

MINUTES OF THE REGULAR MEETING
BOARD OF REGENTS OF THE UNIVERSITY OF OKLAHOMA
THURSDAY, FEBRUARY 11, 1954 - 10:00 A.M.

A regular meeting of the Board of Regents of the University of Oklahoma was held in the office of the President of the University, at Norman, on Thursday, February 11, 1954, at 10:00 a.m.

The following members were present: Regent T. R. Benedum, President, presiding; Regents Short, Morgan, Little, Grisso, McEride. Absent: Regent Foster.

The minutes of the meeting held on January 14, 1954 were approved.

President Cross announced that Attorney General Mac Q. Williamson, who represented the Regents at a recent conference in Dallas in connection with the Murray Case Sells estate matter, would make a report on this conference. Mr. Williamson was invited to the meeting.

Mr. Williamson stated that in response to a letter from President Cross under date of December 15, transmitting the request of the Regents that he represent the University as one of the beneficiaries under the will of the late Murray Case Sells, he attended a conference in Dallas on February 3. This conference was also attended by other beneficiaries under the will. Mr. Cate and Mr. Elkouri were also at the conference.

Mr. Williamson explained that the will was being contested by a niece of the deceased, Carol Jean Iffert. The First National Bank of Dallas was named the independent executor for the estate.

Mr. Williamson, after going over the matter in detail, called attention to the following memorandum prepared by Mr. Cate:

A plan for settlement of the contest of the will of Murray Case Sells, by payment of \$500,000 to a niece, Carol Jean Iffert, was presented to representatives of the institutional beneficiaries in a conference at Dallas February 3.

Attorneys for the independent executor, the First National Bank in Dallas, reported to the group that the attorneys, the trust committee of the bank, and the bank's board of directors all had agreed that such a settlement would be to the best interests of the beneficiaries and should be made.

The bank's counsel pointed out that in his opinion the attorneys for the niece had concluded definitely that they would go to trial rather than accept less than \$500,000 as settlement; that a trial could be expected

to bring forth testimony of a nature which should be avoided, if possible; that the institutional beneficiaries would run the risk of losing the entire estate if the case went to trial, and at best, would face long delay in final distribution; and that the \$500,000 amount proposed for settlement is substantially less than the amount by which the value of the estate has been increased while in custody of the executor.

Present value of the estate is estimated at \$7,500,000 to \$8,500,000. The appraisal is not yet complete.

Counsel for the bank emphasized that he could not guarantee that other suits to invalidate the will would not be brought later. He explained, however, that evidence had been obtained that indicated Carol Jean Iffert is an only child; that the other two known relatives of Mr. Sells who would benefit by invalidation of the will have signed tightly drawn agreements to accept the annuities provided for them in the will, and in consideration of the annuities (which they already are receiving) to accept the will in all respects; and that to the best of his knowledge, no additional contest can be expected. Possibility of a claim on behalf of the woman who was employed as Mr. Sells' nurse was discussed, but counsel expressed opinion that no action of kind by the executor in anticipation of any such claim seemed advisable on the basis of present information.

The institutional representatives attending the conference voted, after lengthy discussion, to approve the settlement plan, subject to approval of their respective boards of control.

The University of Oklahoma was represented at the conference by Mr. Mac Q. Williamson, Attorney General; Mr. Frank Ellicuri, legal advisor to the President's Office; and Mr. Rescoe Cate, Vice President and Business Manager. All three agreed that the proposed settlement seemed the expedient thing to do.

Although it is recognized that the executor of the estate has authority to make the decision on a settlement, regardless of the view of the beneficiaries, it is believed that the bank would appreciate an expression of opinion from the Regents of the University of Oklahoma.

Mr. Williamson recommended that the Regents join other beneficiaries in accepting the proposed settlement as set forth in Mr. Cate's memorandum.

Mr. Benedum: "Based on the report of the Attorney General, what is the President's recommendation on the proposed settlement."

President Cross: "I recommend approval."

Regent Morgan moved, seconded by Regent McBride, that the Regents concur in the recommendation for a settlement. The motion was unanimously approved.

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The Regents expressed appreciation to Mr. Williamson for his assistance in this matter.

Personnel items as shown below, as recommended by President Cross, were approved:

FACULTY

LEAVES OF ABSENCE:

Walter L. Haderer, Assistant Professor, School of Music and University School, leave of absence without pay June 1, 1954 to June 1, 1955. To complete work on a Doctor of Music degree at the University of Southern California. Mr. Haderer has been on a sabbatical leave effective September 1, 1953 to June 1, 1954.

Frank C. Hughes, Associate Professor, School of Music, extension of leave of absence without pay from June 1, 1954 to June 1, 1955. To continue doctoral studies.

APPOINTMENTS:

Joseph B. White, Instructor in Industrial Education, \$1,800 for 4 months, February 1, 1954 to June 1, 1954.

Evadne Krebsbach, Special Instructor in Speech, Speech and Hearing Clinic, \$1,687.50 for 4½ months, January 16, 1954.

Kathryn Ruth Whitehurst, Instructor in Speech, Speech and Hearing Clinic, \$1,500 for 4½ months, January 16, 1954.

Hubert C. Skimer, Instructor in Geology, \$900 for 4½ months, January 16, 1954, 1/2 time.

James L. Parent, Teaching Assistant in Architecture, \$1,000 for 4 months, February 1, 1954 to June 1, 1954, 1/2 time.

Brandon H. Griffith, Teaching Assistant in Mechanics and Engineering Metallurgy, \$450 for 4½ months, January 16, 1954, 3/8 time.

Lawrence Raymond Selkirk, Teaching Assistant in Engineering Drawing for 1/2 time, and Teaching Assistant in Mechanics and Engineering Metallurgy for 3/8 time, total salary of \$1,050 for 4½ months, January 16, 1954.

CHANGES:

Norman Leonard Byrd, Instructor in Architecture, salary changed from the rate of \$2,300 for 9 months, 1/2 time to the rate of \$4,500 for 9 months, full time, February 1, 1954.

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RESIGNATIONS:

Wilmot G. Rhodes, Assistant Professor of Aviation, January 1, 1954. Mr. Rhodes has been on military leave since March 1, 1951 and when released from the service accepted a position with Cessna Aircraft Co.

John Edward Hardy, Instructor in English, January 16, 1954. Mr. Hardy has been on leave of absence since September 1, 1952; salary recommended was too low.

Philip B. Welch, Instructor in Architecture, January 16, 1954. Has accepted teaching position at the University of California.

DEATH:

I regret to report the death of John Parrington Roberts, Associate Professor of Mechanics and Engineering Metallurgy on January 22, 1954, after a brief illness. Mr. Roberts came to the University in September of 1951.

GRADUATE ASSISTANTS

APPOINTMENTS:

William Jack Ford, School of Geology, \$600 for 4½ months, January 16, 1954.

Eben Lennart Johnson, School of Geology, \$600 for 4½ months, January 16, 1954.

Herschell Jack McCunn, School of Geology, \$600 for 4½ months, January 16, 1954.

Richard B. Meyer, School of Geology, \$600 for 4½ months, January 16, 1954.

Charles Rockwell, School of Geology, \$600 for 4½ months, January 16, 1954.

Orville R. Russell, School of Geology, \$600 for 4½ months, January 16, 1954.

Richard Frank Shaw, Jr., School of Geology, \$600 for 4½ months, January 16, 1954.

RESIGNATIONS:

Fay Wallace Bailey, Department of Chemistry, January 16, 1954. Granted a fellowship.

Marie Damm Faucette, Department of English, January 16, 1954. Domestic duties.

Margaret Winning Smith, Department of English, January 16, 1954. Illness of mother.

George Frederick Dana, School of Geology, January 16, 1954. Graduating.

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Ray F. Dietrich, Jr., School of Geology, January 16, 1954. Graduating.

William Paul Gruman, School of Geology, January 16, 1954. Graduating.

Edward Lamb McCollough, School of Geology, January 16, 1954. Graduating.

Dearl Travea Russell, School of Geology, January 16, 1954. Called into military service.

Paul Dewey Willis, School of Geology, January 16, 1954. Graduating.

Marvin Lee Mays, Department of Zoology, January 16, 1954. Leaving school.

SCHOLARSHIP:

Dan D. Childers, Socony-Vacuum Oil Co. Scholarship in Petroleum Engineering, \$750 for 7 months, January 1, 1954 to August 1, 1954.

FELLOWSHIP:

Hugh Gerald Cunningham, Archival Fellow, State Medical Association Archives Grant. Resigned December 1, 1953.

RESEARCH ASSISTANT:

Mark E. Gutske, F. G. Cottrell Grant - Wender, \$166.66 per month for 5 months, January 1, 1954 to June 1, 1954.

NON-ACADEMIC

APPOINTMENTS:

John Wendell Simmons, Jr., Editorial Assistant, Seonar State Press, \$500 for 5 months, January 28, 1954 to July 1, 1954, 1/2 time.

Orlando Claude Elsea, Clinician, Psychological Service Center, \$166.66 per month on a 12 month basis, January 11, 1954, 1/2 time.

CHANGES:

Carroll Swickey, Extension Specialist, Short Course and Conferences, changed from \$160 per month for 1/2 time to \$320 per month for full time, January 11, 1954.

Pauline Cook Hall, Librarian Pl, Cataloging, University Libraries, \$275 per month, March 1, 1954 to May 1, 1954. Extension of previous appointment.

RESIGNATION:

Ted R. Lane, I.B.M. Tabulating Machine Operator, Machine Accounting Service, January 16, 1954. To accept position paying a greater salary.

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SCHOOL OF MEDICINE AND UNIVERSITY HOSPITALS

APPOINTMENTS:

Leon C. Freed, M.D., Instructor in Medicine, clinical rates, January 1, 1954.

CHANGES:

Carl R. Deering, M.D., title changed from Consultant Professor to Professor of Preventive Medicine and Public Health, September 15, 1953.

Edith Schroeder, Casework Supervisor, Social Service Department, salary January 1 to July 1, increased to \$475 per month, University Hospitals. On University payroll first 6 months of year at \$425 per month.

RESIGNATIONS:

Edward C. Reinzenstein, Jr., M.D., Professor of Research Medicine, December 1, 1953. Accepted position as Director of the Biological and Therapeutic Research Division, Schering Corporation in Elccmfield, New Jersey.

Henry Louis Schmidt, Jr., M.D., Assistant Professor of Medicine, July 1, 1953. Accepted position as Chief of Medical Services at Veterans Administration Hospital, New Orleans.

President Cross reported that Mr. Ike Hall of Oklahoma City, on October 1, 1952, leased 344.2 acres of agricultural land from the University of Oklahoma for five years beginning January 1, 1953, with annual rental of \$3,750.

Mr. Hall failed to pay the semi-annual installment of \$1,875 due October 1, 1953, and also failed to pay the \$1,875 payment due January 1, 1954. After several letters were addressed to his office, Mr. Hall's office manager notified the University's business manager that Mr. Hall "did not want the lease any longer".

Mr. Hall bid for the lease in a competitive sale which called for bids on a five-year basis without any provision for cancellation.

On advice of legal counsel, the University's business manager notified Mr. Hall's office manager -- since Mr. Hall is out of the state for an indefinite period -- that surrender of the premises by the lessee was refused, but that the University would take possession of the premises and attempt to sublease for the unexpired term of the lease for the lessee's benefit to reduce his damages.

Notice that bids would be received for a sublease running until December 31, 1957, was published in the Norman Transcript, and bids were opened at 4:00 p.m. on Wednesday, February 10. The following bids were received:

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<u>Bidder</u>	<u>Annual Rental North Campus</u>	<u>Annual Rental Noble Field</u>
A. H. Ferrin, Purcell	\$1,110.00	\$1,410.00
Glen E. Allen, Norman	737.34	1,138.66
T. B. Morren and Sons, Norman	- - - - -	810.00
Robert H. Rucker, Jr., Okla. City	- - - - -	900.00
Paul Foster, Norman	- - - - -	200.00
W. W. Sandlin, Norman	- - - - -	700.00

President Cross recommended that the highest bid, that of Mr. A. H. Ferrin of Purcell, for both tracts, be accepted, and that the lease be executed by the President and Secretary of the Board.

The recommendation was approved on motion by Regent Morgan.

President Cross reported in regard to conduct in the case involving John O'Neill, of Enid, a graduate student and Graduate Assistant in the Department of English, and explained the action which is being taken concerning the case. The Regents expressed approval of the action taken by President Cross.

President Cross discussed budgetary problems in the Athletic Department. He stated he would discuss the matter with Mr. Cate and bring a full report and recommendation before the Regents at the next meeting.

Copies of Activity Fee Distribution, as shown below, were given to each member with the following recommendation:

(1) That distribution of the \$30 activity fee included in the \$66 general enrolment fee collected for the second semester of the school year 1953-54 be approved as follows, subject to adjustment to conform to exact enrolment figures when the final enrolment for the semester is determined:

	<u>Per Student</u>
Health Service	\$6.00 ^a
Oklahoma Daily	1.00 ^b
Student Activities	.75
Stadium	7.20 ^c
Unions:	
Debt Service	8.78 ^c
Operations	2.16
Balance available for education purposes	<u>4.11</u>
	\$30.00

(2) That a power plant fee in the amount of \$10.48, adjusted in proportion to exact enrollment, be approved to meet bond issue requirements. The power plant fee is not included in the \$30 activity fee because proceeds of this fee are placed in the Educational and General Budget and expended through the budget for heat, light, water and power.

- a) Increased from \$5.50 to cover expense of enlarged sanitation inspection program.
- b) Increased from 75 cents to reduce operating deficit. The fee was \$1.00 until the fall of 1951 when it was reduced to 50 cents in connection with a very difficult budget situation.
- c) Amounts determined by bond issue requirements.

Approved on motion by Regent Grisso.

Recess for luncheon in the Oklahoma Memorial Union, with officers of the Student Senate as guests of the Regents. Mr. Jon R. Withrow, of Seminole, President of the Student Senate, explained the activities of the Student Senate.

2:00 p.m. The Regents met again in the President's office.

The report of the special committee of the Regents (Benedum, Short, McBride) was presented by Regent Benedum. A copy of the report follows:

**COMMITTEE REPORT ON PURCHASING DEPARTMENT ACTIVITIES AND
PROCUREMENT POLICY AT THE UNIVERSITY OF
OKLAHOMA**

The undersigned Committee of the Regents of the University of Oklahoma in investigating the activities of the Purchasing Department and examining the procurement policy being pursued at the University of Oklahoma have in its several meetings, talked with the Heads of various Departments and auxiliary enterprises of the University, and have also talked with Mr. D. R. Kimrey, the Purchasing Agent at the University of Oklahoma, and on numerous occasions, have talked with Mr. Roscoe Cate, the Financial Vice-President of the University of Oklahoma.

We find that the need for centralizing responsibility for purchasing of supplies and equipment for the various Departments and Divisions of the University became obvious in 1946. At that time the State Board of Affairs had legal responsibility for the purchasing for the University, acting upon requisitions furnished by the various University Departments. There was little, if any, control exercised over the purchasing by the various Departments, and as a result, it was found that one University Department had orders outstanding for supplies totaling approximately \$20,000 more than funds were available for such purposes. In the fiscal year, 1946-47, more than 40% of the budgeted departments of the University over-

spent one or more of its budget accounts. At that time, with few exceptions, the requisitions were prepared by persons with little or no professional experience in purchasing, and the supplies and equipment purchased for the University by the State Board of Affairs were found, in many cases, to be unsatisfactory, either because specifications were not met, or the original specifications had been loosely prepared, and the desired item was not obtained. Determination was then made that the University should follow the example set by most other large Universities by establishing a central office to be responsible for purchasing. It was further decided that request should be made of the Legislature to give the University Board of Regents authority to do its own purchasing, rather than buying through the State Board of Affairs. In an effort to accomplish these desired results, Mr. D. R. Kimrey was employed as Purchasing Agent, effective January 1, 1947, and was charged with the responsibility of establishing a University Purchasing Office, through which requisitions could be cleared for submission to the State Board of Affairs.

The 1947 Legislature passed a bill (S.B. 35), vitalizing the constitutional amendment establishing a constitutional Board of Regents for the University of Oklahoma. Among other things, the Bill specifically gave the Board of Regents authority to do the purchasing and contracting for the University. Thereafter, and in March, 1947, the Board of Regents adopted the following Resolution, defining the authority and responsibilities of the Purchasing Agent.

"The Purchasing Agent of the University is designated as the only officer of the University authorized to issue purchase orders in the name of the University of Oklahoma (Norman Campus) or any part of it, including all budgetary units, service units and auxiliary enterprises; provided that in the absence of the Purchasing Agent, the President's Financial Assistant is authorized to sign purchase orders under the name of the Purchasing Agent."

"The Purchasing Agent may grant an authority order to a service unit or other department to make emergency purchases for a period not to exceed 31 days, provided a requisition for such authority order is filed in advance, and provided the department has unencumbered funds available in the amount of the authority order."

"Every requisition for purchase of a single item amounting to more than \$200.00 shall be referred by the Purchasing Agent to the President's Office for approval by the President or the President's Financial Assistant. Every requisition for purchase of a single item amounting to more than \$5,000.00 shall be referred by the Purchasing Agent to the President's Office for submission to the President of the Board of Regents; provided however, that purchases of materials or merchandise for resale by the Book Exchange, Commissary, Utility Stores and other similar units may be approved by the President's Office even if in excess of the above limitation."

We find that the President's office explained to the Heads of various Departments that it had been found necessary to establish control over both internal and off-campus purchases for the following reasons:

- (1) To insure that expenditures would not be made in excess of budget allocations;
- (2) To insure that purchases would be made and work orders issued only by persons authorized to make financial commitments against a budget unit;
- (3) To relieve agencies supplying goods or services--particularly the Book Exchange--from the responsibility of attempting to identify hundreds of persons who had been making purchases and charging them to various budget units without any written authorization or adequate identification;
- (4) To insure that a careful estimate of cost be made before placing an order for such items as printing jobs at the University Press or repair or construction work by the Physical Plant Department; this having been found necessary in order to avoid placing of orders later found to be far in excess of funds available;
- (5) To insure that budget units not handle their expenditures carelessly with the expectation of receiving supplemental budget allocations later, at the expense of budget units that had been more economical.

Following the adoption of Senate Bill 35, enacted by the 1947 Legislature, a legal opinion was requested of Dr. John E. Cheadle, then Legal Adviser to the President, on the administration of Senate Bill 35, with special reference to approving and auditing claims. His opinion, in part, is as follows:

"The most immediate effect of Senate Bill 35 is to put the responsibility on the Regents for auditing the accounts of the institution, keeping the accounts, and approving claims to be forwarded through the State Auditor's Office to the State Treasurer for payment;

"Certain principles in the administration of finance have become accepted by business and by the courts. One principle applied to this situation is that the audits of the Board of Regents upon University accounts shall be, in a manner, a personal responsibility of the Regents. This does not mean that the Regents shall personally conduct the audit in all cases, but that they shall be responsible for the audit. Since the audit is a check upon the accounts, it should be performed by an expert qualified for this work outside of the Accounting Division of the University; for an audit by the Accounting Division itself would merely amount to a review of its own accounting practices. Section 8 of Senate

Bill 35 provides: "Said Board of Regents, in its discretion, may by general rules, authorize officers of the University to act in its behalf x x x in carrying out the powers herein conferred."

Dr. Cheadle further commented in his opinion as follows:

"A reasonable construction of this provision, in view of the complexity of University affairs and the limited time the Regents can give to details, would be that such details as making audits could probably be delegated to a competent auditor; that the duty of finally approving claims could be delegated to the President or to some other officer who could conveniently perform this function; that the supervision of the construction of the buildings and the processing of purchases of supplies and equipment could be delegated to officials competent to exercise such duties. In other words, the immediate duty of the Regents would be to provide agencies appropriate for the new functions, or, in their discretion, to entrust them to individuals selected for the respective duties, or to combine more than one such duty or function in appropriate agencies or individuals. The initiative for such reorganization -- the outlining of plans or proposals for carrying out the new duties for the consideration of the Regents -- is properly an administrative duty; the responsibility of accepting or implementing such proposals, or, in their option, of rejecting them lies with the Regents."

The duties of the Purchasing Officer of the University were enlarged upon following the adoption of Senate Bill 35 and the Resolution of the Board of Regents, in that he was assigned the responsibility of checking deliveries, and invoices for supplies, materials and equipment purchases delivered to the University, for the purpose of clearing claims.

The Purchasing Agent was unable, because of insufficient Personnel, to take over immediately the purchasing for all of the budgetary and auxiliary units of the University, but, in our opinion, made rapid progress in establishing and developing an outstanding and economically operated purchasing office. However, we also found that, from time to time, since early 1947, as the Purchasing Agent has, as a result of increased Personnel, been able to take over the purchasing for other Departments of the University, pursuant to Senate Bill 35 and the Resolution of the Board of Regents, some confusion has temporarily existed between the purchasing offices and the Administrative Head of the Department, for which purchasing had been assumed by him, which confusion resulted primarily from diverging from established procedures.

D. R. Kinney had been the Purchasing Agent in charge of the Purchasing Department for the University of Oklahoma less than three years when Governor Turner employed the Trundle Engineering Company to survey the purchasing practices of all State Departments, institutions and agencies. At

that time, there was widespread legislative dissatisfaction over State purchasing methods. After a comprehensive investigation, the Trundle Engineering Company filed an exhaustive report with Governor Turner and a copy thereof is available in the office of the Secretary of the Board of Regents of the University. It lists, as advantages of an integrated purchasing system such items as:

- (1) Establishment of specific administrative supervision and control on purchasing, both for accounting purposes and for policy control.
- (2) Purchasing in large quantities.
- (3) Standardization of specifications.
- (4) Systematic checking on goods received for damage and for conformity with specifications.
- (5) Taking full advantage of competitive bidding possibilities and insuring compliance with competitive bidding Statute.
- (6) Developing long-range buying program to take advantage of seasonal variations and curtail 'emergency' buying caused by poor planning.
- (7) Provide at least one professional buyer familiar with markets, manufacturing and trade practices, packaging and shipping conditions, and development of a large list of possible vendors handling items used by the University.

And states that "the functions of the Purchase and Supply Department of the University of Oklahoma is efficiently performed and presents meritorious details of operation that can well be embodied in any State-wide system."

We believe that substantial progress has been made in each of the above-stated functions since the Purchasing Office was established seven years ago, and that the University Administration has moved gradually in the program in order to insure a minimum of inconvenience and misunderstanding on the part of the Departments served by the Purchasing Office.

At the present time, there are 157 separate departments and auxiliary enterprises on the Norman Campus of the University which present, of course, a large and complex organization. In our opinion, the Purchasing Agent, D. R. Kimsy, working closely with Roscoe Cate, Financial Vice-President, has given careful study to the widely diversified purchasing problems of all of these departments in order to solve the practical problems without abandoning the obligations of the Regents and the Administration to maintain fiscal integrity and to conduct the procurement function as efficiently as possible.

A statistical summary of the activities of the purchasing office for the year ending June 15, 1953, is as follows:

1. Orders written—		
	Budgetary and Auxiliary Accounts	\$1,682,247.76
	Contracts	10,140.00
2. Independent Purchases (claims cleared by this office but no covering order written)		
	Housing	412,223.98
	Student Health Service	26,596.71
	Total volume, All orders	<u>\$2,131,208.45</u>
3. Purchase Orders issued	4,692	
4. Interdepartmental Purchase Orders processed	3,481	
5. Requisitions received	5,171	
6. Invoices processed	9,768	
7. Mail—		
	Incoming	30,231
	Outgoing	34,033
8. Surplus Property obtained		
	Estimated value	\$6,317.50
	Estimated cost to University	631.75
9. Sales of Surplus Property		
	Number of Sales—17	\$6,124.36
	Amount received—Cash	
	Trade	<u>141.00</u>
		<u>\$6,265.36</u>
10. Office Machine Contracts		
	Number of Machines—295	
	Costs of Service (Yearly)	\$7,476.46
11. Earned discounts from invoices		\$4,319.51

The total operational costs were 1.451 per cent of the total gross value of purchase orders issued, excluding contracts. As a result of taking over the purchasing for additional departments, the dollar value of purchases handled by the purchasing office increased \$144,000.00 during the year ending June 15, 1953, and in the two years ending the same date, the increase was approximately \$310,000.00. During the period covered, there has been no increase in the number of office personnel.

The earned discounts amounted to \$4,319.51 represents an increase of 22.8 per cent over the discounts earned during the preceding year. In our opinion, the increase resulted from more vendors extending cash discounts because bills were more promptly paid.

Although we have not examined the purchasing practices of procurement policy of any other State Department, institution or agency, we believe that the established policy at the University of Oklahoma could well be emulated by any other agency or department of the State with a considerable saving. The State Legislative Council, on December 6 of last year, reported with reference to purchasing practices of various State Departments and Agencies, as follows:

"At present, specifications are frequently written in such a manner as to prohibit competitive bidding, failure by vendors to deliver materials and supplies meeting specifications and delivery dates are not reported, and there is no simple control of inventory. Not only departments, subdivisions of departments and institutions are given a free hand in purchasing. So long as this situation exists, there will be wide discrepancy in price and quality of merchandise purchased. It is recommended that the Board of Public Affairs or some other agency be designated as central purchasing agent for all State Agencies, and that adequate facilities be provided for sound purchasing practices, including specification writing and laboratory testing."

In our opinion, the establishment of a Central Purchasing Agent for all State Agencies, as recommended by the Council, would exclude the University of Oklahoma so long as our present purchasing practices and procurement policies are being followed. It would definitely be a backward step if the University should be required to make purchases for its many budget and auxiliary accounts through a State Central Agent. The Trundle Engineering Company report revealed that the average personnel costs per order was lowest at \$2.22 at the University of Oklahoma; whereas, it mounted steadily throughout other State Agencies, Departments and Institutions to \$13.20. This report further commented that the University of Oklahoma consistently requires the approval of the Financial Vice-President on all purchases exceeding \$200.00 and that of the Board of Regents for expenditures of \$5,000.00 or more.

On page 32 of the Report the following comment is found:

"Under the Board of Regents, a careful inventory is being taken at the University of Oklahoma. Here as assigned personnel, responsible to the Director of Physical Plant, is engaged in listing all property items on individual cards to show location, date purchased, unit cost, and code identification number corresponding to tag affixed to the article and description. This date will be transferred to tabulating machine lists once a year and will provide information as to the quantity of each class of equipment on hand and its location, the value of the property in any building, department or sub-location and the custodial responsibility therefor. Finally, an appropriate fiscal statement will be derived therefrom for the information of higher authority, the preparation of budget requests, the validation of claims against insured losses, and for kindred purposes."

"The Purchasing Director of the University of Oklahoma has made a start in setting up specifications on materials regularly purchased for that institution. Although the quality of these specifications is of a high order, very little quantitative progress has been made to date."

And on page 41:

"Two widely divergent plans are exemplified by the University of Oklahoma purchasing department and the purchasing section of the Board. Whereas the University purchasing unit records all receipts on its records, as to quantity and value, the Board's purchasing unit records no receipts whatever. It relies entirely on the receiving institution to inform it of late delivery, non-delivery, over-or-under-shipment, or unsatisfactory quality. Only when the Purchasing Director is expected to take corrective action, is any specific matter brought to his attention."

The maintaining of daily inventory on all materials, supplies and equipment on hand in the various Departments of the University will have a wholesome effect upon minimizing the purchases of supplies and equipment by such Department. For example, if the inventory shows that such Department has five wrenches or two hammers or one wheel barrow, and requisition should be made for additional of the identical items, it is reasonable to expect that inquiry will be made by the Purchasing Office to determine the location of the inventories items on hand. The stamping of such inventory will also serve as a deterrent in the personnel of the various departments losing or misplacing the same.

We find that Mr. Kinrey, acting directly under the control of Financial Vice-President Cate, has continued to improve the activities and effectiveness of the purchasing policies and practices of most of the

Departments of the University. As a result of his repeated appearances before various legislative committees interested in State purchasing problems, he has been instrumental in presenting the policies of the University of Oklahoma in such a way as to encourage the Legislature, to date, to omit Institutions of Higher Education from proposals to centralize State purchasing. He serves as ex officio member of the State Standardization Committee established by the Legislature to promote uniform purchasing policies, and is now Vice-President of the National Association of Educational Buyers. He will be in charge of the program for the next annual convention of this group.

We find that the Purchasing Officer was instructed by the Administration of the University to operate in a strictly professional manner and observe the ethics commonly understood by professional purchasing agents and vendors who participate in competitive bidding, and in no instance have we found that he has deviated from these instructions. The orders have been awarded uniformly to the lowest and best bidders with due regard for such factors as quality, delivery date and discounts, with preference given Oklahoma firms when bids are equal and with careful observance to the State Statute requiring competitive bids. We do not believe that the Purchasing Officer will be effective for the University of Oklahoma unless he is permitted to place orders in an impartial and unbiased manner, making it clear to all concerned that he has no personal favors either to give or withhold, and we do believe that Mr. Kimrey has been an effective Purchasing Agent.

Reports from reliable Engineering firms reveal that the average cost of economically-operated Purchasing Departments is from 1.75 to 2.75 of the gross value of purchase orders handled. Mr. Kimrey is to be complimented for reducing the cost of operating the Purchasing Department for the University of Oklahoma from 1.707 of the total purchases in the fiscal year 1948-49, which amounted to \$1,300,000.00 to 1.451 of the total purchases handled in the fiscal year 1952-53 totaling in excess of \$1,680,000.00. This record has been made notwithstanding the higher base salaries paid for clerical and secretarial help in his Department, and has resulted from the system now being followed of using authority orders to some extent reducing the number of processed purchasing orders.

As a result of our inquiry, we believe that certain purchases made by the Staff of the University of Oklahoma should be made direct without going through the Purchasing Office. Reference is made to the University Book Exchange which purchases for resale and most of the items purchased by the Athletic Department.

The purchases of the University of Oklahoma Book Exchange usually bear a standard wholesale price and, accordingly, a better price cannot be obtained through the offices of the Purchasing Department. Considerable paper work and man-power can be saved if the Manager of the Book Exchange should be authorized to continue the making of his purchases direct. This is recommended since it will relieve the Purchasing Department of a considerable work load and will obviate what is now a duplication of effort.

We are of the further opinion that most of the purchases made by the Athletic Department could be better handled for the over-all benefit of all concerned if this Department had its own Purchasing Agent for most of its supplies, equipment and material. Considerable delay is encountered by the Athletic Department in the processing of athletic equipment purchases through the Purchasing Department of the University. This is oftentimes highly detrimental to the efficient and successful operation of athletic training. It is, therefore, recommended that inquiry be made to ascertain if Mr. Kenneth Farris, Business Manager for the Department, could handle the purchases for the Department, and, if so, or if some other suitable person in the Department is able to carry on this work, that the Department be authorized to make its purchases direct. It is further recommended, however, that more or less standard items purchased by the Department such as soap, towels, etc., be made through the Purchasing Department of the University.

If the two foregoing recommendations are followed, the Purchasing Agent for the University will be relieved of considerable work and the welfare of the University, as well as the Departments involved, will be well served.

We also believe that consideration should be given to the establishment of petty cash accounts in connection with more of the budget accounts so that immediate small purchases (under \$2.50) could be made locally by Administrative Heads of the various budget and auxiliary Departments without the outlay of their personal funds.

We further recommend that the Financial Vice-President continue his investigation to the end that a plan may be established enabling members of the faculty and administrative staff of the University of Oklahoma to travel by train or plane on the account of the University without the expenditure of their personal funds with the resultant necessity of thereafter filing a claim for reimbursement.

Finally we urged Mr. Kimrey to establish the procedure of working closely with administrative heads of any department; after, taking over the purchasing for such department to the end that inconvenience to various personnel affected may be kept at a minimum.

After having given thoughtful attention and investigation for the past three months to the purchasing practice and procurement policies of the University, we commend, both Financial Vice-President Roscoe Cate, and Purchasing Agent, D. R. Kimrey, for the effective, efficient and low cost purchasing and procurement system which they have devised and installed, which, in our opinion, has resulted in a great saving to the University, and will insure to its financial betterment in the future.

/s/ Joe W. McBride

/s/ George Short

/s/ T. R. Eanedum

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The Secretary was directed to make the report a part of the minutes of this meeting.

Roscoe Cate was called for a discussion with reference to the Parkview Apartments. At the January 14 meeting (page 4781) Mr. Cate was authorized to "investigate possibilities for financing acquisition of Parkview, either by bond issue or otherwise, ***."

Mr. Cate stated Parkview has 244 units and in his opinion it is desirable, for the welfare of married students, to acquire the apartments. If not, then it will be necessary to operate the pre-fabs for a long time, and most of the single units are requiring an excessive amount for maintenance. At the present time about 160 of the single units are vacant but there is a long waiting list for two-bedroom units. The Regents have authorized disposing of 170 of the single pre-fabs. The entire project will be liquidated some time this spring.

Mr. Cate reported he had had discussions with reference to re-financing the bonds on various housing projects, except Whitehand Hall, this being under the jurisdiction of the University Housing Authority.

Mr. Grisso inquired of Mr. Cate if he wanted the University to buy the Parkview Apartments, to which Mr. Cate replied in the affirmative.

Mr. Grisso inquired of President Cross as follows: "Are you in agreement with Mr. Cate?" President Cross stated: "I have less enthusiasm, but we will have a continuing demand for apartments for married students."

President Cross informed the Regents that he had promised to give the Norman Real Estate Board an opportunity to be heard before the Regents reach a decision on the matter. Regent Benedum stated he had promised likewise. It was agreed to call Mr. Claude Eurton, President of the Norman Real Estate Board. The following appeared before the Board:

Mr. Claude Eurton, President of the Norman Real Estate Board;
Mr. R. E. (Buck) Clements, City Manager;
Mr. Frank Foreman, Manager of Parkview Apartments (Real Estate);
Mr. Don Garrison, Superintendent of Norman Public Schools.

Mr. Eurton stated it is felt by the citizens of Norman that in acquiring the Parkview Apartments the University is going beyond its normal program of providing housing for students. That there is a group in Norman considering buying the apartments, and that there are people out over the state who are considering buying them. He called attention to the tax angle. The apartments are outside the city limits but the school district is receiving approximately \$10,850 and the county government about \$5,000. All of this would be lost since state property is not taxable. Also, the City of Norman, receives from \$650 to \$750 per month for water. Mr. Eurton stated further there is in excess of \$2,000,000 property in Norman that is tax-free, such as the fraternities and sororities, church property, etc. All of this makes a very difficult financial problem in Norman.

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Superintendent Garrison stated this would hurt the Norman schools badly and reduce the income by \$10,850.

Mr. Foreman stated there are individuals who are willing to buy the property and operate the apartments as a private enterprise.

Mr. Clement stated there is no tax levy for the City of Norman. If the University acquires the property and supplies the water through University lines it would cost the city between \$7,000 and \$8,000 a year.

The matter was discussed further, following which the gentlemen retired from the meeting. Mr. Eurtan, on behalf of the group, expressed appreciation for the opportunity to appear before the Regents.

Mr. Cate reported he had received proposals for the refinancing of the housing projects, including the Parkview Apartments, but that he had discussed with Mr. John Edwards only his proposal to handle the financing on a commission basis. Mr. Cate had understood Mr. Edwards was not interested in handling the bonds, but it now develops he is so interested. He suggested Mr. Edwards be given an opportunity to submit a proposal on the bonds.

An informal poll of the Regents was taken on the purchase of the Parkview Apartments and a majority of the Regents present were favorable. Regents Grisso and Benedum stated they opposed the purchase by the University.

Mr. Cate stated bids would be received by the Government on February 26. Mr. Short proposed that Mr. Cate be authorized to submit a bid of not to exceed \$1,135,000 pending satisfactory financing of the project.

It was agreed that a special meeting of the Regents be held at 6:30 p.m. February 15, 1954 at the Oklahoma Club, Oklahoma City, for the purpose of considering the matter further, and receiving bids on the bonds. In the meantime, Mr. Cate was asked to prepare the appropriate resolution to present at the special meeting.

President Cross reported in order to provide gas service to the Oklahoma National Guard Ordnance Maintenance Shop on the North Campus, the Oklahoma Natural Gas Company has requested that the Board of Regents grant an easement from the east line of the North Campus to the shop location, a distance of approximately 156 feet.

He recommended that the Oklahoma Natural Gas Company be granted an easement for an underground gas line from the east line of the North Campus to the location of the Oklahoma National Guard Ordnance Maintenance Shop, and that the officers of the Board be authorized to execute such an easement.

Approved.

February 11, 1954

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The following resolution, providing for calling certain University of Oklahoma Stadium Refunding Bonds of 1951 prior to maturity, was presented by President Cross, and he recommended adoption of the resolution:

RESOLUTION

WHEREAS, prior to March 1, 1954, there will be in the principal and interest fund of the Regents of the University of Oklahoma Stadium Refunding Bonds of 1951 an amount sufficient to meet the interest and principal payments due on that date, plus sufficient cash to redeem \$31,000 face value bonds prior to maturity and pay the call premium thereon; and

WHEREAS, under terms of the proceedings authorizing the issuance of these bonds, such bond call prior to maturity must be made in inverse order of the serial numbers of the bonds,

BE IT RESOLVED by the Board of Regents of the University of Oklahoma that the 31 bonds numbered 821 to 851, inclusive, of the Stadium Refunding Bonds of 1951 be called for payment prior to maturity, as of March 1, 1954, at par and accrued interest and call premium of \$25 per bond as provided for in the proceedings authorizing the issuance of said bonds; provided further that the Trust Department of the First National Bank and Trust Company of Oklahoma City, Trustee for this bond issue, be instructed to redeem the said bonds as of March 1, 1954, to cancel the remaining interest coupons, and give the Controller of the University of Oklahoma evidence of such redemption and cancellation.

On motion by Regent Little, seconded by Regent Short, the resolution was unanimously adopted.

The following letter sent to Mr. Cate with a preliminary report on the Orange Bowl Game, was presented:

January 20, 1954

Dear Mr. Cate:

In accordance with your request, please find attached a preliminary report of Orange Bowl expenditures. This report has been compiled with several bills still outstanding and is based on the \$110,000 guarantee received by the conference.

Since there is a possibility that the conference may receive monies in excess of the guarantee, Oklahoma's twenty per cent after expenses (party of 60) may be increased. The outstanding bills are in the main items which will be charged to the conference.

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The expenses as listed were for a traveling party of 87 persons from December 25, through January 3. This group consisted of 44 players, 14 players wives, 7 coaches and wives, student manager, equipment manager, trainer, secretary, publicity director, business manager (all with wives), the assistant business manager, and Dr. and Mrs. Cross.

In addition to the main party, a late group under the supervision of Leon Bevers, Office Manager, left Norman on December 31, and returned January 3. This group consisted of 15 persons and included 5 players, 1 player wife, physician, photographer, 1 coach, the coaching staff's secretary, and 4 cheerleaders.

Respectfully submitted,

Kenneth E. Farris /s/

Kenneth E. Farris
Business Manager of Athletics

PRELIMINARY REPORT

ORANGE BOWL EXPENDITURES

Travel	\$ 17,676.70
Busses and Taxi	2,264.10
Meals and Accommodations	13,863.68
Gratuities	825.00
Baggage Trucks and Handling	1,051.24
Advance Trip by Director and Business Manager	431.80
Complimentary Tickets	1,800.00
Telephone and Telegraph	200.00
Spending Money	4,720.00
Express on Tickets forwarded by Orange Bowl	136.97
Additional Watches	650.00
Miscellaneous	
Soap, towels, dry cleaning, newspapers (for squad), oranges, gum, field marking, training supplies	227.51
Scouting Maryland	183.50
Photographs (for Press)	<u>136.80</u>
TOTAL EXPENDITURES	\$ 44,167.30
Estimated Amount to be Paid by Conference	<u>29,339.77</u>
COST TO DEPARTMENT	\$ 14,827.53

(Cont. on next page)

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Amount of Conference Guarantee	\$ 110,000.00
Less Oklahoma Expenses paid by Conference	<u>29,339.77</u>
Amount Divided by Members	\$ 80,660.23
Oklahoma's Share (20%)	\$ 16,132.05
Less Cost to Department	<u>14,827.53</u>
	\$ 1,304.52
Add Expenses Paid by Extra Passengers	<u>1,121.63</u>
NET GAIN	\$ 2,426.15

A report of O. U. Concessions Operations, July 1 to December 3, 1953, as shown on the following pages, was presented.

Regent McBride moved that the reports be accepted, and that Mr. Farris, Business Manager, be given a vote of appreciation. Approved.

Mr. McBride suggested that future reports on Concessions show "Depreciation" and "Insurance Costs" on the project.

President Cross presented the following communication from Athletic Director Wilkinson concerning a professional football game between the Detroit Lions and New York Giants. He recommended approval of such a game and that Mr. Wilkinson be authorized to enter into the agreement.

February 1, 1954

Dear Dr. Cross:

The Oklahoman and Times Charities requested the use of Owen Stadium on September 4, 1954 for a professional football game between the Detroit Lions and New York Giants.

I would like to enter into an agreement to let this organization use our facilities under the following terms:

1. The Oklahoman Publishing Company will sponsor and promote a game between the Detroit Lions and the New York Giants of the National Football League the evening of Saturday, September 4, 1954, on behalf of the Oklahoman and Times Charities.
2. 15 percent of the gross receipts (less Federal and State taxes) will be paid to the University of Oklahoma Stadium Operating Fund.

STATEMENT OF O.U. CONCESSIONS OPERATIONS
July 1, 1953 to December 3, 1953

INCOME

Intercollegiate football games	\$44,231.40	
High school games	1,762.26	
Freshman game	297.30	
Enrolment	134.22	
Celebrity Series	32.60	
"B" team game	<u>31.80</u>	\$46,489.58

EXPENSE

Merchandise for resale (less inventory Dec. 3)	\$19,543.84	
Hourly wages, game employees	7,153.94	
Rentals and commissions	643.00	
Sales tax	632.35	
Office salaries and wages	2,303.20	
Operating supplies	1,405.78	
Other current expense	<u>26.64</u>	\$31,708.75

EXCESS OF OPERATING INCOME OVER OPERATING EXPENSE \$14,780.83

STATEMENT OF CAPITAL EXPENDITURES

Concessions sales equipment	\$15,781.52
Remodeling facilities	4,760.03
Rental cushions	<u>2,908.73</u>
Total capital expenditures	\$23,450.33
Less net earnings from operations	14,780.83
Capital expenditures not covered by earnings	\$ 8,669.55*

* Paid from Athletic Department budget.

REPORT ON VARSITY FOOTBALL GAME
 RECEIPTS, WAGES and COMMISSIONS

RECEIPTS:

	<u>Misc. Sales</u>	<u>Rentals Seat Backs</u>	<u>Rentals Cushions</u>	<u>Total Sales</u>
Notre Dame	\$11,463.26	\$1,304.00	\$1,250.00	\$14,017.26
Kansas	7,091.51	669.00	1,159.00	8,919.51
Colorado	4,616.46	671.25	636.40	5,924.11
Iowa State	6,887.05	549.93	670.90	8,107.88
A. & M.	<u>5,959.19</u>	<u>599.25</u>	<u>704.20</u>	<u>7,262.64</u>
	\$36,017.47	\$3,793.43	\$4,420.50	\$44,231.40

SALARIES and COMMISSIONS:

	<u>Game Help Hourly</u>	<u>Commissions</u>	<u>Total Wages and Commissions</u>
Notre Dame	\$1,342.70	\$1,119.70	\$2,462.40
Kansas	1,273.96	778.91	2,052.87
Colorado	1,263.09	523.03	1,786.12
Iowa State	1,105.98	843.89	1,949.87
A. & M.	<u>1,000.15</u>	<u>606.75</u>	<u>1,606.90</u>
	\$5,985.88	\$3,872.28	\$9,858.16

PROPERTY INVENTORY

<u>No.</u>	<u>Item</u>	<u>Unit</u> <u>Price</u>	<u>VALUE</u>
	<u>Units</u>		
1	Truck, International pick-up	\$1,160.00	\$1,160.00
1	Wagon, Portable stand	670.00	670.00
21	Warmers, Hot Dog, Portable electric	64.23	1,350.56
10	Carrier, hot and cold, portable	46.70	467.00
38	Tanks, cold drink	24.62	935.56
100	Carriers, cold drink	2.8395	283.95
75	Dispensers, cup, 20 cup capacity	5.2874	396.56
8	Dispensers, cup, 125 cup capacity	6.12	48.96
2	Stoves, kitchen, heavy duty	136.24	272.48
1	Deep Freeze, electric, Hot Point	275.00	275.00
2	Warmer, hot dog, Sterno	49.50	99.00
2	Counter, Sno-Cone, portable	412.09	824.18
2	Warmer, bun, electric	254.80	509.60
12	Carts, pillow	29.20	350.40
5700	Pillows	.484	2,758.80
1	Machine, Popcorn, stadium model	502.42	502.42
2	Machine, Popcorn, counter model	742.70	1,485.40
2	Dispenser, soup, 5 gallon	115.73	231.46
3	Dispenser-Carrier, hot or cold, 10 gallon	116.79	350.37
3	Dispenser-Carrier, hot or cold, 5 gallon	76.88	230.64
1	Case, Sno-Cone	50.00	50.00
2	Tray, Sno-Cone, carrying	12.50	25.00
1	Fan exhaust, 48 inch	119.70	119.70
10	Pots, stock, 20 gallon	32.967	329.67
4	Pots, stock, 10 gallon	10.445	41.78
2	Cart, hot and cold, mobile	225.22	450.44
18	Tables, Hot food	62.85	1,131.30
2	Stoves, hot plate, 2 burner	14.50	29.00
12	Stands, semi-permanent	277.416	3,329.00
	<u>UNIFORMS</u>		
238	Caps	.61	145.18
238	Shirts, "T"	1.05	249.75
118	Shirts, Sweat	2.40	283.20
			<u>\$19,386.36</u>

VOLUME OF SALES BY ITEMS
 VARSITY FOOTBALL ONLY

<u>Item</u>	<u>Sales Unit</u>	<u>Notre Dame</u>	<u>Kansas</u>	<u>Colorado</u>	<u>Iowa State</u>	<u>A. & M.</u>	<u>TOTAL</u>
Cigarettes	Pkg.	1,036	574	581	575	751	3,517
Candy	Bar	342	686	839	1,978	2,044	5,889
Coca Cola	Bottle	49,128	23,890	10,150	18,520	8,115	109,803
7-Up	Bottle	20,814	7,713	2,644	5,641	2,495	39,307
Dr. Pepper	Bottle	15,596	7,069	2,571	5,144	1,315	31,695
Hot Dog	Each	8,011	8,346	8,778	11,101	12,526	43,762
Gum	Pkg.	253	345	312	416	350	1,676
Peanuts	Pkg.	580	1,415	3,014	4,544	8,025	17,578
Ice Cream	Bar	5,744	8,987	2,355	7,511	2,362	26,959
Apples	Each	120	- - - -	98	576	511	1,305
Matches	Box	140	151	127	137	122	677
Coffee	Cup	1,188	675	3,500	1,723	6,628	13,714
Sun Visors	Each	65	17	- - - -	- - - -	- - - -	82
3-D's	Each	7	20	2	4	- - - -	33
Popecorn	Box	1,384	1,240	3,272	4,331	2,900	13,127
Chicken Dinner	Box	639	170	- - - -	- - - -	- - - -	809
Sno-Cone	Each	1,410	2,200	865	1,564	- - - -	6,039
Pennants	Each	250	116	168	240	38	812
Megaphones	Each	- - - -	33	52	132	61	278
Programs	Each	- - - -	- - - -	51	- - - -	82	133
Chocolate	Cup	- - - -	- - - -	769	- - - -	- - - -	769
Cushions (Rented)	Each	5,000	4,635	2,567	2,683	2,816	17,701
Seat Backs (Rented)	Each	5,216	2,676	2,685	2,200	2,397	15,174

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3. The Oklahoma Publishing Company will pay for all game employees used in connection with the exhibition game, all maintenance and service required to prepare the stadium for the game, in addition to cleaning the grounds after the game.
4. Concessions will be operated by OU Concessions, who will be allowed to retain all concessions receipts.

Since the Oklahoman and Times Charities are anxious to complete their contract arrangements with the two teams, I would appreciate it if you could discuss this matter at the next meeting of the Board of Regents so that we could give them a definite decision as soon as possible.

Respectfully,

/s/ C. B. Wilkinson

C. B. Wilkinson
Director of Athletics

President Cross read the following letter from Kenneth Farris to Mr. Wilkinson:

February 3, 1954

Dear Bud:

Since writing my letter of January 29, regarding the proposed professional game to be played here on September 4, I have received a call from Mr. Jimmie Burge, the Director of the Oklahoman and Times Charities, who has asked if it would be possible for some consideration to be given to items 2 and 4 of the proposed terms, particularly since item 4 differs from the terms of the 1952 game. In 1952, we received 15% of the gross receipts; yet at the same time, the concessions were handled by McClure's, who paid the Oklahoman and Times Charities approximately \$1600, which represented about one-fourth of the gross sales.

The terms in 1952 allowed the Oklahoman and Times Charities, which was known at that time as the Milk and Ice Fund, to retain concessions receipts exclusively for the benefit of that fund.

Now that we operate our own concessions, this would, of course, mean that they will lose approximately \$1600 in income, and they have asked that some consideration be given to this fact when the item is considered by the Board of Regents.

Fifteen per cent of the 1952 gross realized \$9,846.66 for the stadium operating fund, and I am sure that their thought was the possibility that the Regents might consider a lesser percentage figure for rental in lieu of their not having the concessions income.

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If you will furnish the President and the Regents with this information, it will be appreciated by both Mr. Burge and myself.

Very truly yours,

/s/ Kenneth

Kenneth E. Farris
Business Manager of Athletics

Following a discussion it was moved by Regent Little, and voted, that the Athletic Department be authorized to enter into negotiations for the use of the stadium for the football game, and that a definite proposal, agreeable to both the Oklahoman and Times Charities and the Athletic Department, with reference to the concessions, be submitted to the Regents at the next meeting of the Board.

The President recommended that the Director of Athletics be authorized to enter into contracts for the following athletic events:

OUTDOOR TRACK - 1954

March 27	Aggie Preview Relays
April 2 & 3	Texas Relays
April 10	Nebraska - Here
April 17	Kansas Relays
April 23 & 24	Drake Relays
May 1	Oklahoma A & M - There

BASEBALL - 1954

March 23	Southern Methodist University, Dallas
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Approved.

The Summer School budget for 1954, showing the names of teachers, the monthly salary of each for June and July, and the departments offering courses, was recommended for approval by President Cross. The total of the budget for the two months was shown as \$138,166.36.

On motion by Regent Short the Summer School budget as presented was approved.

President Cross recommended confirmation on the mail vote on the recommended lists of applicants for admission to the School of Medicine dated January 15 and 22.

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The lists are as follows:

<u>LIST NUMBER</u>	<u>NAME</u>	<u>COUNTY</u>	<u>SCHOOL ATTENDED</u>	<u>PRESCRIBED AVERAGE</u>	<u>GENERAL AVERAGE</u>
January 15, 1954 list:					
43	Richardson, Jesse F.	Harmon	O. U.	2.38	2.23
44	Wilson, James Ward	Payne	Okla. A & M	2.36	2.35
46	Kienzle, John Albert	Pottawatomie	O.B.U.	2.35	2.16
47	Stark, Jodie Adams	Oklahoma	O. U.	2.32	2.44
49	Kennedy, Billy Don	Ottawa	Okla. A & M	2.32	2.26
50	Evans, Arthur G.	Oklahoma	O. U.	2.32	2.23
51	Morgan, William R. Jr.	Oklahoma	O. U.	2.30	2.39
53	Heinrichs, William L.	Washita	SW State	2.28	2.20
54	Bernhardt, William G.	Kingfisher	SW State	2.28	2.12
56	Crowe, Robert E.	Bryan	SE State	2.27	2.14
57	Rock, Bobby Lee	Beaver	Okla. A & M	2.25	2.50
58	Hopper, Joy Rae	Texas	O.C.U.	2.25	2.18

January 22, 1954 list:

59	Smotherman, Howard	Oklahoma	O. U.	2.22	2.19
61	Lynn, Clyde Arthur	Comanche	O.C.U.	2.14	2.14
65	Ingram, Marshall H.	Caddo	Okla. A & M	2.10	1.86
66	Cleaver, William R.	Okfusgee	O. U.	2.07	1.91
68	Smith, Paul James	Oklahoma	Bethany-Penial	2.05	2.23
69	Leatherman, Douglas D.	Garfield	Phillips	2.05	1.97
70	Wright, Ronald B.	Oklahoma	Okla. A & M	2.03	1.93
71	Laughlin, Lycurgus O.	Payne	Okla. A & M	2.02	2.02
72	Maldonado, Wilford E.	Tulsa	O. U.	2.00	2.28
73	White, John Vernon	Tulsa	O. U.	2.00	2.06
75	Worthen, French L.	Comanche	O. U.	2.00	1.86
76	Maimbourg, Charles L.	Oklahoma	O.C.U.	2.00	1.72

The following applications were withdrawn:

14	Shaver, James Oscar	Bryan	SE College
39	Desmuke, Lamar D.	Muskogee	Langston
60	Isbell, Larry Morris	Pushmataha	O. U.
109	Brickner, T. J.	Tulsa	Purdue

President Cross also recommended approval of the students recommended following the meetings of the Board of Admissions January 29 and February 5. The names of students recommended are as follows:

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<u>LIST</u> <u>NUMBER</u>	<u>NAME</u>	<u>COUNTY</u>	<u>SCHOOL</u> <u>ATTENDED</u>	<u>PRESCRIBED</u> <u>AVERAGE</u>	<u>GENERAL</u> <u>AVERAGE</u>
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January 29, 1954 list:

64-A	Cotner, Norman A.	Logan	Okla. A & M	2.11	1.97
78	Cloud, Robert Sidney	Oklahoma	Okla. A & M	2.00	1.81
83	Bridges, Robert G.	Oklahoma	O. U.	1.95	1.90
93	Cunningham, William	Oklahoma	O. U.	1.86	1.82
95	Hill, John Morris	Oklahoma	O. U.	1.83	2.18

February 5, 1954 list:

77	Bolene, W. D.	Garfield	Okla. A & M	2.00	1.80
80	Pierce, William E.	Pittsburg	O. U.	1.97	1.92
81	Parker, Ira Tom Jr.	Tulsa	O. U.	1.95	2.22
82	Stephenson, Philip L.	Woods	O. U.	1.95	2.11
84	Seaman, Roy Dean	Woodward	Okla. A & M	1.95	1.67
87	Ferguson, Emmett B.	Caddo	O. U.	1.93	2.12
89	Brett, Dale Edward	Tulsa	O. U.	1.92	2.25
92	Doty, Roy Joseph	Ottawa	O. U.	1.86	2.18
106	Brashear, Eddie Alvin	Tulsa	Tulsa U.	1.72	1.61

The following applications were withdrawn:

112	James, Howard B.	Comanche	O. U.
176	Dickson, Thomas M.	Carter	O. U.
1	Kyger, Frank Kent (Non-Resident)	Missouri	O. U.
2	McDaniel, Joseph C. (Non-Resident)	Kansas	Bethany-Peniel
2	Roberts, Donald Mondy	Oklahoma	O. U.

Regent McBride moved, and it was voted, to approve the applicants as shown.

Regent Grisso requested the minutes show he approved Robert Edward Crowe, No. 56 on the list of January 15, but disapproved all others.

President Cross was asked to inform the Admissions Board that the Regents would consider the final 25 applicants and alternates in one group.

President Cross read the following letter from the Board of Admissions, under date of January 25, 1954:

Dear President Cross:

The Board of Admissions of the University of Oklahoma School of Medicine has now completed 6 interview sessions with applicants for the class beginning in September, 1954, and we submit the following report for your consideration:

1. The total number of applications received and processed includes 178 from residents and 19 from non-residents.
2. Of this total 125 residents and 7 non-residents meet the minimum scholastic requirements as published in the Bulletin of the School of Medicine. After withdrawals before interview, there remain for consideration 119 resident and 7 non-resident applicants from which the class of 100 students and a minimum of 8 alternates are to be selected.
3. The Board has now interviewed 77 qualified resident applicants; 66 have been recommended for acceptance, of whom 4 have withdrawn leaving 62. This leaves 38 places in the class and the 8 alternates to be selected from the 42 resident and 7 non-resident applicants yet to be interviewed and from the 11 on whom final action has been deferred.
4. From the County Listing it will be noted that there are 30 eligible applicants from Oklahoma County, 2 others having withdrawn. If the Board is required to operate this year on the twenty per cent maximum county rule, the eligible applicant list will be further reduced by 10 applicants.
5. To date, 14 applicants have been accepted from Oklahoma County; one has withdrawn his acceptance leaving 13.
6. In view of this year's reduced number of eligible applications, and since the twenty per cent rule will automatically eliminate 10 well qualified applicants, we respectfully recommend that the county maximum rule be suspended for this class only in order to select a class of 100 students who, in our considered opinion, best meet the requirements for admission.

BOARD OF ADMISSIONS
University of Oklahoma
School of Medicine

Following a discussion of the matter, President Cross recommended that the policy of limiting admissions to 20% to any one county be suspended for the 1954 class.

Regent McBride moved, and it was voted to approve the recommendation.

The following communication from Dr. D. H. O'Donoghue, Chairman of the Faculty Board of the School of Medicine was called to the attention of the Regents by President Cross:

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January 29, 1954

Dear President Cross:

The Faculty Board, at it's meeting January 18, 1954, discussed the lack of sufficient teaching beds and of faculty members necessary to fulfill it's obligations to train medical students. The members considered it their duty to provide a written record concerning this subject, although many informal discussions have brought to light these deficiencies. Further, it was their opinion that no other group or person could adequately judge the teaching facilities of the School of Medicine, hence it was the duty of the faculty to make it's judgement known formally to those in charge of the School of Medicine. The Faculty Board, therefore wishes to state officially that adequate instruction of the present number of medical students is not possible according to all current standards of medical education, because of a lack of patients for teaching purposes due to inadequate funds, and for the same reason, the inability to employ sufficient faculty. This statement is made so that the faculty will not be considered remiss in it's educational responsibility, and because of a sincere desire to maintain and, if possible, improve the excellent standing which the University of Oklahoma School of Medicine has attained in recent years.

Sincerely yours,

/s/ Don H. O'Donoghue

D. H. O'Donoghue, M.D.
Chairman, Faculty Board

The Regents asked that President Cross acknowledge the letter, and that he inform Dr. O'Donoghue that they are aware of the problem, and that everything possible will be done to remedy the situation.

President Cross distributed copies of revised specifications for the drilling of two water wells on the Norman campus. These specifications were referred to the Regents' committee (Grisso, Morgan, Little) for consideration.

On the matter of broadcasting of the 1954 football games, it was agreed that Mr. Cate be asked to send letters requesting proposals for the broadcasts, and that such proposals be called for not later than March 10 to be considered by the Regents at the meeting on March 11. Mr. Short was continued as a committee of one to work with Mr. Cate on the matter.

President Cross reported further with reference to the drinking fountain situation in the Stadium. He stated four unit bubble fountains would cost \$550 each and that the total cost for the proposed fountains would be approximately \$6,000. No action was taken on the matter.

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Under date of January 25, 1954, President Cross sent a letter, a copy of which follows, to each member of the Board:

Mr. T. R. Benedum
City National Bank Building
Norman, Oklahoma

"Dear Mr. Benedum:

"This has to do with the problems involved in providing medical education for Oklahoma. The members of the Board of Regents have spent many hours in conference discussing these problems and attempting to solve them. Much time has been given to the academic phases of the medical program, and there has been the ever recurring problem of finance, especially finance for the University Hospitals.

"Some of the difficulty may arise from the fact that no master plan has been developed for medical education in Oklahoma, but rather the planning and the solution of problems has been on a piece-meal basis. When I became Acting President of the University ten years ago, a long-range plan for the development of the Norman campus was presented to the Regents and approved. The School of Medicine and the University Hospitals were not included in this plan. It has seemed that this may be the proper time to begin some long-range planning for our medical school and hospitals.

"A plan of this kind would need to be developed by a committee with representation from the several agencies in Oklahoma interested in medical education. The committee would present its report and recommendations to the President for consideration and possible approval by the Regents of the University.

"I should like to appoint such a committee and request a report from it for consideration by the Regents before the next meeting of the Legislature. The committee which I have in mind is as follows:

Dr. Stewart Wolf, Chairman	Department of Medicine
Dr. Jess Herrmann	Clinical Faculty Member
Dr. Ernest Lachman	Pre-Clinical Faculty Member
Professor Laurence Snyder	General Faculty
Dr. R. Q. Goodwin	Oklahoma State Medical Association
Dr. M. A. Connell	OU Medical School Alumnus (President Elect)
Dr. Pete Kyle McCarter	Vice-President, Univ. of Okla. House of Representatives
-	Senate
-	

"In most instances involved with University planning, the President appoints such committees as he thinks necessary and subsequently presents recommendations to the Regents for action. With respect to the proposal described above,

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it seemed to me that the proposed membership for the committee might regard the assignment with greater seriousness if the request for this work could come from the Regents of the University rather than from the President alone.

"Will you authorize me to appoint this committee on behalf of the Regents of the University?"

Sincerely yours,

G. L. Cross
President"

Regent McBride moved, and it was voted, that the President's suggestion to appoint a committee to work along the lines suggested in the letter by President Cross be approved.

There being no further business the meeting was adjourned.

Emil R. Kraettli, Secretary