

MINUTES OF A REGULAR MEETING  
BOARD OF REGENTS OF THE UNIVERSITY OF OKLAHOMA  
THURSDAY, NOVEMBER 11, 1965

A regular meeting of the Board of Regents of the University of Oklahoma was held in the office of the President of the University, Norman, on Thursday, November 11, 1965, beginning at 11:15 a.m.

The following were present: Regent Julian J. Rothbaum, President, presiding; Regents Johnson, Davidson, Houchin, Sparks, and Calvert.

ABSENT: Regent Little.

The following were also present: Vice Presidents Pete Kyle McCarter and Horace B. Brown; David Swank, Assistant Professor of Law; Mrs. Barbara James, Assistant Secretary of the Regents; Mr. David A. Burr, Assistant to the President for University Relations; Mr. James E. Swain, Director of University Relations; Dr. James L. Dennis, Director of the Medical Center and Dean of the School of Medicine; Mr. Raymond D. Crews, Business Administrator of the Medical Center; and Mr. Robert Terrill, Administrator of the University Hospitals.

The minutes of the meeting held on October 14, 1965, were approved.

At the last meeting there was a discussion of the parietal rules required in the University's housing bond issues and the Regents requested information on similar regulations at the other Big 8 institutions. President Cross distributed copies of a memorandum from Mr. Dud Giezentanner to Vice President Brown reporting on his findings. The memorandum is as follows:

"November 10, 1965

"At the Big 8 Business Officers' Meeting, we discussed the problem of parietal rule covenants in bond indentures. All of the institutions in the Big 8 have restrictive covenants in regard to parietal rules. The representatives were unanimous in that they had not heard of any bond indentures for any institutions which did not contain the parietal rule covenants.

"Iowa State University does not have any HHFA issues; however, all of their bond issues do contain the parietal rule covenants. It would appear that the provision is a requirement of the financial field and that there would be little, if any, hope of eliminating the provision from any future bond issues for the University of Oklahoma."

Copies of the audit report of Arthur Young & Company on the Housing System Revenue Bonds of 1963 and the Housing System Revenue Bonds of 1957 were distributed to the Regents for their information.

President Cross distributed to the Regents a copy of a letter from the Council of Ministers to the University of Oklahoma expressing their concern for the University and for the safety and welfare of its students in regard to the "Dallas Week End". It was the recommendation of the Council that the University of Oklahoma and its Board of Regents inform the City of Dallas that they make a decided effort to enforce law and order and control the general situation. If this is not done, then legal steps should be taken by the Board toward voiding the contract in Dallas. The Regents accepted the communication but took no action.

Copies of the proposed contract between the Regents and Coston-Frankfurt-Short covering the Basic Science Teaching Building at the Medical Center were distributed. There was a discussion of the provisions of this contract and those of the University's standard architectural contract. Professor Swank reported he had conferred with Coston-Frankfurt-Short, Architects-Engineers, and with Gorsline Associates, consultant, and both firms are agreeable to the provisions contained in the contract. Mr. Swank stated the contract is ready now to be considered by the Regents but was not complete soon enough to be placed on the agenda for this meeting. Upon approval by the University Regents, the contract will be forwarded to the State Attorney General for his approval also.

There was a discussion of the statement in paragraph "c" on page 2 "...that the Architect does not guarantee any cost estimates as the actual cost because the Architect has no control over the cost of labor or material or the competitive bidding," and it was agreed that the architect should be required to prepare plans so that a building can be constructed within the funds available. This provision is carried in the University's regular architectural contracts and the Regents requested that paragraph "c", page 2 be changed to conform. Mr. Davidson stated he does not think this contract should be different from our standard architectural contract except where it is necessary because of the peculiar circumstances of the employment of a special consultant.

Dean Dennis stressed the urgency of completing the contractual arrangements as quickly as possible so that the architects can proceed with the plans.

The Regents agreed to consider approval of the contract by mail after Mr. Swank has made the changes requested and after each Regent has had an opportunity to study the contract thoroughly. If a unanimous vote on the revised form of contract is not received by mail, a special meeting will be held next week to consider the contract further.

Mr. Rothbaum reported he received a letter from Senator Hal Muldrow expressing his appreciation for the Regents naming one of the towers in honor of his family. Mr. Rothbaum said he would send a copy of the letter to each of the Regents.

Vice President Brown reported that \$7,000 in 4% U. S. Treasury Notes, which are a part of the Crippled Children's Hospital Fund, will be maturing on November 15, 1965. He concurred in the recommendation of J. & W. Seligman & Co. that these funds be reinvested in U. S. Treasury Bills due April 7, 1966, and yielding 4.15% to maturity.

Dr. Brown also reported that a notice was received recently from Union Electric Company offering rights to shareholders to subscribe to new stock at a rate of one share of common stock for each 20 shares held plus \$26.00. A subscription warrant for 330 rights was enclosed with this notice. The Union Electric stock is a part of the Crippled Children's Hospital Fund. J. & W. Seligman recommended that the rights be sold.

On motion by Regent Houchin, the Regents approved reinvesting the \$7,000 in the Crippled Children's Hospital Fund in U. S. Treasury Bills due April 7, 1966, and authorized the sale of 330 rights for Union Electric stock.

#### **FACULTY**

##### **LEAVES OF ABSENCE:**

##### **Sabbatical Leaves of Absence:**

Simon H. Wender, Research Professor of Chemistry, 1/2 pay, September 1, 1966 to June 1, 1967.

Lytle Powell, Professor of Music, 1/2 pay, September 1, 1966 to June 1, 1967.

Cecil E. Lee, Assistant Professor of Art, 1/2 pay, September 1, 1966 to June 1, 1967.

##### **Sick Leave of Absence:**

Wilda P. Griffin, Associate Professor of Music, sick leave with full pay, November 1 to January 1, 1966.

##### **APPOINTMENTS:**

Edward A. Kieloch, Visiting Professor of Government, part time, October 18, 1965. Paid by School and Community Services.

November 11, 1965

8358

Walter D. Bach, Jr., Special Instructor in Meteorology in Civil Engineering, \$687 for 4½ months, 1/4 time, September 1, 1965.

Mary Ida Irby Abbott, Special Instructor in Social Work, \$500 for 4½ months, part time, September 1, 1965 to January 16, 1966.

Teresa Agreda, Spanish Teacher, Puerto Rico Peace Corps Project, \$541.66 per month, October 1, 1965 to March 16, 1966.

Cristina Berg-Donoso, Spanish Teacher, Puerto Rico Peace Corps Project, \$541.66 per month, October 1, 1965 to March 16, 1966.

Ivan Pagan-Borrero, Spanish Teacher, Puerto Rico Peace Corps Project, \$446.33 per month, October 1, 1965 to March 16, 1966.

Noris Lopez-dePagan, Spanish Teacher, Puerto Rico Peace Corps Project, \$511.33 per month, October 1, 1965 to March 16, 1966.

Ana M. Paget, Spanish Teacher, Puerto Rico Peace Corps Project, \$489.66 per month, October 1, 1965 to March 16, 1966.

Myrtha M. Molina, Spanish Teacher, Puerto Rico Peace Corps Project, \$446.33 per month, October 1, 1965 to March 16, 1966.

Jose A Ortiz-Quinones, Spanish Teacher, Puerto Rico Peace Corps Project, \$446.33 per month, October 1, 1965 to March 16, 1966.

Ana Marie Mercado Serrano, Spanish Teacher, Puerto Rico Peace Corps Project, \$446.33 per month, October 1, 1965 to March 16, 1966.

Sara Mercado Serrano, Spanish Teacher, Puerto Rico Peace Corps Project, \$468 per month, October 1, 1965 to March 16, 1966.

**CHANGES:**

William R. Fulton, Professor of Education, salary increased from \$13,800 to rate of \$15,200 for 12 months, September 1, 1965 to July 1, 1966.

Gene M. Nordby, Dean, College of Engineering, Professor of Civil Engineering and of Aerospace and Mechanical Engineering, salary increased from \$22,000 to rate of \$25,000 for 12 months, September 1, 1965.

Raymond D. Daniels, Associate Dean, College of Engineering, Professor of Metallurgical Engineering in Chemical Engineering, salary increased from \$15,900 to rate of \$17,800 for 12 months, September 1, 1965.

Tom J. Love, Jr., Professor of Aerospace and Mechanical Engineering, salary increased from \$15,900 to rate of \$17,500 for 12 months, September 1, 1965.

James D. Palmer, Professor of Electrical Engineering, salary increased from \$15,900 to rate of \$17,300 for 12 months, September 1, 1965.

George W. Reid, Professor of Civil Engineering, salary increased from \$15,600 to rate of \$17,500 for 12 months, September 1, 1965.

Charles W. Bert, Associate Professor of Aerospace and Mechanical Engineering, salary increased from \$12,000 to \$12,900 for 9 months, September 1, 1965.

Edward F. Blick, Associate Professor of Aerospace and Mechanical Engineering, salary increased from \$10,092 to \$12,000 for 9 months, September 1, 1965.

Frank B. Canfield, Associate Professor of Chemical Engineering, salary increased from \$10,860 to \$12,900 for 9 months, September 1, 1965.

F. Mark Townsend, Associate Professor of Chemical Engineering, salary increased from \$9,612 to \$9,852 for 9 months, September 1, 1965.

Robert J. Block, Assistant Professor of Chemical Engineering, salary increased from \$9,852 to \$10,860 for 9 months, September 1, 1965.

Michael L. McGuire, Assistant Professor of Chemical Engineering, salary increased from \$9,852 to \$10,860 for 9 months, September 1, 1965.

Edwin H. Klehr, Associate Professor of Civil Engineering, salary increased from \$10,596 to rate of \$12,300 for 12 months, September 1, 1965.

Joakim G. Laguros, Associate Professor of Civil Engineering, salary increased from \$11,400 to \$12,600 for 9 months, September 1, 1965.

Maxwell J. Wilcomb, Associate Professor of Civil Engineering, salary increased from \$10,596 to rate of \$12,000 for 12 months, October 1, 1965.

Jim F. Harp, Assistant Professor of Civil Engineering, salary increased from \$9,612 to \$10,596 for 9 months, September 1, 1965.

Robert Y. Nelson, Assistant Professor of Civil Engineering, salary increased from \$9,156 to \$10,092 for 9 months, September 1, 1965.

Richard A. Terry, Associate Professor of Industrial Engineering, salary increased from \$6,000 for 9 months, 1/2 time, to \$14,000 for 9 months, full time, September 1, 1965.

John A. Norden, title changed from Professor of Geology to Professor of Geology and Geophysics, September 1, 1965.

Edna K. Keefe, title changed from Assistant Professor to Instructor in Social Work, October 4, 1965.

November 11, 1965

8360

Robert Eugene Kelley, title changed from Assistant Professor to Instructor in Social Work, October 4, 1965.

Robert Wayne Ketner, title changed from Assistant Professor to Instructor in Social Work, October 4, 1965.

Frank J. Kern, Instructor in Electrical Engineering, salary changed from \$5,652 for 9 months, 3/4 time, to \$5,652 for 9 months, 2/3 time, September 1, 1965.

Joel Chatham Ewing, Teaching Assistant, Inservice Institute in Math and Computer Programming, salary increased from \$250 for .12 time to \$500 for 1/4 time, September 15, 1965 to May 15, 1966.

#### RESIGNATIONS:

Joseph R. Assenzo, Associate Professor of Civil Engineering, January 16, 1966.

Charles Llewellyn Rowett, Visiting Assistant Professor of Geology, January 16, 1966.

President Cross reported that Dr. Kenneth E. Crook, David Ross Boyd Professor of Chemistry, has indicated his desire to retire at the end of the 1965-66 academic year. Dr. Crook has been teaching in the Department of Chemistry since September, 1927, 38 years, and was appointed a David Ross Boyd Professor in 1960. President Cross recommended approval of Dr. Crook's retirement on June 1, 1966, and that he be named David Ross Boyd Professor Emeritus of Chemistry upon his retirement.

#### GRADUATE ASSISTANTS

#### APPOINTMENTS:

Bruce Charles Renneke, Meteorology in Civil Engineering, \$200 per month, 1/2 time, October 12, 1965 to June 1, 1966.

Pamela McCallum Kidney, Physical Education, \$1,800 for 9 months, 1/2 time, September 1, 1965.

Robert Rhea Jayroe, Jr., Physics, \$2,000 for 9 months, 1/2 time, September 1, 1965.

Teresa Rose Ramirez, Sociology, rate of \$2,400 for 12 months, 1/2 time, October 1, 1965 to June 1, 1966. Paid by School and Community Services.

**CHANGE:**

Patricia M. Johns, Art, salary changed from \$450 for 4½ months, 1/4 time, to \$900 for 4½ months, 1/2 time, September 1, 1965 to January 16, 1966.

**RESIGNATIONS:**

Charles R. Steadman, Jr., Civil Engineering, October 12, 1965.

Archie D. Knight, Finance, October 28, 1965.

Ronald J. Raymond, Psychological Clinic, October 18, 1965.

Approved on motion by Regent Johnson.

President Cross reported the following actions taken by the State Regents on matters that have been approved by the University Regents and sent on to the State Regents with requests for approval:

1. The new degree, Master of Accountancy: Approved.
2. An increase in the graduation fee from \$10 to \$15 for students in Law and Medicine: Approved.
3. Granting the J. D. degree to students who hold a first bachelor's degree, whenever earned, and who successfully complete the requirements for graduation from the College of Law: Disapproved. The action was reported by the Chancellor as follows: "The Regents affirmed their earlier action of February 22, 1965, which was in effect that the University is authorized to confer the Juris Doctor (J.D.) degree upon students successfully completing the requirements for graduate from the College of Law, who when admitted to the College of Law held the bachelor's degree, thus meeting the new standard for admission scheduled to become effective in September 1966. The LL.B. degree is to be conferred upon those College of Law graduates who were admitted under the old admission standard not having, prior to admission, attained a bachelor's degree."

Dean Dennis reported he is frequently requested to appear before legislative committees and other study committees pertaining to the Medical Center Master Plan. Many times his reports and plans for long-range needs have not received Board approval. Dean Dennis said he did not want to appear to be over-stepping his authority or to embarrass the Board or the University, but he feels he must cooperate with the various state agencies in giving information on the proposed development of the Medical Center. He asked the Regents for an expression of their feelings in this regard.

Regent Rothbaum stated it is impossible to have Board consultation or approval on everything that Dean Dennis does because these things come up on the spur of the moment. Mr. Rothbaum expressed the opinion that when Dean Dennis and Dr. Cross are invited to make statements regarding the advancement of the Medical Center, they should proceed.

The other Regents present expressed agreement with this statement.

#### MEDICAL CENTER

##### LEAVE OF ABSENCE WITHOUT PAY:

Frank I. Moore, M.S., Research Associate in Psychiatry, November 1, 1965 to September 1, 1966.

##### APPOINTMENTS:

James F. Hammarsten, M.D., Carl Puckett Professor of Pulmonary Diseases and Vice Chairman of Medicine, \$2,083.33 per month, April 1, 1966.

Harold G. Muchmore, M.D., Associate Professor of Medicine, \$1,666.66 per month, April 1, 1966.

Billy Eugene Blevins, M.D., Instructor in Pathology, \$833.33 per month, October 8, 1965 to July 1, 1966.

Ching-Chung Chow, M.D., Instructor in Physiology, \$875 per month, October 1, 1965.

Gloria D. Rogers, M.D., Clinical Assistant in Pediatrics, clinical rates, October 1, 1965.

Willard Brown Moran, Jr., M.D., Junior Clinical Assistant in Otorhinolaryngology, clinical rates, October 1, 1965.

Kenneth Alfred Rogers, Jr., M.D., Junior Clinical Assistant in Otorhinolaryngology, October 1, 1965, clinical rates.

Sherrod D. Morehead, M.A., Research Associate in Preventive Medicine, \$375 per month, October 1, 1965.

##### CHANGES:

Sylvia S. Bottomley, M.D., Instructor in Medicine, salary increased from \$6,000 to \$14,175 for 12 months, October 1, 1965.

Juan F. Correa, M.D., Clinical Assistant in Anesthesiology, salary increased from \$12,000 to \$15,000 for 12 months, October 1, 1965.



November 11, 1965

8363

Garmon H. Daron, Ph.D., Professor of Anatomy, salary increased from \$1,000 to \$1,250 per month, October 1, 1965.

Robert M. Daugherty, M.D., Clinical Assistant in Medicine, Health Service Physician, and NIH Fellow in Physiology, salary increased from \$83.34 to \$291.66 per month, October 1, 1965. Also paid \$666.66 per month from NIH and \$25 per 1/2 day.

Kurt M. Dubowski, Ph.D., title changed from Director of Clinical Toxicology Laboratories, University Hospitals; Professor of Clinical Chemistry and Toxicology in Departments of Pathology, Biochemistry; Associate Professor of Clinical Chemistry and Toxicology in Laboratory Medicine to Professor of Clinical Chemistry and Toxicology in Departments of Pathology, Biochemistry, and Medicine; Associate Professor of Clinical Chemistry and Toxicology in Laboratory Medicine; Director of Toxicology Laboratories, University Hospitals; salary increased from \$1,250 to \$1,417 per month, October 1, 1965.

Floyd W. Emanuel, Ph.D., Coordinator of Cleft Palate Clinic, Speech and Hearing Center, Assistant Professor of Communication Disorders, salary changed from \$916.66 to \$1,133.32 per month, October 1, 1965.

Thomas E. Emerson, M.D., Assistant Professor of Physiology, Research Assistant Professor of Surgery, salary increased from \$916.66 to \$958.33 per month, October 1, 1965.

Ellis E. Fair, M.D., title changed from Visiting Lecturer in Psychiatry to Assistant Professor of Psychiatry and of Preventive Medicine, September 1, 1965.

Nancy B. Farley, Ph.D., Research Associate in Pediatrics, salary increased from \$400 to \$725 per month, October 1, 1965.

Richard G. Gilmartin, Jr., M.D., Instructor in Pediatrics, salary increased from \$10,000 to \$14,500 for 12 months, September 1, 1965.

Ernest F. Hiser, Assistant Professor of Medical Illustrations, salary changed from \$8,100 to \$7,800 for 12 months, October 1, 1965.

M. Jack Keyl, Ph.D., Associate Professor of Physiology; given additional title of Research Associate Professor of Urology, September 1, 1965; salary increased from \$12,500 to \$13,000 for 12 months, October 1, 1965.

Turan A. Kutkam, M.D., Research Associate in Pathology, salary increased from \$704 to \$833.32 per month, October 1, 1965.

Carl A. Nau, M.D., Professor of Preventive Medicine, Director, Institute of Environmental Health, salary increased from \$16,500 to \$16,800 for 12 months, October 1, 1965.

November 11, 1965

3364

Joe O. Rogers, LL.B., title changed from Assistant Superintendent for Patient Admissions, Accounts and Medical Records and Assistant Professor of Administrative Medicine in Preventive Medicine to Assistant Professor of Administrative Medicine in Preventive Medicine, salary changed from \$8,700 for 12 months to clinical rates, October 1, 1965.

L. Vernon Scott, Sc.D., Professor of Microbiology, salary increased from \$17,000 to \$17,872 for 12 months, October 1, 1965.

Allan J. Stanley, Ph.D., Professor of Physiology and Director of Animal House, salary increased from \$11,350 to \$14,000 for 12 months, October 1, 1965.

Helen R. Walcher, M.A., Associate Professor of Communication Disorders, Supervisor, School for the Deaf, Speech and Hearing Center, salary increased from \$8,900 for 12 months to \$9,100 for 12 months, October 1, 1965.

L. J. West, M.D., Professor of Psychiatry, salary increased from \$27,500 to \$28,250 for 12 months, October 1, 1965.

**TERMINATIONS:**

Arley T. Bever, Jr., Ph.D., Associate Professor of Biochemistry, August 31, 1965.

Robert L. Casebeer, M.D., Associate Professor of Otorhinolaryngology, October 1, 1965.

John LeRoy Folks, Ph.D., Consultant Associate Professor of Preventive Medicine, November 1, 1965.

Approved on motion by Regent Johnson.

President Cross presented the following letter under date of October 28, 1965:

"Dear President Cross:

"As you know we are facing the dilemmas of deadlines and planning expenses at the Medical Center. The Architects can do no planning until an exact site is selected for the proposed Basic Science Building. This site must be carefully selected in relation to the total Center Master Plan, and particularly to the proposed University and Presbyterian Hospitals.

"In order to keep things moving, we are proposing that Mr. Lawrence Lackey (Consultant on Site Development) be placed temporarily on our payroll as Consultant to the Director for Planning and Development (Associate

November 11, 1965

8365

Dean, Dr. Robert Bird). Mr. Lackey would be paid \$1,000 per month from surplus funds available to the School of Medicine Budget and would be on the Dean's Office budget, 0100-1 position #16.

"We anticipate the reimbursement of these costs by credit from Gorsline Associates, if and when they are compensated, it would also be reimbursable through Federal Funds if the plans are approved and matched.

"Your consideration for approval of this proposal is urgently requested.

Sincerely,

/s/ James L. Dennis, M.D.

James L. Dennis, M.D.  
Director and Dean"

Dean Dennis said that Mr. Lester Gorsline, the consultant on the Medical Center long-range plan, had reported in a letter under date of October 2, 1965, as follows:

"With respect to the architect's deadlines for receiving the siting of the first buildings, it has now been understood between Dr. White, Lawrence Lackey and myself that the Master Plan will proceed without delay on the basis that Lackey will somehow be employed on an academic basis. In the event that our own consultant agreement later becomes a fact, we will pick up Lackey costs and refund the university their costs."

President Cross recommended approval of Dean Dennis' request with the understanding that employment will be for no longer a period than is necessary for the completion of Mr. Lackey's work.

The recommendation was approved on motion by Regent Johnson.

President Cross presented the following letter under date of October 28, 1965:

"Dear President Cross:

"I respectfully request consideration by the President and Regents of the University of Oklahoma for the establishment of a Division of Family Medicine within the Department of Preventive Medicine and Public Health, effective December 1, 1965. There is a pressing need to re-emphasize

November 11, 1965

8366

and upgrade family medicine in education. We are actively recruiting a physician who is well known in this field, and Division status is essential if we are to make the position attractive to him. This is also an important area of development in the Rural Health Program and to the Health Sciences Foundation and Oklahoma Health Center. No new state funds will be required. May I recommend the formation of this Division for consideration.

Sincerely,

/s/ James L. Dennis

James L. Dennis, M.D.  
Director and Dean"

President Cross recommended approval of the establishment of a Division of Family Medicine within the Department of Preventive Medicine and Public Health, effective December 1, 1965.

Approved.

President Cross reported the Medical Records Department of University Hospitals maintains all patient records which are necessary for teaching, patient care, and research purposes. In 1961 the department maintained an estimated 165,000 active patient medical record folders in an estimated area of 3,500 square feet. An additional 105,000 patient records were on microfilm. It was estimated at that time the number of new patient records would increase 20,000 per year. With this projected increase, it was necessary to organize a filing system which would allow for future expansion and speed in filing. In November 1961, an overall plan for modernizing the medical records was begun. The modernization plan was as follows:

1. Convert the patient medical records to a terminal digit system.
2. Install color-coded patient medical record folders.
3. Convert and install an electric rotary file system.
4. Convert the alphabetical index files to a phonetic file system called "Soundex".

The first phase was completed in 1961 at an estimated cost of \$10,000. The second phase of color-coded folders is being instituted on all new patients during this fiscal year.

Dr. James L. Dennis, Director of the Medical Center, Mr. Raymond Crews, Business Administrator of the Medical Center, and Mr. Robert Terrill, Administrator of University Hospitals, have recommended that phase three be implemented by the purchase of one electric rotary file this year and one next year. The estimated cost per electric rotary file is \$5,000. This expense has been provided for in the operating budget of the Medical Records Department.

The next phase in modernizing the Medical Records Department calls for converting the patient index file from a straight alphabetical file to a phonetic system called "Soundex". Under this system, all name variations are brought together and filed by sound rather than by spelling. The estimated cost of purchasing and installing the Soundex System and guides is \$8,500.

The index file is the most important tool in the Medical Records Department because it is the key to be used in finding any patient's medical record. For this reason it is necessary that the contents be quickly and readily available. Unless the plan that has been started can be finished, much of the benefit from the initial investment will be lost.

President Cross recommended approval of the plan for modernizing the Medical Records Department as explained above and that the Regents authorize advertising for bids on one electric rotary file and the Soundex System.

Approved on motion by Regent Johnson.

President Cross reported Carnahan and Thompson, Engineers for the new chilled water plan for the Medical Center, and the Director of the Medical Center have recommended that the project be accepted as complete and that the Regents authorize the final payment to the Kay Engineering Company for the construction of the facility.

President Cross recommended that the Regents accept as complete the construction of the new chilled water plant for the Medical Center and that final payment to the contractors be authorized.

Approved on motion by Regent Johnson.

President Cross stated that due to the ever-increasing size of the Medical Center, certain problems are arising concerning the handling of appointment and change of status forms, the payroll cards, and the payroll. This has been emphasized recently by the action of the State Regents for Higher Education in requiring a combined budget for the Medical Center instead of a separate one for the Hospitals and the School of Medicine.

In handling these matters there is a great deal of duplication of effort by the Medical Center and the Norman Campus. At the Medical Center one set of payroll cards is maintained and on the Norman Campus two sets are maintained. These cards are first prepared by the Medical Center and are then sent to the President's Office. One set is maintained in the President's Office and one is maintained in the Controller's Office. These cards must be up-dated each time there is a change of status or appointment. Such a system causes a great deal of wasted effort.

When the payroll is prepared each month, this is done by the Medical Center personnel. It is then brought to the Norman Campus for checking. Because it must be prepared several days early in order that it may be checked by the Controller, many corrections have to be made. This is due, for the most part, to the gain or loss of classified employees in the Hospitals.

It is believed that to avoid these problems the responsibility for the maintenance of the payroll cards and the preparation and approval of the Medical Center payroll should be delegated to the Director of the Medical Center.

The other problem deals with the handling of appointment and change of status forms which is really a part of the payroll problem. If the payroll procedure change is deemed advisable, then the detailed handling of these forms by the President's Office will not be required and a simple procedure can be adopted.

President Cross recommended that the following resolution be enacted and the following procedure be adopted:

"Be it resolved that the responsibility for the accurate maintenance of the payroll cards and financial data for the Medical Center is hereby delegated to the Director of the Medical Center and that further Dr. James L. Dennis, Director of the Medical Center, is hereby named and constituted as the approving officer with full authority and responsibility to sign and approve all payrolls for the Medical Center and that in his absence Dr. Joseph M. White, Associate Director of the Medical Center, may sign the said payrolls acting for the Director. Such authority shall commence immediately upon their filing a proper signature card as required by the laws of the State of Oklahoma."

In order to further implement this procedure, President Cross recommended further that on all appointments or changes of status requiring approval by the Regents shall be submitted to the President on a consolidated list containing all of the appropriate information and that such list shall have attached to it one copy of the appointment and change of status form for each individual listed which form is to be filed in the individual's personnel file. These appointments and changes of status shall be approved or disapproved by the President and placed on the Regents' agenda for their action.

November 11, 1965

8369

All appointments or changes of status not requiring Regents' approval will be sent to the President on a consolidated listing containing all of the appropriate information necessary to consider such matters for his action. The President shall note his approval or disapproval and return a copy of the list to the Director of the Medical Center.

Regent Davidson inquired if the individuals involved were sufficiently bonded as required by law. Mr. Crews reported that Dean Dennis and he were already bonded the required amount, but that the bond on Dr. White would have to be increased and steps had been taken to have this done.

On motion by Regent Johnson the recommendations were approved.

Dean Dennis, Mr. Crews, and Mr. Terrill retired from the meeting.

#### ADMINISTRATIVE AND PROFESSIONAL

##### LEAVE OF ABSENCE WITHOUT PAY:

Robert Burke Jones, Extension Specialist II, Director of Metropolitan Education Program, School and Community Services, November 1, 1965 to November 1, 1966.

##### APPOINTMENTS:

Mary Theresa Fitzgerald, Extension Specialist II, Puerto Rico Peace Corps Project, \$600 per month, September 13, 1965 to March 15, 1966.

John Mahlon Gilmore, Extension Specialist II, College of Continuing Education, \$6,672 for 12 months, November 1, 1965.

Robert Lester Haight, Extension Specialist II, School and Community Services, \$15,000 for 12 months, October 1, 1965.

Sharon Darlene O'Kelley, Extension Specialist II, School and Community Services, \$6,400 for 12 months, October 15, 1965.

##### RESIGNATION:

William J. Richards, Jr., Extension Specialist II, Continuing Education Housing, November 1, 1965.

Approved on motion by Regent Calvert.

November 11, 1965

8370

President Cross said that attached to the minutes of the October meeting of the University Regents was a detailed Student Health Service fee proposal prepared by Dr. D. F. Robinson, Director of the Student Health Service, under date of May 28, 1965. Among other things, Dr. Robinson explained in considerable detail why the present student infirmary building is inadequate and why a new modern student infirmary is needed. He recommends that the new facility be financed in part by a student health service fee which, if the proposal is approved, would be paid by all regularly enrolled students.

In addition to the inadequacies of our present student infirmary, another reason for early action in planning a new facility is the fact that the master plan, which Professor Lee Rodgers reviewed with the Regents the August meeting, calls for the proposed Physical Science Center to be located upon land which includes the present student infirmary. While we have little hope of being able to construct the entire Physical Science Center at an early date, it is entirely possible that we may be able to finance the first unit from funds which would be made available from the bond issue which is to be voted upon in December.

For both of these reasons it is important that we have preliminary plans for a new student infirmary at an early date so that we will be ready to apply for Federal matching funds, and so that we will have better information on cost figures which will be needed in making a final decision on the amount of the health service fee.

With these thoughts in mind, Professor John York, Chairman of our Architectural Committee, was asked to suggest an architectural firm which has had considerable successful experience in designing this kind of structure which would be willing to work on a contingency basis. Following his investigation, Professor York recommended the firm of Jones-Halley-Lower & Associates of Oklahoma City, and by talking with Mr. Gene Jones, the senior partner of the firm, it was determined that the architects would be pleased to work with us on a contingency basis similar to the agreement that we have with Mr. Dow Gumerson of Oklahoma City and Mr. Donald McCormick of Tulsa.

A copy of a letter received from Mr. Gene Jones follows:

"October 28, 1965

"Dr. Horace Brown, Vice-President  
University of Oklahoma  
Norman, Oklahoma

"Dear Dr. Brown:

"We appreciate the opportunity of having preliminary conference with Mr. York and Dr. Robinson on the proposed Student Health Center. We



November 11, 1963

8371

are acquainted with the scope of the project and would like to make the following proposal.

"Our Firm agrees to do the preliminary plans and cost estimates and defer payment until such time as the funds become available, at which time we will enter into the standard form of Architectural Contract, as approved by the University, at the standard fee of 5%.

"We estimate the time for developing preliminary plans will be approximately six weeks.

Cordially yours,

JONES-HALLEY-LOWER & ASSOCIATES

/s/ Gene Jones  
Gene Jones"

President Cross recommended that the proposal submitted for architectural services on a contingency basis by Mr. Gene Jones be approved.

Regent Davidson said in his opinion this should be deferred and the Regents should follow their standard practice for appointing architects. Regent Rothbaum recommended approval of this architectural firm for the Infirmary at this time. However, he appointed a committee composed of Mr. Davidson, Chairman, and Regents Houchin, Johnson, and Sparks to work with Dr. Brown and Dr. Cross in carrying out our architectural policy and in making recommendations for any changes in our policy. He said he expected the committee to be in effect throughout the balance of his term as President of the Board. He also asked the committee to prepare recommendations for the appointment of architects on any future projects in addition to the list of firms submitted by the University administration. Dr. Cross agreed that in the future if it is necessary to appoint an architect on a contingency basis that names of several firms willing to perform the work will be submitted to the Regents.

Regent Houchin moved that the Board accept the offer of Jones-Halley-Lower & Associates to prepare the preliminary plans and cost estimates for the proposed Student Health Center, subject to Mr. Jones understanding that this acceptance is not to be construed as a contract of employment but as only a statement of the intention of the Board of Regents of the University of Oklahoma to employ their firm at a fee of 5% as the architect for the Infirmary when and if funds become available for this project, and that this acceptance is further subject to all of the limitations of the Oklahoma Constitution and the applicable state laws. Approved.

At the May meeting of the Regents, the University Architectural Committee was authorized to prepare detailed plans and specifications for

an addition to Copeland Hall to house a new high-speed offset printing press at an estimated cost of \$90,000. In the process of preparing these plans, a recommendation was received from the Director of the School of Journalism and the Chairman of the Architectural Committee to construct a foundation which will carry the weight of two additional floors to be added at some future date. A more effective plan for air conditioning the old press room area has been developed. It is estimated that if these changes are made the cost of construction will be increased from \$90,000 to approximately \$120,000. Funds are available in the Journalism Press account.

President Cross recommended that the estimated cost of construction allowed for the expansion and improvement in Copeland Hall be increased by \$30,000 and that the preliminary plans incorporating these changes be approved.

Approved on motion by Regent Davidson.

A tabulation of the bids received for the construction of a hangar and shop building at Max Westheimer Field was presented as follows:

<u>Contractor</u>	<u>Base Bid</u>	<u>Alt. 1</u>	<u>Alt. 2</u>	<u>Alt. 3</u>
Barbour & Short, Inc. Norman	\$57,491	+\$638	+\$251	No Bid
Jim Cooley Construction Co., Midwest City	62,816	+\$565	+\$105	-\$575
McGhee Building Co., Oklahoma City	55,987	+\$636	+\$220	-\$550

President Cross recommended that the bid be awarded to the McGhee Building Company, Oklahoma City, to include the base bid plus alternates 1 and 2 for a total construction contract of \$56,843.

Approved on motion by Regent Davidson.

President Cross said that Mr. Lundy O. Allen, President of Sells Petroleum Incorporated has requested the stockholders of the Company to authorize a change in the leases on the Felts and Hill properties. The change would provide for a pooling amendment to the Oil and Gas Leases. The purpose of this change is to allow Socony Mobil Oil Company, Inc. to drill a Smackover test well in the vicinity of these two leases. The well is to be drilled to a proposed depth of 12,800 feet.

While the lease provides that all horizons may be pooled except the present producing horizons, it is anticipated that only those areas below the present producing sands will be pooled.

November 11, 1965

8373

We have been advised by Mr. Allen that drilling a well to the Smackover sand is expensive but that production potential in this area from this particular sand is great. A letter from Mr. Allen explaining the change was sent to each Regent with the agenda for this meeting.

President Cross recommended that the Regents approve the pooling amendment to the oil, gas and mineral lease as requested by Sells Petroleum Incorporated.

Approved on motion by Regent Houchin.

President Cross reported that Mr. R. E. Barbour, President of Barbour and Short, Inc., has requested permission to substitute Ca-Par Electric Company as the electrical sub-contractor for Belco Electric on the Airport Operations Building construction. This item was not received in time to be placed on the agenda. The reason for the request is that approximately 10 minutes before the bids were received on the project, Mr. Barbour received a bid from Ca-Par Electric Company which was \$2,000 lower than any of the other bids he had received for the electrical work. Mr. Barbour then called his representative who was at the letting and told him to lower the bid by \$2,000 and to change the electrical sub-contractor from Belco Electric to Ca-Par.

The Barbour and Short representative lowered the total bid price from \$371,620 to \$369,620, but failed to change the listing for the electrical sub-contractor. The bid form shows the change in the total amount and it would appear that the obvious intent was to change the electrical sub-contractor to Ca-Par.

Professor Swank stated that since it is obvious Mr. Barbour intended to change the sub-contractor on the bid form from Belco to Ca-Par, it would be appropriate and legal at this time for the Regents to approve a change in the listing of the electrical sub-contractor.

The Regents' attention was called to the fact that Ca-Par Electric Company was listed on five other bid forms as the electrical sub-contractor at the bid letting. It is believed that if one of the contractors who had listed Ca-Par as the electrical sub-contractor had been the low bidder, Ca-Par would have been acceptable as a sub-contractor. Ca-Par is a relatively new and small firm.

Vice President Brown and Professor Swank recommended to President Cross that the change be made.

On motion by Regent Sparks, it was unanimously agreed to place this item on the agenda for consideration.

President Cross recommended the Regents authorize Barbour and Short to change the electrical sub-contractor on the Airport Operations Building construction from Belco Electric to Ca-Par Electric Company.

Approved on motion by Regent Calvert.

President Cross reported bids have been received for an exclusive contract to operate cigarette, candy, gum, and nut vending machines at certain designated locations on the campus for the calendar year 1966.

The following bids were received:

Oklahoma Vending Co., Norman

A. Cigarettes

1.5¢ per pack commission on selling price of 30¢ per pack for all types.

Alternate #1

5.5¢ per pack commission on selling price of 30¢ per pack for regular and 35¢ per pack for king and filters.

Alternate #2

6¢ per pack commission on selling price of 35¢ per pack for all types.

B. Candy

13% of gross sales of both 5¢ and 10¢ items.

C. Penny Items

26% of gross sales.

Cooper Vending Co., Norman

A. Cigarettes

5¢ per pack commission on selling price of 35¢ per pack for king and filter; 1¢ per pack commission on selling price of 30¢ per pack for regulars.

B. Candy

12% of gross sales of both 5¢ and 10¢ items.

C. Penny Items

20% of gross sales.

Bids were sent to 11 vending machine companies.

November 11, 1965

8375

President Cross recommended the contract be awarded to Oklahoma Vending Company on cigarette, candy, and penny items, with Alternate No. 1 the accepted bid on cigarettes.

Approved on motion by Regent Calvert.

President Cross reported that bids have been received for furnishing two high-rise power files for the Office of Admissions and Records. The files are needed in order to furnish additional filing space within the floor space now available. Each file will be 119½ inches high and the two files will provide approximately 32.35% more filing space than is now utilized in the area.

Invitations to bid were circulated to 11 firms. The following bids were received.

Diebold, Incorporated, Oklahoma City Net, delivered and installed	\$8,350.00
Remington Office Systems, Oklahoma Net, delivered and installed	8,780.00

President Cross recommended that the bid be awarded to Diebold, Incorporated, Oklahoma City, on the basis of their bid of \$8,350.00.

Approved.

The final plans and specifications for the addition of switchgear equipment for the Power Plant project were presented. They were reviewed by the representatives of the Physical Plant who have recommended that the plans be accepted.

President Cross recommended that the Regents accept the plans and specifications for the addition of the switchgear equipment to the Power Plant and that the Regents authorize calling for bids for the installation of the equipment.

Approved on motion by Regent Houchin.

Mr. Burr reported the President's Leadership Classes for 1962, 1963, and 1964 wished to meet with the Regents at a mutually convenient time. On behalf of these students, Mr. Burr extended an invitation to the Regents to a reception on the evening of December 9, the date of the next Regents' meeting. It was agreed that the beginning time of the Regents' meeting would be 3:00 p.m. instead of 10:00 a.m., with dinner following the meeting.

November 11, 1965

8376

There being no further business, the meeting adjourned at 12:20  
p.m.

  
Emil R. Kraettli, Secretary

The following were also present:

Mr. Blaine Smith, University Relations (operating the tape recording machine)  
Miss Elizabeth Stubler, University Relations  
Mary Jo Nelson, Oklahoma City Times  
Sandy Turner, The Norman Transcript  
Bob Swearingen, The Norman Transcript  
Travis Walsh, Tulsa World  
Margo Hilfinger, The Oklahoma Daily