPLAINT** – Any complaint must be filed with the University Equal Opportunity Officer within 180 calendar days of the act of alleged discrimination, harassment, or retaliation. The University Equal Opportunity Officer may reasonably extend all other time periods.

### 10.6.4 ADMINISTRATIVE ACTION

- The University recognizes its obligation to address incidents of discrimination, harassment, or retaliation on campus when it becomes aware of their existence. Even if no complaints are filed, the University reserves the right to take appropriate action unilaterally under this procedure.
- With respect to students, the appropriate student policy will apply to investigations, process, and discipline.
- With respect to employees, upon a determination at any stage in the investigation or grievance procedure that the continued performance of either party's regular duties or University responsibilities would be inappropriate, the proper executive officer may suspend or reassign said duties or responsibilities or place the individual on leave of absence pending the completion of the investigation or grievance procedure.

**10.6.5 WITHDRAWAL OF COMPLAINT** – The complainant may withdraw the complaint at any point prior to the adjournment of a formal hearing. However, the University reserves the right to proceed unilaterally.

**10.6.6 CONFIDENTIALITY OF PROCEEDINGS AND RECORDS** – Investigators and members of the Hearing Panel reviewing the grievance are individually charged to preserve confidentiality with respect to any matter investigated or heard. A breach of the duty to preserve confidentiality is considered a serious offense and will subject the offender to appropriate disciplinary action. Parties and witnesses also are admonished to maintain confidentiality with regard to these proceedings.

All records, involving discrimination, harassment, or retaliation upon disposition of a complaint, shall be transmitted to and maintained by the University Equal Opportunity Officer as confidential records except to the extent disclosure is required by law.

**10.6.7 PROCEEDINGS AND INVESTIGATION** – Upon receipt of a complaint, the University Equal Opportunity Officer is empowered to investigate the charge, to interview the parties and others, and to gather pertinent evidence. The investigation should be completed as soon as practical. The investigator shall prepare a record of the investigation.

In arriving at a determination of a policy violation at any stage of the proceedings, the evidence as a whole and the totality of the circumstances and the context in which the alleged incident(s) occurred shall be considered. The determination will be made from the facts on a case-by-case basis.

Upon completion of the investigation, the University Equal Opportunity Officer shall report findings to the appropriate designated individual (Director of Human Resources, Vice President for Academic Affairs, etc.) with any recommendations for corrective action. The appropriate designated individual, in consultation with their director or supervisor, may accept the EO Officer's recommendations, if any, or modify the corrective actions as circumstances warrant.

## 10.7 INDIVIDUALS WITH DISABILITIES

The University is committed to the goal of achieving equal educational opportunities and full participation for individuals with disabilities. Consistent with the applicable provisions of the Rehabilitation Act of 1973, as amended and the Americans with Disabilities Act, as amended, the University strives to assure that no "qualified individual with a disability" will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination solely on the basis of disability under any program or activity offered by the University.

The University will reasonably accommodate otherwise qualified individuals based upon documentation of a disability unless such accommodation would pose an undue hardship; would result in a fundamental alteration in the nature of the service, program or activity; or in undue financial or administrative burdens. The term "reasonable accommodation" is used in its general sense in this policy to apply to employees, students, and visitors.

Reasonable accommodation may include, but is not limited to (1) making existing facilities readily accessible and usable by individuals with disabilities; (2) job restructuring; (3) offering part-time or modified work schedules; (4) providing reassignment to a vacant position if qualified; (5) acquiring or modifying equipment or devices; (6) adjusting or modifying examinations, training materials or policies; (7) providing qualified readers or interpreters; or (8) modifying policies, practices, and procedures.

Reasonable accommodation with respect to employment matters should be coordinated with the Human Resources Department and the individual with the disability. Reasonable accommodation with respect to students should be referred to the Office of Student Development.

Individuals who have complaints alleging discrimination based upon a disability may file a complaint with the University's Affirmative Action Officer in accordance with the Equal Opportunity Grievance Procedure.

The Equal Opportunity Officer and the Office of Student Development can provide complete copies of the University's Reasonable Accommodation policy.

## **10.8 PREVENTION OF ALCOHOL ABUSE AND DRUG USE ON CAMPUS AND IN THE WORKPLACE**

The federal Drug-Free Workplace Act enacted into law in 1988 requires that any entity seeking to be considered to receive a grant from any federal agency, and any entity seeking to be awarded a contract for the procurement of any property or services of a value of \$25,000.00 or more from any federal agency, certify to the Federal granting or contracting agency that it will provide a drug-free workplace.

The University recognizes its responsibility as an educational and public service institution to promote a healthy and productive work environment. This responsibility demands implementation of programs and services that facilitate that effort. The University is committed to a program to prevent the abuse of alcohol and the illegal use of drugs and alcohol by its students and employees. The University's program includes this policy, which prohibits illegal use of drugs and alcohol in the workplace, or as part of any University-sponsored activities. It is the Board of Regents' policy that:

1. All students and employees shall abide by the terms of this policy as a condition of initial and continued enrollment/employment.
2. The illegal use of drugs and alcohol is in direct violation of local, state, and federal law, as well as University policies governing faculty, staff, and student conduct. This policy strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs, or controlled substances in the workplace, on its premises, or as a part of any University-sponsored activities.
3. Violating this policy shall be a major offense, which can result in a requirement for satisfactory participation in a drug or alcohol rehabilitation program, at the employee's expense, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the University. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy.
4. Violations of applicable local, state, and federal laws may subject a student or employee to a variety of legal sanctions including, but not limited to, fines, incarceration, imprisonment, and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities. A current listing of applicable local, state, and federal sanctions can be obtained through the Office of Student Development and the Office of Public Safety.
5. An employee shall notify his/her supervisor in writing of a criminal conviction for drug or alcohol-related offenses occurring in the workplace no later than five calendar days following the conviction.
6. The University provides access to information about the dangers of drug and alcohol abuse. Voluntary participation in or referral to these services is strictly confidential.
7. An employee shall not perform safety sensitive functions while a prohibited drug or alcohol is in his/her system.
8. The University may require drug testing of safety sensitive employees (as defined by federal law) prior to employment, when there is reasonable cause, after an accident, on a random basis, and before allowing the employee or student to return to duty after refusing to take a drug test or after not passing a drug test.
9. The University shall distribute this policy to all staff, faculty, and students.

Health risks generally associated with alcohol and drug abuse can result in, but are not limited to: a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes, and thought disorders.

The chief fiscal officer is responsible for notifying Federal funding agencies within ten calendar days whenever an employee is convicted of a drug-related crime that occurred in the workplace. Decisions under this policy are subject to the grievance procedures stated elsewhere in the Board of Regents policy (University of Oklahoma Board of Regents Policy Manual CU/RSU 3.1.12).

## **10.9 INTELLECTUAL PROPERTIES POLICY**

The people of the State of Oklahoma may reasonably expect that their investments in the University will create new industry and enhance existing industry within the State and Nation. Such new industry creates greater employment opportunities for citizens of the State and the Nation and an improvement in their standard of living.

The creation and development of intellectual property at the University encourage new business and are key to creating strong University and industry partnerships. It is the responsibility of University employees to disclose intellectual property and to foster an entrepreneurial attitude within the work force by involving students in the creation of intellectual property. Intellectual property development shall be pursued in concert with, but subject to, the University's principal responsibilities of education and knowledge creation.

Therefore, it is in the best interest of the University to adopt a policy that encourages disclosure of discoveries and inventions and rewards such creative activity. To do so, the University's policy must insure that creators of copyrightable works or trademarks and inventors share in any financial success enjoyed by the University through the creation and commercialization of intellectual property. The basic objectives of the University's policy concerning creative works, trademarks, discoveries, and inventions (i.e., intellectual property) include the following:

1. To maintain the University's academic policy of encouraging research, publication, and scholarship independent of potential gain from royalties or other income.
2. To make patented materials created pursuant to University objectives available in the public interest under conditions that will promote their effective utilization and commercialization.
3. To provide adequate incentive and recognition to faculty and staff through proceeds derived from their creative works, trademarks, discoveries, and inventions.

## SECTION 11 – STATE COMPLIANCE POLICIES

### 11.1 CONFIDENTIALITY OF LIBRARY RECORDS

The University adheres to Oklahoma and federal law with respect to confidentiality of library records. The records of library materials borrowed or used cannot be disclosed to anyone except:

1. Persons acting within the scope of their duties in the administration of the library;
2. Persons authorized to inspect such records, in writing, by the individual or group whose records are sought; or
3. As otherwise required by law.

(University of Oklahoma Board of Regents Policy Manual CU/RSU 3.5.)

### 11.2 CONFLICTS OF INTEREST

- 11.2.1 PURPOSE OF POLICY** – This policy addresses situations where there might be a potential financial conflict between a particular outside interest of a faculty or staff employee and the obligation that the employee owes to the University such that an employee's profit or advantage may come, or reasonably appear to come, at the expense of the well-being of the University.

The purpose of this policy is to aid in identifying apparent, actual, and potential conflicts of interest and assuring that such conflicts do not improperly affect the activities or professional conduct of the University or its employees. It is not the intent of this policy to restrict legitimate work appropriate to the employee's profession or discipline, but only to provide the University with authority to take action that is appropriate, proportionate, and focused on substantial conflicts of interest that compromise an employee's professional judgment.

- 11.2.2 STATEMENT OF GENERAL POLICY** –The University is a public institution committed to the mission of teaching, research and creative/scholarly activity, and professional and University service and public outreach. To these ends, the University balances an assortment of principles: maintaining an atmosphere that promotes free and open scholarly inquiry; facilitating the transfer of information and technology for the benefit of the public; and serving as a prudent steward of public and private resources entrusted to it. Faculty and staff have a primary commitment to their basic University duties of teaching, research and creative/scholarly activity, professional and University service, and public outreach. These basic duties often limit outside activities. As a result, professional and personal activities may present financial conflict of interest situations, which should be evaluated under the auspices of this and other applicable policies.

Employee participation in outside professional, commercial, and *pro bono publico* activities can make important direct and indirect contributions to the strength and vitality of the University. Through participation in such activities, employees may add to knowledge and understanding that is relevant and useful to teaching and research within the University, develop sources of funding and support for activities carried out in the University, and establish relationships valuable to the University. Because of its value to the University, its rewards for an individual employee, and its contributions to the larger society of which the University is a part, the University recognizes that employee participation in outside professional, commercial, or *pro bono publico* activities is often appropriate.

Sound professional discretion is an integral part of the University's financial conflict of interest system. Any review of a potential financial conflict of interest will be undertaken in light of four general propositions.

First, conflicts of interest per se are inevitable and do not necessarily represent any impropriety by employees if disclosed in advance. Second, the failure to disclose a conflict of interest for administrative review and response would be a serious mistake for any employee and may be a breach of this policy. Third, there is a presumption in favor of allowing employees to act in dual roles once the conflict of interest has been disclosed (prior written approval is required in cases of potential conflicts involving federal grants or contracts). Fourth, conflicts of interest may be so profound or substantial that it would be best for all concerned if the employee did not participate in a particular transaction.

It is not possible to completely eliminate the potential for financial conflicts of interest because there are certain rewards and incentives that are inherent or appropriate in the structure of a University enterprise. Such conflicts become detrimental when the potential temptations, financial or otherwise, undermine reasonable objectivity in the design, interpretation, and publication of research; in setting University policies; in managing contracts; in selecting equipment and supplies; in involving students in sponsored projects; or in performing other roles in University governance in which objectivity and integrity are paramount. Furthermore, since allegations of conflicts of interest based on appearances can undermine public trust in ways that may not be adequately restored even when mitigating facts are brought to light, apparent conflicts should be avoided, when feasible and appropriate.

Other sections of this policy notwithstanding, it is the ongoing responsibility of the employee to abide by the provisions of all other applicable federal and state laws, and the University's policies relating to financial conflicts of interest; to identify potential conflicts of interest; and to disclose and seek guidance on such matters from the appropriate vice president (University of Oklahoma Board of Regents Policy Manual CU/RSU 3.1.8).

### **11.3 ETHICS POLICY**

University employees are expected to comply with all state ethics rules. Laws, rules, and interpretations can be found at the following website: <https://www.ok.gov/ethics/>.

### **11.4 FIREARMS POLICY**

Firearms and munitions of all types are prohibited on all property owned, leased, or occupied by the University at all times except as specifically authorized by Board policy.

### **11.5 HEALTH AND SAFETY**

The University is committed to providing a safe and healthy environment for the entire University community and to complying with all applicable Federal and State laws and regulations pertaining to occupational and environmental safety. Academic and administrative personnel with supervisory and teaching roles must ensure that procedures are developed and followed which are designed to prevent injury, protect the assets of the University, and protect their environment. It is the responsibility of all University faculty, staff, and students to follow safe working practices, obey health and safety rules and regulations, and work in a manner that protects their health and that of others and does no harm to the environment.

In the event of an employee injury, the following practices will help guide the employee relative to his/her rights. Employees should follow the *Procedures For Reporting An On-The-Job Injury*. For vehicular incidents, the employee should refer to the guide *In Case of Vehicular Accident* available in the Business Office. This guide is also in the glove compartment of each University owned vehicle.

The Human Resources Department will assist the injured employee in filing an injury report with Workers' Compensation authorities. The Business Office will assist an injured non-employee in filing an injury report with Risk Management.

**11.5.1 RISK MANAGEMENT** – If an individual incurs an injury on University property and is not involved in compensatory work for the University, a Standard Liability Incident Report should be filed with the Business Office. The Oklahoma Governmental Tort Claim Act addresses liability of the University to those individuals who are on state property but not performing compensatory work and are injured while on state property. Claims to the State Risk Management Office will be evaluated to determine if the University is liable for damages. Additional information is available in the Business Office.

**11.5.2 WORKERS' COMPENSATION** – If an employee sustains an injury during the course of the performance of compensatory work for the University, appropriate Workers' Compensation claim forms must be filed through the Human Resources Department.

### **11.6 OPEN RECORDS REQUEST**

It is the policy of the University to abide by the Oklahoma Open Records Act and the Family Educational Rights and Privacy Act (FERPA) as they relate to records requests. Requests made under the Oklahoma Open Records Act or directory requests under FERPA should be sent to the Office of Public Affairs. Other requests for FERPA-protected information should be sent to the Office of Enrollment Management. Requests made to this office will be sent to the University's Legal Counsel. The University's Legal Counsel will facilitate and coordinate responses to the requests.

### **11.7 POLITICAL ACTIVITIES OF EMPLOYEES**

An employee of the University who participates in political activities must do so in a manner that:

1. Does not imply, directly or indirectly, that the University endorses such activities;
2. In no way interferes with the rights and privileges of other employees of the University;
3. In no way interferes with the rights and privileges of students attending the University;
4. In no way interrupts the normal routine operation of the University;
5. In no way interferes with the assigned duties of the employee;
6. Does not utilize University funds, equipment, supplies, paid staff time, or other University resources in support of partisan political activities, or a ballot measure.

Violation of this policy may be cause for dismissal.

## 11.8 CANDIDATES FOR POLITICAL OFFICE

Any employee of the University who becomes a candidate in any primary or general election for any county, state, or federal office shall, prior to announcing his/her candidacy for any said office, first offer his/her resignation to the Board of Regents, without reservation.

The Board of Regents does not intend to discourage employees from becoming candidates for public office. Employees may regard it as their duty to become candidates.

(University of Oklahoma Board of Regents Policy Manual CU/RSU 3.1.14.)

## 11.9 TRAVEL POLICIES AND REIMBURSEMENT GUIDELINES

Employees traveling on University business with students must be aware of and adhere to the University's Student Travel Policy.

The use (including rental) of 15-passenger vans for transporting University employees, students, visitors or guests is prohibited.

Employees are not permitted to use hand held University cellular or mobile devices, or any other hand held device, pagers, digital assistants, laptops, or any other electronic communication devices while operating a motor vehicle on University business.

For University business, employees may only fly on commercial aircraft. Employees are not authorized to fly or travel in personally-owned, corporate noncommercial, chartered or leased aircraft on University business. An exception is allowed for an employee who is a licensed pilot electing to fly him/her self, but no other University employee.

The following travel reimbursement guidelines are based upon the Oklahoma State Travel Reimbursement Act, Title 74 O.S., Section 500.1 et seq., and procedures established by the Office of State Finance, unless otherwise noted.

Employees may be reimbursed for travel expenses incurred while conducting official University business or attending professional development events. Requests to attend professional meetings must be accompanied by a program or letter of invitation.

All out-of-state travel, except for routine business during the day, requires prior approval of the President. A Travel Request for Leave and Reimbursement (T3) form should be submitted at least thirty (30) days prior to the date of travel. Presidential approval must be obtained before any funds are encumbered or travel begins.

If available and requested, a University owned vehicle may be reserved. If it becomes necessary to cancel a vehicle reservation, notification of the cancellation should be made to Physical Facilities so that the vehicle can be reassigned for another purpose.

Reimbursement for authorized expenses may be requested by providing appropriate documents to the Travel Clerk in the Business Office as soon as travel is completed. The amount claimed for reimbursement should not exceed the amount approved on the Travel Request for Leave and Reimbursement form, if applicable.

Additional guidance on travel procedures is available from the Business Office.

- 11.9.1 IN-STATE REIMBURSEMENT/GENERAL PROVISIONS** – Official travel status for the purpose of meals and lodging shall be defined as absence from the employee's home area or official station area while performing assigned official duties, such trips must be of sufficient duration and distance to qualify as overnight absence from the person's home or official duty station area.
- 11.9.2 OUT-OF-STATE REIMBURSEMENT/GENERAL PROVISIONS** – Reimbursement for meals and lodging on out-of-state trips shall not begin more than twenty-four (24) hours before or continue more than twenty-four (24) hours after the trip objective, such as a meeting, workshop, or conference.
- 11.9.3 LODGING** – Reimbursement for overnight lodging for official travel may be made at a rate not to exceed the specified limit per night for in-state or out-of-state travel, except for designated meeting sites. Receipts issued by the hotel, motel, or other public lodging place must accompany the claim for reimbursement. If the place of lodging is the designated meeting site, a brochure from the event sponsor reflecting such designation must be submitted with the claim.
- 11.9.4 PER DIEM** – Reimbursement for meals, during official travel, is authorized at rates set by Oklahoma Statute, provided the trip meets the overnight criteria. In computing the reimbursement for per diem, a day shall be a period of twenty-four (24) hours. Reimbursement is not allowed for meals that have been provided as part of the registration fee or by any party other than the employee.
- 11.9.5 IN-STATE TRANSPORTATION** – Travel by privately owned vehicle may be reimbursed based on the distance set forth by the official state map produced by the Oklahoma Department of Transportation. Any vicinity travel must be entered on travel claims as a separate item.
- 11.9.6 OUT-OF-STATE TRANSPORTATION** – Regardless of the mode of travel (including privately owned vehicle) reimbursement for out-of-state transportation costs shall not exceed that of coach airfare. However, travel by



commercial airline on a business or first-class basis may be reimbursed if coach class space is not available within a reasonable time and is justified by attachment to the claim for reimbursements. Airline tickets for employee travel must be purchased from travel agents listed on the State contract. However, if a lower cost arrangement can be found with a non-listed travel agent, internet travel provider, or direct from the airlines, this lower cost arrangement will be allowed as a reimbursable cost, provided a written contemporaneous cost comparison is provided reflecting a lower cost.

Mileage for out-of-state travel by privately owned vehicle will be based upon the appropriate state map or a mapping internet site, such as MapQuest. Documentation provided with the claim must include the method of calculation.

**11.9.7 LOCAL TRANSPORTATION** – Taxi fares will be reimbursed only upon justification as to the necessity of their use.

Local transportation costs incurred during out-of-state travel may be reimbursed on the basis of an itemization of such costs. Reimbursement for leased or rented automobiles will be made in the same manner.

**11.9.8 TRANSPORTATION OF PASSENGERS** – It is the policy of the University that non-employee passengers shall not be transported in state vehicles or private vehicles used for state business purposes where the employee expects to be reimbursed.

**11.9.9 MISCELLANEOUS EXPENSES** – Reimbursement claims for miscellaneous travel expenses such as communication charges and registration fees for attending workshops, conferences, etc., must be itemized. Reimbursement for communication charges incurred during in-state travel must be necessary and justified.

**11.9.10 RECEIPTS REQUIRED** – Lodging receipts from a motel, hotel, or other public lodging place must accompany the claim for reimbursement. The lodging receipt must show a zero balance; otherwise, proof of payment is required.

Reimbursement requests for leased or rented vehicles used in official University business must be supported by a receipt indicating the miles traveled.

The original receipt for registration fees must accompany the claim for reimbursement. Copies of the registration fee receipt are not acceptable for reimbursement purposes.

## **11.10 UNIVERSITY-OWNED EQUIPMENT/FACILITIES**

**11.10.1 EQUIPMENT** – In accordance with state statutes, the use of any University asset by individuals or organizations for activities not directly related to the execution of University business is strictly prohibited. University-owned or controlled assets shall not be removed from the University premises except in cases where such equipment is to be used for University business.

**11.10.2 FACILITIES** – For information about scheduling University facilities for use during hours which do not conflict with regularly scheduled classes and events, contact the Director of Events Management.

**11.10.3 PETS** – Pets (dogs, cats, birds, other pets, etc.), except for service animals while performing duties for the individual they accompany, are not permitted inside any University-controlled building. Domesticated pets are permitted outside on campus grounds when leashed and properly attended at all times. Pet owners must clean up after their animals. Animals that are officially part of the University's teaching, research, or clinical programs are exempt from this policy. Students residing in a Student Housing Facility on campus should refer to the Student Housing Policies and Procedures handbook under the section titled "PETS" concerning pets in residence halls.

## **11.11 UNIVERSITY RECORDS**

In accordance with state statutes and the Oklahoma Archives and Records Commission, the University has designated the Vice President for Business and Finance as the liaison to the Oklahoma Archives and Records Commission. The University follows the Commission's rules and procedures for retention and destruction of University records. All executive staff, deans, department heads, and departmental supervisors are provided General Records and Retention Schedules and updates to the schedules. A designated University accountant assists in coordinating this effort and administers the University's record storage facilities. The accountant coordinates the retention and destruction of all University electronic and computer-related records and files.

## **11.12 USE OF STATE OR UNIVERSITY-OWNED VEHICLES**

Oklahoma statutes prohibit the use of State-owned vehicles for private purposes. In compliance, the University prohibits the use of University-owned vehicles for private purposes. It is the policy of the University that passengers shall not be transported in State or University vehicles unless they are on State or University business.

A State-owned or University-owned vehicle should not be driven to the residence of an employee unless it is required in performing his/her official duties.

**11.12.1 DRIVER'S LICENSE** – Employees who are required to operate a University motor vehicle on any public roadway while in the performance of their regular duties must have a valid driver's license issued by the State of Oklahoma. Below are the procedures to ensure adherence to this policy:

- a. The University will conduct a driver's license verification and status review on new employees selected for positions that involve operation of a University motor vehicle. In addition, the University may conduct periodic driver's license verification and status reviews on all employees in positions involving operation of a University motor vehicle.
- b. Any new employee who has applied and been accepted for University employment in a position where possession of a valid driver's license is a requirement and who is subsequently determined not to have (or have had at time of application) a valid Oklahoma driver's license will be considered to have submitted false information and will be subject to termination.
- c. An individual who is employed by the University and who holds a valid out-of-state driver's license will be considered to be a properly licensed driver for employment purposes. However, any such employee must obtain a valid Oklahoma driver's license within thirty calendar days of the first day of employment. Failure to obtain an Oklahoma driver's license within this period may result in termination. Student employees may operate a University motor vehicle in the course of their employment if they hold a valid driver's license issued by their state/country of residence/origin. The only driver's licenses recognized by the State of Oklahoma and Oklahoma law enforcement agencies are those issued in the United States and those issued by the country of origin of international students.
- d. Current employees who must possess a valid driver's license to perform their job duties are required as a condition of employment to notify their supervisor immediately upon receipt of any notification from the Oklahoma Department of Public Safety or any court of competent jurisdiction that their driver's license has been suspended or revoked or has in any way been modified or subjected to restrictions not previously known to the supervisor. Failure to make such notification may result in termination.
- e. Oklahoma law requires that holders of a driver's license who have taken legal action to change their name (through marriage, divorce, or court action) and/or have changed their mailing address must notify the Oklahoma Department of Public Safety of such change(s) within 10 days. University employees are expected to be in compliance with this provision of the law.
- f. If a current employee's license is suspended or revoked, expires, or is subject to modification or restriction, the employee will not be permitted to operate a University motor vehicle until the license is fully reinstated, renewed, or additionally modified. Until the employee's driving privileges are restored, the employee's department may reassign the employee to a job not requiring the operation of a University motor vehicle or place the employee on appropriate leave status, including but not limited to compensatory time, paid leave, or leave without pay. Before the employee may resume operating a University motor vehicle, written confirmation from the Oklahoma Department of Public Safety verifying license reinstatement or conferring privileges to drive while at work or a properly issued renewal license must be presented to the supervisor.
- g. Employees are required to read the University's Vehicle Regulations Policy and sign an agreement to follow the University's policies and regulations.

### **11.13 WHISTLE BLOWER**

Employees shall not be disciplined or dismissed for reporting actions taken by the employer that might violate the law as cited under the Whistle Blower Statute, 74 O.S. §840-2.5. Further information is available from the Human Resources Department.

### **11.14 LIABILITY COVERAGE**

The State of Oklahoma provides professional and automobile liability insurance under the State Tort Claims Act for all employees who are acting within the scope of their duties. The liability coverage also extends to authorized volunteers for their operation of University-owned vehicles while acting within the scope of their authority if the authorized volunteer has completed and filed the Volunteer Acknowledgment and Release Form with the authorizing department. Copies of the State of Oklahoma Certificate of Self-Insurance are located in the glove compartment of all University vehicles. Further information is available from the Business Office. Employees are prohibited by state law from texting or utilizing electronic devices while driving University vehicles or while driving private vehicles on University business. Failure to abide by this policy results in the loss of insurance coverage for any accident, and the employee will be held personally liable for any and all damages and injuries caused as a result of such accidents, regardless of actual fault. Further, smoking in University-owned, rented, or leased vehicles is prohibited by state law.

## SECTION 12 – GENERAL INFORMATION

### 12.1 DRESS/GROOMING

The University community is proud of its appearance and its tradition of excellence in education. That pride is reflected in attention to the physical facilities, the landscape, and the professionalism of University personnel. Each member of the University community shares a responsibility in maintaining a professional image by dressing and grooming appropriately for his/her respective position. Questions regarding dress code should be directed to the employee's immediate supervisor.

Uniforms may be required for specific positions, as deemed necessary by the University.

### 12.2 EMERGENCY PROCEDURES

In the event of an emergency, all staff in a supervisory role have the responsibility to give instructions to students, faculty, and staff and provide safety measures until otherwise directed by the Office of Public Safety or other properly identified emergency personnel.

**12.2.1 FIRE ALARM AND PROCEDURES** – When a fire alarm is sounded, everyone should clear the building by the nearest exit and proceed to an open area on campus. Everyone must stay clear of the danger area unless called upon to help; employees should keep all roadways and walkways clear for emergency vehicles. NO PERSON SHALL RE-ENTER the building until instructed to do so by the Office of Public Safety or other properly identified emergency personnel.

**12.2.2 TORNADO WARNING** – A civil defense siren is sounded when a tornado has been spotted or when a very strong storm cell is over the area. When the warning is sounded, everyone will immediately proceed to the nearest protective area. Protective areas are basement areas or ground floor interior spaces or hallways away from exterior walls and windows. Additional emergency information is contained in the *Emergency Operations Plan* in the Office of Public Safety.

### 12.3 EMPLOYEE FINANCIAL OBLIGATIONS

Faculty, staff, and student employees of the University are required to pay all outstanding financial obligations due to the University in accordance with the due dates established for such obligations. For faculty, staff, and student employees who do not pay such financial obligations, the University will seek such remedies as are allowed by law.

### 12.4 IDENTIFICATION CARDS

A University identification card will be issued to regular, full-time and part-time employees at no cost to the employee. The employee should obtain an identification card on the first day of employment or at the time the employee completes the required paperwork for employment. An identification card may be obtained at the One Stop located on the first floor in the McMahon Centennial Complex, Monday through Friday, from 8:00 a.m. to 5:00 p.m. If this time is not convenient, the employee should contact the Business Office to arrange for a convenient time.

The employee's identification card is required for access to certain events and/or facilities. The identification card will admit the employee to designated official University-sponsored events. In addition, the identification card may be used for library privileges and use of the Aggie Rec Center.

The identification card does not authorize the holder to obligate the University in any manner. The identification card is the property of the University and must be returned to the Business Office at the time employment is terminated. Students may retain their student identification cards.

An employee is responsible for reporting any lost or stolen identification card immediately to his/her supervisor, the Office of Public Safety, and Physical Facilities. Employees shall be charged for replacement cards.

### 12.5 INCIDENT POLICY

The University is committed to maintaining a workplace environment that is safe and secure for all employees of the University. Threats, threatening behavior, acts of violence, and unwanted attention directed against other employees, visitors, or guests by an employee of the University will not be tolerated.

All employees are responsible for notifying their supervisor and/or the Office of Public Safety of any threats that they have witnessed, received, or heard. Even without an actual threat, employees should also alert their supervisor to any behavior which can be regarded as threatening or violent when that behavior is job-related or might be carried out in the workplace. Employees are responsible for making this report regardless of the nature of the relationship between them and the person initiating the threat or threatening behavior.

The provision of a safe workplace and the protection of employees from threats to their safety cannot be effectively accomplished unless supervisors and officers from the Office of Public Safety are informed of these circumstances.

## **12.6 INFECTIOUS DISEASE POLICY STATEMENT**

The purpose of this policy is to establish procedures to be followed when a University student and/or employee is infected with a communicable disease. Such diseases include, but are not limited to, hepatitis, meningitis, mumps, whooping cough, measles, diphtheria, chicken pox, and tuberculosis.

The University is committed to providing a working and learning environment free of health hazards for its students and employees. So long as medical evidence shows, with reasonable medical certainty, that a particular disease is not communicable by the casual contact normally found in the workplace or classroom, or through airborne transmittal, those areas will not be considered to be hazardous as a result of the presence of an infected student or employee.

The University will comply with all federal and state laws applicable to students and employees with communicable diseases.

The confidentiality of information regarding individuals infected with a communicable disease shall be respected as may be provided by law. As long as a student and/or employee with a communicable disease is able to pursue his/her education within the established academic standards and/or continue performance of job duties and medical evidence indicates that his/her condition is not a threat to him/herself or others, the student or employee is to be treated consistently with other students and/or employees.

Discrimination against or harassment of the student or employee infected with a communicable disease is prohibited. The University will make educational materials on communicable diseases available for students and employees through the Office of Student Services, Office of Public Safety, and Physical Facilities.

## **12.7 KEYS AND ELECTRONIC ACCESS**

Keys and electronic access shall be authorized for issue only to persons with a substantial need for access to specific facilities, and they shall be issued only after verification of administrative approval on a properly executed Key Request Form (K1). Keys must be picked up in person at the Physical Facilities Office.

Keys remain University property, entrusted to the individual key holder for his/her exclusive use and should never be exchanged or loaned. No one has authority to produce, duplicate, or alter a University key, except the Physical Facilities Office. Unauthorized use or duplication of a key is cause for disciplinary action, up to and including dismissal.

An employee is responsible for reporting any lost or stolen keys immediately to his/her supervisor, the Office of Public Safety, and Physical Facilities. When a key is lost or stolen, the employee must pay a replacement fee. If the key is found after the replacement fee has been paid, the money will be refunded if the building was not re-keyed as a result of the key loss.

All keys must be returned to the Physical Facilities Office during the termination clearance process or at the time of a job change, office relocation, or lock change.

## **12.8 LOST/MISPLACED/STOLEN OR DISCARDED ITEMS**

Lost, misplaced, or stolen personal items such as jewelry, keys, or clothing, regardless of where found, should be turned in immediately to the Office of Public Safety. Lost items should not be turned in to individual departments on campus.

If an employee finds discarded equipment and/or equipment no longer in use, he/she should call the Business Office. The Business Office will make arrangements for the reallocation and/or disposal of such property. Additional instructions on inventory procedures are issued by the Business Office.

## **12.9 OFFICE OF PUBLIC AFFAIRS/OFFICIAL COMMUNICATIONS**

Any statement made on behalf of the University to the public through the press or through any other agency shall be made by the Board of Regents and/or the President of the University or his/her designee. Further, this policy is not intended to and should not be construed to abridge the rights and privileges of any employee of the University to publicly express his/her personal opinions on any matter or to abridge constitutional rights of employees to comment on matters of public concern or to prohibit any other rights of communication established by law.

## **12.10 PARKING PERMITS AND TRAFFIC REGULATIONS**

The Board of Regents has determined that it is in the best interests of the University that rules and regulations be promulgated and adopted governing the keeping and use of automobiles by University employees, visitors, and students, providing parking areas for the employees, visitors, and students of the University, and providing a method of carrying such rules and regulations into effect and the enforcement thereof. The applicable portion of these regulations shall apply to every employee of the University, and the portions applicable to students shall be deemed a part of the established regulations of the University that govern every student.

The President may revise, alter, or amend these regulations when conditions warrant. Such amendments, revisions, or alterations shall, unless otherwise ruled by the Board of Regents, be effective and of the same dignity as if enacted or ordered by said Board of Regents (University of Oklahoma Board of Regents Policy Manual CU/RSU 4.8).

**12.10.1 PARKING PERMITS** – All vehicles parked on University property must display the appropriate parking permit, which is available free of charge at the Office of Public Safety, Monday through Friday, between 8 a.m. and 5 p.m. If this time is not convenient, the employee should contact the Office of Public Safety to schedule an appointment. Vehicles parked on University property without a parking permit will be ticketed.

The permit holder is responsible for all charges resulting from citations issued against his/her permit number, regardless of the identity of the driver; therefore, employees are encouraged to remove parking permits from vehicles that will no longer be operated by the employee. All employees are required to return parking permits as part of the clearance process when terminating employment from the University.

**12.10.2 TRAFFIC REGULATIONS** – The Office of Public Safety enforces the traffic regulations of the University and Oklahoma vehicle laws applicable to street traffic, make arrests, issue citations for traffic violations, and investigate accidents. No person, owner or operator shall park/drive or permit to be parked/driven any vehicle which has four (4) or more citations against it per academic semester. Copies of the University Traffic Code can be reviewed/obtained in the Office of Public Safety.

Payment for a citation is made in the One Stop. The citation must be presented with the payment.

## **12.11 USE OF UNIVERSITY FACILITIES BY UNAFFILIATED ENTITIES OR INDIVIDUALS**

The University has adopted policies and requirements for the use of its facilities (including advertising, marketing, private sales solicitations, etc.) by unaffiliated entities. This policy is posted at [www.cameron.edu/policies](http://www.cameron.edu/policies).

## **12.12 PUBLICATIONS/ADVERTISING**

The Office of Public Affairs must approve all layouts or copy for all publications.

The University does not endorse any commercial product, program, enterprise, and idea. Under certain circumstances, the University's name or symbols may be used in connection with advertising or promotional material. Permission and approval of all copy must be obtained from the Senior Director of Public Affairs. The University from time to time may wish to reach a certain segment of the public by purchasing advertising in the media. The material contained in this advertising may include matters related to increasing enrollments, promotional advertising, or informational material related to specific policies, projects, departments, and curricula. With the exception of staff employment advertising, which is coordinated through the Human Resources Department, no contracts for advertising should be entered into and no oral or written commitments should be made by any University employee without the approval of the Senior Director of Public Affairs.

## **12.13 SERVICES**

**12.13.1 RECREATIONAL FACILITIES** – The use of the Aggie Rec Center is available to University employees at no charge during normal operating hours.

**12.13.2 FOOD SERVICES** – Catering services for functions held on or off campus are available through the University's food service provider.

**12.13.3 TELEPHONE** – The campus telephone system is designated for business use. Employees are to limit personal calls and use third party billing or personal credit cards for personal long-distance calls that must be made from work. The University's incoming 800 line must not be used for personal calls, violations will result in disciplinary action, up to and including dismissal.

**12.13.4 EMERGENCIES** – In the event of an emergency, dial 2911 when using a campus phone and 581- 2911 when calling from off-campus.

## **12.14 TECHNOLOGY**

Information Technology Services (ITS) offers technology assistance to all employees and students. All purchase recommendations relating to computers, telecommunications equipment, software, and peripherals are made by ITS. ITS Helpdesk repairs, maintains, transfers, relocates, and disposes of all computer and technology equipment. Requests to reassign computer equipment from its present use should be directed to the Helpdesk coordinator by deans, chairs, and directors. Deans/chairs/directors are responsible for an annual physical inventory of all computer equipment for which they are accountable. Theft of computer equipment must be reported to ITS Helpdesk and the Office of Public Safety.

## **12.15 COMPUTER USE POLICY**

The University has adopted policies and requirements for the use of its electronic devices including computers, phones, tablets, etc. by students, employees, and visitors. This policy is posted at [www.cameron.edu/policies](http://www.cameron.edu/policies).

## **12.16 CELL PHONE AND MOBILE SERVICES**

The use of cellular or mobile services is limited to employees whose job duties and responsibilities make such services a necessity. Necessity includes, but is not limited to, situations in which time is of the essence in accomplishing University purposes. Issuance of cellular or mobile devices requires the President's approval. Personal use of cellular or mobile devices provided by the University is not permitted. Personal use by an employee of cellular or mobile devices provided by the University may result in disciplinary action, up to and including dismissal. This policy applies to cellular or mobile telephones, pagers, and cellular or mobile telephone and pager services, the cost or compensation for which is provided wholly or partially by the University. Additional information may be found in the Business Office.

## **12.17 SOCIAL MEDIA POLICY**

The University has adopted policies and requirements for the use of social media by employees, students and others. This policy is posted at [www.cameron.edu/policies](http://www.cameron.edu/policies).

## **12.18 UNIVERSITY SEAL**

The University Seal is reserved for official uses, as in publications of the University, its certificates, diplomas, legal documents, and printed materials used in conjunction with official functions of the University.

## **12.19 TOBACCO USE**

To address the public health concern of tobacco usage and in compliance with the Governor's Executive Order 2012-01 issued on February 6, 2012, Cameron University prohibits all forms of tobacco on campus. The use, sale, or distribution of tobacco, including smoking and the use of smokeless tobacco, electronic cigarettes or vaping devices is prohibited on the University campus, including all indoor and outdoor spaces. Campus also includes University vehicles.

The University shall communicate information regarding tobacco use prevention efforts on campus related to policy, prevention, and cessation. In addition, the University shall make available appropriate educational activities concerning the harmful health consequences of tobacco use.

Compliance with the Tobacco Free Campus Policy by all students, faculty and staff is expected based on our commitment to a healthy culture, free of tobacco, and should be a cooperative effort, encouraged by all faculty, staff and students. Individuals who are in violation of this policy are subject to citations and/or disciplinary actions, up to and including dismissal. This policy applies equally to employees, students, and visitors.

## **12.20 STATEMENT OF CONFIDENTIALITY**

As a Cameron University employee, you may have access to, or come into contact with, confidential and private records of other staff, faculty and students. Under federal law and University policy, student and employee records are protected from disclosure to a third party. Employees should not access staff, faculty, or student information unless there is a legitimate work-related reason to do so. The unauthorized release, access, or use of such privileged information violates Cameron University Policy.

An employee will treat confidential information with the highest level of privacy, care, and professionalism. Confidential information should only be discussed with authorized personnel, and only for legitimate work-related purposes. Any breach of confidentiality of this information, whether intentional or due to neglect, or any abuse of an employee's position, including but not limited to unauthorized access to records, disclosure of information from student or employee records, alteration of records, and/or destruction of records or other similar acts, is considered a serious offense and may result in disciplinary actions up to and including immediate termination of employment.

## **12.21 EMAIL AND NOTICE**

All employees are provided with University email accounts and are expected to use these accounts for the conduct of University business. Email sent to an employee's University provided email address shall constitute satisfactory notice under this policy or other applicable policies requiring notice be given.

**CAMERON UNIVERSITY**  
**STATEMENTS OF NET POSITION**  
**DECEMBER 31, 2019 AND 2018**  
**UNAUDITED-MANAGEMENT USE ONLY**

	12/31/2019	12/31/2018
<b>Assets</b>		
Unrestricted cash and cash equivalents	\$ 9,935,144	\$ 16,247,055
Restricted cash and cash equivalents	3,133,646	3,528,098
Accounts receivable, net	3,096,478	6,911,686
Net other post-employment benefits asset	308,915	227,940
Deposits and prepaid expenses	1,981,113	1,960,552
Capital assets, net	55,958,931	57,948,122
<b>Total Assets</b>	<u>74,414,227</u>	<u>86,823,453</u>
<b>Deferred Outflows</b>	<u>3,245,879</u>	<u>4,512,108</u>
<b>Liabilities</b>		
Accounts payable and accrued expenses	662,833	630,907
Post-employment benefits obligation	1,271,533	1,264,609
Accrued compensated absences	389,204	379,872
Net pension liability	28,891,382	33,844,429
Unearned revenue	4,374	10,718,946
Capital lease payable	16,967,781	18,117,335
Deposits held in custody for others	157,117	152,493
<b>Total Liabilities</b>	<u>48,344,224</u>	<u>65,108,591</u>
<b>Deferred Inflows</b>	<u>8,452,062</u>	<u>7,961,470</u>
<b>Net Position</b>		
Net Position	20,863,820	18,265,500
<b>Total Net Position</b>	<u>\$ 20,863,820</u>	<u>\$ 18,265,500</u>

**CAMERON UNIVERSITY**  
**STATEMENTS OF REVENUE, EXPENSES AND CHANGES IN NET POSITION**  
**FOR THE SIX MONTHS ENDED DECEMBER 31, 2019**  
**UNAUDITED-MANAGEMENT USE ONLY**

	<u>12/31/2019</u>	<u>12/31/2018</u>
<b>Operating Revenues</b>		
Student tuition and fees	\$ 13,325,105	\$ 13,970,265
Grants and contracts	1,341,617	1,449,086
Sales and services of educational activities	252,245	229,097
Sales and services of auxiliary enterprises	2,757,625	2,288,980
Other operating revenues	4,207	16,117
<b>Total Operating Revenues</b>	<u>17,680,799</u>	<u>17,953,545</u>
<b>Operating Expenses</b>		
Compensation and benefits	14,108,952	14,028,957
Contractual services	552,910	675,852
Supplies and materials	7,097,894	6,163,260
Depreciation	1,901,020	1,906,222
Utilities	758,873	712,333
Communication	78,158	160,710
Scholarships and fellowships	8,501,766	10,019,734
Other operating expenses	1,220,604	1,175,973
<b>Total Operating Expenses</b>	<u>34,220,177</u>	<u>34,843,041</u>
<b>Operating loss</b>	(16,539,378)	(16,889,496)
<b>Nonoperating Revenues and (Expenses)</b>		
State appropriations	9,506,601	9,322,512
Grants and contracts	5,446,206	5,735,527
Private gifts	326,504	383,147
Endowment and Investment income	42,085	39,982
<b>Net Nonoperating Revenues and (Expenses)</b>	<u>15,321,396</u>	<u>15,481,168</u>
<b>Income Before Other Revenues, (Expenses), Gains or (Losses)</b>	(1,217,982)	(1,408,328)
<b>Other Revenue, Expenses, Gains or Losses</b>		
Private gifts for capital projects	-	-
Capital state appropriations	506,648	584,502
<b>Total Other Revenue, (Expenses), Gains and (Losses)</b>	<u>506,648</u>	<u>584,502</u>
<b>Change in Net Position</b>	<u>\$ (711,334)</u>	<u>\$ (823,826)</u>



**ROGERS STATE UNIVERSITY**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES TO NET POSITION**  
**December 31, 2019 (FY20)**  
**UNAUDITED - MANAGEMENT USE ONLY**

<b>OPERATING REVENUE</b>	<u><b>12/31/2019</b></u>	<u><b>12/31/2018</b></u>
Student Tuition and fees, net	13,493,834.44	12,961,006.90
Federal grants and contacts	655,931.22	429,826.36 *
State and private grants and contracts	1,581,045.27	2,005,435.70
Auxiliary enterprises	3,682,943.50	3,679,874.06
Other	41,467.76	60,428.63
<b>Total Operating Revenue</b>	<u>19,455,222.19</u>	<u>19,136,571.65</u>
 <b>OPERATING EXPENSES</b>		
Compensation and benefits	11,566,002.54	10,724,556.36
Contractual services	1,019,611.84	956,565.00
Supplies and materials	3,434,686.05	3,052,442.07
Utilities	634,337.36	625,803.50
Communications	97,583.35	69,601.77
Other operating expenses	870,168.35	719,528.66 *
Depreciation expense	1,727,783.52	1,715,498.00
Scholarships	8,070,354.34	7,822,433.00
<b>Total Operating Expenses</b>	<u>27,420,527.35</u>	<u>25,686,428.36</u>
 <b>OPERATING INCOME (LOSS)</b>	<u>(7,965,305.16)</u>	<u>(6,549,856.71)</u>
 <b>NON-OPERATING REVENUE (EXPENSE)</b>		
State appropriations	6,597,643.00	6,267,162.00
On-behalf OTRS Contributions	-	-
Federal and State Grants	3,457,236.00	3,253,598.52
Investment income	54,675.02	49,865.08
Interest expense	(869,615.95)	(973,205.65)
<b>Net Non-Operating Revenues</b>	<u>9,239,938.07</u>	<u>8,597,419.95</u>
 <b>Income before other revenues, expenses, gains or losses</b>	<u>1,274,632.91</u>	<u>2,047,563.24</u>
 <b>Other Revenues, Expenses, Gains and Losses</b>		
State appropriations restricted for capital purposes	407,640.00	186,780.00
On-behalf state appropriation restricted for debt service	298,336.22	302,974.16
 <b>Net Change in Net Position</b>	<u>1,980,609.13</u>	<u>2,537,317.40</u>

\* FY19 number has been changed to reflect a correction to a reporting error

**ROGERS STATE UNIVERSITY**  
**STATEMENT OF NET POSITION**  
**December 31, 2019 (FY20)**  
**UNAUDITED - MANAGEMENT USE ONLY**

**ASSETS**

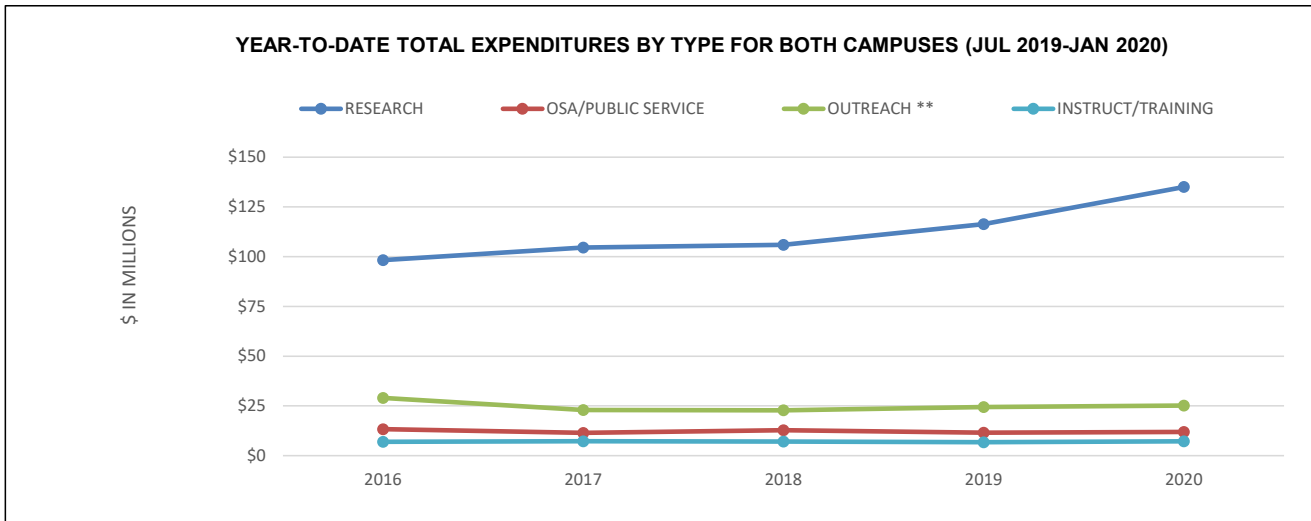
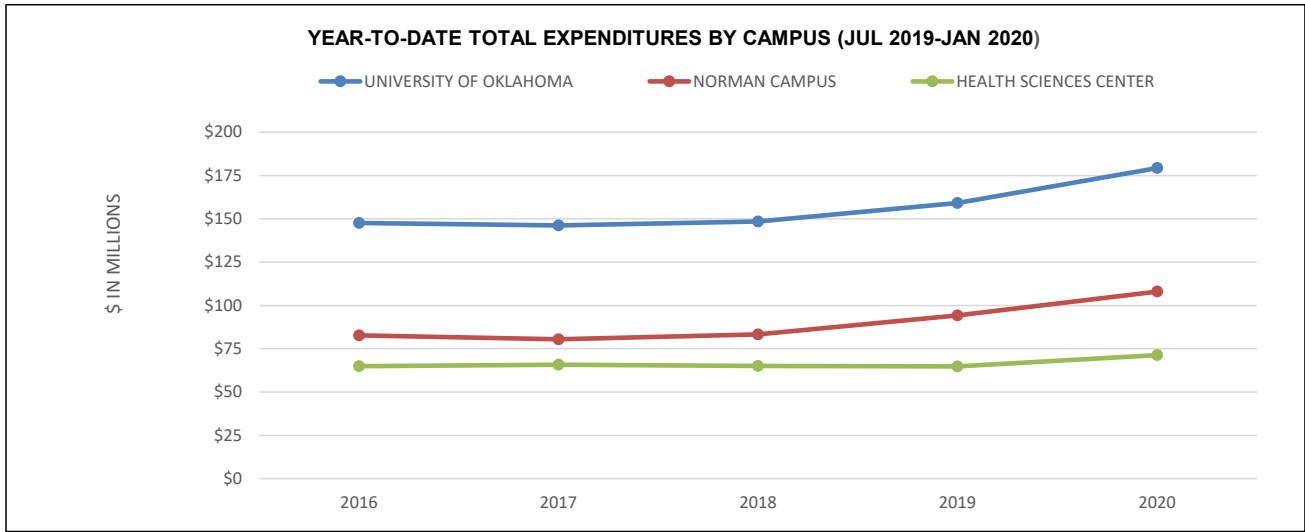
<b>CURRENT &amp; NONCURRENT ASSETS</b>	<b>12/31/2019</b>	<b>12/31/2018</b>
Cash and cash equivalents	14,524,947.45	13,448,359.10
Accounts receivable - net	1,602,210.56	2,298,400.65 *
Receivable from OSRHE	177,348.86	176,840.51
Net pension asset	201,805.00	146,959.00
Capital assets, net	71,669,835.49	74,602,300.33
<b>Total Assets</b>	<b>88,176,147.36</b>	<b>90,672,859.59</b>
 <b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Deferred outflows for pensions	3,255,892.00	4,260,114.00
<b>Total assets and deferred outflows of resources</b>	<b>91,432,039.36</b>	<b>94,932,973.59</b>

**LIABILITIES**

<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued expenses	1,078,058.39	761,151.37
Unearned revenues	-	-
Funds held in custody for others	226,864.99	249,727.85
Accrued compensated absences, current portion	493,689.12	425,018.77
Bonds payable, current portion	145,000.00	515,000.00
Capital lease obligations, current portion	2,102,807.64	2,094,173.12
<b>Total Current Liabilities</b>	<b>4,046,420.14</b>	<b>4,045,071.11</b>
 <b>NONCURRENT LIABILITIES</b>		
Unearned revenues	4,708.53	3,937.11
Other post-employment benefit obligation	378,581.00	478,846.00
Accrued compensated absences	468,944.55	562,262.36
Net pension liability	19,212,439.00	22,254,829.00
Bonds payable, net of premium and discount	2,080,033.71	8,907,799.44
Capital lease obligations, net of premium and discount	41,945,691.87	37,732,756.95
<b>Total NonCurrent Liabilities</b>	<b>64,090,398.66</b>	<b>69,940,430.86</b>
<b>Total Liabilities</b>	<b>68,136,818.80</b>	<b>73,985,501.97</b>
 <b>DEFERRED INFLOWS OF RESOURCES</b>		
Deferred credit on OCIA lease restructure	251,035.14	287,438.98
Deferred inflows for pension and OPEB	5,672,421.00	5,457,421.00
<b>Total deferred inflows of resources</b>	<b>5,923,456.14</b>	<b>5,744,859.98</b>
 <b>NET POSITION</b>		-
Net Investment in capital assets	25,733,988.88	25,361,065.55
Restricted for OPEB	201,805.00	146,959.00
Unrestricted	(8,564,029.46)	(10,305,412.91)
<b>Total Net Position</b>	<b>17,371,764.42</b>	<b>15,202,611.64</b>
 <b>Total Liabilities &amp; Net Position</b>	<b>91,432,039.36</b>	<b>94,932,973.59</b>
	\$ -	\$ -

\* FY19 number has been changed to reflect a correction to a reporting error

UNIVERSITY OF OKLAHOMA (BOTH CAMPUSES) EXPENDITURES

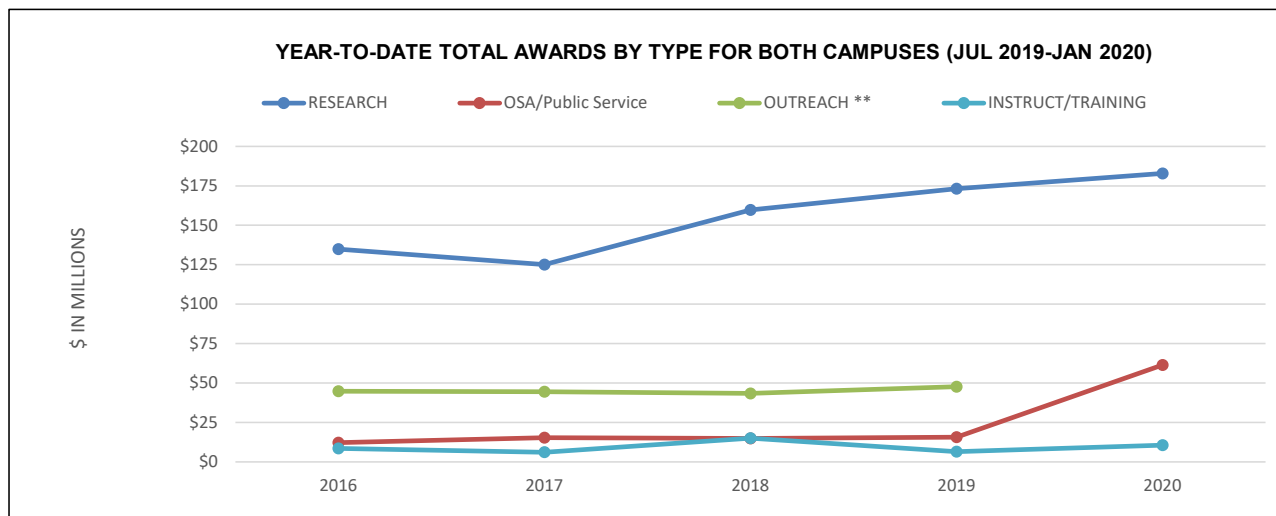
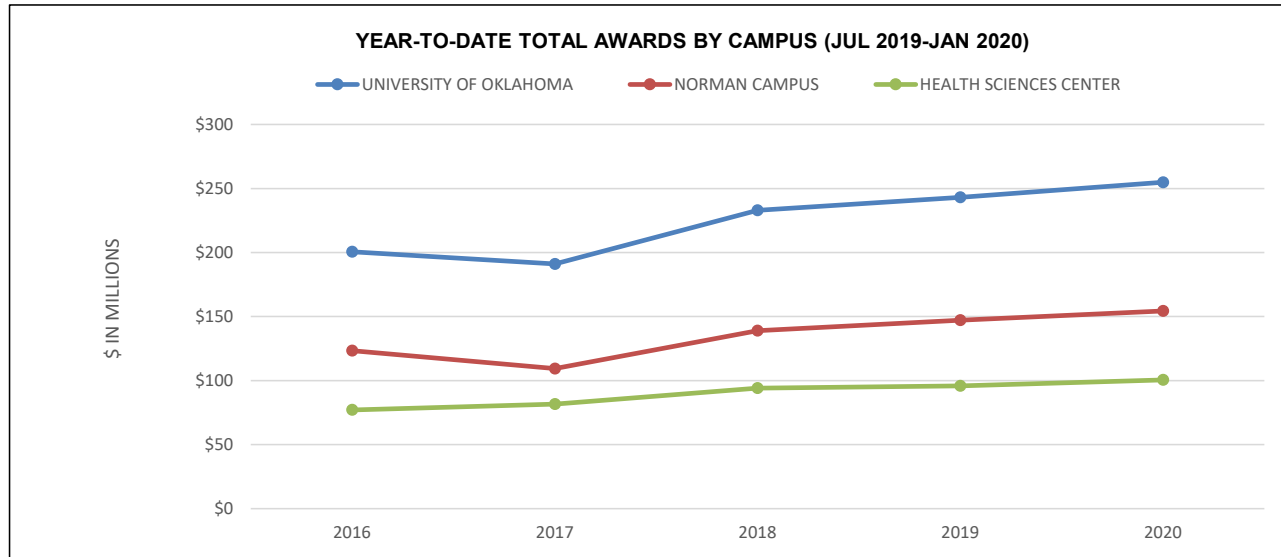


	FY 2020 Jul 2019-Jan 2020	Jul-Jan %CHANGE	FY 2019 Jul 2018-Jan 2019
RESEARCH	\$ 135,012,554	16.04%	\$ 116,354,840
OSA/PUBLIC SERVICE	\$ 11,889,641	3.14%	\$ 11,527,395
OUTREACH	\$ 25,197,942	2.95%	\$ 24,476,346
INSTRUCT/TRAINING	\$ 7,192,469	6.27%	\$ 6,768,029
<b>TOTAL</b>	<b>\$ 179,292,606</b>	<b>12.67%</b>	<b>\$ 159,126,609</b>

\*\*OUTREACH was previously reported in a separate category, but as of July 1, 2019 Outreach is now combined with OU-Norman's data in Research, OSA, and Instruction/Training. Awards prior to July 1, 2019 may continue to have expenditures in the OUTREACH category through FY20.

HEALTH SCIENCES CENTER AND NORMAN CAMPUS

## UNIVERSITY OF OKLAHOMA (BOTH CAMPUSES) AWARDS



	FY 2020 Jul 2019-Jan 2020	Jul-Jan %CHANGE	FY 2019 Jul 2018-Jan 2019
RESEARCH	\$ 182,874,519	5.58%	\$ 173,203,555
OSA/PUBLIC SERVICE	\$ 61,436,281	292.65%	\$ 15,646,492
OUTREACH	\$ -	-	\$ 47,684,284
INSTRUCT/TRAINING	\$ 10,561,406	62.66%	\$ 6,492,818
<b>TOTAL</b>	<b>\$ 254,872,205</b>	<b>4.87%</b>	<b>\$ 243,027,149</b>

**\*\*OUTREACH** was previously reported in a separate category, but as of July 1, 2019 Outreach is now combined with OU-Norman's data in Research, OSA, and Instruction/Training. Awards prior to July 1, 2019 may continue to have expenditures in the OUTREACH category through FY20.

### NORMAN CAMPUS AND HEALTH SCIENCES CENTER

**NORMAN CAMPUS & HEALTH SCIENCES CENTER**  
**REPORT OF CONTRACTS AWARDED (OVER \$1M)**  
 December 2019 & January 2020

<b>AWD #</b>	<b>AGENCY</b>	<b>TITLE</b>	<b>VALUE RECEIVED</b>	<b>TOTAL ANTICIPATED VALUE</b>	<b>TOTAL PERIOD</b>	<b>PI(s)</b>
20200367	Roche Molecular Systems	Non-Invasive Chromosomal Examination of Trisomy in a General Screening Population Study- A Collection Protocol (NEXTGEN Study)	\$1,752,480	\$1,752,480	13 mo.	Stefanie N Bryant (Center for Research in Women's Health)
20200547	Merck & Company, Inc.	A Phase 3 Randomized, Double Blind Study of Pembrolizumab Plus Gemcitabine/Cisplatin versus Placebo Plus Gemcitabine/Cisplatin as First-Line Therapy in Participants with Advanced and/or Unresectable Biliary Tract Carcinoma	\$1,036,694	\$1,036,694	9 mo.	Hassan Hatoum (SOCC Clinical Trials Office)
<b>2 Total</b>			<b>\$2,789,174</b>	<b>\$2,789,174</b>		

## THE UNIVERSITY OF OKLAHOMA

March 2020

**SUMMARY OF RESEARCH ACTIVITIES AT OU FOR JULY 2019-JANUARY 2020**

New awards: Total sponsored awards for the period from July 2019-January 2020 increased \$11.8M from 2019 (+4.9%). The \$7.2M increase on the Norman campus is primarily from NASA (GeoCarb), the National Science Foundation (US-China Collaboration to Harness Big Data related to Human- and Animal-infected Avian Influenza Viruses in China), and the U.S. Department of Defense (DOD)-Congressionally Directed Medical Research Programs (Hearing Restoration after a Traumatic Brain Injury). On the Health Sciences Campus, new awards increased \$4.7M from the previous year.

Expenditures: The total expenditures from July 2019-January 2020 increased \$20.2 (+12.7%) from 2019. On the Norman campus this is primarily due to increased expenditures on grants obtained from NASA (GeoCarb), the U.S. Department of Education (3 Gear Up programs), the U.S. Department of Commerce, National Oceanic and Atmospheric Administration (Cooperative Institute for Mesoscale Meteorological Studies (CIMMS)), and the Oklahoma Department of Human Services (Customer Assistance Response Effort (CARE)). On the Health Sciences Center campus, the increase in research expenditures is due to the increased FY19 sponsored awards.

**The following are significant grants and activities during the time from December 2019-current, organized into thematic areas of research:**

## Cancer

- A new \$1,036,694 contract titled “A Phase 3 Randomized, Double Blind Study of Pembrolizumab Plus Gemcitabine/Cisplatin versus Placebo Plus Gemcitabine/Cisplatin as First-Line Therapy in Participants with Advanced and/or Unresectable Biliary Tract Carcinoma” was awarded in January 2020 from Merck Sharp & Dohme Corporation. The purpose of this study is to evaluate if an immunotherapy agent, pembrolizumab, plus standard of care chemotherapy agents, gemcitabine/cisplatin, versus placebo plus standard of care chemotherapy agents, is superior with respect to progression-free survival and to overall survival in individuals with advanced and/or unresectable biliary tract carcinoma. Hassan Hatoum, M.D., assistant professor in the Department of Internal Medicine College of Medicine, is leading this project.

## Health

- In December 2019, the State of Oklahoma – Department of Mental Health and Substance Abuse Services awarded F. Daniel Duffy, M.D., professor in the Department of Medical Informatics School of Community Medicine - Tulsa, a one (1)-year \$712,000 grant titled “Screening, Brief Intervention, and Referral to Treatment in Oklahoma Primary Care Practices”. The purpose of the grant is to create, disseminate and implement evidence-based practices for screening, brief intervention, and referral to treatment (SBIRT) in Oklahoma primary care practices. Additionally, the grant will also

**THE UNIVERSITY OF OKLAHOMA**

March 2020

provide the necessary resources to develop, coordinate, and deliver an SBIRT Continuing Medical Education training course.

## Immunology/Infectious Disease

- In January 2020, Matlock Jeffries, M.D., assistant professor in the Department of Internal Medicine College of Medicine, was awarded a three (3)-year grant, “Gut and Cartilage Microbiomes as Novel Mediators of Inflammation in and Potential Therapy for Post-Traumatic Osteoarthritis”, in the amount of \$252,000 from the U.S. Department of Defense. The aims of this study are to determine how microbiota alters the development of osteoarthritis and to identify potential approaches to modify microbiome to prevent the development of post-traumatic osteoarthritis following trauma.
- An interdisciplinary team of researchers have been awarded \$730,000 from the National Aeronautics and Space Administration (NASA) to better understand emerging infectious disease threats in the region of central Asia, including the 2019 novel coronavirus that is spreading from China. The NASA grant will support the development of new measures that can be used to help identify existing population vulnerabilities in the region and to forecast outbreak scenarios that may be developing on the horizon. The research grant, part of NASA’s Land Use Land Change Program, pairs the expertise of remote sensing specialists under the direction of principal investigator Kirsten de Beurs, chair of the Department of Geography and Environmental Sustainability, with socioeconomic and health analysis by social scientists, including co-investigators Katherine Hirschfeld of the Department of Anthropology and Daniel Hicks of the Department of Economics.

## Neuroscience

- In January 2020, Beverley Greenwood-Van Meerveld, Ph.D., professor in the Department of Physiology College of Medicine and the director of the Oklahoma Center for Neuroscience, was awarded a new \$326,500 grant from the National Institute of Diabetes and Digestive and Kidney Diseases, a part of the National Institutes of Health. This four (4)-year grant, totaling \$1,305,000, focuses on understanding the basic mechanisms that underlie stress-induced chronic visceral pain for patients with irritable bowel syndrome. The findings could identify novel approaches and targets for new therapies directed at the brain to improve the treatment or even reduce the risk for the development of chronic visceral pain.

## Reproductive, Maternal, Newborn, and Child Health

- Stefanie Byrant, MD, assistant professor in the Department of Obstetrics and Gynecology College of Medicine, was the recipient of a new \$1,752,480 contract in January 2020 from Roche Sequencing Solutions, Inc. The purpose of this study is to further develop

# THE UNIVERSITY OF OKLAHOMA

March 2020

and evaluate a prenatal screening test that utilizes bioinformatic algorithms and next generation sequencing of fragments of maternal DNA to determine the probability of certain chromosome conditions in a pregnancy.

## Research Collaboration with Peruvian University

- The University of Oklahoma has entered an agreement to develop a \$9 million program of joint research with Universidad Nacional de San Agustín, one of Peru's largest and oldest public research universities. The program will focus on the impact of climate change—particularly its effects on Peru's Arequipa region—as well as research aimed at identifying the socio-economic drivers leading to high incidence of diseases such as cancer and diabetes among the population of Arequipa, and at improving disease diagnostics and treatments that incorporate advanced technologies like artificial intelligence. Tomás Díaz de la Rubia, OU vice president for research and partnerships, said the partnership will be a collaborative effort that will involve faculty members from a variety of scholastic backgrounds.



The University of Oklahoma  
2019-2020

**DISTINGUISHED PROFESSORSHIPS**

**David L. Boren Professorship**

**Kash Barker, School of Industrial and Systems Engineering, Gallogly College of Engineering**

Kash Barker is an associate professor in the School of Industrial and Systems Engineering, and he is also a lifelong Sooner. He is dedicated to guiding tomorrow's engineers in the classroom and to leading research in studying the reliability, resilience, and economic impacts of disruptions in infrastructure networks. He is among a rare group of academicians who combine multiple virtues together in one package – as a great teacher, outstanding researcher, and an outstanding leader of industrial and systems engineering profession. He is an asset to the University of Oklahoma and to the profession and practice of engineering.

**George Lynn Cross Research Professorships**

**Beverley Greenwood-Van Meerveld, Department of Physiology, College of Medicine**

Dr. Beverley Greenwood-Van Meerveld is conducting innovative research in neurogastroenterology that is fully financed by continuous grant support from federal agencies, foundations, and industry. Her long-term research objective is to understand how the brain regulates the gastrointestinal tract. This research will advance basic scientific knowledge and have direct relevance to the diagnosis and treatment of veterans and patients with functional gastrointestinal disorders. She has achieved an international reputation and a proven track record with over 30 years of research experience. She has received numerous, very prestigious scientific awards and a promotion from the Veterans Administration to demonstrate her prodigious stature in the scientific world.

**Jeffrey Kelly, Department of Biology, College of Arts and Sciences**

Dr. Jeffrey Kelly is one of the University of Oklahoma's leading innovators, having fostered the birth of "Aeroecology"--the study how airborne life forms use and interact with other biotic and abiotic components of the lower atmosphere. Dr. Kelly's innovative work has continually incorporated and tested new and valuable technologies--from stable isotopes, to geotrackers, to radar--toward exploring the little understood frontier of the biology of the atmosphere. In doing so he has innovated collaborative STEM education programs to train an international generation of new Aeroecologists.

**Liesa Richter, College of Law**

Professor Liesa L. Richter is the William J. Alley Professor of Law and a Thomas P. Hester Presidential Professor at the College of Law. Her research focuses on federal evidentiary policy and rulemaking and her articles have appeared in journals such as the *Columbia Law Review*, the *Fordham Law Review*, the *William & Mary Law Review*, and the *Boston University Law Review*. In addition, Professor Richter is a co-author of multiple Evidence texts and treatises, including the widely respected "Evidence" by Mueller, Kirkpatrick & Richter (6th ed. 2018), which has

been cited by the United States Supreme Court. Professor Richter is the Academic Consultant for the Judicial Conference Evidence Advisory Committee responsible for drafting and proposing amendments to the Federal Rules of Evidence. She also serves on the Evidence Drafting Committee for the National Conference of Bar Examiners which drafts and reviews the evidence questions for the Multistate Bar Exam. Professor Richter is a member of the American Law Institute and of the Executive Committee for the Evidence Section of the American Association of Law Schools.

### **David Ross Boyd Professorships**

#### **Denise Bender, Department of Rehabilitation Sciences, College of Allied Health**

Denise G. Bender, J.D., P.T., M.Ed., is a tenured Associate Professor in the University of Oklahoma Health Sciences Center, College of Allied Health where she serves as Program Director for the Doctor of Physical Therapy program in the Department of Rehabilitation Sciences. Her clinical practice occurs at the OU Physicians Metabolic and Bariatric Surgery Interprofessional Clinic at the Harold Hamm Diabetes Center. Since 2012, Denise serve as core faculty in the campus wide Interprofessional Educators and Practitioners Association (IEPA). As current IEPA Chair, and Curriculum Co-Chair, she serves as a campus champion for the development of innovative didactic and clinical interprofessional opportunities.

#### **Barbara Fast, School of Music, Weitzenhoffer Family College of Fine Arts**

Barbara Fast, Director of Piano Pedagogy and Piano Area Chair, coordinates the group piano program as well as teaches graduate piano pedagogy at the University of Oklahoma. Currently serving as MTNA Division Director-Elect, she has received numerous teaching awards, including the 2014 OU Regents Award for Superior Teaching. Her interest in research related to teaching resulted in the book, *iPractice: Technology in the 21st Century Practice Room* (Oxford 2018). She co-founded the influential National Group Piano and Pedagogy Forum (GP3) in 2000. Her students hold numerous university teaching positions and have published significant books in the field of piano pedagogy.

#### **Molly Hill, Department of Microbiology and Immunology, College of Medicine**

Dr. Molly Hill is a Professor in the Department of Microbiology and Immunology. She joined the department in 2007 and has become a leader in medical and graduate student education in the College of Medicine. Dr. Hill was chair of the Academy of Teaching Scholars from 2017-2018 and is the past recipient of the Stanton L. Young Master Teacher Award, Aesculapian Award, and Regents Award for Outstanding Teaching. She is director of the IMI course for first year medical students. Dr. Hill is recognized for her high level of commitment to medical and graduate student education and innovations to enhance student learning.

#### **Melissa Medina, Department of Pharmacy: Clinical and Administrative Sciences, College of Pharmacy**

Dr. Melissa Medina has been a Professor & Associate Dean at the OUHSC College of Pharmacy since 2000. Dr. Medina teaches pharmacy students in all 4 years of the pharmacy curriculum, pharmacy residents as the Teaching Certificate Director, graduate students & post-doctoral fellows as the Director of Preparing Future Faculty, & faculty across campus & nationally in teaching, leadership, & educational research workshops. Dr. Medina has delivered 100+ national

presentations & published 50+ peer reviewed articles. She chaired the national committee to revise the Pharmacy Education Program Outcomes, was the College's self-study chair, & is implementing 3 online teaching certificate programs for OUHSC faculty & graduate students.

**Julie Stoner, Department of Biostatistics and Epidemiology, Hudson College of Public Health**

Dr. Stoner received her PhD in Biostatistics from the University of Washington in 2000. She joined the faculty of the Department of Biostatistics and Epidemiology (BSE) as an Associate Professor in 2007 after an early successful career at the University of Nebraska Medical Center. In 2011 she was named Chair of BSE, and in 2019 she was appointed Associate Dean for Research at the Hudson College of Public Health (HCOPH) and the Edward E. and Helen Bartlett Chair in Public Health. The influence of Dr. Stoner's leadership, vision and skills in educational program development are apparent within the HCOPH and extend across campus. Her contributions have strengthened the quality and quantity of public health and clinical research. In addition, she is a nationally recognized scholar and has consistently engaged and mentored students, clinical residents, fellows and junior faculty across campus towards success in their chosen career paths.

**Regents' Professorships**

**JoLaine Draugalis, Department of Pharmacy: Clinical and Administrative Sciences, College of Pharmacy**

JoLaine R. Draugalis is Dean and David Ross Boyd Professor at the OU College of Pharmacy. Prior to arriving in Oklahoma in 2007, she served on the faculty at the University of Arizona College of Pharmacy for 20 years after receiving her PhD there. She was the 2004-2005 President of the American Association of Colleges of Pharmacy. Dean Draugalis earned the 2019 AACP Lifetime Achievement Award in recognition of significant contributions to AACP and pharmacy education through instruction, leadership/service, and research/scholarship over a minimum of 25 years. In the 12 years she has led the OU College of Pharmacy, productivity metrics have substantially increased, including doubling of the annual operations budget.

**Rachel Franklin, Department of Family and Preventative Medicine, College of Medicine**

Rachel Franklin, MD, FAAFP is Professor of Family and Preventive Medicine, and Medical Director of the Family Medicine Center on the Health Sciences Center Campus in Oklahoma City. She is a past nominee for the Aesculapian Award for Outstanding Teaching and achieved national recognition for achievements as director of the third-year clerkship in family medicine. She is internationally recognized for her work in primary care pain management education and clinic process improvement and is a five-time consecutive winner of the OU Medicine Award for Outstanding Patient Service. Dr. Franklin practices full scope family medicine, including obstetric care.

**Presidential Professorships**

**Xiaowei Chen, School of Geosciences, Mewbourne College of Earth and Energy**

Dr. Xiaowei Chen is an earthquake seismologist. Observing earthquake damage in rural areas of southwestern China in 2006 motivated her toward a career to study the causes and effects of

earthquakes. She uses a variety of seismological tools to address fundamental questions, for example, how earthquake ruptures start, stop, and interact with each other, as well as how fluid/rock interactions affect fault slip for both induced and natural earthquakes. She has published over 20 scientific articles on these topics and was interviewed by news channels to explain the various factors that triggered the Mw5.8 Pawnee earthquake. She brings these experiences to her classroom in graduate, undergraduate and a general-education classes; the latter is a popular course where Dr. Chen uses science fiction depicted in Hollywood movies to explain actual scientific processes.

**Lucila Garcia-Contreras, Department of Pharmaceutical Sciences, College of Pharmacy**

Dr. Garcia-Contreras is an Associate Professor in the Department of Pharmaceutical Sciences at OUHSC. Her research is on the design, formulation and evaluation of therapeutic compounds administered by the pulmonary route for the treatment and prevention of respiratory infectious diseases. She has also developed novel approaches to treat gynecological and lung cancers with minimal drug doses and no side effects. She has published multiple papers and book chapters in the pharmaceutical and biomedical literature and is regularly invited to speak at international meetings. Dr. Garcia-Contreras is internationally known for her work on pulmonary administration to laboratory animal models of tuberculosis.

**Emily Johnson, Department of Modern Languages, Literatures and Linguistics, College of Arts and Sciences**

Dr. Johnson (PhD, MA Columbia; BA UCLA) is a Professor of Russian Literature in Modern Languages. In addition to over 20 book chapters and articles, she has two sole-authored books and a co-edited volume in print, and she has another co-edited volume expected in Summer 2020. Her work has won 3 book prizes from regional, national, and international organizations, and her peers describe her work as transformative for the field. At OU, she has won the VPR Award for Outstanding Research Engagement, the Irene Rothbaum Award, the Dean's Outstanding Academic Advising Award, and the Woods Award (MLLL's teaching award).

**Albert Marino, Homer L. Dodge Department of Physics and Astronomy, College of Arts and Sciences**

Alberto Marino is an Associate Professor of Physics. He serves as the Interim Director of the OU Center for Quantum Research and Technology. During his 7 years at OU, he has built an internationally recognized research program in experimental quantum optics, with emphasis on its applications to quantum information science and quantum metrology. He and his students demonstrated the first implementation of macroscopic quantum entanglement in a state-of-the-art plasmonic sensor. This discovery was recognized as one of the main achievements of 2018 by *Optics and Photonics News*. Prof. Marino has co-authored 36 papers on experimental research since 2002.

**Amy McGovern, School of Computer Science, Gallogly College of Engineering**

Dr. Amy McGovern is a Professor in the School of Computer Science and an Adjunct Professor in the School of Meteorology. Since her arrival at OU in 2005, she has been instrumental in developing artificial intelligence and machine learning techniques to transform the prediction of complex phenomena, specifically focusing on high-impact weather. Dr. McGovern teaches two popular classes in Computer Science: Machine Learning and Artificial Intelligence. In addition,

she is actively engaged in community outreach by developing a new drone-based curriculum and code library to teach and excite K-12 students about STEM majors.

**Rockey Robbins, Department of Educational Psychology, Jeannine Rainbolt College of Education**

Professor Rockey R. Robbins is an internationally recognized expert on Native American issues and counseling psychology, particularly related to culturally appropriate psychological assessment, developing American Indian treatment models and techniques based on traditional American Indian ideas and practices, Native American spirituality and psychology, and group interventions. He is a highly sought-after keynote speaker, and he has nearly 50 refereed publications and 200 workshops and presentations, including dozens in service to Tribal organizations. He has received many awards for scholarly work, teaching, and service, including the first Citation for Excellence in Diversity, Equity, and Inclusion award from the Oklahoma Psychological Association.

**Jennifer Saltzstein, School of Music, Weitzenhoffer Family College of Fine Arts**

Jennifer Saltzstein is Associate Professor of musicology at the University of Oklahoma, where she teaches courses in medieval, renaissance, and baroque music. She is author of *The Refrain and the Rise of the Vernacular* (Cambridge: D.S. Brewer, 2013), editor of *Musical Culture in the World of Adam de la Halle* (Leiden: Brill, 2019), and has published many articles on medieval music in academic journals and collections of essays. Saltzstein has received grants from the American Musicological Society and the National Endowment for the Humanities, which awarded her both a summer stipend (2014) a year-long fellowship (2016-2017). Her article "Rape and Repentance in Two Medieval Motets" (*Journal of the American Musicological Society*, 2017) won the H. Colin Slim Award of the American Musicological Society.

**Ian Sellers, Homer L. Dodge Department of Physics and Astronomy, College of Arts and Sciences**

Ian Sellers is an Associate Professor of Physics. He serves as the Associate Director of the Oklahoma Photovoltaics Research Institute. He was previously a Senior Research Scientist at Sharp Laboratories Europe and earned his Ph.D. from the University of Sheffield in 2004. During his 8 years at OU, he has established a leading research group in the development and fundamental investigation of next generation photovoltaic materials. He and his students have conducted groundbreaking work on hot-carrier effects in semiconductors with funding from the National Science Foundation and the Department of Energy. Prof. Sellers has co-authored 53 publications on experimental physics.

**Thomas Teasdale, Department of Health Promotion Sciences, Hudson College of Public Health**

Dr. Teasdale (Professor and Chair, Department of Health Promotion Sciences) is an interdisciplinary health workforce educator with 35+ years in the fields of gerontology, mental health, and public health. He was recruited to OUHSC in 2003 after 20 years at the Veterans Affairs Medical Center and Baylor College of Medicine, Houston, TX. At OUHSC, he led the OKC VA Mental Illness Research Education and Clinical Center, directed HRSA-funded Oklahoma Geriatric Education Center, was associate director of the Oklahoma Healthy Aging Initiative, and led OUHSC's Geriatric Department's education mission as vice chair.

Transferring to Health Promotion Sciences in 2015, he directs four graduate degree programs; manages and recruits for a team of faculty, staff, and students; and currently leads or co-leads grants/contracts totaling about \$1.3 million per year.

**Phebe Tucker, Department of Psychiatry and Behavioral Sciences, College of Medicine**

Phebe Tucker, MD is a tenured professor, Vice Chair of Education, and Ungerman Endowed Chair of Psychiatry. Her dedication to teaching and mentoring medical students and residents over her 30+ year career has earned award recognition. Dr. Tucker has for many years been course director and teacher for medical student courses, teacher and supervisor for psychiatry residents, faculty sponsor for the OU College of Medicine Student Interest Group, and director of Psychiatry Grand Rounds and local and national CME programs. She has mentored more than 40 trainees in published research and scholarly activity as editor of the Journal of Oklahoma State Medical Association and is Medical Director of OCMS Physicians Wellness Program

**Mirelsie Velazquez, Department of Educational Leadership and Policy Studies, Jeannine Rainbolt College of Education**

Mirelsie Velazquez, (Ph.D., University of Illinois at Urbana-Champaign) is an Assistant Professor of Educational Studies and faculty affiliate in Women's and Gender Studies at the University of Oklahoma. Currently she serves as program area coordinator for the Educational Studies at OU. As a historian of education her work focuses on Latina/o urban and women's histories. Dr. Velazquez is completing her book tentatively titled *Puerto Rican Chicago: Schooling the City, 1940-1977* (under contract with University of Illinois Press). The book offers a historical account of Puerto Ricans in Chicago in the post-War years, by centering the community's activism around schooling concerns within a larger conversation of the city. Her work has most recently appeared in the journals *Latino Studies*, *Centro*, and *Gender and Education*. Velazquez has also completed several book chapters that examines the role of oral histories in highlighting and in setting the experiences of Latina/o communities into historical scholarship. Within the writing of that history, Velazquez articulates the importance of including the work of Puerto Rican women and other Latinas in confronting the schooling inequalities experienced by the community's children. She is a regularly invited speaker on issues of race and education, Latina/o communities, and offers K-12 district-wide professional development workshops for teachers. Velazquez is currently completing a research project on the history of Black and Indigenous education in both the Oklahoma and Indian Territories, beginning in the 19th century until statehood in 1907, as well as an oral history project on the Puerto Rican teachers in Chicago from 1975-1990. At the University of Oklahoma, Dr. Velazquez serves as a mentor for both students in the McNair Research Program as well as several undergraduate student organizations

**Jeffery Volz, School of Civil Engineering and Environmental Science, Gallogly College of Engineering**

After 15 years in industry, Dr. Volz returned to academia to teach the next generation of engineers. He teaches upper and lower division undergraduate courses and graduate courses, and in 2017, the CEES students awarded him the George W. Tauxe Outstanding Professor Award. More than half of his 23 undergraduate research assistants and nearly half of his 22 Master of Science students have been from historically under-represented groups. Dr. Volz also lead the development of a 100% online Master of Science degree in Civil Engineering for

working professionals. He mentors three student organizations and two student design competition teams, chairs three national technical committees, and chaired the 2017 Architectural Engineering Institute National conference.

**Marvin Williams, Department of Obstetrics and Gynecology, College of Medicine**

As an Associate Professor in the Section Maternal-Fetal Medicine, Dr. Marvin Williams is a gifted teacher with a passion for sharing knowledge with others. He is a strong role model for his peers and trainees and excels as a clinician and team researcher. Dr. Williams strives to make those around him better and in particular, continues to champion healthcare for the underrepresented. He has developed a reputation for excellence regionally and nationally. His contributions to the University of Oklahoma have led to significant quantitative and qualitative transformations. His dedication to services fulfills a personal commitment to excellence and is a testament to his fervor for the dissemination of knowledge and personal expertise to all involved in his profession.

**Liangzhong (Shawn) Xiang, School of Electrical and Computer Engineering, Gallogly College of Engineering**

Dr. Liangzhong Xiang is an Assistant Professor in the School of Electrical and Computer Engineering, and he was a postdoctoral fellow trained in medical physics at Stanford Medical School, and he awarded the Postdoctoral fellowship from Department of Defense (DoD). Dr. Xiang's laboratory was the first to report x-ray-induced acoustic computed tomography (XACT). His pioneering work in this field has earned him the first National Institutes of Health (NIH) MERIT Award (R37), and the *first* Research Scholar award from American Cancer Society on OU Norman campus with funding support over \$4 million. He is a great mentor and received the Nancy L. Mergler Faculty Mentor Award for Undergraduate Research at OU in year 2017.

**Guifu Zhang, School of Meteorology, College of Atmospheric and Geographic Sciences**

Guifu Zhang is a professor in the School of Meteorology (SOM) at the University of Oklahoma (OU). His primary research focus is radar polarimetry and interferometry for weather quantification and forecasting. Prior to joining SOM, he worked as a scientist in the National Center for Atmospheric Research (NCAR) on the modeling of wave propagation and scattering in geophysical media and the development of novel remote sensing techniques for environmental monitoring. Prof. Zhang holds a B.S. degree from Anhui University, China, a M.S. in Radio Physics from Wuhan University and a Ph.D. in Electrical Engineering from the University of Washington in Seattle, where his thesis was entitled "Detection and Imaging of Targets in the Presence of Clutter Based on Angular Correlation Function".

**Ying Zhang, Department of Biostatistics and Epidemiology, Hudson College of Public Health**

Dr. Ying Zhang is a tenure-track Associate Professor of Biostatistics in the Department of Biostatistics and Epidemiology (BSE) at OUHSC. She holds a MD (1991) and MS and PhD (Health Statistics, 1994/1998) from China. She joined the BSE faculty in 2005 as an Assistant Professor of Research and transitioned to a tenure-track position in 2017. Dr. Zhang's research focuses on vascular complications of diabetes. She is the PI and Co-Investigator on multiple NIH-funded grants. She regularly teaches introductory graduate biostatistics/applied analysis

methods, is a sought-after research mentor, and Faculty Advisor for the Biostatistics and Epidemiology Student Association at OUHSC.

**Bin Zheng, School of Electrical and Computer Engineering, Gallogly College of Engineering**

Bin Zheng received his PhD of Electrical Engineering from University of Delaware in 1993. After 20 years working in University of Pittsburgh, he joined OU faculty in 2013. Besides teaching Optical Engineering and Medical Imaging Courses, his research focuses on developing new quantitative imaging markers and machine learning models to predict cancer risk and prognosis. Since 1998, he has served principal investigators in 6 research grants awarded by National Institutes of Health and one by Department of Defense. Currently, he is a fellow of American Institute for Medical and Biological Engineering and editor-in-chief of *Journal of Xray Science and Technology*.

**REGENTS' FACULTY AWARDS**

**Regents' Award for Superior Teaching**

**Cynthia Gordon, Department of Biology, College of Arts and Sciences**

Dr. Cynthia L. Gordon received her BS in Zoology (Wildlife Biology) from Ohio State University in 1989. After graduating, she worked for the Peace Corps as a high school science teacher in the Kingdom of Tonga until early 1992. She eventually returned to school, earning her MS in Biology (Paleontology) in 1998 from Murray State University. In 2003 she obtained her PhD in Zoology from OU, studying the mammalian faunas of the Late Cretaceous in North America. She took over the anatomy program at that time and now focuses much of her time and efforts in anatomy education.

**Farah Masood, Department of Diagnostic and Preventative Sciences, College of Dentistry**

Dr. Farah Masood joined the University of Oklahoma, College of Dentistry, July 1, 2000, and has served as Director of Oral Radiology since that time. She has developed the entire radiology curricula for the undergraduate dental hygiene students, predoctoral dental students, and graduate students, and serves as the Course Director for all radiology courses at the College of Dentistry. These courses include didactic, preclinical and clinical teaching and oral and maxillofacial radiology; she also teaches residents in four postgraduate programs. Dr. Masood actively participates in research and serves on several committees at the College, University, state and national levels.

**Amanda Minks, Honors College**

Dr. Amanda Minks is Associate Professor in the Honors College, where she has taught since 2006, and Core Affiliate Faculty in Native American Studies. She grew up partly in southeastern Oklahoma. She completed her B.A. in Music at Goucher College, her M.A. in Ethnomusicology at Wesleyan University, and her Ph.D. in Ethnomusicology at Columbia University. Her first book was entitled *Voices of Play: Miskitu Children's Speech and Song on the Atlantic Coast of Nicaragua* (Arizona UP, 2013). Her second book, under contract with Oxford University Press, is tentatively titled *Indigenous Music and the Making of Heritage: Inter-American Histories*.



**Nikola Petrov, Department of Mathematics, College of Arts and Sciences**

Dr. Nikola Petrov is one of the most eclectic researchers and enthusiastic teachers the Mathematics Department has ever had the pleasure of welcoming to its ranks. He has published in Mathematics, Statistics, and Physics journals. He served on doctoral committees in many OU departments: Mathematics, Physics, Computer Engineering, Botany and Microbiology, Meteorology, and Zoology. Dr. Petrov has made significant contributions to our teaching mission through course development, outreach to students in other disciplines, supporting undergraduate research via supplements to his standard NSF awards, the development of vertically integrated research/ training groups, the development of the Dynamical Systems Working seminar series, and engagement in outreach to high school students from around the OK-TX region.

**Regents' Award for Superior Research and Creative Activity****Thubi Kolobe, Department of Rehabilitation Sciences, College of Allied Health**

Thubi H Kolobe, PT, PhD, is Professor and Ann Taylor Chair for Developmental Disabilities in the Department of Rehabilitation Sciences at the University of Oklahoma Health Sciences Center. Her research centers on early identification and treatment of Cerebral Palsy (CP). She co-developed the Test of Infant Motor Performance (TIMP) now used worldwide for early diagnosis of CP. Her current research examines the effectiveness of human-robotic movement learning and brain-behavior connection in very young infants during the development of crawling. She is nationally and internationally known for her invention and use of the Self-Initiated Prone Progression Crawler (SIPPC) to uncover early movement learning.

**Karen Leighly, Homer L. Dodge Department of Physics and Astronomy, College of Arts and Sciences**

Professor Karen Leighly obtained her undergraduate degree from the New Mexico Institute of Mining and Technology, and her doctorate from Montana State University, investigating the X-ray spectra of galaxies. She earned postdoctoral fellowships from the National Research Council and the Institute of Physical and Chemical Research (RIKEN), Japan. In 2000 she left her position as an Associate Research Scientist at the Columbia Astrophysics Laboratory to join the faculty at OU. Since then she has mentored 25 undergraduates for their research projects and 17 graduate students. Her research on galactic nuclei has been funded for \$2.5M over her career.

**Regents' Award for Superior Professional and University Service and Public Outreach****Marie Hanigan, Department of Cell Biology, College of Medicine**

Dr. Hanigan was recruited to the faculty in the Department of Cell Biology at OUHSC in 1999. She is a basic scientist with an active NIH-funded cancer research program. She has taught medical, dental and graduate students. She has made major contributions to the university serving two terms as Chair of the Faculty Senate, championing many issues including faculty salary equity. She has chaired numerous departmental, college and campus committees including the College of Medicine

Promotion and Tenure Committee. She has mentored students and faculty at OUHSC and at national level. She has won the OUHSC Faculty Governance Award twice.

**Patsy Smith, Department of Nursing Academic Programs, College of Nursing**

An associate professor in the College of Nursing, my personal and professional services involve promoting healthy behavior changes among aging residents of northeast Oklahoma City (OKC). Coordinating faith-based, multid denominational volunteers, we organize health education seminars encouraging health improvement through healthful choices. Experts explain self-care actions to control chronic conditions including cardiovascular diseases, cancers, smoking-related illnesses, and obesity. My unique perspectives as academic researcher and community partner 1) establish HSC interaction with the underserved, 2) study e-health technology, and 3) directly contribute to effective engagement in northeast OKC. University service involves roles as Faculty Senate chair, Secretary, and Standing Committees.

## DISTRIBUTION SAF 2020-2021 ANNUALIZED FUNDS

	2018-2019	2019-2020	2020-2021
Facility Bond <sup>(1)</sup>	\$0.00	\$0.00	\$0.00
Dean of Students	\$723,919.00	\$723,919.00	\$784,419.00 <sup>(2)</sup>
Fitness & Recreation	\$427,836.00	\$427,836.00	\$427,836.00
Gender and Equality Center	\$122,647.28	\$134,436.28	\$134,436.28
Reserve <sup>(3)</sup>	\$226,000.00	\$76,000.00	\$76,000.00
Student Government Association	\$777,853.44	\$831,785.44	\$771,285.44 <sup>(2)</sup>
Student Life	\$720,381.28	\$720,381.28	\$720,381.28
Student Media	\$210,409.00	\$221,907.00	\$221,907.00
University Counseling Center	\$590,954.00	\$663,735.00	\$663,735.00
<b>GRAND TOTAL</b>	<u>\$3,800,000.00</u>	<u>\$3,800,000.00</u>	<u>\$3,800,000.00</u> <sup>(4)</sup>

<sup>(1)</sup> FY19 Facility Bond funds were unallocated. FY20 Facility Bond funds allocated for services available to current students.

<sup>(2)</sup> At the request of Student Government Association, FY21 includes a transfer of \$60,500 from Student Government Association to Dean of Students to support and oversee the Student Legal Services program.

<sup>(3)</sup> Per Regents' Policy, two percent of Student Activity Fees are allocated to the Reserve. Any unallocated monies are also allocated to the Reserve.

<sup>(4)</sup> FY21 projection provided by Director of Budget and Financial Planning.

UNIVERSITY OF OKLAHOMA REPORT OF PURCHASES FOR THE QUARTER ENDED DECEMBER 31, 2019							
Supplier	Amount	Campus	Department	Explanation	Category	Method	
Funding Sources: Educational & General (Appropriations, Tuition & Fees, Sponsored Project Indirect Cost Reimbursements)							
1	Affordable Asphalt & Maintenance Co Inc	\$64,940	Tulsa	Operations	Parking Lot Seal Coating & Striping	Building/Ground Improvements	Competed
2	American Institute Of Physics	\$55,450	Norman	University Libraries	Subscription renewal	Library Books & Periodicals	Sole source
3	Assessment Technologies Institute	\$81,582	All	College of Nursing	Testing Materials	Lab/Medical/Research Supply	Sole Source
4	Brain Vision Llc.	\$125,260	Norman	Biomedical Engineering	Amplifier	IT Product/Supply/Service	Sole Source
5	Carousel Industries of North America Inc.	\$509,951	Tulsa	Information Technology	Phone System Replacement	IT Product/Supply/Service	Competed
6	Clarivate Analytics US	\$320,780	Norman	Library	Periodicals/Subscription	Book/Publication/ Subscription	Sole Source
7	Fisher Scientific	\$58,368	Norman	Stephenson School of Biomedical Engineering	Lab Equipment	Lab/Medical/ Research Equipment	Competed
8	Ithaka S R	\$101,000	All	University Libraries	Subscription/Membership licenses	Library Books & Periodicals	Sole Source
9	Lamar Co	\$78,000	Norman	Graduate School of Business	Billboard campaign	Advertising	Sole Source
10	MyJove Corporation	\$71,500	HSC	Robert M. Bird Library	Online Subscriptions	Book/Publication/ Subscription	Sole Source

**EXHIBIT G**

11	SHI International	\$244,430	HSC	Information Technology	Maintenance and Support for Proofpoint Infrastructure	IT Product/Supply/Service	Competed
12	SouthBridge Access	\$57,757	Norman	Study Abroad	Study Abroad Panama/ Costa Rica	Travel	Sole source
13	Staplegun Design Inc.	\$59,750	Norman	OU Global	Marketing Project	Professional Services	Competed
14	Technical Manufacturing Corporation	\$83,020	Norman	Physics and Astronomy	Lab Equipment	Lab/Medical/Research Equipment	Sole Source
15	Teton Data Systems	\$221,756	HSC	Robert M. Bird Library	Online Book Standing Order Subscription	Book/Publication/ Subscription	Sole Source
<b>Funding Sources: Non-Educational &amp; General (Non-Appropriated, Service Departments, Auxiliary Enterprises, Clinic Operations)</b>							
16	10X Genomics Inc.	\$75,022	HSC	Molecular Biology & Cytometry Research	Chromium Controller Reagent Equipment	Lab/Medical/Research Equipment	Sole Source
17	ACGME	\$68,100	Tulsa	Graduate Medical Education	Annual Accreditation	Professional Services	Sole Source
18	Advent	\$175,000	Norman	Price College Business	Energy Mang. Signage	Professional Services	Competed
19	Advocate Technology Solutions LLC	\$87,000	HSC	College of Nursing	EHR Software	IT Product/Supply/Service	Competed
20	Agilent Technologies Inc	\$73,592	HSC	Cyto - Genetics Lab	Sureselect Lab Supplies	Lab/Medical/Research Supply	Sole Source
21	Allentown LLC	\$331,598	HSC	Comparative Medicine	Enclosures	Lab/Medical/Research Equipment	Sole Source

**EXHIBIT G**

22	Allscripts Healthcare LLC	\$78,000	Tulsa	OU Physicians	Payerpath eNotify services	IT Product/Supply/Service	Sole Source
23	American Well Corporation	\$175,000	HSC	OU Physicians	Telemedicine Platform	IT Product/Supply/Service	Sole Source
24	Anesthesia Critical Care Consultants	\$200,000	HSC	Anesthesiology	As-needed anesthesiology services	Professional Services	Negotiated
25	Applied Spectral Imaging Inc.	\$174,987	HSC	Genetics Lab	PathFusion System	Lab/Medical/Research Equipment	Sole Source
26	Arista	\$80,516	Norman	Information Technology	Equipment/Software	IT Product/Supply/Service	Competed
27	ASD Specialty Healthcare LLC	\$201,647	Tulsa	OU Physicians	Patient Supplies	Lab/Medical/Research Supply	Sole Source
28	Atlantis Paradise Island Bahamas	\$60,000	Norman	Athletics	Women's Basketball Tournament	Travel/registration	Sole Source
29	Blue Circle Productions	\$90,000	Norman	Athletics	Lighting	Professional Services	Competed
30	Bob Moore Ford LLC	\$106,329	Norman	OUPD	(3) 2020 Ford Interceptor SUV	Vehicles/Transportation	Competed
31	Bob Moore Ford LLC	\$145,984	Norman	Fleet Services	(8) 2020 Ford Fusion Sedan	Vehicles/Transportation	Competed
32	Caddell & Co. LLC.	\$143,145	Norman	Facilities Management	Sarkey's Fitness Center - Weight Room Floor Replacement	Building/Ground Improvements	Competed

**EXHIBIT G**

33	Callisto Communications LLC.	\$200,000	HSC	Information Technology	Telecom Merchandise and Spare Parts	IT Product/Supply/Service	Completed
34	Carter Chevrolet	\$94,724	Norman	Fleet Services	(4) 2020 Chevy Express 2500 cargo vans	Vehicles/Transportation	Completed
35	Carter Chevrolet	\$82,716	Norman	School of Geo Sciences	(2) 2020 Chevy Suburbans	Vehicles/Transportation	Completed
36	Carter Chevrolet	\$94,724	Norman	Fleet Services	(4) 2020 Chevy Express 2500 cargo vans	Vehicles/Transportation	Completed
37	Chickasaw Telecom Inc.	\$77,179	Tulsa	Information Technology	Smartnet maintenance	IT Product/Supply/Service	Completed
38	Construction Unlimited	\$103,360	Norman	Jimmie Austin Golf Course	Jimmie Austin Golf Course Everest Pavilion (HVAC) Renovation	Construction	Completed
39	Construction Unlimited	\$103,360	Norman	Facilities Management	Sarkeys Fitness Locker Room Flooring Replacement	Building/Ground Improvements	Completed
40	Construction Unlimited	\$373,360	Norman	Facilities Management	Airport Hanger Electrical Modifications	Building/Ground Improvements	Completed
41	Continental Airlines Inc.	\$154,500	Norman	Athletics	Big 12 Championship Football Air Charter	Travel/Registrations	Completed
42	Continental Airlines Inc.	\$537,000	Norman	Athletics	Football Team Air Charter for Peach Bowl	Travel/Registrations	Completed
43	ConvergeOne, Inc.	\$112,787	HSC	Information Technology	Support and Maintenance on Avaya System	IT Product/Supply/Service	Completed

**EXHIBIT G**

44	Convergint Technologies LLC	\$65,351	HSC	University Research Park	Access Control System	IT Product/Supply/Service	Completed
45	CSC Serviceworks	\$57,295	Norman	Housing & Food Services	Washer/Dryer Rental	Lease/rent Equipment	Completed
46	Cushman & Wakefield	\$68,861	All	Real Estate Operations	Consulting Services for University Property Lease/Sales	Professional Services	Completed
47	Dental Imaging Technologies	\$73,700	HSC	College of Dentistry	Dexis Sensors and GXS Sensor	Lab/Medical/Research Equipment	Completed
48	Dental Imaging Technologies Corp	\$73,775	HSC	College of Dentistry	Dexis Sensors and a Gendex GXS-700 Digital Sensor	Lab/Medical/Research Equipment	Completed
49	Echosens North America Inc.	\$100,900	HSC	Pediatrics	Diagnostic medical equipment	Lab/Medical/Research Equipment	Sole Source
50	Edmond Music	\$137,200	Norman	School of Music	Pianos	Equipment	Sole Source
51	Engineered Systems & Energy Solutions	\$64,290	Norman	Facilities Management	Testing & Balancing - Exhaust fans	Maintenance Agreement/Services	Completed
52	Engineered Systems & Energy Solutions	\$96,200	Norman	Facilities Management	Campus Steam & Chilled Water Metering	Communication/Utility Services	Completed
53	Fabulous Baker Boys LLC.	\$65,600	Norman	Athletics	Events	Professional Services	Completed
54	FitThumb.com	\$72,000	Norman	Human Resources	Wellness Portal for FY20	Insurance	Completed



**EXHIBIT G**

55	Focus Office Furniture LLC	\$155,779	HSC	OU Physicians	Furniture	Furniture	Competed
56	GE Medical Systems, Ultrasound & Primary Care Diagnostics LLC	\$245,240	HSC	OBGYN	2 Volusion E10 U/S Machines	Lab/Medical/Research Equipment	Sole Source
57	GE Precision Healthcare LLC	\$62,506	HSC	OU Physicians	Equipment Maintenance Services	Maintenance Agreement/Services	Sole Source
58	Hanlon Sculpture Studio	\$89,250	Norman	Athletics	Heisman Statue Mayfield	Professional Services	Competed
59	Hanlon Sculpture Studio	\$89,250	Norman	Athletics	Heisman Statue Murray	Professional Services	Competed
60	Hayes Locums LLC	\$950,000	HSC	Department of Anesthesiology	Locum Tenens	Professional Services	Competed
61	Healthcare IP LLC	\$105,000	HSC	OU Physicians	Claims Processing	Non-Professional Service	Competed
62	Healthcare Revenue Solutions	\$65,000	HSC	Pediatrics	Medical Coding	Professional Services	Negotiated
63	Imprivata Inc.	\$276,705	HSC	OU Physicians	Confirm ID Licenses	IT Product/Supply/Service	Sole Source
64	Imprivata Inc.	\$168,507	HSC	OU Physicians	OneSign/Virtual Desktop Access License	IT Product/Supply/Service	Sole Source
65	Intelligent Video Solutions LLC	\$103,090	HSC	Department of Pediatrics	Video Data Capture for Labor and Delivery	IT Product/Supply/Service	Competed

**EXHIBIT G**

66	International Business Machines Corp	\$69,765	HSC	College of Pharmacy	MicromedexR	IT Product/Supply/Service	Sole Source
67	Intrinsiq Software	\$56,301	HSC	Stephenson Cancer Center	Patient Appointment Reminder Software	IT Product/Supply/Service	Sole Source
68	JIS Sports	\$75,000	Norman	Athletics	Creative Design	Professional Services	Competed
69	JC Painting LLC	\$100,000	Tulsa	OU Physicians	Painting/Wall Covering Services	Building/Ground Improvements	Competed
70	John A Marshall Co.	\$63,698	Norman	Office of the VP for Research Partnerships	Furniture	Furniture	Negotiated RFP
71	John A Marshall Co.	\$67,550	HSC	Stephenson Cancer Center	Furniture for Bird Library	Furniture	Competed
72	Johnson Controls, Inc.	\$82,875	HSC	Steam and Chilled Water Department	Labor and Repair for HVAC Repairs	Building/Ground Improvements	Sole Source
73	Kone Inc.	\$51,192	Norman	Facilities Management	Elevator Maintenance	Maintenance Agreement/Services	Competed
74	Krueger International Inc.	\$234,717	Norman	Facilities Management	Dale Hall Class Room Seating	Maintenance Agreement/Services	Competed
75	Language Line Services	\$125,000	HSC	Information Technology	Translation Services	Non-Professional Service	Competed
76	Lassiter Drug	\$218,726	Norman	Athletics	Medical Supplies and OTC Medications for Athletes	Medical Training	Sole Source

**EXHIBIT G**

77	Levy OK	\$420,000	Norman	Golf Course	Grill Staffing & Duties	Food/beverage/catering	Competed
78	Lewis Burke Associates LLC.	\$225,000	Norman	Vice President for Research Partnerships	Research Consultant	Professional Services	Sole Source
79	LI-COR, INC.	\$51,185	HSC	Dean McGee Eye Institute	Odyssey CLX Infrared Imaging System	Lab/Medical/Research Equipment	Sole Source
80	Life Technologies Corporation	\$94,963	HSC	Biochemistry & Molecular Biology	EVOS 7000 System	Lab/Medical/Research Equipment	Sole Source
81	LinkedIn Corporation	\$88,000	Norman	Information Technology	Campus License	IT Product/Supply/Service	Competed
82	Magellan Behavioral Health Inc.	\$66,000	Norman	Human Resources	Employee Assistance Program	Insurance	Competed
83	Mercer	\$310,000	All	Human Resources	Compensation Consultant	Professional Services	Competed
84	Mercury Museum Services	\$60,000	Norman	Sam Noble Oklahoma Museum of Natural History	OMNH Special Projects	Non-Professional Services Exhibition: "In the Dark".	Sole Source
85	Meso Scale Diagnostics LLC	\$52,000	HSC	Reynold's Oklahoma Center on Aging	MESO Quickplex SQ 120 Instrument & Service	Lab/Medical/Research Equipment	Sole Source
86	Nanostring Technologies Inc.	\$120,000	HSC	Core Facilities	Reagents	Lab/Medical/Research Supply	Sole Source
87	NextThought	\$96,300	Norman	Financial Aid Services	Software License & Support for financial success planner & award letters	IT Product/Supply/Service	Sole Source

**EXHIBIT G**

88	Nyhart	\$60,000	Norman	Human Resources	Insurance Premium Distribution	Insurance	Sole Source
89	OG&E	\$233,348	HSC	Steam and Chilled Water Department	Automatic Throw Over Switching	Building/Ground Improvements	Negotiated
90	Oklahoma Roofing & Sheet Metal, LLC.	\$132,312	HSC	Facilities Management	Roof for Technology Center	Building/Ground Improvements	Competed
91	Omni Mandalay Hotel at Las Colinas	\$58,223	Norman	Athletics	Big 12 Football Championship	Conference/Special Events	Sole Source
92	Optiv Security	\$443,671	All	Information Technology	Enterprise Vulnerability Scanning Solution	IT Product/Supply/Service	Competed
93	Paragard Direct	\$70,000	HSC	OU Physicians	Medical Supplies	Lab/Medical/Research Supply	Sole Source
94	Patterson Dental Supply Inc.	\$111,500	HSC	OU Children's Physicians Dental Clinic	Medical Supplies, Pharmaceuticals, Maintenance	Lab/Medical/Research Supply	Sole Source
95	Philips Healthcare	\$75,240	HSC	Perinatal Diagnostic Center	Annual Maintenance on Ultrasounds	Maintenance Agreement/Services	Sole Source
96	PS Websolutions Inc.	\$117,800	HSC	Provost - Project Management	Consulting Services for PeopleSoft Upgrade	IT Product/Supply/Service	Competed
97	Renaissance Dallas Hotel	\$80,282	Norman	Athletics	Team Travel Football	Travel/Registrations	Sole Source
98	Record Co Ltd.	\$110,000	Norman	ARRC	Subarray Development Prototype	Lab/Medical/Research Equipment	Sole Source

**EXHIBIT G**

99	RFIP Inc.	\$70,313	Norman	Information Technology	2019 campus wireless refresh	IT Product/Supply/Service	Competed
100	Robert Half Technology	\$304,720	HSC	OU Physicians	Standing Order Temporary Staffing PO for Centricity EMR Application Analyst	IT Product/Supply/Service	Competed
101	Sico America Inc.	\$57,827	Norman	Oklahoma Memorial Union	Staging & accessories to attach to existing stage	Equipment	Sole Source
102	Sigma Solutions	\$603,886	Norman	Information Technology	Equipment/Supplies for Network Refresh	IT Product/Supply/Service	Competed
103	SouthWest Electric Company	\$120,665	HSC	Steam and Chilled Water Department	#6 Chiller 5500 HP Motor Rebuild	Building/Ground Improvements	Competed
104	Spok Inc.	\$61,598	HSC	Information Technology	Maintenance and support for Spok suite/messenger hospital operator, console solution.	IT Product/Supply/Service	Sole Source
105	Spok Inc.	\$152,309	HSC	Information Technology	Hospital Paging, On-call Scheduling, Hospital Directory, and Secure Texting.	IT Product/Supply/Service	Sole Source
106	STM Charters	\$57,500	Norman	Athletics	Women's Gymnastics Team Air Travel	Travel/Registrations	Competed
107	STM Charters	\$194,750	Norman	Athletics	Air Charter for Official Party to Peach Bowl	Travel/Registrations	Competed
108	STM Charters	\$233,750	Norman	Athletics	Air Charter for Band to Peach Bowl	Travel/Registrations	Competed
109	STM Charters	\$405,000	Norman	Athletics	Women's Basketball Air Charter	Travel/Registrations	Competed

**EXHIBIT G**

110	STM Charters	\$575,250	Norman	Athletics	Men's Basketball Air Charter	Travel/Registrations	Competed
111	Swift Staffing Solutions LLC	\$150,000	Tulsa	OU Physicians	Temporary medical staffing	Professional Services	Competed
112	Temperature Control Systems, INC.	\$80,000	HSC	Facilities Management	Tridium Jace Devices	Building/Ground Improvements	Sole Source
113	Thermo Fisher Financial Services Inc.	\$105,150	HSC	Physiology	Flow cytometer	Lab/Medical/Research Equipment	Sole Source
114	Trane US Inc.	\$78,668	HSC	Steam and Chilled Water Department	Chiller 7 Controls Upgrade	Building/Ground Improvements	Sole Source
115	Trane US Inc.	\$78,668	HSC	Steam and Chilled Water Department	Chiller 8 Controls Upgrade	Building/Ground Improvements	Sole Source
116	Trane US Inc.	\$63,642	HSC	University Research Park	3 Trane Compressors	Building/Ground Improvements	Sole Source
117	TRANSACT Campus.	\$146,396	Norman	Sooner Card	Module Upgrades for Sooner Card System	IT Product/Supply/Service	Sole Source
118	Trans-Tel Central	\$364,997	Norman	Information Technology	Cabling Contractor for University Building Refresh's	Professional Services	Competed
119	TriLink Restoration Services	\$135,300	Norman	Facilities Management	HVAC Cleaning 3rd floor National Weather Center	Building/Ground Improvements	Competed
120	United Rentals North America, Inc.	\$77,828	HSC	Steam and Chilled Water Department	Generator Rental	Lease/rent Equipment	Competed

**EXHIBIT G**

121	UPPI LLC	\$150,000	HSC	Nuclear Pharmacy	Novation Administration Fees	Miscellaneous Fees	Competed
122	Variety Care Inc.	\$248,891	Tulsa	Medical Informatics	Case Management	Professional Services	Sole Source
123	VVC Holding Corp.	\$125,000	HSC	OU Physicians	GE Eligibility Fees	IT Product/Supply/Service	Sole Source
124	VVC Holding Corp.	\$86,400	HSC	OU Physicians	KAVART Software Subscription and Maintenance	IT Product/Supply/Service	Sole Source
125	VVC Holding Corp.	\$104,000	HSC	OU Physicians	Centricity Enterprise Task Manager consulting and optimization	IT Product/Supply/Service	Sole Source
126	VWR International LLC	\$60,166	HSC	Microbiology/Immunology	CellXpert C170, Centrifuge, Rotor, Research, Starter Pack	Lab/Medical/Research Equipment	Competed
127	Welch Allyn Inc.	\$88,160	HSC	OU Physicians	Retinal imaging software and standing order for diagnostic services to review images	IT Product/Supply/Service	Competed
128	West Interactive Services Corporation	\$240,000	HSC	OU Physicians	Patient Appointment Reminder Software	IT Product/Supply/Service	Sole Source
<b>Funding Sources: Sponsored Projects (Federal, State, Other Grants and Contracts) and Private Funds</b>							
129	ACT Inc.	\$98,000	Norman	K20 Center For Education & Community Outreach	Pre-ACT Test Grades 8/9	Miscellaneous fees	Sole Source
130	Bio-Rad Laboratories Inc.	\$61,505	HSC	Ophthalmology	Bio-Plex Data Pro Basic, Pro Wash Station, and Bio-Plex 200 System	Lab/Medical/Research Equipment	Sole Source
131	BioSpherix LTD	\$53,489	HSC	Medicine Endocrinology	OxyCycler Chamber Controller	Lab/Medical/Research Equipment	Sole Source

**EXHIBIT G**

132	Cell Staff LLC	\$83,200	HSC	Infectious Disease	Temporary Staffing	Non-Professional Service	Competed
133	ComplianceOne	\$77,000	Norman	Administering Compliance Program	Third Party Administrator Services for Drug and Alcohol Testing	Professional Services	Sole Source
134	Cytek Biosciences Inc.	\$271,250	Tulsa	Integrative Immunology Center	Flow cytometer	Lab/Medical/Research Equipment	Sole Source
135	Department of Human Services	\$150,000	Norman & Tulsa	Child Welfare Professional Enhancement Program	Child Welfare Professional Enhancement Program (CWPEP) Training	Professional Services	State Entity
136	Fourier Scientific LLC.	\$53,500	Norman	Gallogly College of Engineering for Aerospace and Mechanical Engineering	Lab Equipment	Lab/Medical/Research Equipment	Sole Source
137	Illumina Inc.	\$69,360	HSC	Microbiology/Immunology	MiSeq Reagent Micro Kit	Lab/Medical/Research Equipment	Sole Source
138	Keeling & Associates, LLC.	\$94,750	Norman	Institute for the Study of Human Flourishing	Strategic Planning Initiative	Professional Services	Competed
139	Nanocollect Biomedical Inc.	\$92,150	HSC	Biochemistry & Molecular Biology	Cytometer	Lab/Medical/Research Equipment	Sole Source
140	New World Now	\$379,595	Norman	Outreach Center for Public Management	Provider of Web Based Software for Oklahoma Professional Development Registry	Maintenance Agreement/Services	Sole Source
141	Oaktree Software Inc	\$139,263	Norman	Outreach Center for Public Management	Contract for Full-Time Customer Service Energy Assistant Specialists	IT Product/Supply/Service	Competed
142	Ovid Technologies, Inc.	\$691,651	HSC	Robert M. Bird Library	Electronic journals, and databases	Book/Publication/Subscription	Sole Source



**EXHIBIT G**

143	Robert Half Technology	\$116,000	Norman	Outreach Center for Public Management	Contract Services for Technical Benefit Specialist for DHS Care Contract	IT Product/Supply/Service	Competed
144	Robert Half Technology	\$886,000	Norman	Outreach Center for Public Management	Contract Services for Technical Energy Assistant Specialist and Supervisor	IT Product/Supply/Service	Competed
145	Scott Rice	\$156,858	HSC	College of Public Health	Furniture	Furniture	Competed
146	Thermo Electron North America LLC	\$169,807	HSC	Core Facilities	Mass Spectrometer	Lab/Medical/Research Equipment	Sole Source

**OU HEALTH SCIENCES CENTER**  
**STATEMENTS OF NET POSITION**  
**AS OF DECEMBER 31, 2019 AND 2018**  
**UNAUDITED - MANAGEMENT'S USE ONLY**  
(\$ in thousands)

	<u>12/31/2019</u>	<u>12/31/2018</u>
<b>Assets</b>		
Unrestricted cash and cash equivalents	648,258	531,512
Restricted cash and cash equivalents	16,531	20,925
Accounts receivable, net	145,988	173,096
Inventories and supplies, at cost	3,299	3,260
Loans to students, net	6,299	6,587
Deposits and prepaid expenses	3,493	3,248
Endowment investments	44,056	41,717
Investments	147,633	136,218
Investments in real estate	2,025	3,475
Net OPEB	2,309	1,673
Capital assets, net	578,200	587,693
<b>Total Assets</b>	<u><u>1,598,091</u></u>	<u><u>1,509,405</u></u>
<b>Deferred Outflows</b>	<u><u>71,312</u></u>	<u><u>76,198</u></u>
<b>Liabilities</b>		
Accounts payable and accrued expenses	78,673	73,426
Unearned revenue	11,564	12,991
Accrued interest payable	3,026	3,148
Deposits held in custody for others	2,107	2,029
Accrued compensated absences	36,522	36,146
Net pension liability	220,613	255,733
Total OPEB liability	217,592	208,336
Federal loans liability	7,928	7,424
Capital lease payable	15,826	15,586
Revenue bonds payable	125,682	131,511
<b>Total Liabilities</b>	<u><u>719,533</u></u>	<u><u>746,330</u></u>
<b>Deferred Inflows</b>	<u><u>57,104</u></u>	<u><u>38,362</u></u>
<b>Net Position</b>		
Net Position	<u><u>892,766</u></u>	<u><u>800,912</u></u>
<b>Total Net Position</b>	<u><u>892,766</u></u>	<u><u>800,912</u></u>

**OU HEALTH SCIENCES CENTER**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**  
**FOR THE SIX MONTHS ENDING DECEMBER 31, 2019**  
**UNAUDITED - MANAGEMENT'S USE ONLY**  
(\$ in thousands)

<b>Operating Revenues</b>	<u>12/31/2019</u>	<u>12/31/2018</u>
Student tuition and fees (net of scholarship allowances)	32,019	30,843
Patient care	201,897	191,939
Pharmaceutical sales	48,451	41,894
Federal grants and contracts	42,784	36,051
State grants and contracts	29,986	31,590
Private grants and contracts	79,067	79,171
Sales and services of educational activities	908	848
Sales and services of auxiliary enterprises:		
Steam and Chill	3,661	3,691
Other	20,169	16,479
Other revenues	7,891	2,764
Total operating revenues	<u>466,833</u>	<u>435,270</u>
<b>Operating Expenses</b>		
Compensation and benefits	369,166	356,193
Contractual services	43,045	38,855
Supplies and materials	64,426	53,530
Depreciation	14,299	13,972
Utilities	6,724	6,639
Communication	2,926	2,994
Scholarships	1,271	1,395
Other expense	28,273	25,504
Total operating expenses	<u>530,130</u>	<u>499,082</u>
Operating loss	(63,297)	(63,812)
<b>Nonoperating Revenues and (Expenses)</b>		
State appropriations	42,781	40,983
State on-behalf payments	6,282	8,445
Private gifts	5,468	5,645
Interest on indebtedness	(3,389)	(3,588)
Investment income/loss	8,036	3,947
Endowment income	8,693	9,155
Net nonoperating revenues and (expenses)	<u>67,871</u>	<u>64,587</u>
Income before other revenues, (expenses), gains, or (losses)	4,574	775
<b>Other Revenue, Expenses, Gains or Losses</b>		
State grants and contracts for capital projects	2,500	-
State appropriations for capital projects	2,737	2,465
Private gifts for capital projects	-	63
State school land funds	2,052	1,962
Total other revenue, (expenses), gains, or (losses)	<u>7,289</u>	<u>4,490</u>
<b>Change in Net Position</b>	<u>11,863</u>	<u>5,265</u>

UNIVERSITY OF OKLAHOMA - NORMAN CAMPUS  
STATEMENTS OF NET POSITION  
AS OF DECEMBER 31, 2019 AND 2018  
UNAUDITED - MANAGEMENT'S USE ONLY  
(\$ in thousands)

	12/31/2019	12/31/2018
<b>Assets</b>		
Unrestricted cash and cash equivalents	125,056	95,692
Restricted cash and cash equivalents	47,674	52,403
Accounts receivable, net	103,526	87,244
Inventories and supplies, at cost	2,278	2,610
Loans to students, net	16,257	17,817
Deposits and prepaid expenses	2,211	2,785
Endowment investments	67,129	62,073
Investments	54,583	52,086
Investments in real estate	220	220
Net OPEB	3,231	2,070
Capital assets, net	1,837,832	1,853,506
<b>Total Assets</b>	<u>2,259,997</u>	<u>2,228,506</u>
<b>Deferred Outflows</b>	<u>88,694</u>	<u>92,022</u>
<b>Liabilities</b>		
Accounts payable and accrued expenses	31,909	34,187
Utilities management agreement	75,960	79,500
Unearned revenue	53,799	50,646
Accrued interest payable	18,295	18,723
Deposits held in custody for others	2,061	1,901
Accrued compensated absences	30,899	36,673
Retirement plan liability	6,325	4,944
Net pension liability	279,112	313,749
Total OPEB liability	277,747	270,950
Federal loans liability	14,270	14,210
Capital lease payable	42,636	44,138
Revenue bonds payable	875,745	908,383
<b>Total Liabilities</b>	<u>1,708,758</u>	<u>1,778,004</u>
<b>Deferred Inflows</b>	<u>98,538</u>	<u>82,216</u>
<b>Net Position</b>		
Net Position	541,395	460,308
<b>Total Net Position</b>	<u>541,395</u>	<u>460,308</u>

UNIVERSITY OF OKLAHOMA - NORMAN CAMPUS  
 STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION  
 FOR THE SIX MONTHS ENDING DECEMBER 31, 2019  
 UNAUDITED - MANAGEMENT'S USE ONLY  
 (\$ in thousands)

	12/31/2019	12/31/2018
<b>Operating Revenues</b>		
Student tuition and fees (net of scholarship allowances)	184,697	176,784
Federal grants and contracts	66,773	52,880
State grants and contracts	25,599	25,013
Private grants and contracts	13,368	17,584
Sales and services of educational activities	7,712	8,259
Sales and services of auxiliary enterprises:		
Housing and food service revenues	35,783	33,655
Net athletic revenues	60,533	63,300
Other	29,472	21,602
Other revenues	14,696	7,900
Total operating revenues	438,633	406,977
<b>Operating Expenses</b>		
Compensation and benefits	247,470	239,911
Contractual services	56,488	48,768
Supplies and materials	19,046	20,703
Depreciation	37,753	36,707
Utilities	24,384	23,006
Communication	3,015	3,344
Scholarships	21,778	21,718
Other expense	110,937	86,889
Total operating expenses	520,871	481,046
Operating loss	(82,238)	(74,069)
<b>Nonoperating Revenues and (Expenses)</b>		
State appropriations	64,824	61,766
State on-behalf payments	6,000	6,000
Federal grants and contracts	12,545	12,381
State grants and contracts	6,868	6,847
Private grants and contracts	-	-
Private gifts	32,138	23,863
Interest on indebtedness	(18,316)	(18,766)
Investment income/loss	5,688	(78)
Endowment income	3,042	2,866
Net nonoperating revenues and (expenses)	112,789	94,879
Income before other revenues, (expenses), gains, or (losses)	30,551	20,810
<b>Other Revenue, Expenses, Gains or Losses</b>		
State grants and contracts for capital projects	-	-
State appropriations for capital projects	-	-
Private gifts for capital projects	8,475	4,524
State school and land funds	4,159	4,533
On-behalf payments for OCIA capital leases	-	-
Gain/loss on sale of fixed assets	(123)	231
Additions to permanent endowments	-	-
Total other revenue, (expenses), gains, or (losses)	12,511	9,288
<b>Change in Net Position</b>	43,062	30,098