

MINUTES OF A REGULAR MEETING  
BOARD OF REGENTS OF THE UNIVERSITY OF OKLAHOMA  
THURSDAY, SEPTEMBER 12, 1963 - 10:00 A.M.

A regular meeting of the Board of Regents of the University of Oklahoma was held in the office of the President of the University, Norman, on Thursday, September 12, 1963, at 10:00 a.m.

The following were present: Vice President Eph Monroe, presiding in the absence of the President of the Board; Regents Rothbaum, Johnson, Davidson, Little, and Houchin.

ABSENT: Regent Glenn Northcutt.

The minutes of the meeting held on July 11, 1963 were approved.

President Cross announced that the University Foundation has scheduled a joint meeting of all committees of the Plan for Excellence on Wednesday, September 18, and on behalf of the Foundation extended an invitation to all of the Regents to attend the meetings.

President Cross distributed a report prepared by the Intramural Department which included a summarization of student participation for the academic year 1962-63.

On December 2, 1961 (p. 6963), the Regents requested the employment of a full-time architect-engineer to conduct daily inspections of construction projects on the campus, but the University has been unable to find a suitable person. President Cross reported the Physical Plant Department is still looking for an architect-engineer, but in the meantime each project is inspected each day by the specialist on the University staff concerned with the particular work being done. Also, the project architect is required to provide full-time inspection.

President Cross stated that Howard-Samis-Davies, architects for the two engineering buildings, are now handling the inspection of these buildings by having a principal member of the firm come to Norman each day, and so far this has proved to be quite satisfactory. He stated he expected the Regents would receive a communication from the architects requesting approval of this method of on-site supervision. After a discussion in which it was brought out that the contract with Howard-Samis-Davies provides that the University can relieve the Associate Architect of full-time supervision, it was the consensus of the Regents that this method of inspection is acceptable as long as the inspections are satisfactory to the University.

President Cross reported receipt of a proposal from the El Reno Chamber of Commerce and Public School System that the University of Oklahoma take over the junior college located there. El Reno would donate to the University a half section of land on which to build facilities to operate the junior college now being conducted in the El Reno High School. President Cross recommended the matter be referred to a committee of the Board.

The Chair referred the El Reno proposal to the Regents' Committee on Coordination with Other Groups (Regent Monroe, Chairman, and Regents Johnson and Houchin).

President Cross also reported that ownership of Aero Commander, Inc. had been transferred to Rockwell-Standard Corporation, and that the two Aero Commander leases with the University on the North Campus would need to be assigned to the new parent corporation. He stated that this item had arrived too late to be placed on the agenda for this meeting, but would be submitted for consideration of the Regents at the next meeting.

President Cross reported receipt of a proposed contract between the State Board of Affairs and the Regents concerning the operations in prospect in McAlester for research to be conducted by the School of Medicine at the State Penitentiary which were approved by the Regents in principle on June 23, 1963 (pp. 7446-8). Also received was a copy of an Attorney General's opinion that the contract as presented is acceptable.

A discussion followed on the proposed contract, with the suggestion that perhaps the contract should be more specific and the Regents' committee should discuss the contract with those concerned at the Medical School.

Regent Johnson moved that the matter be referred to the Regents' Committee on the Medical School (Regent Johnson, Chairman, and Regents Little and Houchin), that the Committee study the proposed contract, and that the Chairman of the ~~Board of Regents~~ <sup>Committee</sup> be authorized and directed to sign and execute the contract as approved by the committee. Approved.

\*Corrected at 10-3-63 meeting, page 7547.

President Cross presented the report of Mr. C. B. Wilkinson, Director of Athletics, that arrangements have been completed, subject to the Regents' approval, for the following inter-sectional football games:

1966	October 22	Notre Dame	at Norman
1968	September 21	Notre Dame	at South Bend
1968	September 28	North Carolina State	at Norman
1969	September 20	Wisconsin	at Madison
1969	September 27	Pittsburgh	at Norman
1970	September 19	Wisconsin	at Norman
1970	September 26	Oregon State	at Norman

Since Mr. Wilkinson would like to announce these games today at 12:00 noon, and since tentative agreements have been reached with the other schools involved for mutual releases to the press and other communication media at this time, the Regents agreed to consider the item at this time.

President Cross recommended that the above schedule of inter-sectional football games prepared by Mr. Wilkinson be approved.

Approved on motion by Regent Little.

Regent Rothbaum, Chairman of the Regents' Investment Committee, reported that notification had been received of the possible exchange of a \$5,000 4 3/6% U. S. Treasury Note due May 15, 1964, owned by the Florence T. Daniel Estate of the Crippled Children's Hospital Fund, for a \$5,000 4% U. S. Treasury Bond due August 15, 1973. The Regents approved the recommendation of J. & W. Seligman & Co. that the present security be retained in the fund.

Regent Rothbaum also called attention to the fact that \$14,000 is available for short-term investment in the Murray Case Sells Loan Fund and recommended this be invested in 90-day U. S. Treasury Bills.

Regent Houchin moved investment of the funds as recommended by Regent Rothbaum. Approved.

At the June meeting (p. 7438) the possibility of scholarships for medical students from the Department of Health, Education, and Welfare was discussed and Regent Johnson was asked to investigate. Dr. Johnson reported that when HR 12 was originally introduced in the United States House of Representatives it contained a feature for the forgiveness of part of a loan to a medical student if he decided to establish his practice in an area where there is a shortage of physicians, but this provision has been stricken from the bill. The first section of the bill provides assistance to medical and dental schools for physical facilities, and the second section now provides for student loans up to \$2,000 per year at an annual interest rate of 3½%. This bill has been passed by the House of Representatives and is now being considered by the Senate.

President Cross requested withdrawal of the item on the agenda numbered A-1-c pertaining to the University's retirement plan, and his request was approved.

President Cross reported that representatives of The Associated General Contractors of America, Inc. had requested a hearing before the Regents in connection with the Regents' requirement that all construction bids contain the names of the subcontractors to be used on the project. The Regents agreed to visit with the gentlemen, and the following were introduced:

Mr. J. J. Bollinger, J. J. Bollinger Construction, Inc.,  
Oklahoma City;  
Mr. H. B. Bass, D. C. Bass & Sons, Enid;  
Mr. John M. Dunning, Chas. M. Dunning Construction Co.,  
Oklahoma City;  
Mr. Earl Tankersley, Builders Construction Company,  
Oklahoma City.

Mr. Bass, main spokesman for the group, stated the Association strongly disfavors the action of the Regents and explained their reasons for requesting the Regents to rescind the action. It is the feeling of the general contractors that requiring the naming of subcontractors on the construction bid at the time bids are let will increase the University's costs.

After a discussion, the gentlemen retired from the meeting.

The Regents agreed the matter should be referred to the Regents' New Construction Committee (Regent Rothbaum, Chairman, and Regents Davidson and Houchin) who will have a meeting with representatives of the subcontractors association and present a report and recommendation at the October meeting.

President Cross requested that representatives of the Medical Center be present during that part of the meeting concerning Medical Center items and the Regents agreed. Mr. Raymond Crews, Business Administrator of the Medical Center, and Mr. M. K. DuVal, Assistant Director of the Medical Center, were invited to the meeting.

There was a discussion concerning the item on the agenda changing Dr. Paul W. Smith's resignation, as approved by the Regents on July 11, 1963 (p. 7483), to a termination.

Regent Johnson moved that the action taken by the Board pertaining to Dr. Paul W. Smith at the July meeting be rescinded and that the item pertaining to Dr. Smith on the September agenda be deleted. The motion was seconded by Regent Davidson and approved.

Regent Monroe referred the matter of Dr. Smith's resignation or termination to the Regents' Committee on the Medical School (Regent Johnson, and Regents Houchin and Little) for an investigation and a report to the Board at their earliest convenience.

#### MEDICAL CENTER PERSONNEL

##### LEAVE OF ABSENCE:

Arley T. Bever, Ph.D., Associate Professor and Vice Chairman of Biochemistry, leave of absence without pay, September 1, 1963 to September 1, 1964. Dr. Marvin R. Shetlar appointed Vice-Chairman of Biochemistry effective September 1, 1963 as replacement.

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**APPOINTMENTS:**

Sidney P. Traub, M.D., Professor and Head of Radiology and Director of X-Ray Department, University Hospitals, \$18,000 for 12 months, June 1, 1963. To receive \$3,000 from VA Hospital.

Ben I. Heller, M.D., Professor and Head of Clinical Pathology, Professor of Medicine, Director of Clinical Laboratories, University Hospitals, \$16,000 for 12 months, September 1, 1963. To receive \$4,000 from VA Hospital.

Frankie Nell Nations, M.D., Assistant Professor of Anesthesiology, \$16,000 for 12 months, August 5, 1963.

Joseph Robert Assenzo, Ph.D., Assistant Professor of Preventive Medicine, \$291.67 per month, part time, September 1, 1963.

Harrison R. Hickey, Jr., Ph.D., Assistant Professor of Preventive Medicine, \$15,000 for 12 months, August 1, 1963.

John D. Griffith, M.D., Assistant Professor of Preventive Medicine and of Psychiatry, \$6,500 for 12 months, part time, July 1, 1963.

Ronald L. Coleman, Ph.D., Instructor in Biochemistry, \$7,500 for 10 months, September 1, 1963.

Yu-Teh Li, Ph.D., Instructor in Research Biochemistry, \$4,800 for 12 months, September 1, 1963.

Guy W. Fuller, M.D., Clinical Instructor in Gynecology and Obstetrics, \$3,000 for 12 months, 1/3 time, July 1, 1963.

Henry West Overbeck, M.D., Instructor in Medicine, clinical rates, August 1, 1963.

Bernard Uylsses Bowman, Jr., Ph.D., Instructor in Microbiology, clinical rates, July 1, 1963.

Catherine Margaret McCarty, M.S., Instructor in Nutrition, \$7,200 for 12 months, August 1, 1963.

James Mills, M.D., Instructor in Ophthalmology, \$250 per month, part time, July 1, 1963.

Claude M. Bloss, Jr., M.D., Instructor in Preventive Medicine, \$110 per month, part time, June 16, 1963.

James L. Mathis, M.D., Instructor in Psychiatry, \$4,466 for 12 months, part time, July 1, 1963.

Hubert James Stuart, M.D., Instructor in Psychiatry, \$8,031.25 for 12 months, part time, July 1, 1963.

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Robert M. Wienecke, M.D., Instructor in Psychiatry, \$12,500 for 12 months, July 1, 1963.

Jerry Lee Bressie, M.D., Clinical Assistant in Medicine, clinical rates, July 1, 1963.

Jerry Raymond Nida, M.D., Clinical Assistant in Pediatrics, \$5,000 for 12 months, July 1, 1963.

Nickolas Tassopoulos, M.D., Clinical Assistant in Pediatrics, clinical rates, July 1, 1963.

Herman Andrew Riesenbergh, M.A., R. N., Clinical Assistant in Psychiatric Nursing in Department of Psychiatry, clinical rates, August 1, 1963.

Elizabeth M. Tackwell, M.A., Clinical Assistant in Psychiatric Social Work in Department of Psychiatry, clinical rates, August 1, 1963.

Louis Elliott Speed, M.D., Clinical Assistant in Surgery, clinical rates, August 1, 1963.

A. B. Smith, M.D., appointed as Associate Preceptor in Stillwater, effective August 1, 1963.

**CHANGES:**

Richard E. Bettigole, M.D., Clinical Assistant in Medicine, salary increased from \$500 to \$583.33 per month, July 1, 1963.

Sylvia S. Bottomley, M.D., Clinical Assistant in Medicine, changed from \$6,000 for 12 months to no salary, July 1, 1963.

Edward N. Brandt, Jr., M.D., promoted from Instructor to Assistant Professor of Medical Biomathematics in Preventive Medicine and Director of Biostatistical Unit and Medical Computer Center, salary increased from \$10,000 to \$14,000 for 12 months, July 1, 1963.

John C. Brixey, Ph.D., Consultant Professor of Mathematical Statistics in Preventive Medicine, salary changed from clinical rates to \$300 per month, September 1, 1963 to July 1, 1964.

Salvadore P. Casals, M.D., Clinical Assistant in Medicine, salary increased from \$500 to \$541.66 per month, July 1, 1963.

James P. Dewar, M.D., title changed from Director of Surgical Pathology Laboratories and Professor of Pathology to Associate Clinical Professor of Pathology, July 31, 1963; salary changed from \$12,900 to clinical rates, August 21, 1963.

Earl H. Ginn, M.D., Assistant Professor of Medicine; given additional title of Assistant Professor of Urology, July 1, 1963.

Billy Richard Goetzinger, M.D., title changed from Instructor in Anesthesiology and Assistant Director of Oxygen Therapy to Instructor in Anesthesiology, salary changed from \$12,000 to clinical rates, September 16, 1963.

Jess Hensley, M.D., title changed from Assistant Professor to Assistant Clinical Professor of Pathology, July 31, 1963; salary changed from \$11,000 to clinical rates, August 14, 1963.

J. T. Jabbour, M.D., Assistant Professor of Neurology in Psychiatry and Assistant Professor of Pediatrics, salary changed from \$13,400 to \$13,000 for 12 months, July 1, 1963.

Stanley M. Kemler, M.D., Assistant Professor of Psychiatry, changed from clinical rates to \$5,000 for 12 months, part time, July 1, 1963.

Charles Ray Key, M.D., Junior Clinical Assistant in Pathology, salary changed from \$7,000 to \$7,500 for 12 months, July 1, 1963.

Adrian A. Kyriakopoulos, M.D., Instructor in Medicine, salary changed from \$800 to \$708.33 per month, July 1, 1963.

Thomas N. Lynn, M.D., Assistant Professor of Preventive Medicine; appointed Vice Chairman of Preventive Medicine, September 1, 1963.

Frederick Donald Mannerberg, M.D., Clinical Assistant in Medicine, salary changed from \$583.33 per month to clinical rates, June 30, 1963.

Carl E. Marshall, Ph.D., Consultant Professor of Biostatistics in Preventive Medicine, salary changed from clinical rates to \$300 per month, part time, September 1, 1963 to July 1, 1964.

Richard A. Marshall, M.D., Assistant Professor of Preventive Medicine and of Medicine, salary changed from \$15,000 to \$3,000 for 12 months, July 1, 1963.

LeRoy Lynn Myers, M.D., Clinical Assistant in Medicine, salary increased from \$500 to \$541.66 per month, July 1, 1963.

William E. Price, M.D., title changed from Junior Clinical Assistant to Clinical Assistant in Surgery, July 1, 1963.

George V. Rohrer, M.D., Clinical Assistant in Medicine; given additional title of Chief Resident in Medicine, salary changed from \$41.66 per month to no salary, July 1, 1963.

Hilli Sevelius, M.D., title changed from Clinical Assistant to Instructor in Medicine, July 1, 1963.

Margaret F. Shackelford, M.S., Assistant Professor of Statistics in Preventive Medicine, salary changed from \$8,500, full time, to \$4,500 for 12 months, part time, July 1, 1963.

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David D. Snyder, M.D., title changed from Instructor to Clinical Assistant in Surgery, September 1, 1963.

Armond H. Start, M.D., Clinical Instructor in Pediatrics, salary changed from \$450 per month to clinical rates, July 1, 1963.

Peter J. Welt, M.D., Assistant Professor of Anesthesiology; given additional title of Assistant Professor of Psychiatry, August 1, 1963.

Stewart G. Wolf, M.D., Professor and Head of Medicine, salary changed from \$20,000 to \$13,000, July 1, 1963. Awarded Commonwealth Fellowship. Leave of absence July 1, 1963 to July 1, 1964.

**RESIGNATIONS:**

James Garfield Binkley, M.D., Professor Emeritus of Gynecology and Obstetrics, July 1, 1963.

David O. Childers, M.D., Visiting Lecturer in Pediatrics, July 16, 1963.

Eleanor S. Keeping, Ph.D., Research Associate in Microbiology, May 31, 1963.

Ernest S. Keeping, Ph.D., Consultant Professor of Preventive Medicine, May 31, 1963.

Wilford E. Maldonado, M.D., Junior Clinical Assistant in Pathology, July 5, 1963.

Raymond E. Roth, M.S., Visiting Assistant Professor of Preventive Medicine, May 31, 1963.

Emil Robert Straka, B.S., Research Associate in Dermatology, August 10, 1963.

Coleman Taylor, M.D., Associate Professor of Ophthalmology, July 1, 1963.

**DEATHS:**

Charles Donovan Tool, M.D., Assistant Professor of Pathology, July 9, 1963.

Harold W. Hackler, M.D., Assistant Professor of Psychiatry, April 29, 1963.

President Cross recommended confirmation of the mail vote taken on July 20 to make the following changes in Medical School salaries:

William E. Jaques, M.D., Professor and Chairman of Pathology, salary increased from \$16,000 to \$19,800 for 12 months, July 1, 1963.

John A. Schilling, M.D., Professor and Head of Surgery, salary increased from \$13,000 to \$16,000 for 12 months, July 1, 1963.



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Howard B. Ruhm, Ph.D., Assistant Professor of Audiology and Director of Audiological Research, Speech and Hearing Center, salary increased from \$12,500 to \$17,000 for 12 months, July 1, 1963.

He reported no action has been taken on the following salary increases which were on the list of Medical School salaries presented to the Regents at the July meeting and recommended approval:

Louis J. West, M.D., Professor and Head of Psychiatry, Neurology and Behavioral Sciences, salary increased from \$13,000 to \$19,500 for 12 months, May 1, 1963.

Henry N. Kirkman, M.D., Associate Professor of Pediatrics and Assistant Professor of Research Biochemistry, salary increased from \$1,166.66 per month to \$19,000 for 12 months, July 1, 1963.

James P. Costiloe, M.S., Research Associate in Medicine and in Psychiatry, salary increased from \$4,200 to \$8,000 for 12 months, July 1, 1963.

A change of status was involved in the following salary increases which were also included in the list submitted to the Regents in July and President Cross recommended approval at this time:

Barbara June Kersey, M.L.S., title changed from Assistant Librarian to Instructor in Medical Library Science, salary increased from \$3,000, 1/2 time, to \$6,200 for 12 months, full time, July 1, 1963.

Yildiz G. Kutkam, M.D., Instructor in Anesthesiology, salary increased from \$4,200, part time, to \$9,000 for 12 months, full time, July 1, 1963. Completed residency.

Approved on motion by Regent Houchin.

President Cross recommended the following appointments to membership on the Admissions Board of the School of Medicine:

Dr. Thomas N. Lynn to replace Dr. Ted Clemens, Jr.  
Dr. C. M. Bielstein to replace Dr. L. Vernon Scott

Members continuing on the Committee are as follows:

Dr. Robert M. Bird	Dr. G. Rainey Williams
Dr. W. K. Ishmael	Dr. Robert E. Roberts
Dr. Robert J. Morgan	Dr. Gunter R. Haase
Dr. Jimmy L. Simon	

He also recommended the appointment of Dr. E. C. Lindley, Dr. Alice M. Brues, and Dr. William R. Richardson as alternates for this group.

Approved on motion by Regent Houchin.

A copy of the Medical Center Budget for the fiscal year 1963-64 was sent to each Regent with the agenda. President Cross recommended approval of the budget with the following exceptions:

That the salary of Dean Mark R. Everett be raised from \$17,100 as shown to \$18,000;

That the salary of Mr. Raymond Crews, Business Administrator and Superintendent of the Hospitals, be raised from \$14,200 to \$15,000.

Approved on motion by Regent Houchin.

President Cross presented the following letter from Mr. J. Wayne Beal, Assistant Business Administrator of the Medical Center, pertaining to bids on 15 of the 17 houses recently purchased in the 800 and 900 blocks of Northeast 11th Street in Oklahoma City:

"28 August 1963

"Dear President Cross

"We recently circulated bids to sell 15 houses in the 800 and 900 blocks on N. E. 11th Street. These houses represent 15 of the total of 17 purchased over the last 6 months, by the Medical Center, from funds provided by 28th Session of the Legislature.

"I am enclosing 25 copies of Tabulation Sheet of Agency Bid #B-1682-64 and 1 copy of Agency Bid as circulated.

"We recommend that awards be made to the highest bidders as follows:

E. T. Hight 735 East Reno Oklahoma City, Oklahoma	917 N. E. 11th Street	\$ 795.00
W. H. Tolliver 529 N. E. 2nd Street Oklahoma City, Oklahoma	809 N. E. 11th Street	\$ 800.00
Sam S. Shaded 2248 N. W. 1st Terrace Oklahoma City, Oklahoma	817 N. E. 11th Street 821 N. E. 11th Street	\$1,025.00 925.00
R. W. Leveridge and T. J. Loomis 2401 South Harvey Oklahoma City, Oklahoma	905 N. E. 11th Street 925 N. E. 11th Street	\$ 507.77 307.77

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James Harper 2126 North Prospect Oklahoma City, Oklahoma	921 N. E. 11th Street	\$ 700.00
Mr. and Mrs. Loyd Martin Route 4 Box 57 Edmond, Oklahoma	805 N. E. 11th Street	\$1,503.00
Mr. Joe Taylor Route 5 Box 129 Guthrie, Oklahoma	815 N. E. 11th Street 909 N. E. 11th Street 913 N. E. 11th Street 929 N. E. 11th Street 937 N. E. 11th Street 941 N. E. 11th Street	\$ 440.25 585.50 400.85 380.25 585.90 555.25
S. Paxton 434 N. W. 19th Street Oklahoma City, Oklahoma	901-903 N. E. 11th Street	\$ 51.00

"The above awards represent a total of \$9,562.54 for the 15 pieces of property.

"We respectfully request that these recommendations be made to the next regular meeting of the University of Oklahoma Board of Regents.

Sincerely

/s/ J. Wayne Beal

J. Wayne Beal  
Assistant Business Administrator"

A copy of the specifications for the removal of the houses and a copy of the tabulation of bids received were included in each copy of the agenda.

President Cross recommended that the houses be sold to the high bidders as listed by Mr. Beal.

Approved on motion by Regent Houchin.

The Medical Center requested bids on a Kodak X-Omat, Model 4, processor with automatic loader, or a comparable piece of equipment. The following bids were received:

Merkel X-Ray Company, Tulsa

Kodak X-Omat, Model 4

\$15,583

General Electric Company  
Oklahoma City, Oklahoma

Kodak X-Omat, Model 4	\$11,500
Pakoral - XM	11,260

R. P. Kincheloe Company  
Oklahoma City, Oklahoma

Kodak X-Omat, Model 4	14,896
Pakoral - XM	10,913

Approximately six months ago the Medical Center purchased a Pakoral Model--XM automatic processor to include an automatic loader for use at Children's Memorial Hospital. Although the company bid the item as specified, and was awarded the order, they were unable to deliver the automatic loading device and a credit had to be issued. The automatic loading device for the Pakoral - XM unit is not yet in production. The automatic changer on the Kodak X-Omat, Model 4, is available for immediate delivery

President Cross recommended that the bid be awarded to the General Electric Company for the Kodak X-Omat, Model 4, at a total cost of \$11,500.

Regent Davidson requested information as to why the award was not made to the low bidder, R. P. Kincheloe Company on their bid for the Pakoral - XM unit. Mr. Crews replied that the loading device for the Pakoral - XM unit is not yet in production and the firm could not guarantee any delivery date.

On motion by Regent Houchin the bid was awarded to General Electric Company for the Kodak X-Omat, Model 4, at a total cost of \$11,500.

The following is a summary of income and expenditures for programs of research conducted by faculty members of the School of Medicine for the period April 1, 1963 through June 30, 1963, as applied to the Oklahoma City Veterans Administration Hospital:

Grants and Contributions for Research

Non-Federal Sources	\$ 355.00
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Other Allocations for Research

Federal Sources	<u>142,543.00</u>
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\$142,898.00

The above report was submitted by Dr. Mark R. Everett, Dean of the School of Medicine.

Dr. Johnson asked Mr. Crews for a report on the purchase of the property south of the Medical Center. Mr. Crews stated that 17 out of the 19 pieces of land had been purchased; one of those remaining is owned by the Masonic Charities and it is possible a price will be agreed upon at an early date; the other is owned by an absentee landlord and is in very poor condition. The Medical Center considers the price to be too high and feels this is the only property that might need to be acquired by condemnation proceedings.

Dr. Johnson stated this report answered the questions he had concerning item No. 42 on the June agenda which has been listed under pending business and requested that it now be removed from the list of items still under consideration.

The meeting recessed for luncheon in the Oklahoma Memorial Union at 12:30 p.m. The meeting reconvened in the President's Office at 1:15 p.m.

#### **FACULTY PERSONNEL**

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

Ruth B. Haugen, Associate Professor of Social Work, sabbatical leave of absence, September 1, 1963 to June 1, 1964.

George B. Fraser, David Ross Boyd Professor of Law, leave of absence without pay, January 16 to June 1, 1964.

James O. Melton, Professor of Industrial Management Engineering, leave of absence without pay, September 1, 1963 to September 1, 1964.

Robert N. Thompson, Instructor in Civil Engineering, leave of absence without pay extended from September 1, 1963 to June 1, 1964.

##### **APPOINTMENTS:**

Edith Mahier, Professor of Home Economics, \$99 per month, 1/4 time, September 1, 1963 to January 16, 1964.

Charles Wesley Bert III, Ph.D., Associate Professor of Aerospace and Mechanical Engineering, \$11,124 for 9 months, September 1, 1963.

Joakim George Laguros, Ph.D., Associate Professor of Civil Engineering and Environmental Sciences, \$10,344 for 9 months, September 1, 1963.

Yoshikazu Sasaki, Associate Professor of Meteorology, School of Civil Engineering and Environmental Sciences, \$2,235 for 9 months, 1/4 time, September 1, 1963.

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Richard A. Terry, Ph.D., Associate Professor of Industrial Management Engineering, \$11,124 for 9 months, September 1, 1963. \$5,500 of salary from Research Institute.

Charles K. Hoag, Ph.D., Associate Professor of Music, \$7,008 for 9 months, September 1, 1963.

Ernest Lorenz Trumble, Ph.D., Associate Professor of Music, \$7,356 for 9 months, September 1, 1963.

Carolyn W. Sherif, Associate Professor of Sociology, \$1,776 for 9 months, 1/4 time, September 1, 1963.

Jerry Vernon Tobias, Visiting Associate Professor of Speech, \$1,000 for 4½ months, 1/4 time, September 1, 1963.

Hung-Ta Ho, Ph.D., Assistant Professor of Aerospace and Mechanical Engineering, \$8,724 for 9 months, September 1, 1963.

Robert Jay Block, Ph.D., Assistant Professor of Metallurgical Engineering in Chemical Engineering and Material Sciences, \$8,520 for 9 months, September 1, 1963.

Harriet Breckenridge Turkington, Visiting Assistant Professor of Home Economics, \$2,958 for 9 months, 1/2 time, September 1, 1963.

Sydney Maxwell Hamberger, Visiting Assistant Professor of Physics, \$2,346 for 9 months, 1/4 time, September 1, 1963.

Augustus D'Aloise, Assistant Professor of Social Work, \$8,940 for 12 months, September 1, 1963 to September 1, 1964. NIMH Training Grant Program.

Leon Herman Ginsberg, Assistant Professor of Social Work, \$8,520 for 9 months, September 1, 1963.

Ruby L. Little, Assistant Professor of Social Work, rate of \$8,520 for 12 months, August 1, 1963 to July 1, 1964. NIMH Grant.

Anna Sophia Sandberg, Special Instructor in English, \$5,496 for 9 months, September 1, 1963.

Theodore Edward Trucks, Special Instructor in English, \$6,060 for 9 months, September 1, 1963.

James W. Serur, Instructor in Finance, Field Development Service, \$5,100 for 9 months, September 1, 1963.

Barbara Reynolds Roberts, Special Instructor, Home Economics Nursery School, \$3,996 for 9 months, September 1, 1963.

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Michele Wade, Special Instructor, University School, \$4,860 for 9 months, September 1, 1963.

Horace H. Bailey, Special Instructor in Zoology, \$2,550 for 9 months, 1/2 time, September 1, 1963.

Raymond D. Couser, Special Instructor in Zoology, \$2,550 for 9 months, 1/2 time, September 1, 1963.

James Arthur Jewell, Special Instructor in Zoology, \$2,550 for 9 months, 1/2 time, September 1, 1963.

David Gray Ruffer, Special Instructor in Zoology, \$2,550 for 9 months, 1/2 time, September 1, 1963.

Albert C. Buswell, Jr., Special Instructor in Music, \$1,100 for 9 months, 1/4 time, September 1, 1963.

Marjory Lunt Cornelius, Special Instructor in Music, \$3,221 for 9 months, 1/2 time, September 1, 1963.

Elizabeth J. Johnson, Special Instructor in Music, \$1,100 for 9 months, 1/4 time, September 1, 1963.

Earl M. Thomas, Special Instructor in Music, \$1,100 for 9 months, 1/4 time, September 1, 1963.

Pattie Booth Arnold, Teaching Assistant in Music, \$1,500 for 4½ months, 3/4 time, September 1, 1963.

Terry L. Flatt, Teaching Assistant in Music, \$500 for 4½ months, 1/4 time, September 1, 1963.

Rebecca Tweed Alexander, Teaching Assistant in Chemistry, \$400 for 4½ months, 1/4 time, September 1, 1963.

Ann Fisher Nicholas, Teaching Assistant in Chemistry, \$1,600 for 9 months, 1/2 time, September 1, 1963.

Robert A. Hasskarl, Lecturer, University School, rate of \$7,008 for 12 months, September 1, 1963.

Joan F. McCrary, Special Lecturer in Home Economics, \$1,443 for 4½ months, 1/2 time, September 1, 1963.

**CHANGES:**

Richard Kuhlman, transferred from University Architect's Office to School of Architecture, title changed from University Architect and Professor of Architecture and Planning to Professor of Architecture and of Planning, September 1, 1963; salary increased from \$12,900 to \$13,200 for 12 months, July 1, 1963.

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John M. Campbell, appointed Erle P. Halliburton Professor of Petroleum Engineering, salary increased from \$10,092 to \$14,000 for 9 months, September 1, 1963. \$4,000 to be paid from Halliburton funds.

John Brixey, Professor of Mathematics, salary increased from \$11,124 to \$12,000 for 9 months, September 1, 1963.

John O'Neil, Professor of Art, salary changed from \$12,900 for 12 months to \$10,596 for 9 months, September 1, 1963.

George W. Reid, Professor of Civil Engineering; also appointed Professor, Radiation Health Specialist Project Grant, \$3,000 for 10 months, 1/4 time, September 1, 1963 to July 1, 1964.

William Nelson Peach, Professor of Economics, salary changed from \$5,850 for 4½ months, full time, to \$4,387.50 for 4½ months, 3/4 time, September 1, 1963 to January 16, 1964.

Howard P. Clemens, Associate Professor of Zoology, salary changed from \$8,724 for 9 months, full time, to \$4,362 for 9 months, 1/2 time, September 1, 1963.

James D. Palmer, title changed from Assistant Dean for Graduate Studies, College of Engineering, and Associate Professor of Electrical Engineering to Associate Professor and Director of Electrical Engineering, salary increased from \$9,852 for 9 months to \$12,000 for 12 months, September 1, 1963.

Daniel G. Gibbens, Assistant Dean and Assistant Professor of Law, salary increased from \$9,384 to \$9,612 for 12 months, July 1, 1963.

Melville Spence, Acting Director of University Libraries and Assistant Professor of Library Science, paid additional \$450 for 9 months as Acting Director of the School of Library Science, September 1, 1963.

Franklin B. Sherwood, Visiting Assistant Professor of Economics, salary increased from \$9,156 to \$9,612 for 12 months, July 1, 1963. Paid from State Department Honduras Project Contract.

Leroy E. Page, Assistant Professor of History, salary increased from \$6,516 to \$6,840 for 9 months, September 1, 1963.

Darrel G. Harden, Assistant Professor of Mechanical Engineering, salary increased from \$8,316 to \$8,724 for 9 months, September 1, 1963.

Travis P. Goggans, promoted from Instructor to Assistant Professor of Accounting, September 1, 1963.

Joseph R. Assenzo, promoted from Instructor to Associate Professor of Civil Engineering, September 1, 1963.



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Kenneth R. Merrill, promoted from Instructor to Assistant Professor of Philosophy, September 1, 1963.

Richard E. O'Toole, promoted from Instructor to Assistant Professor of Sociology, salary increased from \$6,060 to \$6,840 for 9 months, September 1, 1963.

Alva A. Cummings, Special Instructor in Accounting, salary increased from \$5,628 to \$6,060 for 9 months, September 1, 1963.

George J. Mauer, Assistant Director of Bureau of Government Research, given additional title of Special Instructor in Government, salary increased from \$4,980 to \$6,060 for 12 months, July 1, 1963. Given professional status.

Donald Richard Cox, title changed from Special Instructor to Lecturer in Education, salary increased from \$5,496 to \$7,008 for 12 months, September 1, 1963.

Kenneth H. Hohlaus, Special Instructor in Education, salary changed from \$5,496 for 12 months, full time, to \$2,748 for 12 months, 1/2 time, September 1, 1963.

Robert L. Reigle, Instructor in History, salary increased from \$5,916 to \$6,516 for 9 months, September 1, 1963.

Jeannine E. Hyde, title changed from Instructor to Special Instructor in Modern Languages, September 1, 1963.

Willis Osborne Sadler, Instructor in Modern Languages, salary increased from \$5,100 to \$5,364 for 9 months, September 1, 1963.

Melvin B. Tolson, title changed from Instructor to Special Instructor in Modern Languages, September 1, 1963.

Rene E. Mendoza, Instructor in Sociology, salary changed from \$4,545 for 9 months, 3/4 time, to \$6,060 for 9 months, full time, September 1, 1963.

Bettye Malone Jewell, Special Instructor, University School, salary increased from \$4,980 to \$5,364 for 9 months, September 1, 1963.

Robert S. Matteson, title changed from Graduate Assistant to Special Instructor in English, salary changed from \$2,000 for 9 months, 1/2 time, to \$5,496 for 9 months, full time, September 1, 1963.

#### RESIGNATIONS:

Dominique-Rene de Lerma, Associate Professor of Music, August 1, 1963.

Levarl Merle Gustafson, Associate Professor of Psychology, August 1, 1963.

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James Kenneth Watson, Assistant Professor of Electrical Engineering, July 1, 1963.

Leonard Klein, Jr., Assistant Professor of Music, August 1, 1963.

Marian Grimes Craig, Assistant Professor of Social Work (NIMH Grant), August 3, 1963.

David Vanderkooi, Special Instructor in Music, June 1, 1963.

#### GRADUATE ASSISTANTS

##### APPOINTMENTS:

James H. Ingram, Aerospace and Mechanical Engineering, \$2,000 for 9 months, 1/2 time, September 1, 1963.

Alfred Gale Sullenberger, Aerospace and Mechanical Engineering, \$1,800 for 9 months, 1/2 time, September 1, 1963.

Jan Jacobson Bates, Art, \$1,800 for 9 months, 1/2 time, September 1, 1963.

Roland William Seibert, Botany and Microbiology, \$1,800 for 9 months, 1/2 time, September 1, 1963.

Kenneth Glen Huffman, Chemical Engineering and Material Sciences, \$1,800 for 9 months, 1/2 time, September 1, 1963.

Leonard Henry Milacek, Chemical Engineering and Material Sciences, \$2,250 for 9 months, 1/2 time, September 1, 1963.

William Alphonso Franks, Chemistry, \$1,800 for 9 months, 1/2 time, September 1, 1963.

Arthur M. Stevens, Chemistry, \$2,000 for 9 months, 1/2 time, September 1, 1963.

Shannon M. Wells, Chemistry, \$1,800 for 9 months, 1/2 time, September 1, 1963.

Robert Patton Todd, Civil Engineering and Environmental Sciences, \$1,800 for 9 months, 1/2 time, September 1, 1963.

Clifford L. Cypert, Economics, \$2,000 for 9 months, 1/2 time, September 1, 1963.

Richard Kirkwood Hay, Economics, \$2,000 for 9 months, 1/2 time, September 1, 1963.

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Gene Lohrke, Economics, \$2,000 for 9 months, 1/2 time, September 1, 1963.

John D. Stuligross, Economics, \$2,000 for 9 months, 1/2 time, September 1, 1963.

Roger M. Troub, Economics, \$1,000 for 9 months, 1/4 time, September 1, 1963.

Howard Brighton, Education, \$2,000 for 9 months, 1/2 time, September 1, 1963.

Nicholas Buffone, Education, \$2,000 for 9 months, 1/2 time, September 1, 1963.

Guy Johannes, Jr., Education, \$2,000 for 9 months, 1/2 time, September 1, 1963.

Don R. Moore, Education, \$2,000 for 9 months, 1/2 time, September 1, 1963.

Robert Pate, Education, \$2,000 for 9 months, 1/2 time, September 1, 1963.

John Stewart Shaw, Education, \$2,000 for 9 months, 1/2 time, September 1, 1963.

Fred Arlo Tesgue, Education, \$2,000 for 9 months, 1/2 time, September 1, 1963.

Jurgen Friedrich Gustav Lencer, Electrical Engineering, \$1,800 for 9 months, 1/2 time, September 1, 1963.

Robert Joe Parker, Electrical Engineering, \$1,800 for 9 months, 1/2 time, September 1, 1963.

Irwin Drake Bingham, English, \$1,800 for 9 months, 1/2 time, September 1, 1963.

Friederike Tonidandel Jalili, English, \$1,800 for 9 months, 1/2 time, September 1, 1963.

Fred Frank Rizzo, English, \$2,000 for 9 months, 1/2 time, September 1, 1963.

Terry Guy Shipley, English, \$1,800 for 9 months, 1/2 time, September 1, 1963.

James Howard Eddy, Government, \$900 for 4½ months, 1/2 time, September 1, 1963.

Paul A. Theil, Government, \$1,000 for 4½ months, 1/2 time, September 1, 1963.

Carl James Vandever, Government, \$900 for 4½ months, 1/2 time, September 1, 1963.

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Tom Dreiling, Guidance Service, \$200 per month, 1/2 time, August 12, 1963 to June 1, 1964.

Edward Thomas Mann, Guidance Service, \$200 per month, 1/2 time, August 19, 1963 to July 1, 1964.

Duane M. Leach, History, \$1,000 for 4½ months, 1/2 time, September 1, 1963.

Kay E. Oring, Home Economics, \$1,800 for 9 months, 1/2 time, September 1, 1963.

Glendel W. Atkinson, NDEA International Studies (Economics), \$1,200 for 9 months, 1/2 time, September 1, 1963.

Phyllis Helen Williams, NDEA International Studies (Geography), \$900 for 4½ months, 1/2 time, September 1, 1963.

Dolores June Gibson, Journalism, \$900 for 9 months, 1/4 time, September 1, 1963.

Elizabeth Lee Barwick, Modern Languages, \$1,800 for 9 months, 1/2 time, September 1, 1963.

William Wesley Choate, Modern Languages, \$1,800 for 9 months, 1/2 time, September 1, 1963.

Robert Leon Malka, Modern Languages, \$1,800 for 9 months, 1/2 time, September 1, 1963.

Curt Allen, Music, \$900 for 9 months, 1/4 time, September 1, 1963.

George Alvis Kizer, Music, \$1,800 for 9 months, 1/2 time, September 1, 1963.

Linda Kay Hughes, Physical Education, \$1,800 for 9 months, 1/2 time, September 1, 1963.

Carole M. Stock, Physical Education, \$1,800 for 9 months, 1/2 time, September 1, 1963.

Delbert Ray Harper, Physics, \$2,000 for 9 months, 1/2 time, September 1, 1963.

Kenneth L. Kennerud, Physics, \$1,800 for 9 months, 1/2 time, September 1, 1963.

Frank L. Skaggs, Physics, \$1,800 for 9 months, 1/2 time, September 1, 1963.

Mary Kaye Phifer, Psychology, \$1,800 for 9 months, 1/2 time, September 1, 1963.

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John Hamilton West, Psychology, \$1,800 for 9 months, 1/2 time, September 1, 1963.

James W. Leggitt, Sociology, \$1,800 for 9 months, 1/2 time, September 1, 1963.

Bill Baker English, Speech (NDEA), \$2,000 for 9 months, 1/2 time, September 1, 1963.

Robert Stevens Fish, Speech, \$1,800 for 9 months, 1/2 time, September 1, 1963.

Kenneth Hadwiger, Speech, \$2,000 for 9 months, 1/2 time, September 1, 1963.

Sandra Lee Herndon, Speech, \$1,800 for 9 months, 1/2 time, September 1, 1963.

Marjorie Joe McGregor, Speech, \$1,800 for 9 months, 1/2 time, September 1, 1963.

Lloyd Don Powers, Speech, \$1,800 for 9 months, 1/2 time, September 1, 1963.

Mary Julia Cunningham, University School, \$2,400 for 9 months, 2/3 time, September 1, 1963.

Michael Hastings Horn, Zoology, \$1,800 for 9 months, 1/2 time, September 1, 1963.

**CHANGES:**

Lyle Ray Kallenbach, Chemistry, salary changed from \$2,000 for 9 months, 1/2 time, to \$1,000 for 4½ months, 1/2 time, September 1, 1963.

Judith Webb Ballenger, English, salary increased from \$1,000 for 4½ months, 1/2 time, to \$1,500 for 4½ months, 3/4 time, September 1, 1963 to January 16, 1964.

Clyde H. Fixmer, English, salary increased from \$1,000 for 4½ months, 1/2 time, to \$1,500 for 4½ months, 3/4 time, September 1, 1963 to January 16, 1964.

Robert Wayne Green, English, salary increased from \$1,000 for 4½ months, 1/2 time, to \$1,500 for 4½ months, 3/4 time, September 1, 1963 to January 16, 1964.

James L. Lonquest, English, salary increased from \$1,000 for 4½ months, 1/2 time, to \$1,500 for 4½ months, 3/4 time, September 1, 1963 to January 16, 1964.

Joel Salzberg, English, salary increased from \$1,000 for 4½ months, 1/2 time, to \$1,500 for 4½ months, 3/4 time, September 1, 1963 to January 16, 1964.

Carl G. Sennhenn, English, salary increased from \$1,000 for 4½ months, 1/2 time, to \$1,500 for 4½ months, 3/4 time, September 1, 1963 to January 16, 1964.

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Bobby L. Smith, English, salary increased from \$1,000 for 4½ months, 1/2 time, to \$1,500 for 4½ months, 3/4 time, September 1, 1963 to January 16, 1964.

Harold J. Cousins, salary changed from \$2,000 to \$1,800 for 9 months, 1/2 time, September 1, 1963.

**RESIGNATIONS:**

Aaron Wolfgang, Guidance Service, August 19, 1963.

**Declined to Accept 1963-64 Appointment:**

Ray Autry Gross, Chemistry.

William Timothy Quinlin, Chemistry.

Paul Howard Washecheck, Chemistry.

Raymond D. Gossett, English.

Thomas Patrick Walsh, English.

Chiroid D. Epp, Physics.

Approved on motion by Regent Rothbaum, seconded by Regent Houchin.

President Cross recommended the appointment of the following Directors of Schools in Engineering for terms as indicated, effective September 1, 1963:

School of Industrial Management Engineering, Charles Proctor, Acting Director, for the next academic year;

School of Petroleum and Geological Engineering, Donald E. Menzie, Director, 4 years;

School of Electrical Engineering, James D. Palmer, Director, 4 years;

School of Architecture, John G. York, Director, (title changed from Chairman).

Approved on motion by Regent Rothbaum.

Assistant Professor Katharyn O. Buchanan has now reached the optional retirement age and has requested that she be retired as of August 1, 1963. Mrs. Buchanan has completed 33 years of service with the University School.

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President Cross recommended that Mrs. Katharyn O. Buchanan be retired as of August 1, 1963, and that her title be changed to Assistant Professor Emeritus.

Approved on motion by Regent Rothbaum.

At the time that the American General Life Insurance Company of Oklahoma extended the insurance coverage for University employees to October 1, 1963, the company agreed to notify the University by August 15 regarding the possibility of extending the insurance coverage beyond the October 1 date. The following letter, extending the program to October 1, 1964, has been received from the Executive Vice President of the American General Life Insurance Company of Oklahoma:

"August 15, 1963

"Dear Dr. Cross:

"It gives me pleasure to report that, based on your combined life and medical claims experience for the ten-month period ending July 31, 1963, no adjustment in benefits or rates will be necessary as of October 1, 1963. As you will perhaps recall, I had indicated in my letter to you of March 28, 1963, that we would advise you by August 15 of any change we desired to make effective as of the policy anniversary date, October 1.

"Before November 1, 1963, we will have available complete experience figures for the current year and will give you at that time a detailed report.

"Please let us know if we can be of assistance at any time. We genuinely appreciate the privilege of serving as the University's Group Insurance carrier.

Sincerely yours,

/s/ L. L. Hoecker

L. L. Hoecker  
Executive Vice President"

As a matter of information and interest to the Regents, President Cross stated that he had been informed that the company has settled the claim in connection with the death of Mr. Richard Huff by Payment under the accidental death and dismemberment provisions. The company, on its own initiative, investigated the circumstances and determined that the death could be classified as accidental. On that basis Mrs. Huff received an additional \$10,000 in insurance.

President Cross also reported that the insurance company has cooperated in an excellent manner on settling each and every claim for hospital, surgical, and life benefits. The contacts between the insurance company and the University have been excellent.

The report was accepted.

President Cross recommended that the School of Petroleum Engineering and the School of Geological Engineering be combined into a single administrative unit as the School of Petroleum and Geological Engineering, effective September 1, 1963. This continues the reorganization of the College of Engineering, other parts of which were approved by the Regents on May 9, 1963.

Approved on motion by Regent Houchin.

The Director of Libraries has requested, for purposes of stability in the administration of the University Libraries and for clarity of understanding, that the Regents be asked to approve a codification of library policies. The following codification brings together policies that have been formulated over a period of something like forty years:

#### **POLICIES OF ADMINISTERING THE UNIVERSITY OF OKLAHOMA LIBRARIES**

1. Definition of resources. The University Libraries include all books, periodicals, pamphlets, documents, newspapers, maps, music scores, photographs, manuscripts, micro-reproductions and other such materials purchased or acquired in any manner by the University, commonly preserved and used in libraries to aid students and investigators.

2. The Director and his duties. The University Libraries shall be in the charge of the Director of Libraries, who shall be responsible for their arrangement, care and use, and for the organization of the library staff; in the purchase of books and similar material, he shall act in accordance with business methods approved by the Comptroller. He shall make to the President an annual report on the condition and needs of the Library, and on the work of the staff. The Director may delegate appropriate powers to the assistants in charge of branch libraries.

3. Appointment and status of Director. The Director shall be appointed by the Regents of the University on recommendation of the President. He shall have the rank of a dean.

4. The Library staff. The staff of the Libraries shall consist of two groups: (a) professional librarians and specialists such as archivists and curators of collections, and (b) clerical and other such classified staff. (The latter constitute about 60 per cent of the total full time equivalent at present.)



Professional librarians and specialists shall be appointed by the University Regents on the recommendation of the Director of Libraries as approved by the President, and shall have academic status, including usual academic privileges of retirement, sabbatical leave, etc. They may be granted tenure on individual recommendation by the Director and a committee of the library staff, approved by the President and the Regents.

The classified staff shall be appointed on recommendation of the Director according to usual procedures for such University personnel, and they shall be subject to University regulations and privileges for such classified personnel.

5. Branch libraries. With the approval of the Committee on University Libraries and the President, the Director may establish or discontinue branch libraries within the University. No branch libraries shall be established without these approvals.

6. Committee on University Libraries. A Committee on University Libraries shall advise the Director in the allocation of book funds and on matters of policy. This Committee shall consist of nine members, appointed by the President from a list of faculty members submitted by the University Senate, and the Director of Libraries, ex officio.

7. Medical Library. The Medical Library shall be counted as a part of the University Libraries, and its development co-ordinated with that of the libraries on the Norman campus. This co-ordination shall be effected through the Director of the Medical Center. The Medical Library shall have its own faculty library committee. (This last cleared with Dean Everett.)

President Cross recommended the Regents' approval.

On motion by Regent Rothbaum, seconded by Regent Johnson, the recommendations were approved.

#### NON-ACADEMIC PERSONNEL

##### LEAVE OF ABSENCE WITHOUT PAY:

Charles Leslie Nickolls, M.D., Staff Physician, Student Health Service, July 1, 1963 to July 1, 1964.

##### APPOINTMENTS:

Ruth Janice Donnell, Librarian PII, \$5,496 for 12 months, September 1, 1963.

Maureen Flynn Florica, Librarian PII, \$5,496 for 12 months, September 2, 1963.

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Dorothy Pool Ward, Librarian PII, \$5,496 for 12 months, August 1, 1963.

John Darrell Smith, M.D., Staff Physician, Student Health Service, \$12,000 for 12 months, September 1, 1963.

B. Gwen Sarchet, General Counselor, Office of the Dean of Students, \$4,296 for 12 months, August 5, 1963. Professional Status.

Joseph Allen Parker, Research Associate, Bureau of Business Research, \$6,360 for 12 months, September 1, 1963.

Harry Hoghn, Manager, Oklahoma Center for Continuing Education, and Extension Specialist III, \$12,000 for 12 months, September 1, 1963.

Robert A. Ferguson, Extension Specialist II, Field Development Services, \$8,520 for 12 months, September 1, 1963.

Charles Elton McDaniel, Extension Specialist II, Assistant Director of Home Makers Service Project, \$6,516 for 12 months, July 22, 1963.

Ernest Earl Sellars, Extension Specialist II, College of Continuing Education, \$6,060 for 12 months, September 1, 1963.

Evelyn Richardson Strong, Extension Specialist II, College of Continuing Education, \$7,500 for 12 months, August 15, 1963.

Lyndol L. Cole, Public Affairs Specialist, Southwest Center for Civil Defense Studies, \$7,000 for 12 months, July 1, 1963 to July 1, 1964.

Robert J. Gentry, Social Science Specialist, Southwest Center for Civil Defense Studies, \$7,500 for 12 months, July 1, 1963 to July 1, 1964. Resigned as Graduate Assistant in Education, July 1, 1963.

Jack Newton Lee, Educational Specialist, Southwest Center for Civil Defense Studies, \$3,600 for 12 months, 1/2 time, July 1, 1963 to July 1, 1964.

Robert J. Whitaker, Physical Science Specialist, Southwest Center for Civil Defense Studies, rate of \$7,008 for 12 months, August 1, 1963 to July 1, 1964.

Frederick Robert Cornell, Assistant Football Coach, \$500 per month, August 1, 1963 to February 1, 1964.

**CHANGES:**

Phillip E. Deck, title changed from Project Engineer to Head Project Engineer, Computer Laboratories, salary increased from \$9,156 to \$10,200 for 12 months, July 1, 1963.

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Charlyce Ross King, title changed from Extension Specialist II and Acting Director of Family Life Institute to Extension Specialist II and Director of Homemaker Training Service, 1/4 time, September 1, 1963 to June 1, 1964. Also Associate Professor of Home Economics with 3/4 of salary from this department. Total salary \$7,356.

Robert L. Miller, Extension Specialist II, transferred from Field Development Services to Indian Education Project, salary increased from \$7,176 to \$8,112 for 12 months, July 1, 1963 to July 1, 1964.

John B. O'Hara, title changed from Extension Specialist II and Instructor in Speech to Extension Specialist II, College of Continuing Education, July 1, 1963.

Wilson David Steen, returned from leave of absence without pay; title changed from Extension Specialist II to Extension Specialist III, Director of Health Studies in College of Continuing Education, salary increased from \$7,920 to \$12,000 for 12 months, July 1, 1963.

James Owen Taylor, title changed from Pharmacist to Assistant Director (Administrative), Student Health Service, salary rate increased from \$6,060 to \$7,176 for 12 months, September 1, 1963. Junior Administrative Status.

Leon Eugene Thompson, title changed from Extension Specialist II and Acting Director of Health and Welfare Services to Extension Specialist II, Field Development Services, September 1, 1963.

**RESIGNATIONS:**

W. G. Black, Counseling Psychologist, Guidance Service, September 2, 1963.

Arthur Michael Freeland, Assistant Director (Administrative), Student Health Service, September 16, 1963.

Mary Fox Jackman, Librarian PII, September 2, 1963.

Lee Hayden, Coordinating Director, General Services, September 5, 1963.

Michael David Pybas, Extension Specialist II, General Services, July 1, 1963.

Smith Wade Richardson, Extension Specialist II, Field Development Services, August 1, 1963.

David L. Vosburg, Geologist, Oklahoma Geological Survey, August 26, 1963.

Approved on motion by Regent Rothbaum.

In answer to questions raised by the Regents at the July 11 meeting (pp. 7450 and 7469) a Report on Parietal Rules and a Report on Organized Group Housing were included in the agenda for this meeting which was sent to each member of the Board. The reports were approved on motion by Regent Houchin.

In the event it becomes necessary to place three students in the dormitory rooms at the beginning of the fall semester, President Cross recommended the following adjustment in charges:

Room and board charges for occupants in a three person room in Cross Center will be \$325; in Cate Center, \$315 and in Boyd House \$322 at the beginning of the semester. When an individual moves to a regular double room he/she will be given credit for the time they occupied a triple room. All three occupants will receive the same reduction and the amount of credit will be based on a semester reduction rate of \$20. Reduction adjustments will be reflected in final payment of fall semester.

Approved on motion by Regent Houchin.

A copy of the Educational and General Budget for the Norman Campus for the fiscal year 1963-64 and a copy of the salary budget for the Norman Campus Auxiliary Enterprises for the fiscal year 1963-64 were mailed to each Regent with their agenda for this meeting.

President Cross recommended approval of the Educational and General Budget and the Auxiliary Enterprises salary budget for the Norman Campus as submitted.

Approved on motion by Regent Houchin.

Regent Davidson requested that the names of those working at the University who are related within the third degree by blood or marriage be sent to the Regents. President Cross stated the list will be prepared.

President Cross recommended approval of the following Quarterly General Improvement Allocations from Section 13 and New College Funds for the 2nd quarter of the 1964 fiscal year:

Development of Psychology Laboratories Building 35, South Campus	\$13,826
Matching Funds, NSF Grant for Renovation and Modernization of DeBarr Hall (partial)	30,000
Institutional Furniture	15,000

General Library, Additional Shelving for History and Humanities Area	\$ 2,925
Expansion of DeGolyer Collection Quarters	3,415
Continued reactivation of South Campus	5,000
Minor Alterations and Improvements	<u>12,834</u>
	\$83,000

On motion by Regent Rothbaum the recommendation was approved.

Page 6963 of the Regents' minutes for December 2, 1961, shows that the following action was taken:

"It was agreed that no contract should be executed, either with architects or contractors, until the contract has been approved by Regent Davidson."

Regent Davidson has expressed a desire to be relieved of this responsibility.

President Cross recommended that the December 2, 1961, action be rescinded with the understanding that contracts which will be forwarded to the President of the Board of Regents in the future will bear the approving initials of the University's Legal Advisor and the Vice President for Business and Finance.

Approved on motion by Regent Davidson.

Noftsgger-Lawrence and Associates, the Project Architects for the addition to Adams Hall, have completed the final plans and specifications for the addition. Invitations to bid, however, will be delayed until bids are received for the construction of the Botany and Microbiology Building, the large classroom building, and the Fine Arts Building. The delay is advisable in order to use in the Adams Hall Addition, any funds which may not be needed for the other projects listed above.

The total of funds now available for the Adams Hall project is \$300,000. Any amounts that can be added would help immeasurably in providing the type of addition that is badly needed by the College of Business Administration.

The Project Architects have requested payment of 3½% of the estimated cost of \$285,000 for the completion of the plans and specifications. Since it may be several months before bids can be taken, and since the delay is not caused by the architects, it would appear that the request is reasonable and should be approved.

Paragraphs 5 (a) and (b) of the contract are as follows:

- "5. (a) Upon the acceptance by the Regents of preliminary plans the Project Architect shall be paid a sum equal to one-half of one per cent ( $\frac{1}{2}\%$ ) of the cost of construction based upon an estimated cost of \$285,000.
- (b) Upon completion of all working drawings, specifications, cost breakdown, and all other data necessary to advertise for bids in connection with said project, the Project Architect shall be paid a sum equal to three per cent (3%) of the cost of construction based on completed specifications and drawings, and upon the bid accepted. The sum of the payments in Paragraphs (a) and (b) shall not exceed three and one-half per cent ( $3\frac{1}{2}\%$ ) of the total construction bid accepted by the Regents."

No payments have been made under paragraphs 5 (a) and (b) of this contract. The firm has submitted an invoice for an amount equal to the total of the amounts due under paragraphs 5 (a) and (b).

President Cross recommended that the Regents authorize the payment of  $3\frac{1}{2}\%$  of \$285,000 or \$9,975 to Noftsgger-Lawrence and Associates as a partial payment on the contract dated March 10, 1963.

Approved on motion by Regent Rothbaum.

The contract with Sorey, Hill and Sorey for the preparation of plans and specifications and for the supervision of construction of the Botany and Microbiology Building and the large classroom building, provides for payment on an estimated construction total of \$1,200,000 for the Botany and Microbiology Building and \$500,000 for the large classroom building.

Since the contract was signed, \$100,000 was transferred from the large classroom building to the Botany and Microbiology Building. The University has also received a grant in the amount of \$300,000 from the National Institute of Health, and a grant of \$300,000 from the National Science Foundation. The National Institute of Health has also provided a grant of \$26,200 for movable equipment. All grants, however, must be matched by University funds which will be taken from the total amount available for the project.

The latest estimate of funds available for the Botany and Microbiology Building is as follows:

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State Bond Fund Allocation	\$1,300,000
National Institutes of Health for Construction and Fixed Equipment, Botany and Microbiology Research	300,000
National Institutes of Health Movable Equipment	26,200
National Science Foundation, Construction of Research Facilities in a new Botany and Microbiology Building	<u>300,000</u>
	\$1,926,200
Less allowance for movable equipment	<u>52,400</u>
Total for construction and fixed equipment	\$1,873,800

The above total is to cover all costs, including architects fees, site improvements, off-site improvements, construction and fixed equipment, supervision and inspection, utilities, and fees.

Since the firm of Sorey, Hill and Sorey prepared all of the plans and specifications for the laboratory equipment which is to be bid separately, and since the architectural firm will supervise the installation of the equipment, the firm should be paid the usual fee in connection with the laboratory equipment.

In addition to the amount available for the Botany and Microbiology Building, there will be a total of \$400,000 available for the large classroom building.

President Cross recommended that the Regents authorize amending the contract with Sorey, Hill and Sorey to provide for a fee of 5% of the bids accepted for construction of the proposed Botany and Microbiology Building and construction of the large classroom building--the combined construction cost of the two buildings not to exceed \$2,273,800; and further that the Regents authorize paying the 5% fee on laboratory equipment which will be bid separately, but will be included as a part of the total cost of the project as outlined above.

Approved on motion by Regent Rothbaum.

The Associate Architects, Sorey, Hill and Sorey completed the final plans and specifications for the proposed Botany and Microbiology Building located on the main campus of the University and they were submitted for consideration of the Regents.

Included with the specifications were a separate set of specifications for the purchase of laboratory furnishings and equipment, which is estimated to cost in excess of \$200,000. Mr. Tom Sorey has recommended that these items be bid directly by the University as a separate purchase in order to save the taxes and contractor's profit. The contractor will be required to connect the equipment purchased by the University as a part of the construction specifications.

The final plans provided for a solution to the problem of locating fan rooms and mechanical equipment so as to disrupt the various use areas as little as possible. After study of other possible locations for mechanical equipment space, the Associate Architects finally decided that the best solution to the mechanical space problem was to raise the tower one story, putting extra floor in at the fourth floor level of the tower and turning it over entirely to mechanical equipment housing.

The final plans and specifications were reviewed and accepted by the University's New Construction and Planning Committee.

President Cross recommended that the plans and specifications be accepted by the Regents, subject to any minor changes, and that the Architect be authorized to advertise for construction bids and authorized to request separate bids on the purchase of laboratory furnishings and equipment.

Approved on motion by Regent Little.

President Cross reported that a meeting of the Regents' New Construction Committee was called by the Committee Chairman and was held in the Petroleum Club, Tulsa, Oklahoma, on Monday, August 12, to consider preliminary plans for the Large Classroom Building.

The following were present: Regent Julian J. Rothbaum (Chairman) and Regent James G. Davidson, member. Regent John Houchin was absent. Mr. Thomas Sorey, Sr. of the architectural firm Sorey, Hill and Sorey, Associate Architects, and University Vice President Lloyd Swearingen met with the Committee.

Mr. Sorey presented a colored rendering of the structure, along with floor and plot plans and elevation views of the proposed structure.

The Regents' New Construction Committee approved the preliminary building plans as presented and authorized Mr. Sorey to proceed with the development of final plans and specifications for the structure.

Regent Davidson requested that the site proposed by Mr. Sorey as "desirable" be given further attention with the view of conserving land space for site(s) for future construction in the area to the south. An augmented site location committee consisting of Mr. John Kuhlman (Chairman),



Professor John York, Mr. Robert Rucker, Mr. R. C. Dragoo, and Mr. Thomas Sorey agreed unanimously that the north wall of the large classroom structure be located 78 feet south of the south line of the Geology Building.

Approved on motion by Regent Rothbaum.

Bids were received and opened for the construction of the Engineering Center Building (as well as the Aerospace Building) on July 2, 1963. Funds were available to accept the low bids and the low bids were accepted by the Regents at the July 11 meeting.

On June 29, 1963, three days before bids were to be received, the University was notified by the National Science Foundation that an additional grant of \$277,500 had been made to the University for developing research facilities in the Center Building for Chemical Engineering, on a one for one matching dollars basis. This will make it possible to withdraw some of the bond funds originally allocated to quarters for Chemical Engineering and replace such bond funds with funds from the new NSF grant. With these released funds, it will be possible to finish the fourth floor of the Center and possibly restore some of the other deletions made necessary on account of shortage of funds.

The problem is, how to handle the additional grant funds so as to work these funds into the Center Building project with the largest net gain to the project and the least delay.

Two procedures seem to be available, as follows:

1. **New Contract**

Have the Associate Architect, Howard-Samis-Davies, develop plans, specifications and contract documents for the new work, call for bids, select the low best bid and award a new contract to cover the additions to be made with the new funds. Unless the Harmon Construction Company is the low bidder on this supplement, we would experience problems and delays. Harmon has 500 days for completion of his present contract on the Center. It would not be possible to bring in a second contractor until the Harmon job on the Center is completed, inspected and accepted. Not being able to start the second contract job until the Harmon work is completed would add many additional days to the 500 days for Harmon's work. In addition to the appreciably longer time involved in getting the Center Building fully operational, with two general contractors involved much bickering and many attempts to shift responsibility could occur.

## 2. Change Order

While in general change orders involving funds of this magnitude are generally unique, President Cross stated that he believed the best interests of the University can be served by the use of negotiated change orders to the Harmon contract. This would permit the additional construction for the Center to proceed in an integrated manner with the construction now provided for in the Harmon contract.

President Cross recommended that the additional construction in the Engineering Center Building made possible through the acquirement of the additional funds from NSF be effected by change orders to the existing contracts covering construction of the Engineering Center.

Regent Houchin moved that the additional construction be effected by change orders to the existing contract as outlined above, if this procedure is approved by the University's Legal Advisor as the proper method. Approved.

President Cross reported that the University now has living space available for approximately 4,000 students. When the new dormitory is completed and the new apartments are completed, there will be space available for at least 5,100 students. Most of the students live in the area south of Lindsey Street.

The academic center of the campus has moved south in recent years. The housing area is largely south of Lindsey Street, and since the Administration Building is overcrowded and congested and since space in the Administration Building now used by Housing is badly needed for other purposes, President Cross stated we should now make plans for providing better service to students by constructing a central Housing Office Building. The building would contain space for the payment of accounts and would also include a drive-in payment window for student convenience. The central Housing Office would be moved from the Administration Building, thereby freeing space which is badly needed for expansion of offices now located in the Administration Building.

The new Housing Building could be located in the small block just west of the Niemann Apartments and northwest of Cross Center. The building would be financed from the Dormitory Improvements Fund established from the earnings of the system. Construction of the facility probably would not start until at least the summer of 1964.

President Cross recommended that, in order to provide better service to students, the University Architectural Committee, in cooperation with the appropriate members of the staff, be authorized to prepare preliminary plans for a Housing Office Building to be located in the housing area.

Regent Monroe suggested that just as the housing offices should be more strategically located nearer the dormitories, there is a need for a textbook and supplies store in the housing area.

After a discussion, Regent Houchin moved that the University Architectural Committee, in cooperation with the appropriate members of the staff, be authorized to prepare preliminary plans for a Housing Office Building to be located in the housing area south of Lindsey Street, with the requirement that consideration be given to the advisability of including a branch book store and supply store in the building, but if this is not feasible the matter need not be reported to the Regents. Approved.

President Cross stated that when the original Loan Agreement for the financing of the new dormitory and apartments was received from HHFA his office requested several amendments to the agreement. The HHFA gave verbal approval to the amendments but indicated that written approval would be delayed for some time.

Both HHFA and President Cross agreed that the original Loan Agreement should be signed in order to avoid unnecessary delay in the construction of the project. The Amendatory Loan Agreement has now been received and differs from the original Loan Agreement in the following respects:

1. The maturity dates and interest payment dates are now July 1 and January 1.
2. The bonds sold on the open market will be issued in \$5,000 denominations. A single bond will be issued to HHFA for the bonds purchased by that agency.
3. Bonds are to be registrable at the option of the holder as to both interest and principal.

In addition, the University received permission to print the approving opinion on the face of the bonds, and has obtained a waiver of the requirement to carry liability insurance on the project.

A copy of the Amendatory Loan Agreement and Certificate of Recording Officer were sent to each Regent with the agenda.

President Cross recommended that the President of the Board be authorized to execute the Amendatory Loan Agreement and that the Secretary of the Board be authorized to execute the Certificate of Recording Officer.

Unanimously approved on motion by Regent Rothbaum.

The Oklahoma Vending Company has the cigarette vending machine contract for the calendar year 1963. Section five of the contract provides

that prices may be increased upon request by the vending machine company and approval by the University. In April the wholesale cost of king size cigarettes increased two cents per carton. In May the cost of regular cigarettes increased seven cents per carton. The Oklahoma Vending Company agreed to absorb the additional cost temporarily without increasing the cost to the consumer.

The company has now requested permission to increase the cost of regular cigarettes from twenty-eight cents to thirty cents per pack. This is the same cost as is now charged for king size and filter tip.

Sales records show the following sales distribution by type and costs:

King size	10%	77 ctn.
Regular	10%	77 ctn.
Filter Tip	80%	616 ctn.

Based on the above, the price increase per month to the vendor is approximately:

King size	77 ctn. (10%) x \$.02 =	\$1.54
Regular	77 ctn. (10%) x \$.07 =	<u>5.39</u>
Total per month		\$6.93

The increase requested would result in an increased monthly income to the vendor as follows:

770 packs x \$.02 = \$15.40  
(10 pks to ctn, 77 ctns)

This would increase the average monthly profit of the vendor by approximately \$8.50 per month.

President Cross recommended that the request of the Oklahoma Vending Company be approved effective October 1, 1963, and that the price of regular cigarettes sold through the vending machines be increased from twenty-eight cents to thirty cents.

Approved on motion by Regent Rothbaum.

Regent Davidson moved that any action requested for the Regents to take outside of an official meeting of the Regents must obtain a majority vote of all the Regents and must obtain a unanimous vote of all Regents voting on the proposition, whether it be by telephone, letter, postcard, or whatever. Unanimously approved.

On July 19 President Cross wrote to each Regent requesting approval of the purchase of furniture for the 104 new apartments on the South

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Campus. A majority of the Regents approved awards to the low bidders as follows:

A. F. Williams Furniture Co., Oklahoma City  
Less 2% - 20 days, fob Norman

Item #1	\$12,848.16	
Item #2	4,854.72	
Item #3	2,719.60	
Item #4	14,993.68	
Item #5	5,689.84	
Item #6	2,245.36	
Item #7	<u>4,438.72</u>	\$47,790.08

American White Goods Co., Kansas City, Missouri  
Net, fob Norman

Item #8		<u>5,904.60</u>
		\$53,694.68

Approval was also received to purchase the following additional furniture from the low bidder on each item:

104 each night stands (item #3)	\$2,719.60
104 each occasional tables (item #6)	2,245.36
104 each dining chairs (item #8)	<u>1,180.92</u>
	\$6,145.88

President Cross recommended confirmation of the mail vote to award contracts to the low bidders as shown above.

Approved on motion by Regent Rothbaum.

President Cross reported receipt of bids on 104 refrigerators and 104 gas ranges to be installed in the new apartments on the South Campus. The bids received on the refrigerators were:

Frigidaire Sales Corp., Oklahoma City Net, fob Norman, 10 day delivery Frigidaire Refrigerators	\$105.88 ea.	\$11,011.52
General Electric Co., Oklahoma City Net, fob Norman, 10 day delivery General Electric Refrigerators	106.00 ea.	11,024.00
Gordon's Specialty Co., Norman Net, fob Norman, 2 week delivery General Electric Refrigerators	107.50 ea.	11,180.00
Dulaney's, Oklahoma City Net, fob Norman, immediate delivery Whirlpool Refrigerators	110.09 ea.	11,449.36

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Paul Davis Company, Oklahoma City Net, fob Norman, immediate delivery Kelvinator Refrigerators	\$113.35 ea.	\$11,788.40
The Tappan Company, Mansfield, Ohio 17-10 days, fob Norman, 30 day delivery Tappan Refrigerators	115.50 ea.	12,012.00
Philco Distributors, Inc., Oklahoma City Net, fob Norman, 2 week delivery Philco Refrigerators	118.83 ea.	12,358.32
Haggard's Inc., Oklahoma City 17-10 days, fob Norman, 30 day delivery Westinghouse Refrigerators	125.80 ea.	13,083.20
Westinghouse Appliance Sales, Oklahoma City Net, fob Norman, immediate delivery Westinghouse Refrigerators	126.00 ea.	13,104.00
Sears, Roebuck & Co., St. Louis Net, fob Norman, 30 day delivery Coldspot Refrigerators	127.15 ea.	13,223.60
Montgomery Ward & Co., Norman Net, fob Norman, immediate delivery Coldspot Refrigerators	136.35 ea.	14,180.40
The bids received on the gas ranges were:		
Sears, Roebuck & Co., St. Louis Net, fob Norman, 30 day delivery Kenmore Ranges	\$ 56.07	\$ 5,831.28
Magic Chef Inc., Cleveland, Tennessee Net, fob Norman, 30 day delivery Magic Chef Ranges	59.50 ea.	6,188.00
Haggard's Inc., Oklahoma City 17-10 days, fob Norman, 30 day delivery Enterprise Ranges	63.47 ea.	6,600.88
Gordon's Specialty Co., Norman Net, fob Norman, 2 week delivery Orbon Ranges	69.85 ea.	7,264.40
Landsaw Furniture Co., Norman Net, fob Norman, 4 week delivery Orbon Ranges	71.75 ea.	7,462.00

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Paul Davis Company, Oklahoma City Net, fob Norman, immediate delivery Hardwick Ranges	\$73.80 ea.	\$ 7,675.20
Montgomery Ward & Co., Norman Net, fob Norman, immediate delivery Montgomery Ward Ranges	76.12 ea.	7,916.48
Dulaney's, Oklahoma City Net, fob Norman, immediate delivery Whirlpool Ranges	76.72 ea.	7,978.88
The Tappan Company, Mansfield, Ohio 1 1/2-10 days, fob Norman, 30 day delivery Tappan Ranges	86.00 ea.	8,944.00

The low bidder for the refrigerators is the Frigidaire Sales Corporation. The Frigidaire unit, however, does not have a butter storage compartment in the door. The General Electric Company submitted a bid which is 12¢ per unit higher than the Frigidaire unit. The General Electric unit does have a butter storage unit.

In addition, the General Electric Company has agreed to place a stock of spare parts and motors with a local dealer in order to facilitate maintenance on the units.

The stove bid by the low bidder for the gas ranges does not have a safety pilot and is not acceptable.

President Cross recommended that the bid for the 104 refrigerators be awarded to the General Electric Company at a price of \$106.00 per unit for a total cost of \$11,024, and that the bid for the 104 gas ranges be awarded to Magic Chef Inc., at a price of \$59.50 per unit for a total cost of \$6,188.

Approved on motion by Regent Rothbaum.

President Cross reported that bids were received on 24 Model 10M Monocular Microstar Microscopes to be purchased for the Zoology Department from a National Science Foundation grant. In order to promote competition, 3 Leitz Compound Microscopes, which have passed their days of usefulness to the department, were offered as trade-in. Bids received were:

Melton Co., Oklahoma City Net, fob Norman, factory delivery	\$9,903.60	
Less trade-in	<u>1,799.60</u>	\$8,104.00
The Chemical Rubber Co., Cleveland, Ohio Net, fob Norman, 45 day delivery	9,903.60	
Less trade-in	<u>1,553.60</u>	8,350.00

Brinkmann Instruments, Inc., Houston, Texas		
Net, fob Norman, 14 day delivery	\$8,820.36	
Less trade-in	<u>275.00</u>	\$8,545.36
(Microscope bid was substitute)		
Triangle School Equipment Co., Oklahoma City		
Net, fob Norman, 90 day delivery	8,784.00	
Less trade-in	<u>3.00</u>	8,781.00
E. H. Sargent Co., Dallas, Texas		
Net, fob Norman, 60 day delivery	9,903.60	
Less trade-in	<u>1,321.60</u>	8,582.00
Schaar Scientific Co., Chicago, Illinois		
Net, fob Norman, 30 day delivery	9,903.60	
Less trade-in	<u>1,275.00</u>	8,628.60
Scientific Products Division, American Hospital Supply Corp., Dallas, Texas		
Net, fob Norman, 90 day delivery	9,903.60	
Less trade-in	<u>1,053.60</u>	8,850.00
W. H. Curtin Co., Tulsa, Oklahoma		
Net, fob Norman, 30 day delivery	9,903.60	
Less trade-in	<u>225.00</u>	9,678.60
Aloe Scientific Co., Dallas, Texas		
Net, fob Norman, 60 day delivery	9,903.60	
Less trade-in	<u>225.00</u>	9,678.60
American Optical Co., Buffalo, New York		
Net, fob Norman, 120 day delivery	9,903.60	
Less trade-in	<u>135.00</u>	9,768.60

President Cross recommended that the bid be awarded to the low bidder, Melton Co., for a net bid of \$8,104.00.

Approved on motion by Regent Houchin.

The Purchasing Office attempted to obtain competitive bids on 1 only Beckman IR-8, Infrared Spectrophotometer for the Department of Chemistry. The only bid received was from the manufacturer, Beckman Instruments, Inc. Beckman has just changed its policy from selling through distributors to direct marketing.

The bid price of the instrument is \$5,717.37 delivered. One-half of the cost (\$2,858.69) is to be paid from a National Science Foundation grant, and the remainder from Section 13 and New College Funds.



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President Cross recommended that the bid be awarded to Beckman Instruments, Inc. at a total cost of \$5,717.37. Approved on motion by Regent Houchin.

President Cross reported the Purchasing Office attempted to obtain bids for furnishing magazines to the Library for the year 1964. There were 1,369 items included on the invitation to bid. Only one bid was received.

Some years ago the Purchasing Office began bidding subscription lists. The first few times that invitations were circulated, four bids were received. The number dropped to two and is now down to one.

The F. W. Faxon Company, which was one of the two bidders for 1963, has declined to prepare a bid on the 1964 list.

One of the complications involved in the bidding is that the prices for many of the 1964 publications are not yet available, yet the order must be placed now to insure an uninterrupted flow of magazines. The number of items on the invitation to bid is also a deterrent to receiving bids.

The Moore-Cottrell Subscription Agencies, Inc. who furnishes the magazines now, was the only company to bid on the items. The bid was incomplete and included approximately 100 estimated, or "bill later" items which makes it difficult to determine an exact amount at this time. The incomplete bid totals \$16,241.40.

It has been suggested that the Purchasing Office should be authorized to place a continuing order with the vendor that will give the best service and the best discount from list prices. Perhaps service is the more important of the two factors.

President Cross recommended that the bid for the 1964 publications be awarded to the Moore-Cottrell Subscription Agencies, Inc.

He also recommended that the Regents authorize the University Purchasing Office and the University Library to determine which agency furnishes the more satisfactory service and which agency gives the best discount from list prices; and that the University Purchasing Office be authorized to place a continuing order for publications effective with the order for the year 1965.

Regent Davidson stated he did not feel the Regents should delegate authority to the Purchasing Office to place a continuing order, and that bids should be requested in the future as they have been in the past. After a discussion of this matter, in which a majority of the Regents expressed themselves in agreement with his statement, Regent Houchin moved

that the bid for the 1964 publications be awarded to the Moore-Cottrell Subscription Agencies, Inc.

President Cross reported the Chicago Bridge and Iron Company has completed all of the work in connection with the installation of the 500,000 gallon water spheroid for the University. The Director of the Physical Plant has recommended that the project be accepted as complete and that final payment be authorized.

President Cross recommended that the Regents accept as complete the contract for furnishing and installing the 500,000 gallon water spheroid on the campus of the University, and that the final payment to the Chicago Bridge and Iron Company be authorized.

Approved on motion by Regent Rothbaum.

Terms of the Charles B. Taylor Lectureship Fund provide that one-fourth of the investment income each year should be added to capital and invested. One-fourth of the income for the past fiscal year amounts to \$104.51. There is also \$27.17 available for investment in principal cash, making the total amount available \$131.68.

We now have in the Investment Portfolio of this fund securities of the following investment trust funds:

	<u>Amount Invested</u>	<u>Market Value Per Share</u>
Boston Fund	\$2,118.06	\$10.45
Eaton & Howard Balanced Fund	2,702.67	13.45
George Putnam Fund	1,469.27	16.21

It is Dr. Cross's understanding that it was the intention of the donors to continue investing in shares of these three funds.

President Cross recommended that \$104.51 of income cash be transferred to the capital fund, and that the total amount available, \$131.68, be invested to the fullest possible extent in the three funds named above on as nearly as possible an equal basis.

Approved on motion by Regent Rothbaum.

In accordance with permissive legislation by the immediate past session of the Oklahoma State Legislature, the City of Norman has requested the Regents of the University to grant a site for a proposed fire station to be located on lands presently owned by the University.

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The City's original request was for a site 250 feet by 250 feet, located East of Jenkins Avenue and North of the North right-of-way line of Lindsey street.

At a conference between Norman City and University personnel, it was agreed that the site requirements for the fire station could be adequately met by reducing the originally proposed site to an area 150 feet by 150 feet. The description of this latter site is as follows:

"Beginning at the intersection of the center line of McKinley Street projected North and the North right-of-way line of Lindsey Street, thence West 50.0 feet, thence North perpendicular to said Lindsey right-of-way line 150.0 feet, thence East parallel to said Lindsey right-of-way line 150.0 feet, thence South perpendicular to said Lindsey right-of-way line 150.0 feet, to said right-of-way line, thence West along said Lindsey right-of-way line 100.0 feet to the point of beginning."

The Norman City representatives have agreed that final plans and specifications for the fire station will be reviewed by University personnel.

President Cross recommended that the University Regents authorize the preparation and execution of transfer instruments, whereby ownership of the land area described above be transferred to the City of Norman, Oklahoma, for use as a site for a fire station and subject to the following restrictions:

1. That the land area herein transferred is to be used exclusively as a site for the construction of a city owned and operated fire station.
2. That in the event the City of Norman should abandon or fail to continue to use the area transferred as a site for a fire station, the ownership of the property herein transferred shall revert to the University of Oklahoma.

Approved on motion by Regent Little.

On August 5, 1963, the Oklahoma Natural Gas Co. filed a request with Mr. John Kuhlman, Director of the Physical Plant, for a Right-of-Way Agreement to allow the Company to install a 12-inch gas line on the north side of Lindsey Street, between Elm and Jenkins Avenues. The gas line to be installed is to serve the University and other areas and should be installed before the heating season begins.

At the time the request for the easement was made, the Company indicated that if given permission to start this work with the assurance

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that the Right-of-Way Agreement would be approved by the Regents, the Company would have the gas line emplaced by or before the opening of the University's fall semester. It was indicated that without such rather immediate action, the project could not be completed prior to the opening of the fall semester, with the attendant difficulties in making the emplacement in a very congested area.

Vice President Brown telephoned Mr. Northcutt, President of the Regents, and explained the problem to him. Mr. Northcutt readily agreed that work on the gas line emplacement should be started as soon as possible and that he would assume responsibility for Regents' approval of the Right-of-Way Agreement requested. The Company was so notified on August 7 and urged to start work as soon as possible.

On August 22, Mr. John Kuhlman received the following letter from the Oklahoma Natural Gas Company:

"August 21, 1963

"Mr. John H. Kuhlman, Director  
Physical Plant  
University of Oklahoma  
Norman, Oklahoma

"RE: Easement on Lindsay between Jenkins and Elm Avenues.

"Dear Mr. Kuhlman:

"Our engineering department has requested that the easement secured on the north side of Lindsay between Jenkins and Elm be changed to the South side of Lindsay. This will facilitate the installation of our 12-inch gas main as there are so many underground utilities located on the north side of Lindsay Street.

"The easement as required would be ten feet south of the south curb line of Lindsay Street between Jenkins and Elm Avenues. The approximate location of the gas line will be five feet south of the south curb.

Very truly yours,

/s/ Ray F. Groves

Ray F. Groves  
Manager"

The Right-of-Way Agreement now requested provides for the installation of the gas line within the East 1761.5 feet of the South 10 feet of the North 30 feet of the Northeast Quarter (NE/4) of Section 6, Township 9, North Range 2 West. The grantee agrees to replace any tree

along the right-of-way that fails to live for one year after installation of the 12-inch gas line, the replacement to be made with a tree at least 8 feet in height. Any shrubs damaged or removed are to be replaced. The local Oklahoma Natural Gas Company Manager has assured the grantor that the work involving this easement can be completed by the time the fall semester opens.

President Cross recommended that the right-of-way agreement, as requested by the Oklahoma Natural Gas Company in Mr. Groves's letter of August 21, 1963, be approved.

Approved on motion by Regent Little.

At the July 11, 1963, meeting the Regents approved the recommendation that the street leading west from Jenkins Avenue to and through the new south campus apartments be designated as Jenkins Drive.

The Superintendent of Mails and the Postmaster, Norman City U.S. Post Office, have protested the designation of this street as Jenkins Drive and insist that no street name designation be used which will duplicate the term Jenkins or any other named street currently in existence.

Since the street to and through the apartment area is substantially an extension of Constitution Street, west of Jenkins Avenue, President Cross recommended that the July 11 Regents' action (7465), as it relates to Jenkins Drive, be rescinded and that the street leading from Jenkins Avenue to and through the apartment area be designated as West Constitution Street.

Approved on motion by Regent Rothbaum.

At the February 6, 1963, meeting the Regents authorized the President's Office to take such steps as were necessary for the procurement of an area for biological research on a long-term lease in the Little River Reservoir area.

In accordance with Regents' action as set out above, Contract No. 14-06-500-753 between the United States of America, acting by and through the Bureau of Reclamation, Department of the Interior and the Regents of the University of Oklahoma has been negotiated.

The Bureau hereby makes the site available to the University for a period of 25 years, with the right, privilege and option to renew and extend this agreement for an additional 25 years. The project lands and water areas are described as:

A parcel of land located in the E $\frac{1}{2}$ NE $\frac{1}{2}$  Sec. 25, T. 9N., R. 1 W., I.M., Cleveland County, Oklahoma, containing 67.1 acres more or less.

Approved on motion by Regent Rothbaum.

President Cross presented the preliminary plans for a Golf Club House as completed by Mr. R. C. Dragoo and Mr. John York, and stated these plans were presented to the University's New Construction Committee and are generally satisfactory to the Committee.

President Cross stated that Mr. C. B. Wilkinson has \$60,000 in his present budget toward financing a Golf Club House. This sum is more than sufficient to pay the architect's fees for the development of preliminary and final plans and specifications for the structure.

At the end of the last fiscal year (June 30, 1963) the Department of Intercollegiate Athletics had a surplus of \$351,602.36. The Department's 1963-64 budget anticipates a deficit of \$151,083.00. If the football season is satisfactory from a financial standpoint, most of this estimated deficit should be eliminated. The amount of the deficit can be estimated quite accurately by December 1, 1963. If we have a financially successful football season, we can keep our surplus at or above \$150,000.00 and put a total of about \$260,000.00 into the Golf Club House project.

If the Golf Club House is not financed from surplus, it could be financed through the open end bond program.

President Cross made the following recommendations:

That we proceed with the development of plans and specifications for the Golf Club House, but delay the decision on financing until about December 1, 1963. Such necessary part of the \$60,000 budgeted for the project is to be available for architectural and engineering services required in the development of plans and specifications.

That the preliminary plans for the Golf Club House be accepted, subject to such minor revision as may be necessary and that the architects be authorized to proceed with the preparation of final plans, specifications and other contract documents.

That the University's School of Architecture be authorized to perform all of the necessary architectural and engineering services in the planning and construction of the Golf Club House and that the total services be performed at a cost not to exceed 5% of the actual construction cost of the facility.

Regent Houchin moved the recommendations be approved. Regents Houchin, Rothbaum, Little, and Monroe voted AYE. Regent Davidson and Regent Johnson voted NO. The motion was declared carried.

President Cross presented the following letter from Mr. Hal L. Muldrow, Chairman of the Building Committee of the Board of Trustees of the Oklahoma Memorial Union:

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"July 29, 1963

"Dear Dr. Cross:

"A special committee of the Union Board of Trustees met to consider construction and methods of financing an addition to the present facilities of the Union building.

"A bond issue of \$2,000,000.00 at 3½% interest based on a thirty year retirement would require a semi-annual payment of approximately \$56,500.00.

"The continuing increase in student enrollment has brought about significant space problems in the Union of the following nature:

"(a) Meeting and conference rooms for students and University groups are inadequate.

"(b) Will Rogers Cafeteria and the Terrace Room are extremely crowded at all meal times and during all between class break periods. A 100% increase in seating accommodations in these areas is needed.

"(c) The University Book Exchange desperately needs additional space for text book and supply merchandising and storage.

"(d) The University of Oklahoma Association and the University Foundation have a pressing requirement for more staff officers to accommodate their increasing projects.

"(e) Additional student interview rooms for the University Employment Services are needed.

"(f) Student and guest parking adjacent to the Union building is inadequate. Present parking accommodations are such that access to the Union is extremely inconvenient.

"Enclosed is a schedule which indicates the square footage and cost for each floor of the proposed addition and the cost of furnishings and equipment.

"It is the consensus of the committee that the maximum financing available from student fees should be determined before any additional planning on the Union expansion program is done.

"Your assistance in presenting this request to the Board of Regents will be appreciated.

Sincerely,

/s/ Hal L. Muldrow

Hal L. Muldrow, Chairman  
Building Committee"

## Estimated Annual Revenue Increases:

Food Service Gross Revenue will increase approximately 30% or \$165,000 Thus a net profit increase of	\$24,750.00
Bowling Lane net profit	15,000.00
Post Office space rental	3,600.00
Other Potentials:	
Beauty Shop	3,500.00
Sports Equipment Shop	2,000.00
Gift Shop - Enlarged Mart	2,500.00
	<u>\$51,350.00</u>

PROPOSED ADDITION TO THE OKLAHOMA MEMORIAL UNIONEstimate of Costs

<b>Basement:</b>			
14,571 sq. ft. @ \$21.00 per sq. ft.	\$305,991.00		
Equipping 12 bowling lanes	150,000.00		
<b>Ground Floor:</b>			
11,626 sq. ft. @ \$21.00 per sq. ft.	244,146.00		
Furnishings & Equipment	75,000.00		
<b>Mezzanine Floor:</b>			
13,086 sq. ft. @ \$21.00 sq. ft.	274,806.00		
Furnishings	50,000.00		
<b>Third Floor:</b>			
13,086 sq. ft. @ \$21.00 per sq. ft.	274,806.00		
Furnishings & Equipment	<u>75,000.00</u>	\$1,449,749.00	
<b>University Book Exchange</b>			
75 x 100 = 7,500 @ \$19.00	142,500.00		
50 x 75 = 3,750 @ \$19.00	<u>71,250.00</u>	213,750.00	
<b>Parking Facilities for 175 cars with 90 degree parking</b>			
100 x 160 = 16,000 x 4½ = 72,000 sq. ft. @ \$3.50	252,000.00		
Elevator	<u>35,000.00</u>	<u>287,000.00</u>	
<b>TOTAL</b>			<u><u>\$1,950,499.00</u></u>

This committee has made estimates covering improvements and extensions to the Union which would cost an estimated \$1,950,499. The President's Office has made a study of possible ways to finance this project without an increase in student fee transfers from the University.



On November 1, 1963, there will be outstanding \$1,474,000 of Union Bonds, all bearing a rate of 2.80%, which are callable upon 30 days notice on any interest date at par plus a premium of \$20.00 per bond. There is on hand a reserve fund in the form of short-term government securities amounting to \$175,000 which may be utilized if the bonds are refunded. The bond indenture covering these outstanding Union Bonds contains no provision for additional parity bonds, nor does it allow for the diversion of any of the existing pledged student fees which would permit the issue of junior lien or subordinate financing. Therefore, it would be more practical and economical to combine any new financing for extensions with a refunding of the now outstanding bonds.

It does not appear practical to finance the entire amount shown in the Building Committee estimate without an increase in student fee transfers or additional operating revenues from the Union facilities. It would be possible and practical to finance a lesser amount and President Cross stated he would recommend a revision of the Union plans to provide for the expenditure of an estimated \$1,580,000. These additional funds could be provided by a new bond issue in the amount of \$2,900,000 which would provide the required funds as follows:

- (a) \$1,293,789 to refinance an equal amount of outstanding Student Union Bonds after the reserve fund has been used to retire bonds outstanding.
- (b) \$1,576,731 for the expansion and modernization of the existing Student Union Building.
- (c) \$29,480 to pay the premium for the prior redemption on the now outstanding bonds.

He stated he has been advised by the University's legal and financial advisers that this plan is feasible and, if executed, the new bonds would mature over a period of approximately 32 years and could be sold at an estimated effective rate of approximately 3.75%.

We would plan that the bond indenture covering the new bond issue would be more flexible, providing for parity bonds and contain a less rigid provision for the application of surplus funds.

The new proposed \$2,900,000 bond issue would be payable from:

1. Net revenue of the Student Union after all operating and maintenance expenses;
2. Student fee transfers in the amount of \$152,555 per year (this is the amount of the current transfers); and
3. Additional student fees in any amount necessary to provide principal and interest on the bonds if for any reason items 1 and 2 were insufficient.

If the Union improvement program is to be executed this year, based on a new bond issue, it would be necessary to officially publish a notice of prior redemption for the now outstanding bonds, on or before October 1, 1963. To meet this time requirement, the Board of Regents may authorize the Board of Trustees to proceed with the new financing so long as any plan that is made does not require additional student fee transfers. The Union Board could then arrange for the sale of the new bonds during September and publish their call notice on October 1.

President Cross made the following recommendations:

1. The Board of Regents agrees with the Union Board of Trustees that extensions and improvements to the Student Union are now urgently needed.
2. The Board of Regents agrees to continue the present transfer of student fees to the Student Union for interest and principal as long as is necessary to retire outstanding bonds, understanding that the Board of Trustees of the Union will pledge these fees to secure additional financing for their extensions and improvements as they are needed and can be accomplished.
3. The Board of Regents agrees to cooperate fully with the Board of Trustees of the Union in this extension and improvement program and the financing connected therewith.
4. In order to expedite the completion of the project and make possible the prior redemption of the now outstanding bonds, the Board of Regents understands that the Union Board of Trustees may negotiate the sale of the new \$2,900,000 bond issue with a selected group of underwriters.
5. It is understood that the Board of Trustees may, if it deems advisable, provide for an expansion program in a lesser amount than the \$1,576,731 as shown above.

After a discussion, Regent Rothbaum moved approval of the proposal and recommendations in principle, with the stipulation that the objections raised by the Regents be relayed to the Union Board of Trustees. Approved.

Under date of August 23, 1963, President Cross sent the following letter and statement to the Regents pertaining to Faculty Recruitment, Appointment, and Advancement as had been requested by the Board at the July 11 meeting (p. 7484):

"Mr. Glenn Northcutt, President  
Regents of the University of Oklahoma  
Willis, Oklahoma

Dear Mr. Northcutt:

September 12, 1963

7539

At the meeting in July the Regents requested me to suggest a policy or procedure for their use in approving appointments of new members of the staff as well as salary increases and promotions for the existing staff.

In making my report and recommendation, I am assuming that the Regents will not wish to examine individual cases except under most extraordinary circumstances. I am assuming that they will continue to receive the President's recommendations, as in the past, and that their primary interest is in the procedures and policies used by the President in arriving at his recommendations--that is, the extent to which the views of a departmental chairman, a dean, a faculty committee, or a budget council have been taken into consideration in each case under consideration.

I am submitting a complete description of our present policies and practices. You will notice that I have recommendations from several sources before me at the time my own recommendation is finalized, whether the matter be that of a new appointment, a promotion in rank, or a salary increase. In addition to the opinions of the departmental chairmen, I seek the opinions of the three deans involved with each member of our faculty, and I do this in order to curtail the possibility of politics and patronage becoming involved in University affairs. I lean heavily on the recommendation of the dean of the undergraduate college, but I keep in mind also that the Dean of the Graduate College has the responsibility for developing the graduate program and faculty research, and that the Dean of the University College has the responsibility of developing a program for those at the freshman level. It is difficult for these deans to get their jobs done without having some influence at the time the quality of the faculty is determined--that is, when appointments are made and when salary increases or promotions are granted. When the three deans are in general agreement, my approval is almost routine. When they are not, we arrange a conference to discuss the differences.

I keep in mind also that standards need to be kept reasonably uniform throughout the institution. When I became President of the University nearly twenty years ago, we had as many sets of standards for appointment and promotion and as many salary scales as we had Deans of colleges. To cure this I established a Budget Council which has been and is charged with the responsibility of pointing out any inequalities which may develop within the institution in regard to standards and salary scales.

I recommend that the Regents continue to receive the recommendations of the President for faculty appointments, faculty promotions, and salary increases. I recommend that the Regents request the President to bring to their attention, when budgets are under consideration, any unusual cases such as what might appear to be extraordinary salary increases or, conversely, cases in which recommendations for promotion or salary increase have not been made, although the individuals in question may have seemed to perform meritoriously.

Cordially yours,

G. L. Cross  
President

GLC:lk1

Enclosures

cc: Mr. James G. Davidson  
Mr. John Houchin  
Dr. Mark R. Johnson  
Mr. Quintin Little  
Mr. Eph Monroe  
Mr. Julian J. Rothbaum"

"FACULTY RECRUITMENT, APPOINTMENT, AND ADVANCEMENT  
A Statement of Present Policies and Practices

A. Recruitment and Appointment.

1. Attached is the current version of a memorandum on 'Faculty Recruiting Procedures,' which is revised and issued to the Deans and Department Chairmen from time to time. In addition to giving information about procedures it reflects some of our philosophy of recruiting.

2. In searching for prospects to consider for appointment to the faculty, we try (not always, of course, with complete success) to follow these practices:

a. We try to discourage inbreeding - that is, the appointment of our own graduates to tenure positions. The obvious reason is that an addition to the faculty should be viewed as an opportunity to import new ideas, new knowledge, and new methods, and thus to enrich the opportunities for our students. An exception may be made when the faculty of a given department have spotted and brought along an exceptionally able student who should not be refused consideration for a faculty appointment just because of a rule. But, even in this exceptional case, we like to see the student go to another university for his terminal degree or for some teaching experience and then return to us.

b. For similar reasons we prefer a person who holds his degrees from more than one institution over a person who holds all his degrees from the same institution. And also, for similar reasons, we prefer not to have very many people in one department who all hold degrees from the same graduate school.

c. We encourage the Chairmen and Deans to look for prospects through their personal contacts with major professors in reputable universities and not through placement offices and teachers' bureaus. (This is one reason why supporting faculty travel to regional and national meetings is important - to make and keep up such personal contacts.)

3. For the last few years we have been trying to discourage recommendation of appointment to any of the professorial ranks of any one who does not hold what is generally accepted as the terminal degree in his field - that is, usually but not always, the doctorate. In some cases we have agreed that unusual accomplishment in research or creative accomplishment in the practice of a profession may be accepted in lieu of the terminal degree, but usually we prefer as much academic preparation as is available for appointment to a continuing academic

position. We often appoint in the rank of Assistant Professor a person who is in the final stage of his graduate work (typically the dissertation stage of his doctorate) on the assumption that he will complete the degree by the time he actually joins the faculty; if something slips and he does not achieve the degree on schedule, tenure and advancement are usually withheld until he gets it.

4. The semi-formal interview session described in Paragraph 6 of the memorandum on 'Faculty Recruiting Procedures' provides an opportunity for the department faculty and the administrative officers concerned to observe how the prospect handles himself before a group and so to make some first-hand judgment about his effectiveness as a teacher. This helps to offset the tendency to evaluate him on his research record alone - which could be done by an examination of his papers and, if any, his books. We also try to make some judgment as to his probable compatibility with his prospective colleagues, how well he and his family will fit into the University and Norman community, and other matters of this sort.

#### B. Advancement (Promotion and Salary Increase).

1. Recommendations for advancement, like all other personnel recommendations, originate with the Department and pick up the recommendations of the undergraduate Dean, the Dean of the University College, and the Dean of the Graduate College on their way to the President's Office, except that recommendation on salary is optional with the Dean of the University College and the Dean of the Graduate College, whereas it is mandatory for the Department and the undergraduate Dean. All these recommendations are referred, as part of the general budget recommendations, to the Budget Council (nine faculty members appointed, three a year, by the President from nominations submitted by the University Senate) and come back with the Budget Council's observations and recommendations for review by the Vice Presidents and finally by the President.

2. The Department is required to support its budget recommendations with detailed written substantiation prepared by Committee A (the Chairman and two members elected by the department faculty from their own number). The Deans may also submit written arguments, especially if they disagree with the Department. Also each Dean appears before the Budget Council to defend his budget and, of course, has continuous access to the Vice Presidents and, if necessary, to the President when questions or differences arise.

3. For some years ten criteria which had been worked out by the University Senate were used in drawing up substantiations of recommendations for advancement. Ten proved to be too many and too cumbersome, and the substantiations became perfunctory. A few years ago, at the request of the administration, the ten criteria were consolidated by the Senate into three - (1) good quality of teaching, (2) productivity in research or in literary or other artistic creation, (3) other University service - with the requirement that the subject of the recommendation be demonstrated to be strong in at least two of the three. In addition, the Budget Council has devised a five-point rating scale on which the Department and the Deans are asked to place each member of the Department when

the annual budget recommendations are made. The Budget Council checks these ratings against the substantiating materials for consistency.

4. A person in the non-tenure rank of Instructor may serve in that rank for no more than five years. At the end of that time he must be promoted, terminated, or given the rank of Special Instructor. The rank of Special Instructor is used for people who may not expect promotion but who, for the good of the University, may be continued for an indefinite number of years.

5. There is no fixed minimum number of years that a faculty member must serve in a tenure rank before he is eligible for promotion, nor should there be. Having a fixed minimum would create the impression that promotion would be automatic at the end of the period. Normally a person may expect to serve from five to seven years in each of the ranks of Assistant Professor and Associate Professor but these are typical or average periods and not fixed ones. We have had faculty members serve through to full retirement without ever reaching the rank of Professor. On the other hand we have had others go to the rank of Professor in their early thirties. In recent years the pressure has been great for much faster promotion in the Physical Sciences and Engineering than in most other fields. For two reasons special caution is exercised in deciding to recommend promotion to the final rank of Professor: (a) a feeling in the profession that this rank should be an especially meaningful recognition of performance, and (b) the fact that our faculty is still topheavy in rank, going back to the depression and other lean years, when rank was often used in lieu of salary to hold a faculty together.

6. As a part of the budget-making process, when income estimates have been determined, the President, with the advice of the Vice Presidents, decides on the amount to be allocated for next year to each of the undergraduate degree-recommending colleges. The Dean of each of these colleges is then informed of his allocation and asked to submit a recommended balanced budget to the President. The undergraduate Dean is expected to confer with the Dean of the University College and the Dean of the Graduate College and these two Deans also make their own direct recommendations to the President. An important fact to be noted, however, is that the undergraduate Dean has to submit a balanced budget, whereas the other two Deans are recommending on individual items without regard to the effect on the total amount available. This has the effect of giving much greater weight to the recommendations of the undergraduate Dean. In the departmentalized colleges the undergraduate Dean is expected to confer with the Department Chairmen and to give due consideration to the Department recommendations; but, again, because he must fit his recommendations to his allocation and produce a balanced budget, his recommendations are likely to prevail. If the President is led by the recommendations of one of the other Deans or of the Budget Council or by some special knowledge of his own to question a recommendation of the undergraduate Dean, he confers with the undergraduate Dean or has one of the Vice Presidents do so before making a decision to approve or disapprove the recommendation.

7. Attached are copies of the forms that are used for summarizing all the recommendations and personal data for the use first of the Budget Council and then of the President and his immediate staff. These serve as worksheets for developing the final budget that is submitted to the Regents for approval.

8. In preparing the budget recommendations for 1963-1964 there had to be some deviation from the processes described above, because in a Legislature year the amount of appropriated funds is usually not known until very near the end of the fiscal year. Budget and personnel recommendations were called for, as usual, in November of last year and were received in December. Recommendations on tenure and promotion were acted on in the early months of 1963. As for salaries, and new positions, however, since there was no way last October of making a firm estimate of income, each Dean was asked to prepare a tentative salary budget within the amount of his total budget for 1962-1963. (The Departments were not thus limited.) These were reviewed by the Budget Council during the spring and the hearings were held, so that the Council and the Administration could be fully informed of the aims, hopes, and needs of each Department and College. When the actual amount of the University's share of appropriated funds became known, however, the semester had ended and the Budget Council did not participate in the review of the Deans' final recommendations. The salary increases that were submitted to the Regents in July were recommended by the Deans and approved by the Vice Presidents and the President.

9. Salary recommendations for the administrative and professional staff are initiated by the heads of the budget units and reviewed by the Vice Presidents, who then recommend approval or modification to the President. The President's recommendations are then placed in the total budget that is submitted to the Regents.

10. A copy of the step-table used in setting salary figures is attached. Each step represents an increase of 2 and 1/2 per cent, adjusted to a figure divisible by 12, except that steps above \$11,400 are limited to \$300 each. This table makes it much easier to make comparisons, minimize inequities, and achieve some uniformity of consideration than measuring increases in dollar amounts only. A full-time Summer Session salary is established by taking the difference between the regular nine-month salary and the figure eight steps above it. This produces a figure approximating 2/9 of the nine-month salary.

11. The step-table should not be misinterpreted as an automatic-increment table, such as is used by many institutions (most of them teachers' colleges or former teachers' colleges). The University administration considers the automatic-increment system unacceptable, and we believe that the great majority of the faculty would be opposed to it.

12. For some years, on recommendation of the Budget Council, three types of salary raise were used - (1) general, 'across-the-board,' or 'cost of living'; (2) adjustment, to correct an inequity that might have developed within a Department; (3) merit. Several years ago, however, on instruction by the Regents, the first two of these were abandoned, and it is now understood that a salary increase must be justified on the basis of merit alone, using the three criteria named in Paragraph 3 above. It is probable that in some cases the word 'merit' receives a rather broad interpretation, but the Deans and the President's staff strive to keep the number of doubtful cases to a minimum.

13. Attached is a copy of the Instructions for making Budget Requests for 1963-1964 that went out to the academic departments and deans last November. It will provide some details not covered in the above summary in addition to many that have been covered."

Regent Houchin moved that the Board approve the present plan that is being used as outlined to the Regents in the above communication. Seconded by Regent Little. Approved.

The following proposal for the establishment of a Bureau of Public Health Research at the University of Oklahoma Medical Center was presented to the Regents on May 9, 1963 (p. 7395), but action was deferred pending a further study of the matter by Regent Johnson:

1. General

There is an increasing demand for field investigations, demonstrations and research in public health. The complexities of the problems needing investigation, demonstration and research require, in many instances, the cooperative action of several disciplines and agencies. There does not exist in the State a unit or organization with primary concern for research and development on the diverse problems pertaining to public health. The University of Oklahoma, with the wide range of capabilities possessed by its faculty, is well suited to provide research leadership in public health. In order that this leadership potential can be implemented, it seems appropriate for the University to set up within its structure the means of making this potential both effective and operational.

2. Scope and Functions

Within the policies established, the proposed bureau is to be generally concerned with:

- a. The coordination of public health research and studies carried on or developed at the University of Oklahoma.
- b. The undertaking of research and development concerned with specific and general problems relating to public health.
- c. The development of a basic and continuing research program in public health.

3. Organization

- a. General supervision to be provided by the Director of the Medical Center.



- b. A chairman to be appointed by the President of the University to be the principle administrative officer of the proposed bureau.
- c. A coordinating committee, appointed by the President of the University, to be charged with the responsibility for developing policies and general procedures for the Bureau operations. The chairman of the Bureau will be the chairman of the coordinating committee.
- d. Five standing study committees to be appointed by the Chairman of the coordinating committee.
- e. Staff Support:
  - 1) Research Assistant (1/4 time)
  - 2) Clerk-Secretary (1/4 time)

4. Budget (Basic)

Salaries	\$2,000
Other expense	400
	<u>\$2,400</u>

5. Sponsored Projects and Budget

In connection with any non-university sponsored activity, such time as the Bureau's staff devotes to such activity will be chargeable to the sponsored project and a corresponding reduction will be made in the particular budget item or items in the Bureau's basic budget.

RECOMMENDATION:

That the establishment of a Bureau of Public Health Research as an organized research unit of the University of Oklahoma Medical Center, be approved.

/s/ Kirk T. Mosley, M.D.  
Commissioner of Health and  
Professor of Preventive Medicine  
and Public Health

/s/ W. W. Schottstaedt, M.D.  
Chairman, Department of Preventive  
Medicine and Public Health

/s/ George W. Reid, Professor  
Chairman, Department of Sanitary  
Science and Public Health

/s/ Mark R. Everett, Ph.D.  
Director, University of Oklahoma  
Medical Center

President Cross recommended that the above proposal be approved.

Regent Johnson moved approval of the above recommendation. Seconded by Regent Rothbaum and approved.

September 12, 1963

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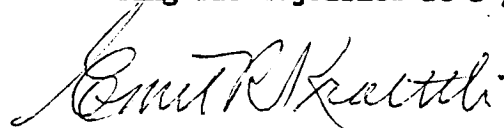
A list of master's programs at the University of Oklahoma not requiring a thesis was sent to each Regent at the request of the Board at the June meeting (p. 7444). Regent Davidson moved that the Regents advise the faculty that they wish to discourage any enlargement of the list of postgraduate degrees that are offered by the University without thesis. Regents Davidson, Johnson, Houchin, and Monroe voted AYE. Regents Rothbaum and Little voted NO. The motion was declared carried.

Regent Rothbaum moved consideration of Regent Davidson's resolution pertaining to Federal Aid to Education be tabled until Regent Northcutt returns from the Association of Governing Boards meeting to be held in October, and that the resolution be considered at the November meeting. Approved.

Regent Houchin invited the Board to hold a meeting in Bartlesville, and his invitation was accepted. The date will be determined later.

The October meeting date was changed from the 10th to the 3rd.

There being no further business the meeting was adjourned at 3 p.m.



Emil R. Kraettli, Secretary