

MINUTES OF A REGULAR MEETING
BOARD OF REGENTS OF THE UNIVERSITY OF OKLAHOMA
THURSDAY, JANUARY 4, 1962 - 9:00 A.M.

A regular meeting of the Board of Regents of the University of Oklahoma was held in the office of the President of the University, Norman, on Thursday, January 4, 1962, at 9:00 a.m.

The following were present: Regents Northcutt, Monroe, Rothbaum, Johnson, and Davidson.

ABSENT: Regents Savage and Morgan.

In the absence of Leonard Savage, President of the Board, and Dave Morgan, Vice President, Regent Glenn Northcutt was duly elected to serve as President of the Board for this meeting.

The minutes of the meeting held on December 2, 1961, were approved.

President Cross reported the death of J. L. Lindsey, former Controller of the University, on January 1, 1962. It was agreed that a letter of condolence be sent to Mrs. Lindsey from the President of the Board.

President Cross reported the University has recently received grants from the National Science Foundation in excess of \$461,000 for summer institutes on the campus for the purpose of teacher training programs. This is believed to be the largest amount granted to a single institution in the country.

Regent Davidson reported for the Regents' committee appointed to study the matter of allowing students to maintain cars on the campus and stated it is the committee's recommendation that a no-car rule for freshmen be implemented beginning in September 1962 with some exceptions, such as married students, disabled students, and commuters. Regent Davidson stated the committee feels that this action might well be put into effect for sophomores, juniors, and seniors progressively, but at the present time it applies to freshmen only.

Regent Davidson moved approval of the committee's recommendation.

President Cross stated he had advised against this for the coming year because if the present formula system for allocation of appropriations used by the State Regents remains in existence, our enrollment for next fall will form the basis of our request for allocations to the next Legislature, and such a ruling could result in a decrease in the number of freshmen to enroll.

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On the vote on the committee's recommendation all members voted AYE, except Regent Monroe, who asked that he be recorded as voting NO. The motion carried.

Regent Northcutt appointed Regent Davidson as a committee of one to work with the administration and especially Dean Craven in developing policies and procedures for enforcement of the regulation.

President Cross stated the Council on Planning and Development, at its meeting on November 16, 1961, while discussing space assignment, considered possible uses of the old Pi Kappa Alpha house purchased in 1956.

Due to the high state of disrepair of this building and the cost of repairing and remodeling it for any of the uses proposed; the Council recommended that the Pi Kappa Alpha house be sold for materials and that the site be used for other appropriate University purposes.

A detailed report by the Director of the Physical Plant has been made which shows that it would require from \$30,000 to \$50,000 to repair and remodel the property, the total depending on the use to which the property would be made.

President Cross stated he concurred in the recommendation that the building be sold for materials and the site used as proposed.

Approved on motion by Regent Monroe.

Regent Northcutt inquired about the committee of which he was a member appointed November 14, 1957 (pp. 5817-18) to locate the site of a new President's Home away from the campus. He asked that President Cross consider possible sites and report at the next Regents' meeting.

When President Cross submitted recommendations for faculty merit salary increases at the December meeting he called attention to the fact that recommendations for members of the faculty of the School of Music would be submitted at the time of the January meeting. President Cross recommended the following merit salary increases for members of the faculty in the School of Music, to become effective December 1, 1961:

	<u>Present Salary</u>	<u>Recommended Salary</u>
Ernest J. Schultz	\$7,728	\$8,112
Mildred Andrews	7,728	7,920
Lytle Powell	7,356	7,728

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	<u>Present Salary</u>	<u>Recommended Salary</u>
Joseph H. Benton	\$7,176	\$7,536
Richard Brightwell	7,356	7,536 (12 months)
David Scott	7,176	7,356
Keith Wallingford	6,204	6,360
Celia Mae Bryant	5,772	6,060
Digby B. Bell	6,060	6,360
Michael Avsharian	5,772	5,916
Franklin Williams	5,364	5,496
Elisabeth M. Parham	4,980	5,364

In addition, President Cross recommended that Professor C. M. Stookey's salary be increased from \$11,000 to \$11,124 for 12 months. This amount is not intended to be a merit increase but is done in order to bring his salary within the University salary scale.

Approved on motion by Regent Rothbaum.

President Cross stated that the contracts of the Assistant Football Coaches listed below terminated January 1, and that he concurred in the recommendation of Mr. C. B. Wilkinson, Director of Athletics, that the salaries as shown for 1962 be approved:

	<u>1961 Salary</u>	<u>Recommended for 1962</u>
Edwin Crowder	\$9,020	\$9,612
Rudy Feldman	7,300	7,920
Robert Ward	7,300	7,920
Jay O'Neal	6,060	6,516

Unanimously approved on motion by Regent Monroe.

Regent Rothbaum, Chairman of the Regents' Investment Committee, stated that in order to provide funds for loans in the Sallie B. Clark Loan Fund, J. & W. Seligman & Company had recommended the sale of the following:

\$5,000 U. S. Treasury Bills, 3½'s 11/15/62
108 shares Dow Chemical
100 shares General Motors

J. & W. Seligman also recommended the sale of 100 shares of Atlantic City Electric in the LaVerne Noyes Scholarship Fund.

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On motion by Regent Rothbaum, the following resolutions providing for the sale of these stocks were unanimously approved:

RESOLUTION

RESOLVED THAT, we, the Regents of the University of Oklahoma, for the LaVerne Noyes Scholarship Fund, do hereby authorize the sale of the following stocks of Atlantic City Electric Company:

100 shares - Certificate Number C 48295

and by these presents we do hereby ratify and confirm the sale of the said shares; and

BE IT FURTHER RESOLVED THAT, Emil R. Kraettli, Secretary of the Regents of the University of Oklahoma, be and he is hereby authorized and empowered to endorse by, and on behalf of the said Regents of the University of Oklahoma, the stock certificate mentioned above, held by the said Regents of the University of Oklahoma, for the LaVerne Noyes Scholarship Fund, and by these presents we do hereby ratify and confirm the said endorsement of the said shares; and

BE IT FURTHER RESOLVED THAT, the President and the Secretary of the Regents of the University of Oklahoma be and they are hereby empowered to certify the action taken.

RESOLUTION

RESOLVED THAT, we, the Regents of the University of Oklahoma, do hereby authorize the sale of the following stocks of the Dow Chemical Company:

100 shares	NI 69648
2 shares	CO 312682
2 shares	CO 396062
2 shares	CO 519471
2 shares	CO 626948

and by these presents we do hereby ratify and confirm the sale of the said shares; and

BE IT FURTHER RESOLVED THAT, Emil R. Kraettli, Secretary of the Regents of the University of Oklahoma, be and he is hereby authorized and empowered to endorse by, and on behalf of the said Regents of the University of Oklahoma, the stock certificates mentioned above, held by the said Regents of the University of Oklahoma, and by these presents we do hereby ratify and confirm the said endorsement of the said shares; and

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BE IT FURTHER RESOLVED THAT, the President and the Secretary of the Regents of the University of Oklahoma be and they are hereby empowered to certify the action taken.

RESOLUTION

RESOLVED THAT, wa, the Regents of the University of Oklahoma, do hereby authorize the sale of the following stocks of General Motors Corporation:

100 shares Certificate Number P 876-421

and by these presents we do hereby ratify and confirm the sale of the said shares; and

BE IT FURTHER RESOLVED THAT, Emil R. Kraettli, Secretary of the Regents of the University of Oklahoma, be and he is hereby authorized and empowered to endorse by, and on behalf of the said Regents of the University of Oklahoma, the stock certificate mentioned above, held by the said Regents of the University of Oklahoma, and by these presents we do hereby ratify and confirm the said endorsement of the said shares; and

BE IT FURTHER RESOLVED THAT, the President and the Secretary of the Regents of the University of Oklahoma be and they are hereby empowered to certify the action taken.

Regent Rothbaum moved approval of the following investments:

That \$3,512.70 cash available for investment in the Murray Case Sells Building Fund be invested in C.I.T. Financial;

That since the \$2,500.00 available in the Murray Case Sells Foundation will be needed in the fall of 1962 to cover a part of the institutional contribution to the National Defense Student Loan Program, the cash be invested in a 180-day Treasury Bill.

In the LaVerne Noyes Scholarship Fund buy 110 shares C.I.T. Financial from cash available and proceeds from the sale of the above stocks.

With the cash available for investment in the Crippled Children's Hospital Fund, \$2,710.00, buy 50 shares C.I.T. Financial.

Unanimously approved.

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President Cross reported that Mr. A. H. Richards, Exploration Manager, Oklahoma Division, Union Texas Natural Gas Corporation, has advised that his Corporation proposes to start additional development on its Navy lease located on University property by drilling well #6, to be located 660 feet due south of the Corporation's present drilling well, Navy #5.

Mr. Richards has been advised that the location proposed for well #6 falls within the University's nursery area, but Mr. John Kuhlman, Mr. Rucker, and Vice President Swearingen believe the well can be drilled on this location without too much damage to the nursery, if careful consideration is given to the exact location of equipment, slush pits and entrance road.

During the past year, the University's Supervisor of Landscape and Grounds (Mr. Rucker) has been preparing the area between Navy #5 and the proposed location of the Navy #6 for an extension of the nursery. If it is planned to skid the rig now used on Navy #5 to the #6 location, most of the work done in the past year for the extension of the nursery will be lost.

Mr. Richards has also advised that the Corporation will drill the #6 Navy well under the same conditions as the #5 Navy well is now drilling.

In addition to the stipulations and conditions agreed to between the University and the Corporation in connection with the #5 Navy well, it is requested that prior to moving the rig to the #6 Navy location, the Corporation's representative in charge of the move contact Mr. Robert Rucker, Supervisor of Landscape and Grounds, to discuss the exact location for the equipment and slush pits, the location of entrance roads and the problem of crossing the area prepared for the nursery extension--all with the view of minimizing damage to University property.

President Cross recommended that the Regents consent to the drilling of this #6 Navy well on the site mentioned and under the same conditions as the Navy #5 well is now drilling, modified to include the conditions set out in the paragraph next above.

On motion by Regent Rothbaum, seconded by Regent Monroe, the above recommendation was approved.

President Cross reported the University has received a deed without warranty for the Chapel site (1.81 acres) and buildings located on the former Naval Air Technical Training Center, Norman, Oklahoma.

This property was requested by the University in its original application to the Department of Health, Education and Welfare, but was

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withheld from the original transfer of property to the University on the basis that disposition of the Chapel-Chapel Site was controlled by the Navy Chief of Chaplains and not Health, Education and Welfare.

The University was invited to submit a bid of \$18,000, the appraised fair market value of the property. The invitation was declined, since this price was well in excess of our estimate of the value of the property to the University. The University advised GSA, Dallas, that we would submit a bid of \$8,000 for this property. This bid was submitted and accepted for the Navy Chief of Chaplains by GSA.

Before the transfer was accomplished, a new regulation on transfer of property of this sort became effective. The University cancelled its \$8,000 bid and re-applied on the basis of its original application. This application was approved and the subject property has been transferred to the University on the same basis as for the original property transfer. This transfer was made at no cost to the University and enables the University to incorporate this tract of land into its earlier NATTC property award. The Chapel Site is surrounded on three sides by University property and its acquisition by the University eliminates any prospects for a "foreign" island within University property holdings on the former NATTC.

The report was received; no action was taken.

President Cross stated the policies of our State Teachers Retirement System provide that one who has served the state system for 30 years may retire at the age of 60 with full retirement benefits.

President Cross recommended that the University's policy for retirement be changed to correspond to that of the state system and provide specifically that an employee of the institution might have the option of retiring at the age of 60 with full retirement benefits providing he has served the institution for at least 30 years.

Regent Monroe moved approval of the recommendation and on the vote on the motion, Regent Davidson requested that he be recorded as voting NO. Since other modifications on retirement are under consideration, he feels the entire matter should be voted on at one time.

Motion carried.

At the present time each person who works for the University of Oklahoma belongs to one of the following classifications according to the kind of work he does: (1) faculty, (2) administrative, (3) junior administrative, (4) professional, (5) classified. On this system of classification are based certain differences in status and benefits.

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There are certain people and groups in the last two categories who, because of their special talents and qualifications, their allegiance to the University, and the contributions they make to the academic quality of the University, should enjoy status and benefits comparable to those of the faculty and the administrative groups.

To correct the discriminations of this sort that now exist, President Cross proposed the creation of academic status for certain non-faculty employees of the University.

Conferring academic status upon a classified employee would make available to him the following benefits that he does not now enjoy: (1) protection of job security from capricious or causeless dismissal by his immediate superior; (2) membership in the Faculty Club; (3) immediate health and life insurance benefits (now requiring five continuous years of service for eligibility); (4) mandatory membership in State Retirement System and University Retirement Supplement; (5) eligibility for membership in Oklahoma Education Association, which has some group insurance programs that are attractive to some University people; (6) liberal sick leave policy (a maximum of three months instead of the present ten days per year).

Conferring academic status upon a professional employee would lengthen the vacation allowance from three weeks to four for those who do not now have four weeks. He already has the other benefits listed above.

Conferring academic status upon people in the administrative and junior administrative categories would not change their benefits except for lengthening vacation from three weeks to four for those who do not now have four.

President Cross recommended that the Regents approve in principle the establishment of academic status for certain non-faculty groups and people, with the understanding that, after due study and survey, the people to receive academic status will be designated and recommended to the Regents at a later date.

Approved on motion by Regent Johnson.

President Cross recommended the following quarterly general improvement allocations from Section 13 and New College Funds for the third quarter, fiscal year 1962:

Continued reactivation and occupancy of South Campus structures	\$15,000
Exterior covering for temporary type structures	5,000

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Matching funds for possible undergraduate instructional equipment grants from National Science Foundation	\$25,000
Minor alterations and improvements, to include such items as:	15,000
a. Necessary repairs and alterations as required by the Department of Labor Safety Inspector - \$2,800.	
b. Remodeling and modification of classrooms and library space in Carnegie Building (first stage) - \$5,000.	
c. Remodeling in Richards Hall - \$3,134.	
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	\$60,000

Approved on motion by Regent Davidson.

President Cross reported that Dr. Lloyd Swearingen, Vice President for Research and Development and Chairman of the Council on Planning and Development, the Director of the Physical Plant, and the University Architect, have submitted the following list of engineering firms for consideration in connection with the furnishing of engineering services involved in the contemplated expansion of the University's utilities system:

Coston-Frankfurt-Short, Oklahoma City
G. H. Guarnsey & Company, Oklahoma City
Fell & Wheeler, Tulsa
Benham Engineering Co., Oklahoma City

They recommended an engineering service fee of 5% on an estimated construction cost basis of approximately \$1,150,900, and also, that the contract for engineering services include a clause requiring the retaining of an architect by the engineer to do the architectural work.

Total estimated cost of items and engineering services	\$1,320,000
Less cost of water tower and preliminary study	<u>111,500</u>
Estimated cost basis, including engineering fee	1,208,500
Estimated cost basis, subject to 5% fee	<u>1,150,900</u>
Estimated engineering fee at 5%	\$ 57,600

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President Cross stated he was withdrawing his recommendation on this matter and requested that no action be taken at this time.

Approved.

President Cross also recommended that no action be taken on the proposals submitted for the issuance of \$1,320,000 revenue bonds for the expansion of the power plant. Approved.

President Cross recommended that the following policy be established by the Regents in connection with the issuance of revenue bonds in the future:

"On any revenue bonds it is our firm policy that a uniform proposition be prepared for submission to bond dealers and that it be open for competitive bidding: that the University present its plan and then ask each bond dealer to bid on that plan."

Approved.

President Cross stated that Dr. Lloyd Swearingen, Vice President for Research and Development and Chairman of the Council on Planning and Development, the Director of the Physical Plant, and the University Architect, have submitted the following named architectural and engineering firms for consideration as associates in connection with services involved in the University's Modernization and Repair Program:

1. Adams Hall* - Air Conditioning, Estimated Cost \$130,000
Carnahan and Thompson, Oklahoma City
David, Robinson & Rountree, Oklahoma City
Wm. J. Collins, Jr., Oklahoma City
2. Monnett Hall - Modernization, Estimated Cost \$150,000
Jones-Mason & Associates, Oklahoma City
Black and West, Tulsa
Brauer and Wood, Chickasha
3. Architecture (Stadium) - Acquisition and Modernization
Estimated Cost \$100,000
Turnbull and Mills, Oklahoma City
Hugh Kumpfrey, Tulsa
Halley and Shaw, Oklahoma City

*The contract for engineering services should include a clause requiring the retaining of an architect by the engineer to do the architectural work.

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They also recommended an engineering or architectural service fee of not more than 8%. President Cross concurred in the recommendation.

On motion by Regent Johnson, action on this item was postponed.

President Cross stated the University Architect, the Director of Housing, the Business Manager, and the Vice President for Business and Finance have submitted a justification for the remodeling of the kitchen and dining hall area of Hester and Robertson Houses, as well as a procedure for financing the remodeling from surplus Housing funds. It is estimated that the remodeling under consideration will cost at least \$150,000. Due to the volume of work in the University Architect's Office, it has been recommended that an outside architect be employed.

The University Architect, the Director of Physical Plant and the Vice President for Research and Development have submitted the following nominations for architectural services for this remodeling project:

Chapin Howard, Shawnee, Oklahoma
William A. Kaighn, Oklahoma City
Peavler-Boyles, Oklahoma City

The architectural firm is to be employed to design, prepare complete plans and specifications for remodeling the dining hall and kitchen, and to furnish supervision for the remodeling project. It is further recommended that the architect be paid at a rate of not more than 8% for the project.

President Cross recommended approval.

Regent Monroe moved that this recommendation be approved and that Chapin Howard, Shawnee, be appointed architects for this project. Approved.

President Cross reported the Benham Engineering Company is preparing to submit their preliminary report on the schematic plans for a new teaching hospital at the Medical Center in Oklahoma City. This will be followed in a reasonable time by the final report.

The Director and Dean and the Business Administrator of the Medical Center have recommended the early selection of an architect to prepare final plans and specifications for the initial phase of this project, to be financed from the funds allocated to the Center (\$1,100,000) from bond issue funds by the State Regents. This would permit the project architect to sit in on the discussions with the Benham Engineering Company and speed up the completion of final plans.

President Cross concurred in this recommendation and submitted the following list of architectural firms for consideration in connection with the architectural services to be rendered on this project:

Reynolds and Morrison, Oklahoma City
 Black and West, Tulsa
 Bailey-Bozalis-Dickinson-Roloff, Oklahoma City

Inasmuch as the architect employed will be required to design, prepare complete plans and specifications, and furnish supervision, President Cross recommended that the architect's fee be set at a rate not to exceed 6% for this project.

Project Funding Program Projections:

1. Allocation for new construction from bond issue funds by Oklahoma State Regents for Higher Education (firm)	\$1,000,000
2. Matching Funds (Hill-Burton) tentatively approved (probable)	775,000
3. Further matching funds to be sought (possible)	125,000
Possible total for project - \$1,775,000	\$1,900,000

Regent Johnson stated that the final project report being prepared by the Benham Engineering Company for the overall development of the Medical Center is not completed and the indications are that it will be available about the middle of this month. Regent Johnson moved that consideration of this item be deferred until the final report is available, at which time the Regents will be in a better position to consider the recommendations made.

Approved.

President Cross reported the University circulated Invitations to Bid on leasing three separate tracts of land for agricultural and grazing purposes. The Invitation to Bid contained a provision for a five-year lease with annual lease rental payments. Two of the tracts are located on the North Campus of the University and one is located on the Noble Auxiliary Field.

The seven bids received are as follows:

	<u>TRACT A</u>	<u>TRACT B</u>	<u>TRACT C</u>
	292.6	200	393.6
	<u>acres</u>	<u>acres</u>	<u>acres</u>
Wiley (W. H.) Weaver		\$ 625.00	\$1,450.00
Robert H. Rucker		<u>632.00</u>	
Troy Van Schuyver	<u>\$1,001.00</u>		
Freddie O. Buxton		626.00	
Earl R. Frank		465.00	
Jack H. Jones			<u>1,610.00</u>
Robert Morren			1,281.00

Mr. Troy Van Schuyver has the current lease on Tract A, Mr. Robert H. Rucker has the current lease on Tract B, and Mr. Robert Morren has the lease on Tract C. The bids on each of the tracts represent a sizable increase over the current lease.

President Cross recommended that Tract A be awarded to the high bidder, Mr. Troy Van Schuyver; that Tract B be awarded to the high bidder, Mr. Robert H. Rucker; and that Tract C be awarded to the high bidder, Mr. Jack H. Jones.

Approved on motion by Regent Rothbaum.

President Cross presented the following information concerning WNAD:

WNAD went on the air on September 26, 1922, and from the time of its early entry into the radio broadcasting field to the present time, it has been supported by University appropriation and operated as a non-commercial venture. Throughout the thirty-nine years of its existence, the station has fulfilled in an admirable way the conditions of its obligation as determined by the various University administrations. Good music and other program features of an educational and intellectual content have been available to listeners over a wide area, projecting a favorable image of the University's leadership role in Oklahoma.

The services of WNAD have, however, cost a not inconsiderable amount of money, and have posed a chronic financial problem. The station's growth has kept pace with the growth of the University, with an attendant increasing financial drain on the total financial resources of the University in general, and the Extension Division - its subsidiary administrative parent - in particular. For this reason it is deemed wise to re-assess the present role of WNAD in the University structure and explore means of lessening or eliminating, if possible, its financial demands on appropriated funds.

The Dean of Extension and the Director of Educational Broadcasting have sought advice from numerous sources - legal, broadcast media, and business - over the nation. Among those sources were Mr. Marcus Cohn, senior partner in the law firm of Cohn and Marks of Washington, D. C., legal practitioners before the Federal Communications Commission, and Mr. Michael Hanna, Director of Station WFCU of Cornell University, Ithaca, New York. These gentlemen visited the University campus on December 6, 1961. They surveyed the WNAD situation, talked with administration and faculty groups, and confirmed the feasibility of certain tentative plans formulated by our own people previous to their visit.

The high value of WNAD should lend itself to the validity of these plans. The University's entry into the field during the earliest period

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of broadcasting gave the University a favorable position on the standard broadcast band, with an attendant larger coverage relative to station power. At the present time WNAD's .5 millivolt line (accepted primary and secondary limits) covers approximately 55 of Oklahoma's 77 counties. In the opinion of Mr. Cohn and Mr. Hanna, this constitutes a coverage-audience factor that would be highly desirable to potential advertisers.

In view of the University's short budget, the apparent revenue potential of WNAD, and upon the advice of expert consultants, I recommend:

1. That WNAD accept revenue from advertisers consistent with the policies and regulations of the Federal Communications Commission and the Federal Trade Commission.
2. That the facilities of WNAD-FM be continued as a non-commercial operation.
3. That both WNAD and WNAD-FM continue as educational and cultural projections of the University, in keeping with the needs, tastes and desires of the area.

President Cross stated that if the above is approved, the Dean of Extension and the Director of Educational Broadcasting will explore and use various means for assuring the successful handling of advertising accounts. Among the suggestions which will be explored and may be used are the following:

1. WNAD employ a manager or director experienced in commercial radio operation.
2. WNAD employ an agency as commercial representative of the station for the purpose of soliciting national and regional advertising.
3. WNAD attempt a network affiliation with the Columbia Broadcasting System.

Approved on motion by Regent Johnson.

President Cross reported that bids were requested two ways for furnishing milk and milk products; one on a semi-annual basis, and the alternate on an annual basis. The following bids were received:

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	<u>February 1, 1962</u> <u>through August 20, 1962</u>	<u>February 1, 1962</u> <u>through January 31, 1963</u>
Townley's Dairy	\$22,449.00	\$44,898.00
Less 1% Discount		<u>448.98</u>
		\$44,449.02
Beatrice Foods Co.	24,411.25	47,377.50
Gilt Edge Farms	27,387.60	
Gold Spot Dairy	32,019.75	64,039.50

The Director of Purchasing and the Business Manager have recommended that the contract be awarded to Townley's Dairy on the basis of their bid of \$44,449.02 for the period February 1, 1962 through January 31, 1963.

The plant of the Townley's Dairy has been inspected and approved by the University Sanitarian.

President Cross recommended that the bid on an annual basis be awarded to Townley's Dairy at a total amount of \$44,449.02.

Approved on motion by Regent Johnson.

President Cross stated that bids have been received for an exclusive contract to furnish bread and bread products for the University. Bids were taken on both a six month and twelve month basis and those received are as follows:

	<u>February 1, 1962</u> <u>through August 20, 1962</u>	<u>February 1, 1962</u> <u>through January 31, 1963</u>
Meads Bakery, Ada	\$ 7,444.00	\$14,888.00
Continental Baking Co. Oklahoma City	7,484.00	14,912.60
Rainbo Baking Co., Oklahoma City	8,546.00	16,211.00
General Baking Co., Oklahoma City	11,025.90	22,051.80

The University Sanitarian, Mr. Dan Guyer, inspected Meads Bakery on December 19, 1961, and found the sanitary conditions do not meet University standards.

The Director of Purchasing and the Business Manager have recommended that this contract be awarded on a twelve month basis to Continental Baking Company, Oklahoma City, on their bid of \$14,912.60 and President Cross concurred.

Approved on motion by Regent Johnson.

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The following bids were received on 400 squares of asbestos siding shingles:

1. Thompson Roofing & Supply Co. Enid, Oklahoma 15 day delivery, fob Norman 2% 10th prox.	\$5,628.00	
less 2%	<u>112.56</u>	\$5,515.44
2. Atlas Lumber & Supply Co. Tulsa, Oklahoma 10 day delivery, fob Norman 2% 10th prox.	5,700.00	
less 2%	<u>114.00</u>	5,586.00
3. Norman Lumber Company Norman, Oklahoma 10 day delivery, fob Norman net		5,996.00
4. Norman Lumber Company Norman, Oklahoma Alternate bid, not specification 10 day delivery, fob Norman net		5,596.00
5. The Oklahoma Sash & Door Co. Oklahoma City, Oklahoma 30 day delivery, fob Norman 2% 10 days	5,996.00	
less 2%	<u>119.92</u>	5,876.08
6. Standard Asbestos Mfg. & Insulating Co. Oklahoma City, Oklahoma 3 weeks delivery, fob Louisiana with freight allowed 1% 10 days	6,408.00	
less 1%	<u>64.08</u>	6,343.92

The Director of Purchasing and the Business Manager recommended that this bid be awarded to the low bidder, Thompson Roofing and Supply Company, Enid, Oklahoma, at their net bid of \$5,515.44 and President Cross concurred.

Approved on motion by Regent Monroe.

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President Cross reported that bids for 7 items of chairs, tables, and wastebaskets with an estimated cost of \$8,781.00 were circulated to 21 companies. Nine companies returned partial bids and the low bids are as follows:

1. A. F. Williams Furniture Company		
Oklahoma City		\$5,437.80
Items 1 - 20 tables, 30 x 60		
4 - 100 chairs, straight		
7 - 300 chairs, tablet arm		
2. E & I Cooperative Service, Inc.		
Garden City, New York	\$1,167.00	
Item 2 - 30 posture chairs		
	less 2% <u>23.34</u>	1,143.66
3. Gilbert A. Force Co.		
Chicago, Illinois		1,074.00
Item 3 - 40 swivel chairs		
4. Sears, Roebuck & Co.		
Oklahoma City		650.50
Item 5 - 50 wooden chairs, straight		
5. Cromwell's		
Enid, Oklahoma		98.88
Item 6 - 8 dozen wastebaskets		
		<u>\$8,404.84</u>

The Director of Purchasing and the Business Manager recommended that the bids be awarded to the five low bidders as shown above and President Cross concurred.

Approved on motion by Regent Davidson.

President Cross reported invitations to bid for aviation gasoline for the 1962 calendar year were circulated to the following companies:

1. Phillips Petroleum Co., Tulsa, Oklahoma
2. Texas Company, Dallas, Texas
3. Cities Service Oil Company, Oklahoma City
4. Sinclair Oil Company, c/o Doyle Todd, Agent, Norman
5. Continental Oil Company, Oklahoma City
6. Mobil Oil Company, Oklahoma City
7. Phillips Petroleum Company, Bartlesville, Oklahoma
8. Cities Service Oil Company, Kansas City, Missouri

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Two bids were received:

<u>Vendor</u>	<u>Bid per gallon</u>	<u>Total</u>
Continental Oil Company		
1. 90,000 gallons 80/87 octane	\$0.1457	\$13,113.00
2. 40,000 gallons 100/130 octane	\$0.1527	<u>6,108.00</u>
		\$19,221.00
Mobil Oil Company		
1. 90,000 gallons 80/87 octane	\$0.1537	\$13,833.00
2. 40,000 gallons 100/130 octane	\$0.1747	<u>6,988.00</u>
		\$20,821.00
	Less 1% - 10 days	<u>208.21</u>
		\$20,612.79

The Oklahoma State Tax of \$0.065 and the Federal Tax of \$0.04 per gallon, when applicable, will be in addition to each of the above unit prices.

The Director of Purchasing and the Business Manager recommended that the contract for both items be awarded to the Continental Oil Company on the basis of their bid in the amount of \$19,221.00 plus any applicable taxes as outlined above. President Cross concurred in the recommendation.

Approved on motion by Regent Rothbaum.

President Cross reported the following bids were received on 5300 feet of lead covered electric cable:

1. Star Electric Supply Company Oklahoma City	Net	\$5,231.10
2. Westinghouse Electric Supply Co. Oklahoma City		
Less 1/2 of 1% 20 days		5,459.00
3. Cook Electric Supply Co., Inc. Oklahoma City		
Less 2% 30 days		6,550.80
4. Fullerton Electric Supply Muskogee, Oklahoma		
Less 1/2% 10th prox.		6,572.00
5. General Electric Supply Co. Oklahoma City	Net	6,056.05

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President Cross concurred in the recommendation of the Director of Purchasing that the contract be awarded to Star Electric Supply Company, Oklahoma City, on the basis of their net bid in the amount of \$5,231.10.

Approved.

President Cross stated that present purchasing procedures require that the purchase of items costing in excess of \$5,000.00 be submitted to the Regents for approval prior to awarding the bid. If the requisition is sent to State Central Purchasing, there is often a delay of between 30 and 60 days because the State Central Purchasing Office must notify the University Purchasing Office as to bids received. The information is then prepared for the Regents consideration. After the award is made, State Central Purchasing is notified and their office actually cuts a purchase order. It is impossible to coordinate bidding procedures in order to have bids come due in the State Central Purchasing Office in time to prepare the item for the University Regents' Agenda. Since the Regents meet only once a month it is often necessary to wait for 30 days before the Regents can approve the awarding of bids.

In order to avoid unnecessary delays in the purchasing procedures for purchases through the State Central Purchasing Office, President Cross recommended that the procedure be changed so that the Chairman or a committee of the Board be authorized to act for the Board of Regents in awarding the bids in excess of \$5,000.00 for purchases which are made through the State Central Purchasing Office, and that the purchase shall be reported at the next meeting of the Regents.

On motion by Regent Monroe, the above recommendation was unanimously approved.

President Cross stated that in accordance with the action of the Regents at the December 2 meeting (p. 6959), State Central Purchasing awarded the orders on a portion of the furniture for the Oklahoma Center for Continuing Education. The awards were as follows:

1. A. F. Williams Furniture Co.
Oklahoma City
Delivery as requested, fob Norman \$91,263.49
 Less 2% 1,825.27 \$89,438.22

2. Educational & Institutional Cooperative
Garden City, New York
60 day delivery, fob Norman
2% 20 day on part, 1% 20 day on part 5,618.26
 Total discount 96.54 5,521.72

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3. Thompson Book & Supply Co. Edmond, Oklahoma 60 day delivery, fob Norman	\$9,270.60	
Less 1%	<u>92.71</u>	\$9,177.89
4. Dorn's Furniture Co. Oklahoma City 2 to 10 weeks delivery, fob Norman	2,152.20	
Less 5%	<u>107.61</u>	2,044.59
5. American White Goods Co. Kansas City, Missouri 30-60 day delivery, fob Norman		<u>3,485.88</u>
	Total of award	\$109,668.30
No action.		

President Cross presented the breakdown of the bids received by State Central Purchasing on 12 vehicles (3 station wagons, 2 two-door sedans, less rear seat and with pick-up box installed, 1 panel truck, and 6 pick-up trucks) for the University.

President Cross recommended Central Purchasing be authorized to accept the bid for the purchase of these 12 vehicles of the Jack Marshall Chevrolet Company, Claremore, Oklahoma, at a total cost of \$20,369.06 including trade-ins, as this was the best of six bids received.

Approved on motion by Regent Monroe. (See below (*))

PERSONNEL

FACULTY

LEAVES OF ABSENCE:

Ting K. Pan, Professor of Mathematics, leave of absence without pay, September 1, 1962 to June 1, 1963.

Fulton K. Fears, Associate Professor of Civil Engineering, sick leave of absence with pay, December 1, 1961 to March 1, 1962; \$100 per month, March 1 to June 1, 1962.

Joseph R. Assenzo, Instructor in Civil Engineering, leave of absence without pay, January 16 to June 1, 1962.

*Under date of 1/16/62 letter from Board of Public Affairs, L.E. McClellan, Automotive Buyer, Central Purchasing Division, advised that addition in tabulation of bids in error. Reported Gilliland Chevrolet, with a net total bid of \$21,281.27 lowest. University Regents 2/1/62 authorized purchase from low bidder, Gilliland Chevrolet, Perry, Oklahoma.

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APPOINTMENTS:

Walter Charles Gogel, Adjunct Associate Professor of Psychology, no salary, part time, December 20, 1961.

Jordan Jay Bloomfield, Assistant Professor of Chemistry, rate of \$5,256 for 9 months, 3/4 time, January 16, 1962.

Robert Leonard Cox, Special Lecturer in Law, \$595.80 per month, 4/7 time, November 27, 1961 to January 16, 1962.

Hugh P. Mabe, Special Lecturer in Law, \$249 per month, 3/7 time, December 1, 1961 to January 15, 1962.

Clyde M. DeHart, Jr., Instructor in Aviation, \$2,310 for 4½ months, January 16, 1962.

George J. Mauer, Special Instructor in Government, part time, December 7, 1961 to June 30, 1962. Salary paid by Field Development Services.

William H. Lowry, Special Instructor in Library Science, \$130 per month, 1/6 time, January 16 to June 1, 1962.

Elizabeth L. Oliver, Special Instructor in Library Science, \$233 per month, 1/3 time, January 16 to June 1, 1962.

Jeannine E. Hyde, Special Instructor in Modern Languages, \$4,092 for 9 months, September 1, 1962.

Katherine E. Hornor, Special Instructor in Social Work, no salary, September 1, 1961.

James A. Jewell, Special Instructor in Zoology, \$2,310 for 4½ months, January 16, 1962.

Robert Taylor Lyon, Teaching Assistant in Chemistry, \$400 for 4½ months, 1/4 time, January 16, 1962.

Kenneth E. Hendrickson, Jr., Teaching Assistant in History, \$500 for 4½ months, 1/4 time, January 16, 1962.

H. Carleton Marlow, Teaching Assistant in History, \$500 for 4½ months, 1/4 time, January 16, 1962.

George W. Steinmeyer, Teaching Assistant in History, \$500 for 4½ months, 1/4 time, January 16, 1962.

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CHANGES:

Maurice H. Merrill, Research Professor of Law, salary increased from \$14,100 to \$14,400 for 9 months, December 1, 1961.

Norman R. Jackman, Associate Professor of Sociology, salary changed from \$778.66 per month, full time, to \$584 per month, 3/4 time, January 16 to June 1, 1962.

Patrick K. Sutherland, Associate Professor of Geology; appointed Curator of Invertebrate Paleontology, Stovall Museum, December 1, 1961 to July 1, 1962.

Melvin B. Tolson, title changed from Graduate Assistant to Special Instructor in Modern Languages, salary increased from \$222.22 per month, 1/2 time, to \$370.37 per month, .83 time, December 11, 1961 to June 1, 1962. Reappointed Special Instructor in Modern Languages, \$4,092 for 9 months, full time, September 1, 1962.

Viva Lee Taylor Lynn, title changed from Graduate Assistant to Teaching Assistant in Modern Languages, salary changed from \$900 to \$800 for 4½ months, 1/2 time, January 16 to June 1, 1962.

David Ray Proctor, title changed from Graduate Assistant to Teaching Assistant in Mathematics, salary changed from \$900 to \$800 for 4½ months, 1/2 time, January 16, 1962.

RESIGNATIONS:

William Mason Morgenroth, Associate Professor of Business Management, January 16, 1962.

Barbara Weiss Thomson, Assistant Professor of Social Work, February 16, 1962.

Samuel M. Meyers, Special Instructor in Sociology, September 1, 1961.

RETIREMENT:

Susan E. Millier, Associate Professor of Home Economics, July 1, 1962.

GRADUATE ASSISTANTS

APPOINTMENTS:

James Duane Brown, Chemistry, \$1,800 for 9 months, 1/2 time, September 1, 1962.

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William Timothy Quinlin, Chemistry, \$900 for 4½ months, 1/2 time, January 16, 1962.

Bobby N. Corcoran, Economics, part time, December 7, 1961 to June 30, 1962. Salary paid by Field Development Services.

Hulon Matthews Madeley, Geology, \$900 for 4½ months, 1/2 time, January 16, 1962.

Richard Alan Wasteneys, Geology, \$900 for 4½ months, 1/2 time, January 16, 1962.

John L. Dickson, History, part time, December 6, 1961 to June 30, 1962. Salary paid by Field Development Services.

RESIGNATIONS:

William T. Dove, Chemistry, January 16, 1962.

Karen Gray, Chemistry, January 16, 1962.

Ann C. Miller, Chemistry, January 16, 1962.

Howard Carl Boysen, Geography, January 16, 1962.

Lajos Biro, Modern Languages, December 11, 1961.

NON-ACADEMIC

APPOINTMENT:

Klaus Gemming, Associate Art Editor, University Press, Publishing Division, rate of \$8,520 for 12 months, January 1, 1962. Professional status.

CHANGES:

R. Lewis Brown, title changed from Accountant III to Administrative Assistant, Director's Office, Physical Plant, and given Junior Administrative status, December 1, 1961.

Richard F. Diers, title changed from Public Information Assistant to Associate Director, High School Relations, Office of University Relations, given professional status, January 1, 1962.

Pauline C. Keaton, title changed from Educational Counselor to Associate Director, High School Relations, Office of University Relations, given professional status, January 1, 1962.

Ronald K. Green, Director of Financial Aids, salary increased from \$7,728 to \$8,112 for 12 months, January 1, 1962.

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RESIGNATIONS:

Virginia Bell, Research Associate in Dendrochronology, Anthropology Department, Social Sciences Division, Stovall Museum, July 1, 1961.

George G. Huffman, Curator of Invertebrate Paleontology, Stovall Museum, December 1, 1961. (Remains Professor of Geology).

RETIREMENT:

Clarence Mitchell, M.D., Staff Physician, Student Health Service, March 1, 1962.

MEDICAL CENTER

APPOINTMENTS:

Jiro Nakano, M.D., Ph.D., Assistant Professor of Pharmacology, \$10,000 for 12 months, December 1, 1961.

Clell C. Warriner, Jr., Ph.D., Instructor in Psychology, School of Nursing, first semester, 1961-62.

Peter J. Chandler, M.A., Research Associate in Psychiatry, Neurology and Behavioral Sciences, \$416 per month, January 1, 1962.

CHANGES:

Robert M. Bird, M.D., Professor of Medicine, salary increased from \$12,000 to \$14,000 for 12 months, December 1, 1961.

John P. Colmore, M.D., Associate Professor of Medicine, salary increased from \$12,000 to \$13,000 for 12 months, December 1, 1961.

George J. Friou, M.D., Associate Professor of Medicine, salary increased from \$1,100 to \$1,350 per month, November 16, 1961.

Robert A. Schneider, M.D., Associate Professor of Medicine, salary increased from \$11,000 to \$13,000 for 12 months, December 1, 1961.

Mervin L. Clark, M.D., Assistant Professor of Medicine, salary increased from \$11,000 to \$11,500 for 12 months, July 1, 1961 (correct error in budget); salary increased to \$12,000 for 12 months, December 1, 1961.

Howard B. Ruhm, Ph.D., Assistant Professor of Audiology and Director of Audiological Research in Speech and Hearing Division, salary changed from \$1,025 to \$669.45 per month, October 1, 1961 (correct error in budget).

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Carl W. Smith, M.D., Director of Out-Patient Clinics and Assistant Professor of Medicine, salary increased from \$11,000 to \$12,000 for 12 months, December 1, 1961.

Barbara F. Braden, M.D., Instructor in Preventive Medicine and Public Health, and Assistant Physician, Health Service, salary changed from \$9,000 to \$7,500 for 12 months, December 1, 1961.

Natoo C. Patel, M.D., Instructor in Medicine, salary increased from \$9,300 to \$10,000 for 12 months, December 1, 1961.

Warren L. Felton, M.D., title changed from Clinical Assistant in Preventive Medicine and Public Health and in Surgery to Clinical Assistant in Preventive Medicine and Public Health and Instructor in Surgery, December 1, 1961.

John M. Kalbfleisch, M.D., Clinical Assistant in Medicine, salary increased from \$500.00 to \$742.85 per month, December 1, 1961 to June 30, 1962.

Landon C. Stout, Jr., M.D., Clinical Assistant in Medicine, salary increased from \$500.00 to \$742.85 per month, December 1, 1961 to June 30, 1962.

RESIGNATION:

Mary Goepfert, M.D., Instructor in Medicine, November 24, 1961.

Approved on motion by Regent Monroe.

President Cross presented the following summary of income and expenditures for programs of research conducted by faculty members of the School of Medicine for the period July 1 through September 30, 1961, as applied to the Oklahoma City Veterans Administration Hospital and to the Oklahoma Medical Research Foundation as submitted by Dean Mark R. Everett:

	<u>Medical Research</u>	<u>VA Hospital</u>
Grants and Contributions for Research		
Federal Sources	✓ \$177,060.10	✓ \$108,224.80
Non-Federal Sources	✓ <u>145,699.95</u>	<u>649.61</u>
Total	✓ \$322,760.05	\$108,874.41

The report was received and ordered filed.

Regent Johnson requested that on the personnel pages for the Medical Center, salaries be broken down as to source of funds - giving the amount from each trust fund or department in the Medical Center.

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Regent Johnson stated he thinks it important that the University request the Higher Regents to authorize the Medical Center to accept the responsibilities designated in Senate Bill 81 of the 1961 Legislature pertaining to the Board of Unexplained Deaths.

After a lengthy discussion, Regent Johnson moved that President Cross send a letter to the State Regents for Higher Education requesting permission to authorize the implementation of Senate Bill 81 insofar as it involves the participation of faculty members and personnel of the University of Oklahoma School of Medicine. Approved.

President Cross reported the Appropriations and Budget Committee of the Legislature will visit the OU campus on January 18 and 19 and requested that all of the Regents be present if possible on the 18th.

There being no further business the meeting was adjourned at 11:00 a.m.

Emil R. Kraettli, Secretary