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BOARD OF REGENTS OF THE UNIVERSITY OF OKLAHOMA
THURSDAY, MAY 13, 1976

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MINUTES OF A REGULAR MEETING
BOARD OF REGENTS OF THE UNIVERSITY OF OKLAHOMA
THURSDAY, MAY 13, 1976

A regular meeting of the Board of Regents of the University of Oklahoma was held in Room 211, Basic Sciences Education Building, on the Health Sciences Center Campus, Oklahoma City, on Thursday, May 13, 1976, beginning at 10:55 a.m.

The following were present at the meeting: Regent Mack M. Braly, President of the Board, presiding; Regents Thomas R. Brett, Bob G. Mitchell, M.D., Richard A. Bell, Dee A. Replogle, Jr., and Charles E. Engleman.

Absent: Regent K. D. Bailey.

Regent Engleman's appointment to the Board was confirmed by the State Senate on April 19. Regent Braly welcomed him to the Board. He said Mr. Engleman has been very active over the years as a supporter and alumnus of the University and he looks forward with a great deal of anticipation to the contribution he will make to the Regents and to the University in the future.

The minutes of the meeting held on April 8, 1976, were approved as printed and distributed prior to the meeting on the following affirmative votes: Regents Braly, Brett, Mitchell, Bell, Replogle, and Engleman.

Regent Mitchell, Chairman, presented the following report of the Administration and Organization Committee:

The University Constitution was first presented to the University Regents in the summer of 1970. At the June 25, 1970 meeting (p. 10377), action was taken to table the Constitution. At the July 23, 1970 meeting (p. 10475), the Regents deferred action on the Constitution and referred it to a committee of the Board. Subsequently the Regents requested that Professor Maurice Merrill in the College of Law review the proposed Constitution for certain constitutional problems. His report was presented to the Regents in July, 1971 and then forwarded to the Constitution Drafting Committee. A revised draft of the proposed Constitution, which included the recommendations in Professor Merrill's report, was distributed to the Regents in November, 1971. No action has ever been taken by the Board to accept or reject the Constitution.

At their meeting on March 15, the Norman Campus Faculty Senate requested the Regents to return the proposed University Constitution to the Faculty Senate and the other constituent bodies on the campus for further revision and investigation. As a result of this request, Regent Mitchell said, the Regents have again reviewed the document.

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He said the University Regents have adopted many policies over the years that cover the governance of the institution. Examples are the recently adopted Faculty Personnel Policy, the Charter of the Norman Campus Faculty Senate, the Charter of the Health Sciences Center Faculty Senate, the Constitution of UOSA, the Norman Campus Student Code, the approved policy on departmental administration, the Charter of the Employee Executive Council, the Charter of the Employee Liaison Council, the various council and committee charters, and others.

The nature of a constitution is such that it conveys a sense of permanence which in reality cannot exist under the present laws of the State of Oklahoma. Future Regents cannot be restricted in their governance responsibilities by the present Board. Since it would seem that the only real value in a constitution is that the structure and processes of governance which it establishes have a continuing or lasting quality which all future Boards would accept and protect, the present Board feels that action to adopt any University Constitution would be misleading and inappropriate.

The various policies referred to above reflect existing policies and commitments of the present Board of Regents. These are reviewed from time to time by the appropriate constituent bodies and modified when necessary. This would seem to be the more appropriate approach to University governance and accomplishes the same purpose as a constitution.

Regent Mitchell reported it is the recommendation of the Administration and Organization Committee that the Regents not return the Constitution and that there be no further action on the proposed Constitution. It is the opinion of the Committee that this does not diminish any participation in the governance of the institution because these rights are already expressed in current policy documents.

Regent Mitchell moved approval of the recommendation. The following voted yes on the motion: Regents Braly, Brett, Mitchell, Bell, Replogle, and Engleman. The Chair declared the motion carried unanimously.

Regent Mitchell reported the Health Sciences Center Committee met but there are no recommendations for action at this time.

President Sharp pointed out to the Regents and others present that we are deeply concerned about the under-funding proposed for the Health Sciences Center for 1976-77. As we have indicated publicly on several occasions, he said, we are at a point in the development of the Health Sciences Center where the people of the State must now determine whether they wish to have first-rate medical educational programs or not. He said those in responsible positions share that commitment and it is now timely to underwrite that position with funds to support it.

Regent Replogle then made the following statement:

"During the last several months, the University of Oklahoma has faced financial crises on both its Norman and Oklahoma City campuses. These crises have been caused by the unavailability of funds sufficient to maintain educational programs at even the levels of the previous year. The Administration and the Board of Regents have proposed tuition increases designed to cover the projected deficits and enable the University to improve, rather than regress, academically. We have also hoped to promote a discussion of the financial problems common to all Oklahoma's colleges and universities. Particularly, we believe it is important to focus upon two central questions:

- (a) At what level of quality should our public universities operate; and,
- (b) Having decided upon the type education we wish to offer Oklahoma students, who should finance it.

"At the University of Oklahoma, we believe the people of this State want a university in which they can take pride, an institution which is able to afford the youth of this State the same educational opportunities available to the people of Kansas, Nebraska, Iowa, Colorado, and Missouri. It is a belief which places special responsibilities on this Board, responsibilities which have been translated into our previously announced commitment to build a university which will compare favorably with other Big 8 schools and which ultimately will rank among the top 25% of publicly supported universities in the nation.

"In accord with this goal, we have formulated a model budget which will allow us to meet our projected standards of excellence. It requires an approximate 42% increase in our educational and general budget from \$38 million to \$54 million. For the next few minutes, I would like to discuss the question of how this model budget might be funded, although cognizant that the resolution of such a question will require major public and private policy decisions by all concerned.

"Essentially, there are four possible sources of funds available to a public university:

- (a) State appropriations;
- (b) Student fees;
- (c) Private donations; and
- (d) Various private and governmental grants and contracts.

To a large extent, private donations and grants and contracts are a function of the quality then existing in the university. In other words, while they

can play an important role in the development of a center of excellence, large scale donations or grants and contracts will normally occur only after the university has achieved a certain degree of prominence and recognition.

"With respect to student fees, the undergraduate resident student at the University of Oklahoma currently enjoys the lowest tuition rate in the Big 8. Elementary considerations of fairness require students to bear an increased percentage of the cost of the benefits they receive.

"Nevertheless, public appropriations must remain, at least in the short run, the primary hope of this University to move towards a level of national prominence. Currently, Oklahoma ranks 32nd in total appropriations to higher education, 41st with respect to per capita appropriations, and 50th in per student expenditures. While the current Legislature and Governor Boren appear prepared to give higher education its largest appropriation increase in history, funding levels remain appallingly low in comparison to those of other states. However, the answer is not confined to appropriating additional sums for higher education. State appropriations must also be allocated by the State Regents' Office in a manner consistent with the promotion of quality. Recently, the State Regents effected major changes in the Plan for the 70's, revisions which for the first time place that Board on record as endorsing excellence in higher education. Of all the changes in higher education over the last 20 years in Oklahoma, this could have the most far reaching impact on the quality of our colleges and universities.

"Nevertheless, we believe it is important to note that the Chancellor, E. T. Dunlap, has not historically shared this commitment. He has, in fact, over the last 13 years, reduced the percentage of State appropriations received by the University of Oklahoma. In fiscal year 1963-64, the University received 21% of all State appropriations, a percentage which will fall to 18.0% during the next fiscal year. He has jeopardized the quality of health care in the State of Oklahoma by formulating an unrealistic and totally inadequate budget request for the Health Sciences Center, an action which directly affects every person, young or old, in this State. Rather than programming gradients of quality into the State system of higher education, the Chancellor has pursued a course of educational socialism through which he has sought the arbitrary equating of the caliber of instruction at all State institutions. As in the case of most efforts at egalitarianism, the result has not been to raise all institutions to a uniform standard of excellence, but rather to pressure universities and colleges to move towards a common mediocrity. As a member of the University of Oklahoma Board of Regents, it is frustrating indeed to attempt to upgrade programs, particularly in vital fields such as health care, only to have those efforts frustrated by an individual such as the Chancellor who shows neither sympathy, nor apparent understanding, for any program dedicated to quality. With State appropriations which will apparently total \$147 million for the coming fiscal year being dedicated to higher education, the people of this State are entitled to know that this money is being directed towards the development of excellence and not merely being 'spread around' because the latter is the simplest and most expedient method.

"The University of Oklahoma Board of Regents wishes to take this opportunity to pledge its full support and cooperation with the members of the State Board of Regents in their efforts to implement the previously announced revisions in the Plan for the 70's. Particularly, we would like them individually or as a group to meet with us to discuss the financial crisis at the Health Sciences Center in order to ensure all Oklahomans of the quality of health care they are entitled to expect."

Regent Braly said he shares these expressions. With regard to a meeting with the State Regents, Mr. Braly said it has come to his attention that the State Regents have expressed a desire and willingness to meet with this Board to discuss these matters. Mr. Braly said he has made an effort to contact the President of that Board but was unable to do so. He said he hopes to be able to get in touch with him some time today in order to arrange a meeting.

A. The Health Sciences Center

II. Academic

a. Personnel Actions

LEAVES OF ABSENCE:

Walter L. Cullinan, Professor of Communication Disorders, sabbatical leave of absence with full pay, June 1, 1976 through November 30, 1976. To prepare already accumulated data for publication, to study and research in his field.

Richard M. Hyde, Professor of Microbiology and Immunology, sabbatical leave of absence with full pay, January 15, 1977 through July 14, 1977. To co-author a text in medical microbiology.

Dan Cross Galloway, Instructor in Radiological Sciences, leave of absence without pay extended, October 1, 1975 through September 30, 1976.

APPOINTMENTS:

Del LaVerne Watson, Professor of Nursing and Assistant Dean, Baccalaureate Program, College of Nursing, rate of \$26,500 for 12 months, August 1, 1976 through June 30, 1977. 1976-77 Budget.

William Stevenson Jacobs, M.D., Clinical Associate Professor of Medicine, Tulsa, without remuneration, April 15, 1976.

Mary Ann McClellan, Assistant Professor of Continuing Education, College of Nursing, rate of \$16,800 for 12 months, May 17, 1976 through June 30, 1976. \$2,134 from page 224, position 0002.

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Linda Darlene Beatty, Special Instructor in Cardiorespiratory Science, without remuneration, April 1, 1976.

Irene Sommerkamp, Special Instructor in Cardiorespiratory Science, without remuneration, April 1, 1976.

Lawrence A. Jacobs, M.D., Clinical Instructor in Medicine, Tulsa, without remuneration, April 15, 1976.

John M. Sexauer, M.D., Clinical Instructor in Medicine, Tulsa, without remuneration, April 15, 1976.

Rudolf Fischer, Special Instructor in Radiologic Technology, without remuneration, April 1, 1976.

Cleabon Earl Locke, Special Instructor in Radiologic Technology, without remuneration, April 1, 1976.

Diane Lynell Schulz, Special Instructor in Radiologic Technology, without remuneration, April 1, 1976.

Louis Bleicher Vittes, Special Instructor in Radiologic Technology, without remuneration, April 1, 1976.

Joseph Warner Hayhurst, M.D., Clinical Instructor in Surgery, without remuneration, July 1, 1976.

Edward Halsell Fite, M.D., Visiting Associate in Urology, without remuneration, July 1, 1976.

Richard Allen Doss, M.D., Clinical Assistant in Medicine, Tulsa, without remuneration, April 15, 1976.

Cruitt Beem Rebsamen, M.D., Clinical Assistant in Medicine, Tulsa, without remuneration, April 15, 1976.

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NAME	TITLES	FTE INCOME CEILING	GUARANTEED BASE SALARY		PPP EARNINGS POTENTIAL	EFFECTIVE DATE	REMARKS
			TENURED	NON-TENURED			
APPOINTMENTS:							
James M. Guernsey, M.D.	Professor and Chair of Surgery, Tulsa	\$85,000		\$58,000	\$27,000	8-1-76 thru 6-30-77	Budget, page 236, position 0001.
Irene P. Sy, M.D.	Assistant Professor of Anesthesiology; Chief, OB Section of Anesthesiology	\$55,000		\$36,538	\$18,462	4-1-76 thru 6-30-76	Budget, page 88, position 0901, page 177, position 0901.
Francis Daniel Duffy, M.D.	Assistant Professor of Medicine, Tulsa	\$45,000		\$36,000	\$ 9,000	7-1-76 thru 6-30-77	Budget, page 235, position 0002.
CHANGES:							
Lawrence Douglas Amick	Professor of Neurology and Adjunct Professor of Psychiatry and Be- havioral Sciences	\$70,000		FROM: \$50,000 TO: \$53,484	FROM: \$20,000 TO: \$16,516	10-12-75 thru 6-30-76	Increase from VA Hospital
Alfred T. Bibby	Special Instructor in Family Practice and Community Medicine and Den- tistry	\$25,000		FROM: \$17,584 TO: \$20,457	FROM: \$ 7,416 TO: \$ 4,543	11-23-75 thru 6-30-76	Increase from VA Hospital - Muskogee
Peter W. Eckhardt	Special Instructor in Family Practice and Community Medicine and Den- tistry	\$25,000		FROM: \$13,912 TO: \$18,410	FROM: \$11,088 TO: \$ 6,590	11-23-75 thru 6-30-76	Increase from VA Hospital - Muskogee
Lazaro Gonzales	Special Instructor in Family Practice and Community Medicine and Den- tistry	\$25,000		FROM: \$17,584 TO: \$21,749	FROM: \$ 7,416 TO: \$ 3,251	11-23-75 thru 6-30-76	Increase from VA Hospital - Muskogee
Donald L. Landstrom	Associate Professor of Neurology	\$62,000		FROM: \$35,000 TO: \$35,836	FROM: \$27,000 TO: \$26,164	10-12-75 thru 6-30-76	Increase from VA Hospital
Beverly J. Mathis	Special Instructor in Family Practice and Community Medicine and Den- tistry	\$25,000		FROM: \$13,912 TO: \$18,410	FROM: \$11,088 TO: \$ 6,590	11-23-75 thru 6-30-76	Increase from VA Hospital - Muskogee
Nelson Myers	Special Instructor in Family Practice and Community Medicine and Den- tistry	\$25,000		FROM: \$18,100 TO: \$21,749	FROM: \$ 6,900 TO: \$ 3,251	11-23-75 thru 6-30-76	Increase from VA Hospital - Muskogee
Keith Papinchock	Special Instructor in Family Practice and Community Medicine and Den- tistry	\$25,000		FROM: \$13,912 TO: \$18,410	FROM: \$11,088 TO: \$ 6,590	11-23-75 thru 6-30-76	Increase from VA Hospital - Muskogee
Steven D. Peak	Special Instructor in Family Practice and Community Medicine and Den- tistry	\$25,000		FROM: \$13,912 TO: \$18,952	FROM: \$11,088 TO: \$ 6,048	11-23-75 thru 6-30-76	Increase from VA Hospital - Muskogee
Elizabeth H. White	Clinical Assistant Professor of Family Practice and Community Medicine and Dentistry		FROM: WITHOUT REMUNERATION TO: \$ 9,800	TO: \$ 3,234	TO: \$ 6,566	3-1-76 thru 6-30-76	VA Hospital .14 time
Roger G. Whittaker	Assistant Professor of Family Practice and Community Medicine and Dentistry		FROM: \$25,000 TO: \$29,000	FROM: \$24,623 TO: \$23,307	FROM: \$ 377 TO: \$ 3,693	11-23-75 thru 6-30-76	Increase from VA Hospital - Muskogee
Opal Mae Zschiesche	Assistant Professor of Family Practice and Community Medicine and Den- tistry	\$56,000		FROM: \$32,800 TO: \$41,800	FROM: \$23,200 TO: \$14,200	3-1-76 thru 6-30-76	Increase from VA Hospital

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CHANGES:

Michael H. Berkey, promoted from Clinical Instructor in Medicine to Clinical Assistant Professor of Medicine, Tulsa, March 1, 1976.

Patricia Ann Butler, title changed from Assistant Professor of Medical Library Science to Librarian, College of Medicine, June 1, 1976. Retains title Assistant Professor of Medical Library Science, College of Health.

David Harlow Copple, promoted from Clinical Instructor in Medicine to Clinical Assistant Professor of Medicine, Tulsa, March 1, 1976.

Leonard M. Eddy, title changed from Associate Professor and Chairman of Medical Library Science to Librarian, College of Medicine, June 1, 1976. Retains titles Director, Health Sciences Center Library and Professor and Chair of Medical Library Science, College of Health.

Virgil L. Jones, title changed from Assistant Professor of Medical Library Science to Librarian, College of Medicine, June 1, 1976. Retains title Assistant Professor of Medical Library Science, College of Health.

Barbara J. Kersey, title changed from Assistant Professor of Medical Library Science to Librarian, College of Medicine, June 1, 1976. Retains title Assistant Professor of Medical Library Science, College of Health.

Martha Primeaux, title changed from Junior Year Coordinator to Director of Instruction, Baccalaureate Program, College of Nursing, salary increased from \$19,000 to \$21,000 for 12 months, April 1, 1976. Retains title of Associate Professor of Nursing. Additional \$500 from page 225, position 0002.

Laura A. Rucker, title changed from Assistant Professor of Medical Library Science to Librarian, College of Medicine, June 1, 1976. Retains title Associate Professor of Medical Library Science, College of Health.

Arlene B. Schaefer, Assistant Professor of Pediatrics; given additional title of Adjunct Assistant Professor of Communication Disorders, April 1, 1976.

Paul Silverstein, promoted from Clinical Assistant to Clinical Instructor in Surgery, July 1, 1976.

Vivian S. Smith, Adjunct Associate Professor of Allied Health Education, of Health Administration, and of Microbiology and Immunology; given additional title of Project Director, Health Manpower Information and Liaison Office, salary changed from without remuneration to rate of \$9,408 for 12 months, .49 time, April 15, 1976 through June 30, 1976. Funds available from D5300300.

Lynette Dunton Southern, title changed from Instructor to Special Instructor in Medical Library Science, salary changed from \$9,600 for 12 months to without remuneration, May 28, 1976.

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Ruth W. Wender, title changed from Assistant Professor of Medical Library Science to Librarian, College of Medicine, June 1, 1976. Retains title Associate Professor of Medical Library Science, College of Health.

RETIREMENTS:

Raymond D. Crews, Director of Operations, Health Sciences Center; Assistant Professor of Health Administration and Adjunct Assistant Professor of Family Practice and Community Medicine and Dentistry, October 1, 1976. Named Director Emeritus of Operations, Health Sciences Center.

Alton C. Kurtz, Professor of Biochemistry and Molecular Biology, July 1, 1976. Named Professor Emeritus of Biochemistry and Molecular Biology.

Thelma Pedersen, Professor of Physical Therapy, July 1, 1976. Named Professor Emeritus of Physical Therapy.

Kenneth M. Richter, Professor of Anatomical Sciences, Colleges of Medicine and Dentistry, July 1, 1976. Named Professor Emeritus of Anatomical Sciences, Colleges of Medicine and Dentistry.

TERMINATIONS:

Jack O. Alexander, Visiting Associate in Urology, July 1, 1976.

Gordon L. Bates, Visiting Lecturer in Psychiatry and Behavioral Sciences, April 2, 1976.

Jerry Blankenship, Visiting Associate in Urology, March 23, 1976.

John L. Cantrell, Assistant Professor of Radiological Sciences and Lecturer in Radiologic Technology, May 15, 1976. Accepted position out of state.

Ralph C. Emmott, Visiting Associate in Urology, July 1, 1976.

Amelia LeVoy Clarkson Green, Associate Professor of Nursing, June 1, 1976.

Bernadine-Dena R. Hudson, Instructor in Nursing, July 1, 1976.

D. R. Krauss, Assistant Professor of Pediatrics, April 24, 1976. Moved out of state.

Charles E. Marshall, Associate Professor of Pathology and of Medical Technology, June 1, 1976. Accepted position in Pasadena, California.

Ralph Olan Morgan, Jr., Adjunct Assistant Professor of Health Administration, April 16, 1976. Accepted position in Kansas.

Herbert A. Nishikawa, Associate Professor of Nursing, April 8, 1976. On leave of absence without pay working on doctorate.

Duane Francis Peschka, Instructor in Nursing, June 1, 1976.

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Adelia Ann Reeves, Instructor in Nursing, June 1, 1976

Wayne H. Schultz, Assistant Clinical Professor of Radiological Sciences, April 1, 1976. Accepted position out of state.

Richard C. Wade, Clinical Instructor in Gynecology and Obstetrics, April 1, 1976.

NON-REAPPOINTMENT:

Emma Lee Clark, Assistant Professor of Nursing, May 31, 1976.

President Sharp recommended approval of the personnel actions listed above.

The Chair declared the recommendations approved on the following affirmative votes: Regents Braly, Brett, Mitchell, Bell, Replogle, and Engleman.

President Sharp reported the deaths of the following:

Auldon Francis Hutton, Associate Professor and Acting Chair of Medical Technology and Adjunct Assistant Professor of Pathology, on April 19, 1976.

Richard B. Lincoln, Clinical Assistant Professor of Psychiatry and Behavioral Sciences, in 1975.

b. Distinguished Professors

On April 7 information was forwarded to each member of the Board indicating the recommendations President Sharp intended to make to the Board at the May meeting on the appointment of George Lynn Cross Research Professors to be effective at the beginning of next year. Data on each nominee were forwarded with the letter.

President Sharp recommended that the following be appointed George Lynn Cross Research Professors effective July 1, 1976:

Dr. Jack Metcalf, Pediatrics

Dr. Oscar A. Parsons, Psychiatry and Behavioral Sciences

Regent Brett moved approval of the recommendation. The Chair declared the motion carried unanimously on the following affirmative votes: Regents Braly, Brett, Mitchell, Bell, Replogle, and Engleman.

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III. Finance and Management

a. Non-Academic Personnel

APPOINTMENT:

Jean Carol Nelson, Family Planning Counselor, Department of Gynecology and Obstetrics, rate of \$13,200 for 12 months, March 29, 1976. Funds available from D0303000.

CHANGES:

Jane Horton Arfa, title changed from Research Assistant I to Assistant Director, Tumor Registry, Department of Biostatistics and Epidemiology, salary rate increased from \$2.98 per hour to \$12,000 for 12 months, April 1, 1976. Funds available from D0308700.

Carl D. Lee, Title changed from Assistant Manager to Manager, General Services, March 28, 1976.

James Patrick McAnally, title changed from Adjunct Instruct in Medicine to Billing Manager, Department of Medicine, April 1, 1976.

Gerald Lee McCall, title changed from Adjunct Instructor in Medicine to Business Manager, Department of Medicine, April 1, 1976.

Herbert C. O'Neil, title changed from Physical Facilities Analyst to Manager, General Services, March 28, 1976.

Jack Woodward, title changed from Manager to Director, Computing Services, Administrative Information Services, April 1, 1976.

President Sharp recommended approval of the personnel actions above.

The following voted yes on the recommendations: Regents Braly, Brett, Mitchell, Bell, Replogle, and Engleman. The Chair declared the motion carried unanimously.

b. Proposal, Contract, and Grant Report

A summary of proposals for contracts and grants for the Health Sciences Center for April, 1976 was included in the agenda for this meeting. Also reported were the contracts executed during the same period of time on proposals previously reported.

President Sharp recommended that the President of the University or his designees be authorized to execute contracts on the pending proposals as

negotiations are completed. The contract budgets may differ from the proposed amounts depending upon these negotiations.

Regent Brett moved approval of the recommendation. The following voted yes on the motion: Regents Braly, Brett, Mitchell, Bell, Replogle, and Engleman. The Chair declared the motion carried unanimously.

c. Agreement with Sperry Univac

At the April meeting, information on the proposed lease agreement with Sperry Univac for a computer to be utilized by the Professional Practice Plan Central Billing Office was included on the agenda and acted on by the Board (p. 13887). The information presented at that time indicated the lease agreement contained a 90-day cancellation clause which could be effected by either party.

President Sharp recommended that the Regents' action with regard to the 90-day cancellation clause on the agreement with Sperry Univac be amended to provide for cancellation at the end of any fiscal year during the first six years of the lease agreement.

The following voted yes on the recommendation: Regents Braly, Brett, Mitchell, Bell, Replogle, and Engleman. The Chair declared the recommendation approved unanimously.

d. Computer Hardware and Software

President Sharp said the request for proposals (RFP) outlining in detail both Health Sciences Center hardware and software requirements were issued to ten computer vendors on April 16, 1976. Of the ten vendors two submitted proposals based on the criteria outlined in the RFP. Comments relative to the vendor proposals are outlined briefly as follows:

Hewlett-Packard - A proposed configuration was submitted utilizing a Hewlett-Packard 3000-11 computer. The total annual cost of the hardware and software, including maintenance, amounts to \$46,661 per year.

The proposal submitted by Hewlett-Packard, based on evaluation criteria established by Health Sciences Center computing personnel, was judged unresponsive in the following areas:

1. Software - The Data Base Management System, IMAGE, does not support lockout at the record level to prevent simultaneous record updates. Thus, the data base cannot be used safely by more than one user at the same time, making the proposed on-line applications impractical since multiple users will be on-line at all times.

2. Hardware - The HASP RJE interface was specified in the RFP for a 9600 baud (characters per second) communications line to the IBM 370/158 at Merrick Center. Only a 4800 baud communications line was proposed. Health Sciences Center production schedules cannot be met using a 4800 baud communications line. In addition, the RFP specified the capability to handle magnetic tape at recording densities of 800 and 1600 characters per inch. Both densities are required at Health Sciences Center because tapes delivered to the State Budget Office require 800 characters per inch, while 1600 characters per inch are required internally to eliminate the use of twice as much tape. The Hewlett-Packard proposal included only 800 characters per inch.
3. The RFP specified a minimum 700 line per minute printer; the Hewlett-Packard proposal provided for a 600 line per minute printer.

The major deficiencies of the Hewlett-Packard proposal are outlined as follows:

1. The data base design cannot be made to accommodate the user department's real information relationships, forcing the user to conform to the limitations of the Data Base Management System. This makes it extremely difficult to use the information stored in the data base for special reports, e.g., DHEW, OEO, State Regents, etc.
2. Inflexible Data Communications System. The proposed on-line applications must conform to a rigid communications design which is built into the operating system, making it extremely difficult to adapt to the needs of the user departments.
3. Difficult to use the information retrieval system. The Hewlett-Packard 3000-11 software demonstrator was unable to make the system work properly, so there is no reason to believe our users can make it work either.

Burroughs Corporation - A proposed configuration was submitted utilizing a Burroughs B1726 computer. The total cost of the hardware and software, including maintenance, amounts to \$82,584 per year.

Based upon the RFP requirements and evaluation criteria, there were no major deficiencies in the Burroughs proposal. The significant advantages of the Burroughs B1726 over the Hewlett-Packard 3000-11 are outlined as follows:

1. The B1726 Data Communications System software is more powerful and flexible, allowing almost any kind of network to be defined with relative ease.
2. The Data Base Management System is more powerful and flexible, allowing the data base to reflect very closely the organizational structure of data used by the Health Sciences Center.
3. The capacity for expansion and growth potential is excellent, providing several alternatives if it becomes necessary to expand the system. The Hewlett-Packard 3000-11 is limited in this area.
4. The Operating System is powerful, flexible and easy to use. When provided sufficient resources to process the job(s), it will manage those resources without intervention.
5. The primary disadvantage of the B1726 requires logging and recovery software programming to be done by HSC computing personnel. This presents no problem since the staff at HSC can accomplish this type of programming.

After analyzing both the advantages and disadvantages of both proposed configurations, the Health Sciences Center Administration recommends the lease of a Burroughs B1726 computer because of the following primary considerations:

1. The B1726 provides the most flexible, powerful software.
2. With the Hewlett-Packard 3000-11, it would be extremely difficult to provide users with acceptable access to the data base.
3. HSC would spend considerably more than the cost difference between the Hewlett-Packard 3000-11 and the Burroughs B1726 if the computing staff attempted to program around deficiencies in the Hewlett-Packard 3000-11 software. In addition, it will take more time to bring up interactive applications using the Hewlett-Packard hardware and software.
4. The cost difference between the Hewlett-Packard and Burroughs proposed configurations does not become as great when you add the additional cost to the Hewlett-Packard proposed configuration to accommodate for the 9600 baud communications line (Hewlett-Packard bid a 4800 baud line) and the 700 line per minute printer (Hewlett-Packard bid a 600 line per minute printer).

The total cost of the Burroughs B1726 hardware and software, including maintenance, amounts to \$82,584 per year. The actual net cost to the Health Sciences Center in terms of new money for computer expenditures is \$35,884, computed as follows:

Cost of B1726	\$82,584
Less: Computation cost now spent on the IBM 370/158 (no longer required)	(8,000)
Communications - Elimination of communication line for remote terminal no longer required	(4,300)
Remote terminals - the B1726 will replace the two RJE terminals now in use	<u>(34,400)</u>
Total Additional Net Cost to HSC	<u>\$35,884</u>

Funds are available in account 1800-1 to pay the lease cost.

Based upon the detailed evaluation results of both the Hewlett-Packard and Burroughs proposals, President Sharp recommended the lease of a Burroughs 1726 computer at an annual lease cost, including hardware, software and maintenance, of \$82,584 per year.

The following voted yes on the recommendation: Regents Braly, Brett, Mitchell, Bell, Replogle, and Engleman. The Chair declared the recommendation approved unanimously.

V. Operations and Physical Plant

a. Dental Clinical Sciences Building

In accord with the terms of the construction contract and the laboratory casework contract, representatives of McCune and McCune and Associates, the project architects and engineers, Rayco Construction Company, Inc. and Kitchen Interiors, Inc., the two contractors, and the University conducted a final inspection of the Dental Clinical Sciences Building on March 15, 1976. A punch list of incomplete items was developed by the project architects and engineers.

The staff has reviewed the results of the inspection and proposes that the project be accepted subject to the completion of all punch list items including the final testing of all mechanical systems.

President Sharp recommended that the Regents accept the Dental Clinical Sciences Building as complete and that final payments be made to Rayco

Construction Company, Inc., and to Kitchen Interiors, Inc. upon completion of all punch list items including the final testing of all mechanical systems.

Regent Brett said the Facilities Planning Committee concurs in this recommendation and he moved approval. The following voted yes on the motion: Regents Braly, Brett, Mitchell, Bell, Replogle, and Engleman. The Chair declared the motion carried unanimously.

b. College of Nursing Building Tunnel Extension

President Sharp said Carnahan, Thompson, and Delano, the project engineers for the Phase III and Phase IV Addition to the Steam and Chilled Water Plant, have prepared plans and specifications for Project "H", the College of Nursing Building Tunnel Extension, and are ready to make final corrections to the contract documents and advertise for bids on this portion of the tunnel project.

The scope of the work to be bid includes the construction of a tunnel 290 feet in length, interconnecting the existing tunnel at the College of Nursing Building site and the east end of the existing tunnel near Stonewall Avenue. The utility service piping that will ultimately run within this tunnel is currently being designed and will be bid at a later date.

The estimated cost of this work is \$160,000 plus the engineer's fee of 6% of the construction cost and a contingency allowance of \$16,000. Steam and Chilled Water Plant bond funds are available for this project.

President Sharp recommended that Carnahan, Thompson, and Delano, engineers, be authorized to complete final plans and specifications and to advertise the Nursing Tunnel Extension (Project "H") for bids.

Regent Brett reported the Facilities Planning Committee concurs in this recommendation and he moved approval. The following voted yes on the motion: Regents Braly, Brett, Mitchell, Bell, Replogle, and Engleman. The Chair declared the motion carried unanimously.

c. Change Order - College of Nursing Building

Change Order Number 5 to the construction contract for the College of Nursing Building involves a series of modifications throughout the building which will provide better sound control in the seminar and office areas. In several instances, the partition system will be extended to offer more continuity and therefore improved sound control. The air conditioning system duct work will be modified to adapt to this change.

This change order proposal also involves the modification of the elevator controller equipment to allow for the expansion of elevator services.

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The cost of this work is \$17,335 and the funds are available in the project contingency allowance.

President Sharp recommended that Change Order Proposal Number 5 to the construction contract for the College of Nursing Building with a cost of \$17,335 be approved.

Regent Brett reported the Facilities Planning Committee concurs in this recommendation and he moved approval. The following voted yes on the motion: Regents Braly, Brett, Mitchell, Bell, Replogle, and Engleman. The Chair declared the motion carried unanimously.

d. Change Order - Biomedical Sciences Building

Approval of Change Order Proposal Number 35 to the construction contract for the Biomedical Sciences Building has been proposed.

This change order proposal involves improvements and modifications to the exterior security lighting system. Exterior fixtures will be changed to conform to the campus lighting fixture standards.

The cost of this work is \$20,949 and the funds are available from the project contingency allowance.

President Sharp recommended that Change Order Proposal Number 35 to the construction contract for the Biomedical Sciences Building with a cost of \$20,949 be approved.

The following voted yes on the recommendation: Regents Braly, Brett, Mitchell, Bell, Replogle, and Engleman. The Chair declared the recommendation approved unanimously.

Regent Mitchell excused himself from the meeting for a few minutes.

a. Lease

The renewal of a lease covering approximately 6,550 square feet of the second floor of Building No. 3 of the North Gate office complex at 4020 North Lincoln Boulevard in Oklahoma City is proposed. This space is currently being used for the Family Counseling and Child Development Center of the Department of Psychiatry and Behavioral Sciences. The rent is \$2,729.17 per month. The term of the lease is July 16, 1976 through July 15, 1977.

President Sharp recommended approval of renewing the lease as explained for another one-year period.

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The following voted yes on the recommendation: Regents Braly, Brett, Bell, Replogle, and Engleman. The Chair declared the motion carried unanimously.

f. Report on Major Capital Improvements Projects

A report on major capital improvements projects now under construction and in various stages of planning on the Health Sciences Center Campus as shown on the attached page was presented to the Regents. No action was required.

B. Administration

Regent Braly read the following Resolution:

WHEREAS Mr. Walter Neustadt, Jr., served with dedication and distinction as a member of the Board of Regents of the University of Oklahoma as a member of the Board of Regents of the University of Oklahoma from 1969 to 1976 and as President of the Board during 1975-76; and

WHEREAS, despite his many business and civic responsibilities, he gave unstintingly of his time and ability to further the progress of the University, at great personal sacrifice; and

WHEREAS his work with other members of the Board and the faculty and staff of the University has always reflected his integrity, courtesy, candor, and insight; and

WHEREAS he has demonstrated deep concern for the welfare of the University's students and has won their trust and admiration, as evidenced by the recognition bestowed on him by the University of Oklahoma Student Association; and

WHEREAS during his term of office the University made progress in several important areas, including the establishment of the Professional Practice Plan at the Health Sciences Center and the development of a comprehensive Faculty Personnel Policy which is effective on all campuses of the University; and

WHEREAS he and his family are academically oriented and have contributed generously to the University, including the endowment of the Books Abroad/Neustadt International Prize for Literature as well as the gift of Max Westheimer Field, which is now the site of the University Airport;

NOW, THEREFORE, BE IT RESOLVED that the members of the Board of Regents of the University of Oklahoma express sincere appreciation to Mr. Walter Neustadt, Jr., for his outstanding service and look forward with confidence to his continuing interest in the University of Oklahoma.

OFFICE OF ARCHITECTURE AND ENGINEERING SERVICES
THE UNIVERSITY OF OKLAHOMA

MAJOR CAPITAL IMPROVEMENTS PROGRAM

HEALTH SCIENCES CENTER

PROGRESS REPORT, MAY, 1975

PROJECTS UNDER CONSTRUCTION

Project	CMP Priority No.	Architect	Contractor	Contract Award Date	Original Adjusted Completion Date	Original Current Contract Amount	Status (% complete)	Sources of Funds
Biomedical Sciences Building	7	Wright and Selby	Lippert Brothers, Inc.	08/27/73	01/13/76 01/30/76	\$ 8,700,500 8,969,147	97%	Bond Funds, Grants, DHEW
Dental Clinics (Dental Clinical Sciences Building)	10	McCune and McCune	Rayco Construction	12/13/73	12/17/75 01/28/76	6,786,271	99%	Bond Funds Grant, DHEW
Laboratory Casework Dental Clinics	10 (Partial)	McCune and McCune	Kitchen Interiors	12/13/73	12/17/75 01/28/76	474,000 471,245	99 %	Bond Funds Grant, DHEW
Steam & Chilled Water Plant, Phase III & IV		Carnahan, r Thompson, and Delano	Kay Engineering	02/18/75	05/16/76	3,883,400 3,826,459	95 %	Revenue Bonds
College of Nursing Building	2	Murray, Jones, Murray	Harmon Construction Co.	10/16/75	07/04/77	3,635,000	18%	Bond Funds Grant, DHEW
Diagnostic Laboratory, School of Medicine Building	--	A & E Services	OUHSC, Site Support	--	06/15/76	31,000	80%	Grant
Corridor/Bridge Biomedical Sciences Bldg.	7	Wright & Selby	The Constructors Co., Inc.	03/20/76	11/23/76	273,600	0%	Bond Funds Urban Renewal Funds
Library/Learning Resources Center	1A	Binnicker Associates	J.J. Cook & Associates,	04/30/76	--	5,152,455	0%	Bond Funds, Grant, DHEW Gifts

OFFICE OF ARCHITECTURAL AND ENGINEERING SERVICES
THE UNIVERSITY OF OKLAHOMA

MAJOR CAPITAL IMPROVEMENTS PROGRAM

HEALTH SCIENCES CENTER

PROGRESS REPORT, MAY, 1976

PROJECTS IN VARIOUS STAGES OF PLANNING

Project	CMP Priority No.	Engineers & Architects	Contract or Letter	Estimated Cost	Status
HEALTH SCIENCES CENTER					
Student Housing	--	Murray, Jones Murray	C 10/20/71	\$ 5,647,070	Inactive.
College of Health	--	Murray, Jones Murray	C 07/23/70	10,000,000	Inactive. Funds for this project have been transferred to the Biomedical Sciences Building project.
Library/Learning Resources Center (Movable Equipment)	1B	A & E Services	--	411,381	Grant (DHEW) and other funds are currently available and plans for the Library/Learning Resources Center (Movable Equipment) are being prepared.
College of Pharmacy Building	4	A & E Services	--	3,915,000	Inactive. An application requesting a Federal construction grant will be resubmitted during 1976.
Multi-Purpose Building	--	A & E Services	--	--	A feasibility study has been completed and is undergoing review.
Service Center	--	Carnahan, Thompson, Delano	--	--	Plans are being prepared for the expansion of the steam and chilled systems into the Moon Junior High building.
Thrombosis-Coagulation Laboratory in University Hospital	--	A & E Services	--	55,000	Plans for this renovation project in the University Hospital are being prepared

The Resolution was unanimously approved on the following affirmative votes: Regents Braly, Brett, Bell, Replogle, and Engleman.

Regent Mitchell returned to the meeting.

V. General Policies

a. Affirmative Action Plan - Health Sciences Center

The following Affirmative Action Plan has been prepared for the University of Oklahoma (Health Sciences Center Campus) and covers the annual period beginning November 1, 1975, going through October 31, 1976. This plan will be updated as required on an annual basis. The plan was developed by the University's Affirmative Action Committee with the assistance of several University officers and administrators.

Equal Employment Opportunity is the law. It is mandated by Federal, State, and local legislation; Presidential Executive Orders; and definitive court decisions. However, there remains a need to communicate to employers why and how equal employment opportunity usually requires positive, affirmative action beyond establishment of neutral "nondiscriminatory" policies.

Experience in administering equal opportunity laws over the past 30 years has shown that many discriminatory practices of the past remain so deeply embedded in basic institutions of society that these practices continue to have extremely unequal effect on certain groups in our population even when the employer has no conscious intent to discriminate.

The legal necessity for positive, affirmative action to remove these discriminatory practices which still pervade every phase of employment has been firmly established by the courts.

Many people who suffer effects of past and present discrimination are already qualified for better jobs, but continuing barriers throughout employment systems deny them equal opportunity. The major part of an affirmative action program must be recognition and removal of these barriers, identification of persons unfairly excluded or held back, and action enabling them to compete for jobs on an equal basis.

There are other people who, because of a lifetime of unequal opportunity in many institutions of society, may need additional aid to become qualified for jobs on an equal basis. This, too, is part of affirmative action. But the need to help disadvantaged people become qualified should not obscure the primary legal obligation to change widespread employment barriers which daily discriminate against qualified people.

An effective affirmative action program not only benefits those who have been denied equal employment opportunity but will also greatly

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benefit the organization which often has overlooked, screened out or under-utilized the great reservoir of untapped human resources and skills among women and minority groups.

The Affirmative Action Program for the University of Oklahoma, Health Sciences Center herein submitted represents a good faith effort to comply with all Equal Employment Opportunity and Affirmative Action regulations. Every effort was made to comply with the requirements in Title 41 CFR 60-2.

There are parts of the Revised AAP for the University of Oklahoma Health Sciences Center that imposed extreme difficulty to complete. The total of our efforts did not reveal or discover acceptable availability data for the faculty and professionals in the health sciences professions. We made a survey of medical schools throughout the country. We contacted all of the related professional associations. Our Affirmative Action Officer contacted all AA Officers in the Region. He also surveyed the American Association for Affirmative Action membership. We also did an in-depth study of published materials including information published by the Bureau of Health Manpower Education, the Scientific Manpower Commission, and the University of Colorado's Availability Data in Academic Professions and Related Occupations. None of these efforts revealed definitive availability data sufficient to complete the utilization analysis and declare the state of utilization. Our inability to determine the state and extent of utilization prevented the establishment of definitive hiring goals and timetables.

The data as presented in this AAP represents the use of the best available information on availability data. We have used the data published by the Journal of the American Medical Association, "Medical Education in the United States--1974-1975," Vol. 51 (January, 1976), 70. With this information, we have established availability data based on the existing faculty in American medical schools. This information is not characterized by Health Sciences specialization. We could not produce any sub-categories for faculty positions. We have presented hiring goals for the faculty as a single unit in order to apply the common data at all levels. We hope that this process is found to be acceptable.

Dissemination of Policies

Internal Distribution

Distribution of the Affirmative Action Plan will be made throughout the University. It is the responsibility of the Provost and each Vice President to insure that each level of the organization is made aware of the plan and a copy is made available for review. It is the responsibility of the supervisor to promote the fulfillment of the University's commitment to Affirmative Action. The effectiveness in this responsibility will be a part of performance evaluation. The plan will be discussed with each new employee

as part of employment orientation. Within 90 days after the publication of this revision, additional distribution of the plan will be made to the University Today house organ, the Faculty Senate, all University employee organizations, the Student Government Association, the Oklahoma Daily, the Norman Transcript, the Oklahoma City Black Dispatch, Oklahoma Journal, Oklahoman and Times, Oklahoma Observer, and other area newspapers as appropriate. Internal communication of the Affirmative Action Plan to all supervisory personnel is essential to their understanding, cooperation, and compliance. All persons responsible for personnel decisions must know the University's Affirmative Action Plan, the institution's employment policies, how to interpret these policies and Affirmative Action Plan, and how to implement the program within their area of responsibility. The Affirmative Action Plan will be included in each new printing of the University's Procedures Manual. Within 90 days after publication of this revision, meetings will be held with supervisory and administrative staff which will provide for discussion and further dissemination of the policy. Similar meetings will occur on at least an annual basis.

External Distribution

All recruiting sources will be informed of the University's updated Affirmative Action Plan.

The Oklahoma State Higher Education System Statement (see page 1) will be used on all purchase orders, leases, contracts, and other official publications, etc.

Within 90 days after the publication of this revision, the University will notify local minority and women's organizations, community agencies, community leaders, and other related organizations regarding its Affirmative Action Plan procedures.

The University will require written notification of EEO compliance and the existence of an Affirmative Action Plan from all sub-contractors, vendors, and suppliers in compliance with Executive Order 14.

Institutional Policy Statement

A. Oklahoma State Higher Education System Compliance Statement

The following statement is being affixed to all publications presently utilized by State System institutions:

"This institution in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 does not discriminate on the basis of race, color, national origin, or sex in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services."

B. University of Oklahoma Board of Regents Equal Opportunity Statement

It is the intent of this University Regents' policy on equal opportunity to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Executive Order 11246, and all the Regulations thereto.

This policy will govern all university activities in the admission of students; services offered students, faculty, and staff; employment of faculty and staff; and treatment of all employees of the University.

This policy as revised by the University Regents on April 8, 1976 is:

With respect to the admission and education of students, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of academic and non-academic personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the University, the University of Oklahoma shall not discriminate either in favor of or against any person on account of his or her race, creed, color, national origin, sex, age, or political beliefs; however, distinctions in bona fide employment policies based upon age and other distinctions may exist when they are socially acceptable and not prohibited by law.

C. Affirmative Administrative Statement of Commitment for the University of Oklahoma

The University of Oklahoma recognizes its legal and moral obligations to guarantee Equal Employment Opportunity to all persons in all segments of university life. The University also recognizes the historical denial of equal opportunity to segments of our population and is committed to providing equal opportunity.

With a deep concern for people--all people--and with a deep sense of moral and legal obligation, the University of Oklahoma publicly expresses a commitment to Affirmative Action to guarantee Equal Employment Opportunity and equal opportunity for participation in all activities, at all levels of university life. This commitment goes beyond providing equity in the present employment processes, but extends an equal commitment to the removal of the historical barriers to Equal Employment Opportunity.

The University will maintain a critical and continuing analysis of the internal employment practices. The consequences of employment practices will be the measure of progress. Each budget unit within the University is expected to contribute, whenever possible, to the overall progress toward eliminating underutilization of women and minorities. The commitment to this task is vital to the life of the University. Affirmative Action performance is part of the evaluation of administrative processes of every budget unit.

Budget unit heads and administrative supervisors are expected to assume the responsibility to carefully examine each employment decision to insure that a nondiscriminatory applicant pool is established. When a pool of qualified applicants is established, careful attention should be given to the extent to which this decision will improve utilization and cause qualified minorities and women to be appointed at all levels of employment.

The University of Oklahoma is in full compliance with 41 CFR 60-20, Sex Discrimination Guidelines. Such compliance is evidenced by the existence and implementation of the following published policies (published in Staff Handbook, 1-75):

Nepotism

Except as prohibited by the laws of the State of Oklahoma, relationship by consanguinity or by affinity shall not, in itself, be a bar to appointment, employment or advancement by the University of Oklahoma nor (in the case of faculty members) to eligibility for tenure of persons so related.

But, no two persons who are related by affinity or consanguinity within the third degree shall be given positions in which either one is directly responsible for making recommendations regarding promotion, salary or tenure for the other; nor shall either of two persons so related who hold positions in the same budgetary unit be appointed (or, as in the case of members of Committee A of an academic unit, elected) to an executive or administrative position in that unit or to a position involving administrative responsibility over it, as long as the other person remains in the unit.

Relatives that are within the third degree of relationship to an employee by blood or marriage are as follows:

Spouse; parent; grandparent; great-grandparent; parent, grandparent, or great grandparent of spouse; uncle or aunt, uncle or aunt of spouse; brother-in-law or sister-in-law; niece or nephew; spouse of niece or nephew; son or daughter; son-in-law or daughter-in-law; grandson or granddaughter or their spouse.

Action Oriented Programs

The following sections contain detailed outlines of programs that have been identified as being crucial to the successful implementation of the University of Oklahoma Health Sciences Center Affirmative Action Plan and the overall goals of the University. The areas which are covered in the following sections are: 1) Advertising, 2) Career Development Programs, and 3) Maintenance Activities.

The first section, Advertising, includes statements concerning this important area, which is the base point for beginning affirmative action hiring processes. The second section, Career Development Programs, includes the detailed procedures and processes needed to implement a working career ladder

system. The final section, Maintenance Activities, outlines the processes the University will follow to insure that affirmative action goals are carried out and that employees are aware of these goals.

Section One - Advertising

All policies concerning advertising job vacancies within the University will stress notification of present employees (staff and faculty) so that they are aware of the opportunities for which they may be qualified. "Inside advertising", the internal communication of job openings and opportunities, is an integral part of a total affirmative action plan because of its role in career ladder development. It affords present employees an opportunity to advance.

Additionally, "outside advertising" will be utilized. OUHSC is committed to advertise locally, regionally and nationally (depending on the position) in order to insure that employment opportunity reaches potential applicants, regardless of race, sex, color, creed or national origin.

The OUHSC Staff Handbook and the OUHSC Affirmative Action Faculty Hiring Procedures contain approved procedures for advertising vacancies. The goal of such advertising as outlined in these two policies is to reach a representative number of applicants so that when a decision to hire is made, the pool from which a candidate is chosen will include minorities and women.

The University recognizes the need for coordination and direction in the advertising activities for faculty and administrative positions. Especially in the area of equal employment opportunity and affirmative action, it is imperative that each department's advertising procedures insure that every effort has been made to elicit a representative response.

The President will appoint a committee representing the administrative staff and each college of OUHSC to consider the development of a centrally coordinated advertising program. The committee will determine the feasibility of such a program, and will make recommendations concerning the services, activities, and responsibilities it should include. The committee's findings shall be sent to the President by December 31, 1976.

Section Two - Career Development Programs

One of the main goals OUHSC will undertake during the next academic year is the development of an extensive Career Development Program. This overall program, which will allow present employees to upgrade job skills so that new job opportunities will be open, will include such activities as career counseling, on-the-job training, management training, and employee evaluations.

In order for such a program to be viable, policies and procedures to support it must be established. Additionally, the program must be publicized, and its benefits and opportunities must be made known at all levels of the University.

The following outline contains three parts. Each of these deals with an area in the supportive system needing establishment, amendment, or expansion so that the Career Development Program will function smoothly and achieve desired results.

Part 1: Staff Handbook Changes

1. Paragraph 3.2.7b reads: "Employees promoted to higher level positions may be given a salary increase in keeping with the compensation plan for such personnel classifications." It will be amended to read: "Employees promoted to higher level positions shall be given a salary increase in keeping with the compensation plan for such personnel classifications at the time of classification change, if money is available, but no later than the beginning of the next fiscal year."

This provides the opportunity for an employee to be paid within the correct salary ranges for his/her job classification. He/she will not be paid at a lower level while actually performing duties which warrant a greater salary or wage.

2. When any position becomes vacant, the appropriate supervisor or department head will coordinate with the Office of Personnel Services if the department wishes to consider a promotion from within the department. In considering the promotion, the experience, education, skills, and longevity will be compared against peers. If the vacancy to be filled falls into an underutilized classification, resolution of the underutilization will be a guiding consideration. In the event underutilization exists, advertising procedures will be utilized. If underutilization does not exist, promotion from within may occur as soon as the above analysis is complete. A wage or salary offer equitable with peers will be communicated by Personnel Services.
3. The policy statement concerning maternity leave will be amended to read: "Maternity Leave - approved leave for pregnancy shall be governed according to the regulations covering illnesses and disabilities. Time off should be charged to accrued sick leave and vacation leave prior to applying for an approved leave of absence without pay."
4. The present approved grievance procedure has been reviewed by the Affirmative Action Committee and certain changes in the process have been recommended to bring the procedure more in line with affirmative action goals.
5. Concerning the grievance procedure and under what circumstances it may be used, Paragraph 3.10.3 reads: "Excluded from this policy are complaints concerning: a) Wages and salaries, b) Dismissals during the stipulated probationary period of employment and c) University statements concerning policies and rules." This statement will be expanded to include: "However, an employee who feels he/she has been discriminated against on the basis of race, sex, color, creed or national origin may file a grievance even if one of the above areas is involved.

Part II: Faculty Handbook Publication

There is no current OUHSC Faculty Handbook. Policies concerning tenure, promotion, salaries, benefits and grievances are not published in one central document readily available to all faculty members. The following statements outline a remedy for this situation.

1. The President has charged an appropriate body with the responsibility of implementing a grievance procedure.
2. A Faculty Handbook for OUHSC, now in the planning stage, will be completed by end of the next academic year. This handbook will include (but not be limited to) approved policies concerning fringe benefits, leave, tenure, recruitment procedures and hiring practices, grievances, promotions, sabbaticals, and career development activities.
3. The OUHSC Faculty Handbook will be distributed to all faculty members on this campus.

Part III: Career Development Program Activities

The following activities represent specific actions to be taken so that the overall Career Development Program can be implemented.

1. The University will annually clarify for all departments how wage and salary classifications will be applied. This will aid responsible individuals to fairly and correctly utilize salary and wage increases for promotions, merit increases, etc.
2. The University will develop a "job bank" of present employees who are eligible for promotion or other job opportunities which may arise. A procedure shall be implemented which will identify and inform these eligible employees of the existence of such opportunities for career advancement.
3. The University will develop an employee evaluation procedure. This will include a review of each employee's progress utilizing consistent performance standards, time frames and process.
4. A career counseling program will be developed and made available to all employees. A career counselor will work with employees who request aid identifying and assessing their job strengths and weaknesses. The counselor will advise employees of additional skills they may wish to seek for career development, and where such training may be obtained.
5. Training programs, to be developed by the University, will be made available to employees. A training program shall include:
 - A. Identifying the recommending courses on the OUHSC and Norman campus and at community colleges that might be beneficial to furthering an employee's career opportunities,

- B. Developing and conducting seminars and short courses in areas in which employees express interest (concerning job advancement),
 - C. Developing on-the-job training programs, and
 - D. Coordinating tutorial programs for employees with special needs.
6. An internal communications program designed to motivate employees to seek Career Development Program opportunities will be implemented. The "job bank" mentioned earlier in #2, together with periodic written and oral communication with employees, will keep employees continually aware of the total program. New hires shall be advised of the program in an orientation session.
 7. Faculty career development programs will be the responsibility of the Office of the Provost.

Part IV: Management Training Development Program

The University of Oklahoma Health Sciences Center is located in the midst of the Oklahoma City black community. As a result, it has an unusual access to the recruitment of black staff, particularly for hourly operational types of jobs. Many of those recruited, however, have entry level skills and are in need of both work experience and training to experience upward career mobility in their employment future.

Affirmative Action and Equal Employment Opportunity are a necessary part of good management, particularly personnel management. The areas of recruitment, selection, employee development, promotion, employee counseling, grievance handling, labor relations, and terminations are all elements in which affirmative action and equal opportunity must be consciously considered. All who must deal with these personnel management elements in the University's Health Sciences Center must have fundamental education and knowledge in these important personnel management areas.

To insure the principles and philosophies of good personnel management are a reality among all managers, the following program will be developed:

1. An employee development program will be designed and implemented. The program will provide both upward mobility for those with entry level skills as well as provide new skills and experience for others.
2. A series of supervisory development seminars will be designed and implemented to insure that all line supervisors have at least one supervisory training seminar experience each fiscal year.
3. A series of middle management development seminars will be designed and implemented for managers.
4. A top management seminar effort will be designed and implemented.

The design and implementation of a board based effort as described above should provide meaningful results in improving personnel management and relations. Such results, given the relationship between good personnel management and affirmative action/equal employment opportunity, have obvious benefits for both the immediate and long range goals of affirmative action.

To accomplish this program a Training Coordinator will be employed. It is recognized that a considerable amount of planning is involved prior to program implementation. Resources will be made available to implement the above training program elements.

Section Three - Maintenance Activities

In order that the affirmative action goals of the University be carried out successfully, the concepts of affirmative action and the rules and regulations regarding equal employment opportunity must be fully understood by employees at all levels in the University community. The following activities are supportive systems which will aid in increasing awareness and in the implementation of affirmative action practices.

Part I: Monitoring

1. The Staff Applicant Flow Data Report will be compiled by the Office of Personnel Services. This information will be reviewed quarterly by a standing subcommittee of the Affirmative Action Committee.
2. The Affirmative Action Subcommittee, for staff, and the Deans, for faculty, will annually submit an analysis of the data review to the President of the University or his designate.

Part II: Educational Seminars

1. It is the goal of the University to attain true affirmative action. To accomplish this, the Affirmative Action Committee, together with the President's Office and the Affirmative Action Office, will develop an informational program or seminar series for all levels of supervision at the OUHSC to discuss and explain current EEO laws, federal regulations, and methods of achieving affirmative action goals. The Affirmative Action Committee will establish a task force to design agendas and target dates for these programs.

Part III: Publication and Dissemination of Affirmative Action Policies

1. The University's official method of disseminating information is the Today. As policies are established, updated, amended, etc., they will be printed on an official letterhead identifying them as University policy, and will be distributed to all departments responsible for policy dissemination. Policy statements shall be kept in a place easily accessible to employees and in the library of each college as well as the OUHSC Library.

Part IV: Improvement of Availability Data

1. The OUHSC has documented that a problem exists in the area of availability data on minority and female representation in the health professions educational field. Because of this lack of complete and consistent statistical information concerning job markets that are national in scope, the President or his designate shall continue to acquire a data base on which to base future recruitment.
2. From this information the President will establish goals by October, 1976.

Summary of Action Oriented Programs

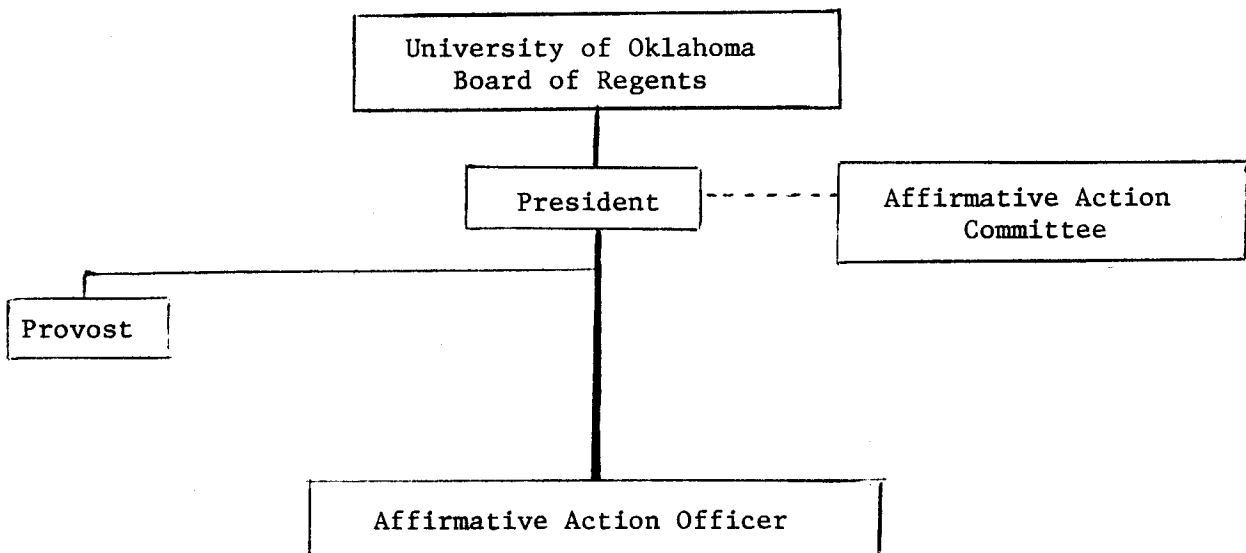
The Affirmative Action Committee wants to further the affirmative action goals of the University and is aware that additional funding and staffing will be needed for the successful implementation of the programs outlined in the OUHSC Affirmative Action Plan.

Program Implementation

A. Institutional Structure for Implementation

The President of the University of Oklahoma bears ultimate responsibility for the implementation of the OUHSC Affirmative Action Plan. Dr. Paul F. Sharp has delegated, as described below, specific responsibilities to the Affirmative Action Officer, the Provost, and the Affirmative Action Committee.

The following organizational schema and narrative describe in detail areas of specific responsibility and accountability:



B. Implementation Responsibilities

Affirmative Action Committee

1. Monitor and evaluate adherence to equal employment opportunity and progress toward affirmative action goals.
2. Advise President on means for the University to fulfill its Equal Employment Opportunity/Affirmative Action goals and objectives.
3. Review University recruiting, referral and hiring data regularly to determine what Equal Employment Opportunity/Affirmative Action progress has taken place.
4. Identify Equal Employment Opportunity/Affirmative Action deficiencies and lack of progress and recommend action for immediate remedy.
5. Recommend to the President on the update of Equal Employment Opportunity policies and affirmative action goals and objectives.

Membership is composed in the following manner:

The original membership of the Affirmative Action Committee was appointed by the President of the University. Ex-Officio members include: Affirmative Action Officer, Assistant Affirmative Action Officer, Director of Personnel Services.

The Affirmative Action Committee members will recommend new members to the President when the need arises. Members will be appointed by the President.

The membership of the Affirmative Action Committee is designed to represent all levels of both staff and faculty throughout OUHSC. In addition to representing the classifications employed at OUHSC, the membership shall also reflect the racial and sex balance of employees on this campus.

Affirmative Action Officer

Duties:

1. Recommend policy statements, affirmative action programs, internal and external communication techniques.
2. Assist in the identification of problem areas.
3. Assist line management in arriving at solutions to problems.
4. Design and implement audit and reporting systems that will:
 - a. Measure effectiveness of the University's programs.
 - b. Indicate the need for remedial action.
 - c. Determine the degree to which the University's goals and objectives have been attained.

5. Serve as liaison between the University and compliance agencies.
6. Serve as liaison between the University and minority organizations, women's organizations and community action groups concerned with employment opportunities of minorities and women.
7. Keep management informed of latest developments in the entire equal opportunity area.
8. Assist in the identification of problem areas and establishment of local and unit goals and objectives.
9. Maintain active involvement with local minority organizations, women's organizations, community action groups and community service programs.
10. Conduct periodic audit of training programs, hiring and promotion patterns to remove impediments to the attainment of goals and objectives.
11. Hold regular discussions with local managers, supervisors and employees to be certain the University's policies are being followed.
12. Conduct periodic audit to insure that each location is in compliance in areas such as:
 - a. Posters are properly displayed.
 - b. All facilities, including University housing, which the University maintains for the use and benefit of its employees, are in fact desegregated, both in policy and use. If the University provides facilities such as dormitories, locker rooms and rest rooms, they must be comparable for both sexes.
 - c. Minority and female employees are afforded a full opportunity and are encouraged to participate in all company sponsored educational, training, recreational and social activities.
13. Insure that supervisors are made aware that the efforts and results of exercise of their responsibility will be a part of their performance evaluation.
14. Insure that supervisors are instructed of their responsibility to take actions to prevent harassment of employees placed through affirmative action efforts.

Provost

Duties:

1. Provide policy direction for the affirmative action program in regard to staff and faculty employment.

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2. Insure implementation of the affirmative action program as it relates to the University's Equal Opportunity Statement, staff and faculty employment policies and affirmative action commitment.
3. Evaluate all staff hiring decisions in terms of their impact on the University's identified underutilization and resulting affirmative action goals.
4. Evaluate all proposed faculty appointments in terms of their impact on the utilization of ethnic minorities and females with the respective departments and specific affirmative action hiring goals established by the academic department.
5. Implement the collection and submission to the Affirmative Action Committee the following:
 - a. Staff recruiting, referral and hiring data monthly; promotion data and summary affirmative action staff goals versus results semi-annually.
 - b. Monthly data on faculty recruiting, interviewing and hiring, and a summary of affirmative action goals compared to actual results.
6. Provide primary interface with campus wide administrators and academic deans in developing, implementing, and evaluating affirmative action goals, activities and timetables.
7. Work closely with the Affirmative Action Committee and the Affirmative Action Officer in monitoring progress toward affirmative action goals and timetables.
8. Serve as a member of the Affirmative Action Committee or designate a delegate for that office.
9. Implement opportunity for arbitration for staff and faculty employment applicants who feel they have not been afforded equal access to employment by reason of race, sex, color, creed, religion, age or national origin.
10. Implement the collection and submission to the Affirmative Action Committee annually of the goals, activities and timetables which address underutilization of ethnic minorities and females relative to academic employment. This information will be utilized in updating the OUHSC Affirmative Action Plan.

C. University Employment Procedures

Faculty

OUHSC Policy Statement for Search Committees

The Affirmative Action Faculty Hiring Procedures Policy was developed so that a central office (in this case, the Dean's Office) would be responsible

for monitoring the hiring procedures of each of the four colleges: Medicine, Nursing, Health and Dentistry. The Dean's Office must be notified of every vacant faculty position and notified of the individual(s) responsible for carrying out the search to fill the position.

Vacant Positions

After notification of a vacancy, the Dean's Office will be responsible to see that each of the steps set forth in the Affirmative Action Faculty Hiring Procedures Policy is carried out so that equal employment opportunity and affirmative action are a part of each OUHSC hiring decision. It is suggested that every search committee include in its membership representation of minority and women employees if possible.

The job description developed by the Search Committee must contain only job related criteria. It should include the minimal experience, education and skills required to qualify as a job candidate.

Advertisement

Once the job description is written, a deadline must be set at which time all applications for the position must be received by the search committee. The period between the opening of the position to the deadline for receipt of applications shall be used for recruitment activities. One of the major types of recruitment is often advertising.

The position should be advertised widely enough that a representative number of applicants are reached. "Representative" means that all segments of the population represented in the geographical area and in that particular job pool should be represented in the applicant response.

For faculty and administrative type vacancies, national advertising is often required. Professional journals aimed at reaching the female or minority audience can be used. The position should also be advertised within the university so that qualified present employees are given the opportunity to apply for the job.

Institutions which graduate predominately minorities or women in fields where job openings occur can be contacted. If search committees contact other universities or colleges for referrals of individuals for the job, institutions which graduate predominantly minorities or women should also be contacted.

Evaluation

As mentioned before, the applicant pool should be representative, based on the geographical area in which advertising took place and based on the numbers of minorities and women in that professional field for which recruitment is taking place. All affirmative action efforts should be

exhausted in order to achieve a representative pool. If a pool is judged to be less than representative, the search committee should evaluate their recruiting procedure to insure that every good faith effort was made to reach minority and female applicants.

Screening Process

Once all advertising and recruiting activities are completed, and the deadline for receiving applications has been reached, review of applications will begin. The applicant pool will be narrowed to those candidates which are to be seriously considered for the position. Reasons for choosing these candidates must be based on job related criteria found in the original job description.

When these candidates being seriously considered are called in for interviews, the interviews should be conducted in a professional manner and evaluated as objectively as possible. Each of the interviews should be conducted consistently with the other interviews for that position. Only job related criteria should be considered during interviews or any other type of screening process, and only such criteria shall be used in the final hiring decision.

When a final decision to hire is made, specific reasons for selecting the hired individual over other seriously considered candidates shall be written up and filed in the Dean's Office. All steps listed in the policy require written documentation which will be kept on file in the Dean's Office.

Affirmative Action Faculty Hiring Procedures Policy

Vacant Positions

1. When a position becomes vacant or a new position is established, the Office of the Dean must be notified.
2. A job description of the position and the name of the individual(s) responsible for recruiting and hiring must be filed with the Dean's Office.
3. The departments must declare a desired date at which time the position will be filled. This must allow a period of at least two months from the announcement of the vacancy so that affirmative action recruitment efforts can be made.
4. In situations which require an appointment be made immediately, the policy regarding interim or temporary appointments shall apply. Temporary, visiting, adjunct, and appointments without remuneration will be treated subject to the interim appointment policy. If one of these type appointments becomes a regular permanent University position, the position will be opened for applications and affirmative action hiring procedures will be utilized.

Advertisement

1. The Office of the Dean has the responsibility for coordinating advertising in order to meet the University's affirmative action commitment.
2. The department will send copies of the advertising copy used, along with a list of the media who carried the advertising.
3. Any other correspondence or activity used to announce the vacancy should be documented with copies filed in the Dean's Office.
4. All advertisements should include the statement "The University of Oklahoma is an Affirmative Action Employer."

Evaluation of Applicant Pool

1. The department will determine, to the best of its ability, the sex and racial makeup of the applicants. This may be done by sending out a form questionnaire to all applicants asking for the information. It should be made clear to all applicants that the information is to be used for reporting purposes only, and is strictly voluntary.
2. Once the announcement is closed, the applicant response should be evaluated. If the department decides the pool is not representative, the deadline for applications may be extended so that recruiting activities may be expanded. If the pool is judged to be representative, the announcement will remain closed.

Screening Process

1. A list of all applicants, along with copies of their curriculum vitae, will be kept in a central file in the Dean's Office.
2. When the applicant pool is narrowed to those several candidates to be seriously considered for the position, specific reasons for choosing those candidates must be filed with the Dean's Office.
3. Any further screening activities (interviews, reference checks, recommendation evaluations, etc.,) should be documented and filed with the Dean's Office.
4. When the person is selected to fill the vacancy, the specific reasons for choosing that individual over the other top candidates must be documented and filed with the Dean's Office.

Staff

The information in this section pertains to employment policies for administrative officers and members of the administrative staff, managerial

staff, supervisory staff, service and operation staff, and professional staff. Collectively, this group of employees is referred to as staff employees.

Hiring New Staff Employees

The University's Staffing Plan is designed jointly (1) to provide a policy assuring maximum utilization of available manpower resources and (2) to reaffirm the University's policy that all appointments, promotions, and transfers will be conducted on the basis of individual qualifications and merit without regard to race, creed, color, national origin, sex or age.

All budget units are to list vacancies in staff employee positions with the Office of Personnel Services. Such listings are not required insofar as academic positions are concerned. Recommendations for appointments, reappointments, promotions, and transfers will not be approved until candidates for such actions have been processed by Personnel Services. This policy is expected to give (1) departments the opportunity to make selections from the total of candidates available through Personnel Services, (2) applicants total access to the employment opportunities of the campus, and (3) present employees the first opportunities for promotions.

Listing Vacancies

When a staff employee vacancy occurs, it is the pertinent budget officer's responsibility to contact Personnel Services for assistance in filling the position. Personnel Services will coordinate recruitment, conduct screening procedures, and refer qualified candidates for consideration. The hiring unit may make final selection only from those candidates processed by Personnel Services.

Personnel Services will require a position requisition containing the following information about each vacancy:

- (1) Name of the hiring unit
- (2) Budget Account number(s) from which payment is to be made
- (3) Budget position number
- (4) Name and salary of person being replaced when applicable
- (5) Title of position as it appears in the budget
- (6) Status of position (Example: 100%FTE, 50%FTE, student, non-student, etc.)
- (7) Date employment is to begin
- (8) Minimum and/or special requirements or conditions of work
- (9) Name, office address, and telephone number of the person who will conduct the employment interviews.

Employing departments are expected to assist in the recruitment of applicants. An individual contacting a department directly should be sent to Personnel Services for processing before the department extends an offer of employment. Recommendations for appointments, reappointments, promotions, and transfers will not be approved until candidates for such action have been

processed by Personnel Services and until the vacancy has been listed with Personnel Services for seven days or that office has referred at least three persons as qualified candidates for the vacancy.

Publication of Vacancies

Personnel Services will publicize staff employee vacancies in order that eligible employees may be informed of promotional opportunities. Vacancies will be made known by any or all of the following:

- (1) Advertising in local newspapers and/or other appropriate media
- (2) Posting vacancies and qualification requirements in Personnel Services
- (3) Printing and distributing vacancy lists

Employment Referrals and Selection

Present employees will be given preference for promotion referrals. Personnel Services will send a referral and a copy of the application with each candidate referred for employment consideration.

Employers or designated representatives shall consider all candidates recommended by Personnel Services. In the event of limited availability of candidates, Personnel Services will inform the department. The department shall make its selection from those referred; however, no offer of employment may be made until the position has been listed for seven days or until Personnel Services has referred at least three candidates for the vacancy. Under exceptional emergency conditions, these requirements can be waived by the Director of the Office of Personnel Services. The department shall notify Personnel Services of its decision in the following manner:

- (1) If the decision is not to hire, (a) complete the lower portion of the referral form; (b) return the yellow copies of the form to Personnel Services; and (c) retain the blue copies of the referral form for departmental information. General rejection justification, i.e., "not qualified", "under qualified", or "hired a better qualified person" will not be acceptable without narrative of further explanatory specifics. (These records are necessary in meeting Equal Employment Opportunity report requirements under Executive Order 11246.)
- (2) If the decision is to hire, (a) prepare an appropriate action form and send it to the Financial Administration Office no later than the first day of employment (i.e., Appointment Form for new hires and reappointment and Change of Status Form for transfers and/or promotions); complete the lower portion of the Personnel Referral Form and forward it with the appropriate personnel action form to the Financial Administration Office; (c) call Personnel Services and notify of the commitment action; (d) retain the blue copies of the form and the

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copy of the candidate's application for departmental information; and (e) send the candidate to the Office of Personnel Services to complete preemployment papers.

(3) When employment is to be less than 30 consecutive days, the Special Payment Form should be used instead of the other personnel action forms.

(4) Referrals to employing departments will be made without regard to the candidate's race, creed, color, national origin, religion, age or sex.

Promotions and Transfers

When positions are upgraded to a higher level, the employees occupying such positions are to be given preference for filling them over other eligible candidates.

Employees promoted to higher level positions may be given a salary increase in keeping with the University's compensation plan for such personnel.

Salary increases will not be approved for employees transferring from one position to another at the same or lower level. A decrease in salary may be appropriate when employees accept transfers to lower level positions. Decreases should be discussed with the Director of Personnel Services prior to departmental action.

An employee wishing to be considered for promotion and/or transfer may register his/her interest with Personnel Services by arranging for an interview and taking steps necessary to update his/her application or personnel file. Personnel Services will make referrals for promotion when vacancies exist for which the employee is qualified. Transfer referrals may also be made when the change serves the mutual interests of the employee and the University. Generally, however, lateral transfers are discouraged. Responsibility for initiating a change of status to effect a transfer rests with the gaining department; however, all affected department chairpersons/account sponsors will sign the form.

Employees with less than six months' service in the position to which last appointed will normally not be approved for promotion or transfer.

Departments accepting employees by transfer will be notified of the employees' accumulated sick leave and vacation benefits, responsibility for which passes to the receiving department via the Personnel Referral Form (PO 101).

The effective dates of transfers will normally not be sooner than 10 work days following notification to departments from which employees are transferring.

Testing

Federal regulations require that employee testing be validated to show a correlation between performance on the test and performance on the job. No employment testing may be used which has not been validated. Validation of employment tests will be coordinated with Personnel Services and are not to be used until approved by that office.

D. Record Keeping Procedures

The University of Oklahoma Affirmative Action Office has the delegated responsibility for coordination of the records of affirmative action and equal employment opportunity administration. The Affirmative Action Office, as a functional part of the President's Office, maintains the official file for the University on policy related to equal employment opportunity and affirmative action administration, the updated official analysis of the work force, the availability and utilization analyses, the hiring goals and timetables, and records of implementation of action oriented programs.

In addition to record keeping for compliance purposes, the Affirmative Action Office maintains internal records for monitoring purposes. Such records include a file of applicant-flow data for all classified personnel actions and a position file for each faculty and administrative officer appointment. The Deans of each OUHSC College will keep a complete record of the activities of each search committee, and a record of each appointment. The Affirmative Action Officer will keep a record of each appointment also, with relatedness of that appointment to the University hiring goals and the progress in overcoming underutilization.

Although other operational units such as the Offices of the Deans, the Provost and Personnel Services will maintain separate record files related to that operation, the Affirmative Action Office will have the responsibility to coordinate such record keeping for equal employment opportunity and affirmative action administration.

A continuing problem with the development of an appropriate records system is the continually changing regulations for records and reports imposed by the Department of Health, Education and Welfare. It is a costly process in an institution the size of the University of Oklahoma to constantly restructure the data base. It is anticipated that the regulatory requirements are becoming stable, and the University is prepared to proceed with the development of a data base that will provide the capability for instant retrieval of information for administrative and reporting purposes.

It is the intent of the OUHSC Affirmative Action Plan to provide a records system capable of responding to any and all requirements for affirmative action and equal employment opportunity administration.

E. Program Reporting

Internal Reporting

The University of Oklahoma has developed a system for internal reporting of the process and progress of the administration of the Affirmative Action Programs. The objectives of the system design are: (1) To report the records from monitoring of referrals, placements, transfers, promotions, and terminations. (2) To report the progress of budget units toward the achievement of unit hiring goals. (3) Distribution and review of report results with unit managers. (4) To provide regular reports to the Provost and the President on the progress of the affirmative action program administration. (5) Make recommendations to the President for program improvements.

The Affirmative Action Office working with the Affirmative Action Committee has the responsibility for development and monitoring of the reporting system. The specific details of the five-part system will follow.

Monitoring of Referrals, Placements, Transfers, Promotions, and Terminations

All non-faculty personnel actions are administered by the Office of Personnel Services. The Office of Personnel Services provides the Affirmative Action Office and the OUHSC Affirmative Action Committee with a monthly report of the applicant flow data for all appointments made in that month. A careful analysis is made from these reports. The reports are reviewed to measure the progress toward hiring goals for the total university. Each budget unit's activities are reviewed to measure progress toward unit goals. The analyses are shared with unit managers and any particular problems are cited.

The applicant data flow information will also allow the monitoring of all transfers, promotions, and terminations. The system will allow for instant examination of gains and losses of women and minority employees in the work force.

All faculty and administrative officer appointments are monitored by the Affirmative Action Office. The University approved a standard procedure to guide all such appointments and a process by which appointment activities will be monitored and reported. The procedure requires specific reporting on the adequacy of the position description, the breadth of the advertisement, the representativeness of the qualified applicant pool, the process for screening the initial applications, the representativeness of the qualified applicant pool, the process for quality screening of the qualified applicant pool, and finally, an examination of the final appointment for progress toward improving underutilization. Each of these steps in the appointment process is reported, and the entire process may be delayed or repeated if any step is found to be inadequate. These reports are shared with academic units and a composite report is prepared for the President semi-annually. The composite report becomes the basis for comparison with succeeding years to measure growth toward ultimate goals.

It should be noted that a distinction is drawn between what represents technical compliance and what represents results from affirmative action efforts. Academic units are aware of the enhancement of quality education by a representative faculty and academic administration.

The setting of hiring goals and timetables is a shared activity with Affirmative Action Committee, the Provost, the Affirmative Action Office, and budget and academic units. It is felt that the goals may be more realistic if the setting of these goals is shared by the operating units. The goal then truly becomes a unit goal that will contribute to overcoming University under-utilization.

Report of Progress Toward Unit Goals

The analysis of the University work force is further detailed for internal reporting. Each budget unit is given an analysis of that unit and the relation to the University analysis. Area managers or directors are given the analysis of the budget units under their direction. The Provost is given the analysis of all budget units under that administration. The President is given the collection of individual budget unit analysis for the entire OUHSC.

When unit goals are apparently behind schedule or problems appear to exist in any phase of the recruiting or hiring activity, the Affirmative Action Officer, a subcommittee of the Affirmative Action Committee, and the Provost will confer with the unit manager to resolve any difficulties or to document the fact that the difficulties are unresolvable.

Distribution and Review of Report Results

The OUHSC Affirmative Action Plan provides for a continuous review of report results. As these reports are developed, the results are distributed and reviewed with unit managers. These reports will provide the bases for the text of examining seminars that will be conducted. These seminars will measure the process against results.

Reports to Chief Administrative Officers

The Affirmative Action Office working with the Affirmative Action Committee will prepare semi-annual reports for the Provost and the President. These reports are designed to alert the responsible administrators to the progress of OUHSC Affirmative Action Plan administration and to cite any procedural problems that may retard results. These reports are usually reviewed by the Affirmative Action Officer with the staff of Personnel Services and the Provost's Office. As cited in the administrative statement in the preface of the OUHSC Affirmative Action Plan, the President will assume ultimate responsibility for effective Plan administration, but it is clearly understood that the first line responsibility rests with unit managers. The internal reporting procedures are designed to keep every level of responsibility fully informed of the progress of affirmative action and equal employment opportunity administration.

Recommendations to the President for Program Improvements

It is the joint responsibility of the Affirmative Action Committee and the Affirmative Action Officer to develop recommendations for program improvements. The Affirmative Action Officer serves on the President's staff and maintains daily contact with that office on administrative matters.

When problem areas are cited, the Affirmative Action Officer confers with the Affirmative Action Committee to discuss possible resolutions and develop recommendations for program revisions. In some instances, recommendations for university-wide policy must be developed. In such cases, the Affirmative Action Officer and the Affirmative Action Committee Chairperson will work together to negotiate such policy through the administrative channels. The publication of policy revision and/or new policy is made by the President.

External Reporting

It is the delegated responsibility of the Affirmative Action Office to coordinate the development of all external reports. Such reports include the annual up-date of the OUHSC Affirmative Action Plan, the EEO-6 Report, reports to the State System for Higher Education, Title VI Compliance Program, and all other reports upon request.

In addition to the official reports, the Affirmative Action Office and the Affirmative Action Committee regularly prepare summary reports for public distribution. Such reports are shared and reviewed with ethnic groups and organizations, women's organizations, community agencies, and individuals. The Summary Reports are available for public inspection under supervision of the Affirmative Action Officer. Any deficiencies cited and recommendations for improvement are shared with the Affirmative Action Committee for consideration of plan or process revisions.

President Sharp recommended approval of the plan as presented.

The following voted yes on the recommendation: Regents Braly, Brett, Mitchell, Bell, Replogle, and Engleman. The Chair declared the recommendation unanimously approved.

C. Academic (Norman Campus)

I. Academic Personnel

a. Provost, Norman Campus

President Sharp said it was with a great deal of pleasure that he recommends to the Board the appointment of Dr. Barbara S. Uehling as Provost, Norman Campus, at a salary of \$42,000 for 12 months, effective August 1, 1976. He recommended also that she be appointed Professor of Psychology.

President Sharp said this appointment, as indeed has every such responsible role in a public university, has passed through a rigorous review. Special attention was given to the qualifications of all candidates in the nation-wide search and Dr. Uehling was one whose name came to us as a finalist from the Search Committee, which was composed of faculty, students, and administrators. President Sharp commented that it is never possible in these important positions to secure uniform enthusiasm for approval but what we have is the best collected judgment of faculty, students, and administrators and confirmed by all those who will work directly and most closely with her. President Sharp said he was very pleased and honored to make this recommendation.

Regent Mitchell moved approval. The following voted yes on the motion: Regents Braly, Brett, Mitchell, Bell, Repogle, and Engleman. The chair declared the motion carried unanimously.

Regent Braly expressed appreciation and gratitude to Dr. J. R. Morris for the tremendous job he has done as Interim Provost during this search process.

Dr. Marilyn Affleck, Associate Professor of Sociology and a representative of the OU Women Employee Caucus, requested permission to make a statement. Permission was granted by the Chair. In her statement Dr. Affleck commended President Sharp, the Regents, and the Search Committee for this appointment. "We believe Dr. Uehling was the best qualified candidate for Provost and we have always advocated the best qualified candidate for any job. In naming Dr. Uehling, you have made educational history in Oklahoma. We believe a university should lead in making the world more liveable and more just. Today, OU has taken a giant step toward a more equitable society."

Regent Brett said the Regents also feel that had Dr. Uehling been a man she also would have been selected. Her selection was based on her qualifications and not the fact that she is a woman.

b. Faculty Personnel Actions

LEAVES OF ABSENCE:

Ancil Newton Payne, Jr., Assistant Professor of Classics, sabbatical leave of absence with half pay, September 1, 1976 through May 31, 1977. To seek more nearly a specialist's knowledge of ancient philosophy and thought, with emphasis on Plato, Aristotle, Plotinus, and Augustine.

Daniel G. Gibbens, Professor of Law, leave of absence without pay, January 16, 1977 through May 31, 1977. Will be a visiting member of the law faculty at Louisiana State University.

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Charles W. Blissitt, Professor of Pharmacy, leave of absence without pay, September 1, 1976 through May 31, 1977. To pursue post-doctoral studies.

Roger F. Huebner, Assistant Professor of Art, leave of absence without pay, June 1, 1976 through May 31, 1977. To serve as Projects Art Director for the Sanrio Film Corporation of America.

Thomas H. Flory, Assistant Professor of History, leave of absence without pay, September 1, 1976 through May 31, 1977. To accept visiting appointment for one year at the University of California, Berkeley.

Bradford R. Crain, Assistant Professor of Mathematics, leave of absence without pay, September 1, 1976 through May 31, 1977. To accept post-doctoral position with the Utah Cooperative Wildlife Research Unit.

APPOINTMENTS:

James Walton Marcum, Ph.D., Visiting Professor of History, \$4,000 for 9 months, $\frac{1}{2}$ time, September 1, 1976 through May 31, 1977. 1976-77 Budget.

Richard William Taylor, Ph.D., Assistant Professor of Chemistry, \$14,000 for 9 months, September 1, 1976 through May 31, 1977. 1976-77 Budget.

Myron Leslie Kwast, Assistant Professor of Economics (Acting Assistant Professor if Ph.D. not completed by September 1, 1976), \$14,800 for 9 months, September 1, 1976 through May 31, 1977. 1976-77 Budget.

Barbara Hillyer Davis, Ph.D., Assistant Professor of English and of Human Relations and Director of Women's Studies, rate of \$18,500 for 12 months, August 1, 1976 through June 30, 1977. 1976-77 Budget.

Gary Bennett Cohen, Ph.D., Assistant Professor of History, \$12,200 for 9 months, September 1, 1976 through May 31, 1977. 1976-77 Budget.

Bruce Alan Magurn, Assistant Professor of Mathematics, \$12,500 for 9 months, September 1, 1976 through May 31, 1977. 1976-77 Budget.

Frederick Warren Halgedahl, Assistant Professor of Music, \$16,000 for 9 months, September 1, 1976 through May 31, 1977. 1976-77 Budget.

Jason Barry Weintraub, Assistant Professor of Music, \$14,000 for 9 months, September 1, 1976 through May 31, 1977. 1976-77 Budget.

John Ivan Biro, Ph.D., Assistant Professor of Philosophy, \$13,000 for 9 months, September 1, 1976 through May 31, 1977. 1976-77 Budget.

Barbara Baum Levenbrook, Assistant Professor of Philosophy, \$12,000 for 9 months, January 16, 1977 through May 31, 1977. 1976-77 Budget.

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Ronald M. Peters, Jr., Ph.D., Assistant Professor of Political Science, \$14,000 for 9 months, September 1, 1976 through May 31, 1977. 1976-77 Budget.

Kirby Gilliland, Assistant Professor of Psychology, \$13,000 for 9 months, (Acting Assistant Professor at \$12,000 for 9 months if Ph.D. not completed by September 1, 1976), September 1, 1976 through May 31, 1977. 1976-77 Budget.

CHANGES:

Silas S. Law, Research Associate, Lower Cost Meth. Water & Waste, \$13,500 for 12 months, .75 time; given additional title of Research Associate, A Coarse Sort System for Preliminary Water Resource Management Alternatives, \$4,500 for 12 months, .25 time, March 1, 1976 through June 30, 1976. Additional paid from 158-683, A Coarse Sort System for Preliminary Water Resource Management Alternatives.

Edward E. Stafford, title changed from Acting Assistant Professor to Assistant Professor of Business Administration, September 1, 1976.

RESIGNATION:

Sara E. Robertson, Assistant Professor of Home Economics, August 1, 1976.

RETIREMENTS:

Hazel Virginia Morris, Professor of Health, Physical Education and Recreation and of Education, June 1, 1976. Named Professor Emeritus of Health, Physical Education and Recreation and of Education.

Mary Ann Warren, Professor of Home Economics, June 1, 1976. Named Professor Emeritus of Home Economics.

Robert A. Howard, Professor of Physics and Astronomy, June 1, 1976. Named Professor Emeritus of Physics and Astronomy.

President Sharp recommended approval of the personnel actions listed above.

Regent Mitchell moved approval. The following voted yes on the motion: Regents Braly, Brett, Mitchell, Bell, Replogle, and Engleman. The Chair declared the motion carried unanimously.

President Sharp reported the deaths of the following:

Emilio Amero, Professor Emeritus of Art, on April 13, 1976.

Nell R. Evans, Professor Emeritus of Home Economics, on April 6, 1976.

c. Distinguished Professorships

On April 7 information was forwarded to each member of the Board indicating the recommendations President Sharp intended to make to the Board at the May meeting on the appointment of George Lynn Cross Research and David Ross Boyd Professors to be effective at the beginning of the next year. Data on each nominee were forwarded with the letter.

President Sharp recommended that the following be appointed to the distinguished professorships designated effective at the beginning of the next fiscal year:

Dr. H. Wayne Morgan, George Lynn Cross Research Professor of History
Dr. F. Mark Townsend, David Ross Boyd Professor of Chemical Engineering and Materials Science

Regent Engleman moved approval of the recommendation. The following voted yes on the motion: Regents Braly, Brett, Mitchell, Bell, Replogle, and Engleman. The Chair declared the motion approved unanimously.

d. Regents' Awards for Superior Teaching

At the April 1 and April 15 General Faculty Meetings Regent Mack Braly announced the Regents' Awards for Superior Teaching. The recipients for 1976 are:

Richard V. Andree, Professor of Mathematics
Michael C. Buchwald, Assistant Professor of Drama
James D. Fife, Assistant Professor of Modern Languages
Solomon Papper, Distinguished Professor of Medicine
Robert E. Ragland, Assistant Professor of Education
Harold W. Young, Professor of Law

This was reported for information. No action was required.

D. Finance and Management

I. Non-Academic Personnel

a. Educational and General, Agency Special, and Service Units

LEAVES OF ABSENCE:

Dan L. Bellamy, Systems Analyst, University Computing Services, sick leave of absence without pay, May 17, 1976 through November 17, 1976

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Chlora M. Wiley, General Duty Nurse, Goddard Health Center, sick leave of absence with pay, February 19, 1976 through June 30, 1976.

APPOINTMENTS:

G. Otis Danielson, Program Manager, Oil Well Blowout School, rate of \$15,150 for 10 months, .60 time, April 5, 1976 through June 30, 1976. Budget, page 231, position 1. Professional Staff.

Pamela Sue McCurdy, M.D., Staff Physician, Goddard Health Center, \$32,000 for 12 months, July 1, 1976. Professional Staff. 1976-77 Budget.

Robert Watson Miles, M.D., Staff Physician, Goddard Health Center, rate of \$32,000 for 12 months, August 23, 1976. Professional Staff. 1976-77 Budget.

Johnny Preston Payne, Accountant II, Center for Economic and Management Research, rate of \$12,000 for 12 months, January 17, 1976. Professional Staff. Funds available from the Center for Economic and Management Research.

CHANGES:

Betty Lydia Gathman, General Duty Nurse, Goddard Health Center, salary changed from \$5.00 per hour, ½ time, to \$10,200 for 12 months, full-time, March 13, 1976. Budget, page 430, position 33.

Josephine L. Wilke, title changed from Program Development Specialist to Proposal Development Specialist, Office of Research Administration, April 5, 1976. Professional Staff.

RESIGNATIONS:

Jerry Don Massey, Systems Analyst, Administrative Systems, May 1, 1976.

Marvin Lee Patton, Associate Director, Architectural and Engineering Services, June 9, 1976.

John Duane Riley, Programmer/Analyst, University Computing Services. May 4, 1976.

Clyde E. Spruell, Project Director, Feasibility Study, Continuing Professional Education in the Health Sciences, Special Programs, June 3, 1976.

President Sharp recommended approval of the personnel actions listed above.

The following voted yes on the recommendations: Regents Braly, Brett, Mitchell, Bell, Replogle, and Engleman. The Chair declared the recommendations approved unanimously.

II. Budgets

a. Law Summer Budget

Information on most of the Norman Campus Summer Session Budget was presented to the University Regents and approved at the February meeting. The Law summer budget, however, had not been prepared. Funds are included in the 1975-76 E&G Budget covering the appointments for June for the College of Law faculty. \$24,727.74 is required for July in order to complete the payments to the Summer Session faculty plus \$5,522.22 for the faculty for the Admission by Performance Program.

President Sharp recommended approval of the July portion of the College of Law budget as explained above in the total amount of \$30,249.96.

The following voted yes on the recommendation: Regents Braly, Brett, Mitchell, Bell, Replogle, and Engleman. The Chair declared the recommendation approved unanimously.

VI. Purchases

a. Offset Newsprint

Bids were recently circulated to seven major paper companies for 400,000 pounds of offset newsprint for the Oklahoma Daily for their fiscal year 1976-77 requirements. The bids were structured to provide for alternate bids on a six months or one year firm fixed price basis, with provisions for escalation as an additional alternate. No bids were received in response to this solicitation.

The past supplier for newsprint for the Oklahoma Daily has been Bowater Sales Company of Dallas, Texas. In answer to an inquiry concerning the lack of response to this bid, Bowater indicated that newsprint is still under allocation and the instability of market pricing is such that no company would commit itself to a firm fixed price situation. Discussions were entered into with Bowater and they agreed to continue to provide the University's paper requirements for fiscal year 1976-77 at an estimated price of \$285 per ton. They cannot guarantee this price for the full year, but they would provide a minimum of 30 days notice prior to any price change.

In order to insure a continued supply of newsprint for the Oklahoma Daily, it would be in the University's best interest to issue a purchase order on July 1, 1976, to Bowater Sales Company for fiscal year 1976-77 requirements for an estimated 400,000 pounds at an estimated cost of \$285 per ton, resulting in a total estimated cost of \$57,000. The cost of this purchase will be charged to Journalism Press Account 177 302.

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President Sharp recommended approval of the issuance of a purchase order to Bowater Sales Company, in an estimated amount of \$57,000 for the purchase of the Oklahoma Daily's offset newsprint requirements during the fiscal year 1976-77.

The following voted yes on the recommendation: Regents Braly, Brett, Mitchell, Bell, Replogle, and Engleman. The Chair declared the recommendation approved unanimously.

b. Boiler Feed Pump

President Sharp requested and received unanimous consent to add the following to the agenda for this meeting:

The Purchasing Office recently circulated bids to twelve companies for a Boiler Feed Pump with motor for the Physical Plant. Only one bid was received as a result of this solicitation. This bid was submitted by the Tulsa branch of the Ingersoll-Rand Company, the original equipment manufacturer for the pump specified, at a total price of \$45,426.

A review of the bid price indicated that it was in excess of the University's estimate for this pump and motor attachment. Since Ingersoll-Rand was the only bidder for the items, thus considered the sole source supplier, negotiations were entered into between the University and Ingersoll-Rand concerning both the price and specifications for the pump. As a result of these negotiations the University reduced its specification requirements for the motor attachment and Ingersoll-Rand reduced the price of the Boiler Feed Pump by \$900 and the price of the motor attachment by \$10,123. Mr. Potts, the Power Plant Supervisor, participated in these negotiations and is in agreement with both the revised specifications and the revised pricing. The relaxed specifications will not impair the intended basic use of the feed pump.

In view of the above it has been determined that Ingersoll-Rand is the sole source supplier for this feed pump and that a fair and reasonable price has been negotiated.

The cost of this purchase will be charged to Account 127 719.

President Sharp recommended the approval of the issuance of a purchase order in the amount of \$34,403 to Ingersoll-Rand for the Boiler Feed Pump and motor attachment.

The following voted yes on the recommendation: Regents Braly, Brett, Mitchell, Bell, Replogle, and Engleman. The Chair declared the recommendation approved unanimously.

VII. Project Financing

a. Proposal, Contract, and Grant Report

A summary of proposals for contracts and grants for the Norman Campus for April 1976 was included in the agenda for this meeting. Also reported were the contracts executed during the same period of time on proposals previously reported.

President Sharp recommended that the President of the University or his designees be authorized to execute contracts on the pending proposals as negotiations are completed. The contract budgets may differ from the proposed amounts depending upon these negotiations.

The following voted yes on the recommendation: Regents Braly, Brett, Mitchell, Bell, Replogle, and Engleman. The Chair declared the recommendation approved unanimously.

F. The University Community

III. Student Regulations

a. Student Code Changes

Recommendations for changes in the Student Code were included in the agenda. The changes had been reviewed at the Student Affairs Committee meeting on Wednesday, however, and Regent Engleman, Chair of that Committee, said the Committee recommends that action on the proposed Code changes be deferred until the June meeting. There was no objection.

X. Athletics

a. Professional Football Game

President Sharp said the University of Oklahoma has been contacted regarding the scheduling of a professional football game on August 6 between the San Diego Chargers and the New England Patriots to be played in Oklahoma Memorial Stadium. The University of Oklahoma will receive a percentage of the gross income plus all concession income and the appropriate amount for payment of the State tax.

President Sharp recommended the Regents approve the scheduling of a professional football game between the San Diego Chargers and the New England Patriots on August 6 and authorize the President of the Board to execute the appropriate documents.

Regent Replogle moved approval of the recommendation. The following voted yes on the motion: Regents Braly, Brett, Mitchell, Bell, Replogle, and Engleman. The Chair declared the motion carried unanimously.

b. Billboard Advertising by Athletic Department

The following item was included in the agenda for this meeting:

At the present time it is the feeling of the Athletic Department that some outdoor billboards would be beneficial to the basketball program and the promulgation of The Lloyd Noble Center. They have, therefore, asked permission to contract for a maximum of four boards, two on I-35 between Norman and Oklahoma City and two on the Turner Turnpike.

A preliminary estimate of the cost indicates that each billboard will cost approximately \$250 per month. It is our plan to use the four billboards for a period of two months for a total estimated cost of \$2,000.

President Sharp recommends that the action of the Board in 1953 eliminating the use of outdoor billboard advertising by the Athletic Department be rescinded.

President Sharp asked that his recommendation be revised to read as follows:

President Sharp recommends that an exception to the 1953 action of the Board be approved to allow for the billboard advertising for this year as explained above.

The following voted yes on the revised recommendation: Regents Braly, Brett, Mitchell, Bell, Repogle, and Engleman. The Chair declared the revised recommendation unanimously approved.

G. Operations and Physical Plant

I. New Construction

a. Law Center Project

The Law Center project is being administered under the construction management method. This process involves multiple contracts between a number of prime contractors and the University.

President Sharp said the project architect, the construction manager, and the University staff have inspected the work of ten prime contractors and developed punch lists for each element of the job. The University staff proposes that the work identified below be accepted as complete, subject to completion of all punch list items:

<u>Contract</u>	<u>Amount</u>	<u>Contractor</u>
Concrete and Masonry	\$1,738,055.89	H.A. Lott, Incorporated
Roofing	91,754.00	Southwestern Roofing & Sheetmetal Co.
Acoustical Tile	69,770.44	Southwestern Acoustics & Specialty, Inc.

<u>Contract (cont.)</u>	<u>Amount</u>	<u>Contractor</u>
Glazing	65,577.00	Campbell Glass & Mirror Company
Painting & Drywall	107,245.75	Hawpe Painting & Drywall Co., Inc.
Carpet & Vinyl Tile	94,740.40	W&W Commercial Floors
Brick & Ceramic Tile	35,890.14	Oklahoma Tile Co., Inc.
Mechanical	564,963.04	Industrial Mechanical Co., Inc.
Electrical	255,253.64	Carrol Boyington & Son Electrical Co., Inc.
Bookstacks	75,542.34	Andrew Wilson & Company

President Sharp recommended that the Board of Regents accept the ten prime contracts listed above as complete, subject to the completion of all punch list items.

The following voted yes on the recommendation. Regents Braly, Brett, Mitchell, Bell, Replogle, and Engleman. The Chair declared the recommendation unanimously approved.

b. Report on Major Capital Improvements Projects

A report was presented to the Regents on the major capital improvements projects under construction and in various stages of planning on the Norman Campus as shown on the attached page. No action was required.

II. Renovation, Remodeling, Repairs

a. Physical Sciences Center Quadrants

President Sharp said the conversion of three unfinished areas in the Physical Sciences Center to faculty and departmental office space has been proposed.

The building was constructed in 1971 primarily to house the Departments of Mathematics and Chemistry. Construction funds available at that time were limited. Therefore, the building was constructed with four unfinished areas. One of the unfinished areas was finished in 1973.

The proposed renovation project will involve the modification of three remaining areas to create departmental office space. The total area to be modified is 15,000 square feet of floor space. These areas are needed to

OFFICE OF ARCHITECTURAL AND ENGINEERING SERVICES
THE UNIVERSITY OF OKLAHOMA

MAJOR CAPITAL IMPROVEMENTS PROGRAM

NORMAN CAMPUS

PROGRESS REPORT, MAY, 1976

PROJECTS UNDER CONSTRUCTION

Project	Engineers and Architect	Contractor	Contract Award Date	Original Adjusted Completion Date	Original Current Contract Amount	Status (% complete)	Sources of Funds
Lloyd Noble Center	Binnicker-Graves	Rayco Construction Company	01/11/73	01/10/75 <u>05/15/75</u>	4,929,000 <u>5,093,961</u>	96%	Student Facilities System Bond of 1971, Private Funds and Student Facilities Fee Reserve
Law Center Phase I Bid Package # 1	Stone & Associates Whiteside, Schultz, Hammett & Assoc.	H.A. Lott, Inc. Construction Manager	07/26/74	11/06/74	72,331 <u>74,077</u>	100%	State Bond Fund, Private Funds, Private Services
Low Center Phase I Bid Package # 2	Stone & Associates Whiteside, Schultz, Hammett & Assoc.	H.A. Lott, Inc. Construction Manager	10/26/74	12/26/75 <u>06/01/76</u>	3,474,467. <u>3,513,179</u>	93%	State Bond Fund, Private Funds, Private Services
Stadium Expansion	Lockwood, Andrews Newnam, Inc.	Harmon Construction Company, Inc.	10/26/74	09/08/75 <u>05/08/75</u>	5,862,900 <u>5,767,877</u>	99%	Revenue Bond Fund and Private Funds
Evans Hall, 1st, 2nd, & 3rd Floor Remodel	A&E Services	Physical Plant	01/22/75	10/10/75	101,000 <u>163,500</u>	99%	Section 13 Funds
University Tennis Courts (Rebuild)	A&E Services	McCracken Construction Company	10/26/74 <u>11/13/74</u>	05/26/75 <u>04/01/76</u>	77,850 <u>75,800</u>	95%	Revenue Bond Fund (Encumbered in Stadium Project)
General Purpose Hangar	A&E Services	McCracken Construction Company/ Physical Plant		10/26/74 <u>04/15/76</u>	147,681 <u>249,000</u>	99%	Westheimer Auxiliary Reserves

OFFICE OF ARCHITECTURAL AND ENGINEERING SERVICES
THE UNIVERSITY OF OKLAHOMA

MAJOR CAPITAL IMPROVEMENTS PROGRAM

NORMAN CAMPUS

PROGRESS REPORT, MAY, 1976

PROJECTS IN VARIOUS STAGES OF PLANNING

Project	CMP Priority No.	Engineers & Architects	Contract or Letter	Estimated Cost	Status
			Regents Approval		
Richards Hall Renovation	1	McCune & McCune	01/22/76	\$1,137,000	Schematic plans are being prepared.
Richards Hall Fixed Equipment	2	McCune & McCune	"	185,120	Will be installed with project funds.
Old Science Hall Renovation	4	Shaw Associates, Inc.	01/22/76	278,000	Schematic plans are being prepared.
Old Science Hall Fixed Equipment	5	Bass & Associates	"	68,202	" "
Felgar Hall Renovation	12	Turnbull & Mills	01/22/76	805,000	Design development plans are being prepared.
Felgar Hall Fixed Equipment (Includes TBT Equipment)	13	"	"	18,152	Will be installed with project funds.
College of Environmental Design	15	Howard-Samis- Porch, Inc.	01/22/76	544,500	Preliminary design is being prepared.
College of Environmental Design Fixed Equipment	16	"	"	55,011	" "
Nielson Hall Renovation	18	Howard-Samis- Porch, Inc.	01/22/76	496,000	Preliminary design is being prepared.
Nielson Hall Fixed Equipment	19	"	"	7,157	" "
DeBarr Hall Renovation	21	Turnbull & Mills	01/22/76	465,295	Preliminary design is being prepared.
DeBarr Hall Fixed Equipment	22	"	"	10,885	" "
Monnet Hall Conversion	50	--	--	101,500	A reuse study is in process.
Law Center - Phase II	52	Stone & Associates	C01/20/72	1,812,000	Design program and contract negotiations for this phase of the work are included with the Law Center, Phase I Project.
Student Physical Recreation Center	--	Reid and Heap	L10/16/66	4,965,000	A feasibility study is in process. Implementation of this project is contingent on development of sources of funding.
Westheimer Field Lighting Project	--	Carnahan, Thompson Delano	--	127,850	Awaiting federal grant application results prior to proceeding with project development phase.
South Stadium Expansion	--	A & E Services		625,000	A & E Services is preparing a feasibility study and cost analysis.
Varsity & Visiting Team Facility	--	"		825,000	A feasibility study is being prepared.
Dormitory, Lounge, Social & Recreation	--			900,000	Selection of architects and preparation of plans authorized.

house the departmental offices of the Department of Chemistry now located in DeBarr Hall, Science and Public Policy and additional space to relieve the overcrowded conditions caused by increases in faculty.

This project consists of the extension of the existing heating and air conditioning system, necessary changes in partitioning, ceilings and lighting, floor and wall coverings, and other related changes.

The estimated cost of this work, including architectural and engineering fees, is \$340,000. Section 13, New College Funds are being reserved for this project.

President Sharp recommended approval of the plan to renovate three areas in the Physical Sciences Center at a cost of \$340,000 and the allocation of Section 13 funds for this purpose.

Regent Brett reported the Facilities Planning Committee recommends approval of the recommendation and he so moved. The following voted yes on the motion: Regents Braly, Brett, Mitchell, Bell, Replogle, and Engleman. The Chair declared the motion unanimously approved.

b. DeBarr Hall Renovation

Schematic plans for the partial renovation of DeBarr Hall have been completed by Turnbull and Mills, Incorporated, the project architects.

The project includes the following items of work:

1. Major renovation of all utility systems to permit the building to be used for chemistry laboratory activities.
2. Installation of a new air conditioning system.
3. Extensive repairs to the roof.
4. Reconstruction of portions of the building to convert some additional space to chemistry laboratories.
5. Modifications to the building and installation of new equipment to improve the fire safety facilities.

The estimated cost of this work is \$603,180. HERO Bond funds are available for part of this project. Present estimates include the use of \$127,000 of Section 13 - New College Funds.

Schematic plans have been reviewed by the staff of the Department of Architectural and Engineering Services and are ready for approval. Laboratory benches will be added in a separate project later in the year.

President Sharp recommended approval of the schematic plans for the renovation of DeBarr Hall.

Regent Brett reported the Facilities Planning Committee recommends approval of the recommendation and he so moved. The following voted yes on the motion: Regents Braly, Brett, Mitchell, Bell, Replogle, and Engleman. The Chair declared the motion unanimously approved.

c. Felgar Hall Renovation

Turnbull and Mills, the project architects, have completed design development phase plans for the partial renovation of Felgar Hall. The project includes the following major items of work:

1. Installation of a new air-conditioning system and major improvements to the heating, plumbing, electrical and lighting systems.
2. New ceilings, minor partition changes, and repainting in major portions of the building.
3. Reconstruction of the old first floor laboratory bay area to provide three new laboratories.
4. Development of a new student computer laboratory area.
5. Repairs to the roof, flashings, gutters, and exterior cast stone and brickwork.
6. Preparation for future extension of the engineering library and reconstruction of the large lecture hall.
7. Renovations to achieve greater fire safety including construction of two new fire stairs on the south side of the building.

The estimated total cost of this work is \$823,152. HERO Bond funds are available.

The design development phase plans have been reviewed by the staff of Architectural and Engineering Services and are ready for approval by the Board of Regents.

President Sharp recommended approval of the design development phase plans for the renovation of Felgar Hall.

Regent Brett reported the Facilities Planning Committee concurs in the recommendation and he moved approval. The following voted yes on the motion: Regents Braly, Brett, Mitchell, Bell, Replogle, and Engleman. The Chair declared the motion unanimously approved.

d. Environmental Design and Nielsen Hall Renovations

For economy and administrative simplicity, the renovation of space in Nielsen Hall and for the College of Environmental Design in the Oklahoma Memorial Stadium have been combined to form a single project. Schematic plans for both parts of this project have been completed by Howard-Samis-Porch, Incorporated, Architects and Engineers, and are ready for approval. The elements of the work included in each building are identified below:

College of Environmental Design (Budget: \$599,511)

1. Renovate the third floor and portions of the second floor to subdivide large partially finished bay areas into teaching laboratories, faculty offices, seminar rooms and other educational spaces and to enlarge a major high-use classroom.
2. Install a new air conditioning system on the third floor.
3. Provide new ceilings and a lighting system on the third floor.
4. Enclose the open stairwell to provide additional fire safety and to reduce the transfer of noise from one area to another.
5. Create additional student laboratory, locker, mechanical equipment and storage space on the second and third floors by enclosing space under the seating decks.
6. Install new lockers and fire safety equipment.

Nielsen Hall (Budget: \$503,157)

1. Install a new air conditioning system for the first, second, and third floors in the building. Air conditioning of the basement level will be included as an alternate.
2. Install new ceilings and new lighting fixtures in all major spaces.
3. Repair the roofing and flashing.
4. Renovate small areas in the building to provide additional office, mechanical equipment and laboratory space.

The estimated cost of the combined project is \$1,102,668. HERO Bond funds are available. Section 13 funds may be required.

President Sharp recommended approval of the schematic phase plans for the joint College of Environmental Design and Nielsen Hall Renovation project.

Regent Brett reported the Facilities Planning Committee concurs in the recommendation and he moved approval. The following voted yes on the motion: Regents Braly, Brett, Mitchell, Bell, Replogle, and Engleman. The Chair declared the motion unanimously approved.

e. Oklahoma Memorial Stadium Modifications

The Athletic Department has requested the installation of an additional 506 seats as part of this project at a cost of \$29,366. The additional seats will be obtained by removing the existing concrete wall between rows 10 and 11 in the east and west side seating areas and installing a new Row 10-A on both sides. This work will be identified as Change Order 17 to the existing construction contract with Harmon Construction Co. for the Stadium Expansion.

President Sharp recommended approval of Change Order 17 to the construction contract in the amount of \$29,366 for removal of a reinforced concrete wall and installation of 506 bench seats.

Regent Brett reported the Facilities Planning Committee concurs in the recommendations and he moved approval. The following voted yes on the motion: Regents Braly, Brett, Mitchell, Bell, Replogle, and Engleman. The Chair declared the motion unanimously approved.

H. University Development

V. Gifts and Bequests

a. Donor Recognition for Law Center Building

The following plaques are suggested for recognition for major donors to the new Law Center Building:

FIRST FLOOR

Student Lounge Area

The Kerr Foundation Student Lounge
Donor: The Kerr Foundation

Room 105 (Classroom)

The Colonel Wilber Wilson Room
Donor: Estate of Wilber Wilson

Room 110 (Classroom)

The F. C. Love Room
Donor: The Kerr-McGee Corporation

Room 115 (Classroom)

The Wallace E. Robertson Room
Donor: The Sarkeys Foundation

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Room 109 (Classroom)

The Ed Shipp Room
Donor: Ed Shipp

Room 139 (Classroom)

The Stanley B. Catlett Room
Donor: The Rapp Foundation

SECOND FLOOR

Library (Over main entrance)

The John N. Singletary Library
Donor: John N. Singletary

Location to be determined

Oklahoma Bar Foundation
Donor: The Oklahoma Bar Foundation

Room 271 (Faculty Lounge Area)

The Earl and Cornelia Sneed
Faculty Lounge
Donor: Earl and Cornelia Sneed

Room 240 (Model Courtroom)

The Phillips Model Courtroom
Donor: The Phillips Petroleum
Company

THIRD FLOOR

Library (Inside back alcove)

Crowe Dunlevy Room
Donor: Crowe, Dunlevy, Thweatt,
Swinford, Johnson & Burdick
F. C. Love

Room 336 (Faculty Library)

The Charles H. Carswell Memorial
Faculty Library
Donor: Mr. and Mrs. William V.
Montin

Room 373 (Suite of rooms)

The Earl Appleton Brown Suite
Donor: Earl A. Brown, Jr.

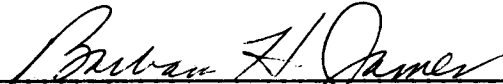
President Sharp recommended that major donors to the Law Center Building be recognized by the designations listed above for the indicated rooms.

The following voted yes on the recommendation: Regents Braly, Brett, Mitchell, Bell, Replogle, and Engleman. The Chair declared the recommendation approved.

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There being no further business the meeting adjourned at 11:45.a.m.


Barbara H. James, Executive Secretary
of the Board of Regents

Others present at all or part of the meeting:

Mr. Gary Smith, Financial Director, Health Sciences Center
Mr. Mark Lemons, University Internal Auditor
Mr. Earl Whitman, Purchasing Director
Mr. Walter Mason, Affirmative Action Officer
Dr. Beverly Ledbetter, Legal Counsel
Mr. Jack Stout, Associate Vice President for the University Community
Dr. Harold Ray, Assistant to the Vice President for the University Community
Mr. Jack Cochran, Director of Public Relations
Mr. Mike Trepas, Director of Media Information
Mr. Carter Bradley, Executive Director, HEACO
Professor Marilyn Affleck
Professor Junetta Davis
Mr. Arthur Tuttle, University Architect
Mr. Joe Flowers, Director of Information Services, Health Sciences Center
Ms. Donna Murphy, Senior Writer, Media Information
Mr. Dave Smeal, Assistant Director of Broadcast Services, Media Information
Mr. Mike Sulzycki, Radio Writer-Producer, Media Information
Ms. Sharon Gepner, Secretary, Media Information Services, Health Sciences Center
Mr. Jim Campbell, United Press International
Mr. Jim Bross, The Norman Transcript
Ms. Jane Glenn, The Norman Transcript
Mr. Alan Bromley, Oklahoma City Times
Mr. Jim Killacky, Daily Oklahoman
Mr. Ray Vaughn, KTVY
Mr. Darrell Burton, KTVY
Mr. Tom Daniels, KWTV
Mr. Jim Palmer, WKY
Reporter and photographer, KOCO-TV