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BOARD OF REGENTS OF THE UNIVERSITY OF OKLAHOMA
APRIL 11, 1985

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MINUTES OF A REGULAR MEETING
THE UNIVERSITY OF OKLAHOMA BOARD OF REGENTS
APRIL 11, 1985

A regular meeting of the Board of Regents of The University of Oklahoma was held in Dining Room 5 of the Oklahoma Memorial Union on the Norman Campus of the University on Thursday, April 11, 1985 beginning at 9:35 a.m.

Notice of the time, date, and place of this meeting was submitted to the Secretary of State as required by Enrolled House Bill 1416 (1977 Oklahoma Legislature).

The following Regents were present: Regent Julian J. Rothbaum, Chairman of the Board, presiding; Regents Tom McCurdy, John M. Imel, Thomas Elwood Kemp, Charles F. Sarratt, and Ronald H. White, M. D.

Absent: Regent Dan Little.

The following also were present: Dr. Martin C. Jischke, Interim President, Senior Vice President and Provost J. R. Morris, Provost Clayton Rich, Vice Presidents Anona L. Adair and Arthur J. Elbert, and Barbara H. Tuttle, Executive Secretary of the Board of Regents. Other executive officers present were Mr. Ron D. Burton, Mr. Walter O. Mason, Mr. Larry Brawner, and Mr. Gary L. Smith.

The minutes of the annual meeting held on March 7, 1985 were approved as printed and distributed prior to the meeting on motion by Regent White and with the following affirmative vote: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt and White. The Chair declared the motion unanimously approved.

Dr. Jischke said it was his extreme pleasure to announce a major gift to the OU Energy Center. Mrs. Loyce Youngblood of Oklahoma City, he said, is providing the funding for the Energy Center Library which is the largest and most beautiful area of the Energy Center. The library will be the academic core of the Energy Center and is a major part of the next phase of construction. It is Mrs. Youngblood's desire to fund the library and to honor the memory of her late husband, Laurence S. Youngblood, a prominent Oklahoma City oilman who was active in petroleum industry organizations, was director of several banking institutions, and took special interest in professional activities as an independent landman. He served as President of the Independent Petroleum Association of America in 1964 and served on its oil imports and tax committees.

Dr. Jischke recommended that the Board of Regents accept the gift from Mrs. Youngblood and that the Energy Center Library be named the Laurence S. Youngblood Energy Library.

Regent Imel moved this item be placed on the agenda for consideration. The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt and White. The Chair declared the motion unanimously approved.

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Regent McCurdy moved approval of Dr. Jischke's recommendation to accept the gift from Mrs. Youngblood and that the library be named the Laurence S. Youngblood Energy Library. The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt and White. The Chair declared the motion unanimously approved.

Dr. Jischke reminded the Regents that in October of 1981, the University entered into an agreement with the Federal Aviation Administration to help train Air Traffic Controllers building on 12 years of experience the University had had with the FAA Management Training School at Lawton. The initial \$10.8 million contract in 1981, he said, has been extended over the past three and one-half years and has helped train 11,000 new Air Traffic Controllers. This past year the FAA sought bids to extend the training for five years. Dr. Jischke said he is pleased to inform the Regents that The University of Oklahoma was the successful bidder. On March 26, 1985, the University received one of the largest instructional grants ever awarded a University for instructional services. The contract totals \$35.1 million over 5 years and is the largest contract The University of Oklahoma has ever been awarded. It is a tribute, he said, to our University's instructional capabilities and the reputation of our University, particularly the Oklahoma Center for Continuing Education. Dr. Jischke extended congratulations to Dr. Bill Maehl, Vice Provost for Continuing Education and Public Service, to Mr. Bill Dunsworth, Director of Financial Services, OCCE, to Dr. Tom Ross, Director of FAA Programs, and all other University personnel who were instrumental in our successful proposal.

Dr. Jischke also extended congratulations to two students in our College of Law, Michael M. Sykes and Aletia C. Haynes, who on March 23 in San Francisco won a competition with students from 95 other law schools from around the country. The students won first place in the annual Frederick Douglas Moot Court Competition that is sponsored by the Black American Law School Student Association. They competed in the finals with students from three other institutions: The University of North Carolina, The University of Georgia, and Boston College. Among the 95 schools in the competition were such distinguished institutions as Harvard University and the University of Virginia. Dr. Jischke said this is a signal honor for these two young people who are native Oklahomans, and a tribute to our College of Law and the faculty, particularly Professor Robert B. Smith and Professor Judith L. Maute.

On behalf of the faculty, staff and students of the University, Dr. Jischke extended sympathy to the family of Mr. Jack Guthrie, former Director of the Oklahoma Memorial Union, who passed away on Friday, March 8, following a short illness. Mr. Guthrie had been associated with the Oklahoma Memorial Union for 35 years and Dr. Jischke said he made a tremendous contribution as an administrator and manager of one of the most important and visible facilities on this campus.

Dr. Jischke also called attention to the celebration tomorrow and Saturday of the 20th Anniversary of the Carl Albert Award for the outstanding senior in the College of Arts and Sciences each year and recognizes one of the University's most distinguished graduates. The award is made possible by the generosity of Regent Rothbaum.

Regent Rothbaum said he knows a number of people are interested and concerned about the search that is underway for a new president for the University. Therefore, he reported that the search is progressing very well. The Search Committee has received many outstanding applications and nominations and has begun the long arduous process of reviewing resumes and evaluating the qualifications of the candidates. Mr. Rothbaum said the Committee is working hard and is progressing according to the time frame originally established by the Regents. He said it is the Regents' hope that the process will continue to move forward rapidly and smoothly so that a president can be installed by September 1.

I. The University

DISTINGUISHED PROFESSORS

In a communication to the members of the Board of Regents dated March 19, 1985, Interim President Jischke reported his recommendations for appointment of David Ross Boyd Professors and George Lynn Cross Research Professors to be effective for the next academic year.

The regulations for each of these distinguished professorships provide that each individual will receive a cash award of \$5,000. The funds for these cash awards will be provided by the University of Oklahoma Associates.

Interim President Jischke recommended that the following individuals be appointed to the Distinguished Professorship indicated to be effective at the beginning of the next academic year:

David Ross Boyd Professorships

Constance Baker, Professor of Nursing
George Henderson, S. N. Goldman Professor of Human Relations
Burt K. Scanlan, Professor of Management

George Lynn Cross Research Professorships

David E. Golden, Professor of Physics
Lerner B. Hinshaw, Professor of Physiology and Biophysics
Francis J. Schmitz, Professor of Chemistry

Regent McCurdy moved approval of the recommendation. The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt, and White. The Chair declared the motion unanimously approved.

REGENTS' AWARDS

Interim President Jischke reported that one of the faculty members approved by the Regents at the March meeting (p. 18306) for a 1985 Regents' Award has resigned from the University. In view of this, Dr. Jischke recommended that the name of Dr. Huston Diehl, Assistant Professor of English, be eliminated from the Regents' Award list which was approved at the March meeting.

Regent Imel moved approval of the recommendation. The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt and White. The Chair declared the motion unanimously approved.

INVESTMENTS

J. & W. Seligman & Co., investment advisors, have recommended the following changes in the Regents' Endowment Fund:

SELL: 2100 shares AMP
500 shares Ford Motor Company
3000 shares Koppers

BUY: 1000 shares American General, \$2.64 convertible preferred
1000 shares Coca-Cola
2000 shares John Harland

As a source of funds to purchase stock in three new companies, Seligman has recommended reduction of the holding in Ford Motor Company and elimination of the holding in AMP. This is mainly due to the uncertainties of their near-term earnings. The elimination of the Koppers holding is recommended because it has proven to be a disappointing investment.

American General Corporation is a diversified insurance company dealing in life insurance, property/casualty insurance, mortgage banking, consumer finance and real estate operations. American General has experienced consistent growth in earnings and dividends in each year since 1975.

Coca-Cola is the world's largest manufacturer of soft drink concentrate and syrups operating in the United States and 155 countries around the world. Prospects for growth in the soft drink industry have increased several percentage points as a result of the introduction of caffeine free drinks and the reformulation of diet drinks with NutraSweet. The stock is recommended for a combination of long-term appreciation and steady growth in income.

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John Harland is the nation's second largest printer of checks for individuals and related banking forms. Revenues have increased consecutively for the last 33 years while net income has shown gains for the last 29 years. The balance sheet is very sound due to the absence of debt.

The Regents' Endowment Fund account currently has 1,200 shares of American Natural Resources common stock. American Natural Resources has been the target recently of an unfriendly take-over by the Costal Corporation. Costal made a tender offer of \$65.00 per share for the American Natural stock. At the present time, American Natural feels the offer from Costal is inadequate, but the stock has been up as a result of this activity. J. & W. Seligman recommended the 1200 shares of American Natural Resources be sold on the open market at a price of \$64.625 per share which will net a 100% profit.

The University Trust Officer and Interim President have approved these recommendations.

Interim President Jischke recommended the Regents confirm the above investment transactions.

Regent McCurdy moved approval of the recommendation. The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt, and White. The Chair declared the motion unanimously approved.

POLICY ON USE OF UNIVERSITY-OWNED AIRCRAFT

In September, 1960, the Board of Regents approved a policy that University-owned airplanes may not be used for trips unrelated to University welfare.

Interim President Jischke recommended that the current Board of Regents reaffirm the action of the Board in 1960, and establish the following as the official policy of the Board of Regents on the use of University-owned airplanes:

The University of Oklahoma operates aircraft for air transportation on trips pertaining to official University business. University-owned aircraft may not be used for trips unrelated to University business, provided however, other officials and employees of the State may use the University aircraft if necessary for the conduct of official State business. Persons who are not State employees may also use or be passengers in the University aircraft where deemed necessary in performing services to the State or the University.

Dr. Jischke said, if approved, this policy will replace the current policy at Section 5.8, Regents' Policy Manual.

Regent Imel moved approval of the recommendation. The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt, and White. The Chair declared the motion unanimously approved.

APPOINTMENT OF EXTERNAL AUDITOR

At the March 7 meeting, the administration was directed to solicit proposals from firms of Certified Public Accountants interested in auditing the Norman and Health Sciences Center campuses beginning with the fiscal year 1984-85 financial statements. Proposals based on a five-year pricing schedule were requested for both campuses together, or either campus individually.

The firm submitting the successful proposal will be required to conduct the audit in accordance with Generally Accepted Auditing Standards as defined by the American Institute of Certified Public Accountants. The Industry Audit Guide "Audits of Colleges and Universities," the "Statement of Auditing Standards," published by the AICPA, and any subsequent revisions and applicable AICPA pronouncements, shall constitute the main source of auditing standards. The firm must also insure that all applicable rules, regulations and statutes of the Board of Regents and the State of Oklahoma are being followed.

Proposals were solicited from each "Big Eight" firm. Each firm was provided the opportunity to visit both campuses to review accounting records and systems, EDP and Internal Control Systems, and ask any questions regarding the submission of their proposals. Each firm was provided consistent information which would permit them to submit a proposal based upon the requirements of the University.

Proposals were received on April 1 and were reviewed by Messrs. Gary Smith, Jerry Farley, Ron Thornton, Mark Lemons, and John Eckert. Each proposal was carefully reviewed and each member of the Review Committee prepared an evaluation of each firm. Each proposal was evaluated based upon the following:

Experience: what is the direct college and university audit experience of the firm and the identified personnel who would conduct the audit. The experience was evaluated based upon whether the institution was large/small-public/private or hospital or medical center.

Staffing: what is the proposed staffing level (partners, managers, seniors, etc.), and the number of hours proposed for each classification.

Consulting Services: what is the experience and kinds of consulting services related to higher education offered by the firm.

Industry Services: does the firm have higher education specialists on regional or national basis and prepare periodic newsletters or magazines related to current events affecting higher education.

Other: the overall impression of the firm's proposal (how complete or comprehensive, how well written, etc.).

The following proposals were received:

	<u>Both Campuses</u>		<u>Norman Campus</u>		<u>HSC</u>	
	<u>Hours</u>	<u>Fee</u>	<u>Hours</u>	<u>Fee</u>	<u>Hours</u>	<u>Fee</u>
Touche Ross & Co.	2,600	\$36,800	1,400	\$18,900	1,200	\$17,900
Arthur Andersen & Co.	2,200	40,000	1,200	22,000	1,000	18,000
Peat, Marwick, Mitchell & Co.	2,440	45,000	1,340	24,000	1,100	24,000
Coopers & Lybrand	2,450	50,000	1,400	29,000	1,050	22,500
Deloitte Haskins & Sells	2,267	50,000	1,197	26,500	1,070	23,500
Ernst & Whinney	2,520	58,000	1,360	29,500	1,160	28,500
Arthur Young & Co.	3,110	72,000	1,730	42,300	1,380	33,900
Price Waterhouse	3,000	74,000	1,000	36,350	2,000	40,000

A copy of the evaluation of the firms was distributed to the Regents.

Regent Imel said the Board yesterday reviewed the proposals received from the auditing firms. He proposed, that, as a matter of business judgment, the Regents engage new auditors. He called attention to the fact that for a number of years separate auditors have been used for each campus. He proposed that the Regents combine the audit functions and have one auditing firm for both campuses. Therefore, based upon what the Regents believe to be the best bid and considering the firm receiving the highest rating by the University Evaluation Committee, he moved the Regents appoint Coopers & Lybrand at a fee of \$50,000 to perform the audits for 1984-85 for both campuses of the University. Regent Imel pointed out that if the Board did not make a decision to select new auditors that a fee in the neighborhood of \$65,000 to \$70,000 would have been paid this year to the separate audit firms for the two campus audits. The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt, and White. The Chair declared the motion unanimously approved.

REPORT ON COMMITMENT OF ASSOCIATES FUNDS

Interim President Jischke reported the following commitment of funds of the University of Oklahoma Associates for the period January 1 through March 31, 1985:

Academic Support

Support of Health Sciences Center Provost Development Fund. These monies are for general use by the HSC Provost Office. \$25,000.00

Support of College of Arts and Sciences. Funds for purchase of mass spectrometer in Department of Chemistry. \$25,000.00

Support of Graduate Student Association for graduate student grant program. \$ 2,500.00

Support of Provost Development Fund. These funds are to be used by the Department of English to fund a summer institute for Oklahoma teachers. \$ 2,500.00

Faculty Support (Medicine/Alumni Associate Funds)

Support of Biochemistry Department. Monies are for purchase of research equipment. \$25,451.00

He reported also the following expenditures of Associates Funds which were restricted by the donors to the various colleges for the same period of time as follows:

College of Arts and Sciences

Reimbursement to Professor Alan Velie, Department of English, for purchase of a MicroWorks Digisector, a board and camera device used to produce graphics for computer programs and Hitichi Camera. \$ 474.95

School of Journalism and Mass Communication's purchase of instructional equipment (Text Station Supercalc III) for the start-up of a writing/graphics/research microcomputer classroom which will eventually serve as a writing lab. \$ 3,355.72

\$ 3,830.67

College of Medicine

Purchase of research equipment - IBM PC Computer - for Professor Jack Sokatch, Department of Biochemistry. \$ 4,656.00

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Purchase of research equipment-Harvard
Infusion Withdrawal Pump - for Professor
Lerner B. Hinshaw, Department of Physiology
and Biophysics. \$ 2,648.00

Purchase of research equipment - five
computer work stations - for Professor
Jess Hensley, Department of Pathology. \$ 1,181.00
\$ 8,485.00

College of Engineering

Engineering excellence fund for an endowment for faculty salary supplements.

College of Architecture

To provide support for guest lecturer program \$ 200.00
To augment faculty travel 300.00
To provide support for student organizations 100.00

Dr. Jischke also reported President's Partners expenditures for the period January 1 through March 31, 1985 as follows:

Drama - West Side Story \$ 3,000.00
Graduate Scholarship Support 2,940.71
Business Dean's Council 7,750.00
Kingfisher College Fellows 1,000.00

These reports were presented for information. No action was required.

PRESIDENTIAL TASK FORCE ON ENROLLMENT

On February 19 Interim President Jischke appointed a Presidential Task Force on Enrollment to study the declining enrollment at The University of Oklahoma, the causes of this decline, and to recommend steps he could take during the spring 1985 to address these enrollment concerns. The Task Force submitted preliminary recommendations on March 25 covering undergraduate recruiting, graduate recruiting, retention, and other enrollment matters.

Dr. A. Ravindran, Director of the School of Industrial Engineering and Chair of the Task Force, reported on the recommendations of the Task Force at the Regents' Committee meeting on Wednesday. Dr. Jischke said some of the recommendations of the Task Force have already been implemented. Others are

long-range solutions. In order to accomplish a number of the Task Force recommendations immediately, Interim President Jischke recommended approval of the use of funds from The University of Oklahoma Associates as follows:

1. Undergraduate Recruiting
 - a. Increase the number of undergraduate scholarships by 50 at \$750 each \$37,500
 - b. Provide \$12,500 for additional recruiting - to be used largely by the Office of Admissions and Records to accelerate the processing of applications for admission 12,500

 2. Graduate Fellowships
 - a. Establish five \$10,000 Regents' Fellowships 50,000
 - b. Establish 25 \$2,000 Associates Fellowships to be used to supplement departmental assistantship offers to new graduate students 50,000

 3. Instructional Innovation Grant Program
 - a. Provide \$100,000 for the Associates Instructional Innovation Grant Program to be focused on lower division general education instruction 100,000
- Total \$250,000

Regent Imel moved this item be added to the agenda for consideration at this time. The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt, and White. The Chair declared the motion unanimously approved.

Regent White moved approval of Interim President Jischke's recommendations as shown above. The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt, and White. The Chair declared the motion unanimously approved.

MANAGEMENT SERVICES*

Interim President Jischke said in his efforts to ensure the timely, effective, and efficient development of information for this Board of Regents so the Regents can carry out their responsibilities, it is his judgment that the University could benefit from the advice and counsel of those with expertise in higher education management systems. He said he has received preliminary proposals from several firms who provide this type of service.

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He recommended that the Interim President be authorized to enter into a consulting agreement with a firm of his choice to perform certain management services at The University of Oklahoma.

Regent White moved this matter be added to the agenda for consideration at this time. The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt, and White. The Chair declared the motion unanimously approved.

Regent Imel moved approval of Dr. Jischke's recommendation. The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt, and White. The Chair declared the motion unanimously approved.

II. Health Sciences Center

FACULTY PERSONNEL ACTIONS

LEAVES OF ABSENCE:

Francisco Llach, Professor of Medicine, sabbatical leave of absence with half pay, September 1, 1985 through August 31, 1986. To work in laboratories in Paris on research regarding problems of bone metabolism related to kidney function.

Frank J. Miranda, Associate Professor of Operative Dentistry, sabbatical leave of absence with full pay, July 1, 1985 through December 31, 1985. To do research on dental materials and amalgam repair and to contribute in a textbook revision.

Richard Jacobi, Assistant Professor of Fixed Prosthodontics, sabbatical leave of absence with full pay, July 1, 1985 through December 31, 1985. To do clinical and research work in the Department of Crown and Bridge at the Institute of the University of Zurich in order to gain a new perspective on dental education and to write for publication.

Ramon Torres-Pinedo, Professor of Pediatrics, sabbatical leave of absence with full pay changed from January 1, 1985 through June 30, 1985 to October 1, 1985 to March 1, 1986.

APPOINTMENTS:

Anthony Patrick Jarvis, M.D., Adjunct Assistant Professor of Anesthesiology, \$50,000 for 12 months, March 1, 1985 through June 30, 1985. Paid from A0000171, pos. 0947, PPP Anesthesiology Administration.

Joseph Paul Mallonee, Adjunct Assistant Professor of Biostatistics and Epidemiology, without remuneration, April 1, 1985.

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Don Carlton Fisher, M.D., Clinical Assistant Professor of Family Practice, Tulsa, without remuneration, February 1, 1985.

John David Seguin, Adjunct Assistant Professor of Health Administration, without remuneration, April 1, 1985.

Sheila M. Savala, Adjunct Assistant Professor of Nursing, without remuneration, February 22, 1985.

DuAnne Foster Smith, Clinical Assistant Professor of Nursing, without remuneration, March 6, 1985.

John Raymond Thompson, M.D., Clinical Assistant Professor of Obstetrics and Gynecology, Tulsa, without remuneration, September 8, 1983.

G. Steve Miller, M.D., Clinical Assistant Professor of Pediatrics, Tulsa, without remuneration, March 1, 1985.

Carl Erwin Pfanstiel, Jr., M.D., Clinical Assistant Professor of Pediatrics, Tulsa, without remuneration, February 1, 1985.

Palmer R. Ramey, Jr., M.D., Clinical Assistant Professor of Surgery, Tulsa, without remuneration, March 1, 1985.

Benjamin Charles Wedro, M.D., Clinical Assistant Professor of Surgery, without remuneration, February 1, 1985.

Henry Theron (Ron) Stratton, Ph.D., Clinical Instructor in Family Practice, Tulsa, without remuneration, February 1, 1985.

Bong Hee Sung, Ph.D., Research Associate in Medicine and Adjunct Assistant Professor of Pharmacy, \$27,500 for 12 months, February 4, 1985 through June 30, 1985. Paid from C1109501, pos. 0106, Caffeine Influences.

Mark Andrew Terry, M.D., Clinical Instructor in Ophthalmology, without remuneration, February 15, 1985.

Bruce O. Harvey, D.D.S., Preceptor in Dental Services Administration, without remuneration, February 22, 1985.

Howard D. Iba, D.D.S., Preceptor in Dental Services Administration, without remuneration, February 17, 1985.

James Michael Steffen, D.D.S., Preceptor in Dental Services Administration, without remuneration, March 7, 1985.

<u>NAME and TITLE(S)</u>	<u>ANNUAL FTE INCOME</u>	<u>ANNUAL GUARANTEED BASE SALARY</u>	<u>ANNUAL PPP EARNINGS POTENTIAL</u>	<u>EFFECTIVE DATE</u>	<u>REMARKS</u>
CHANGE:					
Ingrid B. S. McCarty, Adjunct Instructor in Clinical Laboratory Sciences	FROM: \$10,800 TO: 20,500	FROM: \$10,800 TO: 18,500	FROM: -0- TO: 2,000	7-1-84 thru 6-30-85	.62 time Full time Paid from 2714, Pos. 0020, Clinical Laboratory Sciences

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CHANGES:

Bjorn Biber, title changed from Adjunct Assistant Professor to Adjunct Associate Professor of Anesthesiology, February 1, 1985 through June 30, 1985.

Robert T. Buchanan, Associate Professor of Surgery, salary changed from \$37,092 to \$37,848 for 12 months, January 1, 1985 through June 30, 1985. Paid from 2224-2, Surgery, and A0000582, pos. 0008, PPP Surgery (Plastic Surgery).

Stephen K. Cagle, Clinical Assistant Professor of Surgery, salary changed from \$10,874 to \$11,257 for 12 months, .20 time, January 1, 1985 through June 30, 1985. Paid by Veterans Administration.

Jay P. Cannon, title changed from Associate Professor to Clinical Associate Professor of Surgery, salary changed from \$44,772 for 12 months to without remuneration, March 1, 1985 (accrued vacation pay through April 15, 1985).

Francis D. Duffy, Chair and Professor of Medicine, Tulsa, salary changed from \$94,000 to \$70,000 for 12 months, February 1, 1985 through June 30, 1985. Paid from 2805-5, pos. 0001, Internal Medicine, Tulsa.

Ronald C. Elkins, Professor and Vice Head of Surgery and Chief, Thoracic Surgery Section, salary changed from \$63,272 to \$64,702 for 12 months, January 1, 1985. Paid from 2224-2, Surgery, B0337001, Children's Memorial Hospital, and A0000682, PPP Surgery (Thoracic Surgery), pos. 0009.

Kurt S. Greishober, Clinical Instructor in Operative Dentistry, salary changed from \$175 per month, .10 time, to \$350 per month, .20 time, March 1, 1985 through June 30, 1985. Paid from 1033-3, pos. 0009, Restorative Dentistry.

James C. Hays, Clinical Instructor in Ophthalmology, salary changed from \$13,324 to \$20,545 for 12 months, .25 time, February 6, 1985 through June 30, 1985. Paid by Veterans Administration.

John R. Hunter, Assistant Professor of Orthopaedic Surgery and Rehabilitation, salary changed from \$45,458.80 to \$46,214.40 for 12 months, March 1, 1985 through June 30, 1985. Paid from B0532101, pos. 0006, Oklahoma Memorial Hospital, and Veterans Administration.

M. Alex Jacocks, Assistant Professor of Surgery, salary changed from \$41,118 to \$42,340 for 12 months, January 1, 1985 through June 30, 1985. Paid from 2224-2, pos. 0017, Surgery, and Veterans Administration.

Ronald M. Kingsley, Clinical Associate Professor of Ophthalmology, salary changed from \$8,585 to \$7,220 for 12 months, .10 time, February 6, 1985 through June 30, 1985. Paid by Veterans Administration.

Norman S. Levine, Professor of Surgery and Chief, Plastic Surgery Section, salary changed from \$47,870 to \$48,198 for 12 months, January 1, 1985. Paid from 2224-2, Surgery, B0337001, Children's Memorial Hospital, Pos. 0015, and Veterans Administration.

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Wayne F. March, Associate Professor and Vice Head of Ophthalmology, salary changed from \$58,758 to \$60,520 for 12 months, March 1, 1985. Paid from A0000076, pos. 0002, PPP Ophthalmology.

Nathan R. Markowitz, Associate Professor of Surgery and Chief, Oral Surgery Section, and Clinical Assistant Professor of Dentistry, salary changed from \$43,925 to \$44,681 for 12 months, January 1, 1985 through June 30, 1985. Paid from 2224-2, Surgery, A0000782, PPP Oral Surgery, A0000382, PPP Surgery (Oral Surgery), and B0337001, Children's Memorial Hospital, pos. 0010, and Veterans Administration.

Claude H. Organ, Jr., Professor of Surgery, salary changed from \$69,966 to \$71,396 for 12 months, January 1, 1985. Paid from 2224-2, Surgery, and C4213002, pos. 0023, Central State Hospital, and Veterans Administration.

Michael D. Pollay, Professor of Surgery and Chief, Neurosurgery Section, salary changed from \$56,423 to \$57,281 for 12 months, January 1, 1985. Paid from 2224-2, Surgery, B0337001, Children's Memorial Hospital, and A0000282, PPP Surgery (Neurosurgery), pos. 0016, and Veterans Administration.

Russell G. Postier, Assistant Professor of Surgery, salary changed from \$39,251 to \$40,229 for 12 months, January 1, 1985 through June 30, 1985. Paid from 2224-2, Surgery, A0000182, PPP Surgery (General Surgery), pos. 0012, and Veterans Administration.

Beth H. Resman-Targoff, title changed from Visiting Assistant Professor to Clinical Assistant Professor of Pharmacy, salary changed from \$13,250 to \$14,500 for 12 months, .50 time, July 1, 1984 through June 30, 1985. Paid from 3030-7, pos. 0031, Pharmacy Practice.

Arden F. Reynolds, Jr., Associate Professor of Surgery, salary changed from \$58,232 to \$59,557 for 12 months, January 1, 1985. Paid from B0337001, Children's Memorial Hospital, A0000282, PPP Surgery (Neurosurgery), pos. 0011, and Veterans Administration.

Robert P. Shaver, Professor of Ophthalmology, salary changed from \$50,890 to \$51,865 for 12 months, February 6, 1985 through June 30, 1985. Paid from 2210-2, Ophthalmology, B0331101, Children's Memorial Hospital, pos. 0004, and Veterans Administration.

Charles M. Swaney, title changed from Clinical Assistant Professor to Assistant Professor of Radiological Sciences, January 1, 1985 through June 30, 1985.

Timothy L. Taylor, title changed from Adjunct Assistant Professor to Assistant Professor of Health Administration, April 1, 1985 through June 30, 1985.

Ida Elizabeth Wilson, Affirmative Action Officer; given additional title of Adjunct Assistant Professor of Health Administration, without additional remuneration, April 1, 1985.

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TERMINATIONS:

Shirley J. Brister, Clinical Instructor in Internal Medicine, Tulsa, February 2, 1985.

Meredith L. Culp, Clinical Assistant Professor of Psychiatry and Behavioral Sciences, Tulsa, January 2, 1985.

Hanagavadi S. Halaswamy, Clinical Assistant Professor of Family Practice, Tulsa, January 2, 1985.

John D. Karns, Clinical Assistant Professor of Psychiatry and Behavioral Sciences, Tulsa, January 2, 1985.

Maureen Klein Lundergan, Clinical Instructor in Ophthalmology, December 1, 1984.

John McCormack, Clinical Assistant Professor of Psychiatry and Behavioral Sciences, Tulsa, January 2, 1985.

Robert F. Moore, Clinical Associate Professor of Family Practice, Tulsa, January 2, 1985.

William P. Reville, Clinical Instructor in Operative Dentistry, March 1, 1985.

Mason W. Robison, Clinical Associate Professor of Psychiatry and Behavioral Sciences, Tulsa, January 2, 1985.

Phillip L. Short, Clinical Assistant Professor of Psychiatry and Behavioral Sciences, Tulsa, January 2, 1985.

Paul Allen Taenzer, Clinical Instructor in Psychiatry and Behavioral Sciences, Tulsa, January 2, 1985.

Gerald N. Weiss, Clinical Assistant in Surgery, March 12, 1985.

Interim President Jischke recommended approval of the personnel actions listed above.

Regent McCurdy moved approval of the recommendation. The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt, and White. The Chair declared the motion unanimously approved.

Interim President Jischke reported the death of George E. Reynolds, Clinical Associate Professor of Surgery, on March 11, 1985.

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ADMINISTRATIVE AND PROFESSIONAL PERSONNEL ACTIONS

LEAVE OF ABSENCE:

Gayle L. Brown, sick leave of absence with pay, January 22, 1985 to May 1, 1985.

APPOINTMENTS:

Jane Elizabeth Giles, Coordinator, Infant Center, Department of Family Medicine, \$21,800 for 12 months, February 25, 1985. Managerial Staff. Paid from A0001590, pos. 436, PPP Family Medicine, Infant Center.

Mary Monica Mitchell, Administrative Manager, Department of Family Medicine, \$25,000 for 12 months, March 5, 1985. Managerial Staff. Paid from 2218-2, pos. 0430, Family Medicine.

Douglas D. Ward, Research Assistant III, Department of Family Medicine, \$23,000 for 12 months, March 12, 1985. Professional Staff. Paid from C1230402, pos. 0709, Establishment of Departments of Family Medicine.

CHANGE:

Linda R. O'Rourke, Medical Librarian, Department of Surgery, salary increased from \$22,000 to \$23,760 for 12 months, February 1, 1985. Paid from A0003082, pos. 0043, PPP Surgery.

TERMINATIONS:

Martha A. Halub, Physician's Assistant II, Department of Obstetrics and Gynecology, February 15, 1985.

Glenda G. McKinney, Nurse Clinician, Department of Obstetrics and Gynecology, March 1, 1985.

Linda K. Monnard, Administrative Manager, Department of Family Medicine, April 19, 1985.

Gale L. Newman, Programmer/Analyst, Computing Services, March 30, 1985.

Interim President Jischke recommended approval of the personnel actions listed above.

Regent Sarratt moved approval of the recommendation. The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt, and White. The Chair declared the motion unanimously approved.

LITIGATION

Richard Edde, M.D., is a former full-time faculty member of the College of Medicine's Department of Anesthesiology. Dr. Edde terminated his employment with the University on November 1, 1983. Dr. Edde failed to and has subsequently refused to remit to the University proceeds received by him for patient care as a physician while a faculty member of the University. The College of Medicine and Legal Counsel believe the amount in controversy to be \$31,611.76.

Interim President Jischke recommended the Board of Regents authorize the Office of Legal Counsel to bring an appropriate action against Richard Edde, M.D. to recover the amounts due the University caused by Dr. Edde's failure to properly remit the proceeds in question.

Regent Imel moved approval of the recommendation. The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt, and White. The Chair declared the motion unanimously approved.

SHAWNEE FAMILY MEDICINE CLINIC

The Department of Family Medicine has had as one of its primary objectives the training of 20 percent of the College of Medicine graduates. The Department at the Oklahoma City Campus currently offers 20 first-year graduate training slots. In addition, the Tulsa Medical College offers 16 first-year slots.

The 20 positions at Oklahoma City have been distributed between the three programs in Oklahoma City, Enid, and Shawnee. Four positions have been designated each to Enid and Shawnee with the remaining 12 assigned to Oklahoma City. Residents who have selected the Enid and Shawnee training programs take their first year's training in Oklahoma City, and their second and third year in Enid or Shawnee.

The Shawnee Family Practice Residency Program was opened in 1978 with the support of the College of Medicine, the Pottawatomie County Medical Society, the Shawnee Medical Center Hospital, and the Mission Hill Memorial Hospital. The residency training is conducted by 2.9 FTE faculty. Local physicians have provided most of the teaching in the various specialty areas. The 1984-85 operating budget is \$562,865, consisting of \$395,853 in State funds, \$117,012 in patient care revenue, and \$50,000 in federal grant funds.

As of June 1984, ten residents have graduated from the program. Of these graduates, six have located their practices in Oklahoma. The three residents who will be graduating in June 1985 will also practice in Oklahoma.

During the past 18 months, there has been a steadily declining level of support and teaching assistance by the local physicians in Shawnee. Recently, the Pottawatomie Medical Society requested that the program be closed and voted to withdraw its approval.

The Department of Family Medicine believes that the significantly reduced level of voluntary teaching support has strongly jeopardized the quality of training for residents. In fact, in October 1984 the three second year residents were transferred to the Health Sciences Center Campus in Oklahoma City to continue their training. Subsequent to this decision, and after numerous attempts to negotiate a mutually satisfactory situation in Shawnee, it was decided that the program should be closed in July 1985 and all its training commitments transferred to the Oklahoma City Campus of the Health Sciences Center.

The College of Medicine proposes to consolidate the training of the residents from the Shawnee program into the Oklahoma City program. In order to maintain the number of faculty per resident which is required for accreditation by the American Board of Family Practice, some of the faculty and staff positions currently supported in Shawnee will have to be transferred to Oklahoma City. The State budget will be reduced by \$105,239, from its current level of \$395,853 to \$290,614. Authorization of the State Regents for Higher Education is required for closing the Shawnee Family Practice Clinic, and for the proposed transfer of residents and funds to Oklahoma City.

Interim President Jischke recommended approval of closing the Family Medicine Clinic in Shawnee and transferring its teaching program and appropriate funding to the Department of Family Medicine in Oklahoma City and authorize submission of this proposal to the Oklahoma State Regents for Higher Education for consideration.

Regent Sarratt moved approval of the recommendation. The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt, and White. The Chair declared the motion unanimously approved.

PROPOSAL, CONTRACT, AND GRANT REPORT

A summary of proposals for contracts and grants for the Health Sciences Center, including the Tulsa Medical College branch, for March 1985 was included in the agenda for this meeting. A list of all contracts executed during the same period of time on proposals previously reported was also included.

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

Regent McCurdy moved approval of the recommendation. The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt, and White. The Chair declared the motion unanimously approved.

HEALTH SCIENCES FACILITIES, INC.

Health Sciences Facilities, Inc. currently owns property located in the Lincoln Terrace Historical Preservation District adjacent to the Health Sciences Center Campus. The properties were previously used to house academic programs pending their relocation to new permanent facilities. With completion of the College of Pharmacy Building and renovation of the College of Health Building, the properties are now vacant.

The University made a commitment to return the houses to single family dwellings in order to be in compliance with zoning regulations of the Capitol Medical Zoning and Improvement Commission. In addition to being under the jurisdiction of the Zoning Commission, the properties reside in a historical preservation district, thus further restricting their usage.

An analysis was made concerning two options: (1) Return the houses to single family dwellings, provide for the necessary repairs and renovation and rent the houses to faculty, staff and students at the Health Sciences Center. (2) Sell the properties in their current appraised state.

It was necessary to decide on one of the options since income had to be generated in order to retire outstanding indebtedness on the properties. The results of the rent versus sell analysis indicated that it was not financially feasible to renovate and rent the houses. Projections showed that the University would incur a cash flow deficit of approximately \$70,000 per year.

After reviewing the analysis, the Board of Directors of H.S.F., Inc. believe it to be in the best interests of the University to sell the following properties located in the 600 Block of Northeast 14th and 15th Streets:

- 641 NE 15 616 NE 15 618 NE 15 624 NE 15 626 NE 15
- 632 NE 15 619 NE 14 625 NE 14 633 NE 14 645 NE 14
- 636 NE 14 Lot 1, Block 6 NE 15 Lot 3, Block 7 NE 14

The Board of Directors of H.S.F., Inc. adopted the following procedures to be used in the sale of the above properties:

(1) Two independent M.I.A. certified appraisals will be made on each property offered for sale.

(2) The two appraisals will be averaged and the average price will be listed as the minimum acceptable bid price.

(3) The property(s) will be advertised for sale in the appropriate sections of daily and weekly newspapers of general distribution in the Oklahoma City metropolitan area. Notices of sale will be distributed to all faculty, staff and students of the University as well as individuals at the other agencies in the Oklahoma Health Center complex.

(4) The house(s) will then be open to the public for inspection at a series of "open houses" on advertised dates and times. Copies of both appraisals, floor plans and instructions as to how to submit a bid will be distributed to individuals inspecting the house(s).

(5) A date, time and place will be advertised at which sealed bids will be received. The bid opening will be attended by at least two officers of H.S.F., Inc. All bids will be opened and read aloud. H.S.F., Inc. will not carry financing on any of the properties.

(6) The bid results will be reviewed by the H.S.F., Inc. Board of Directors. If the high bid is at least equal to the minimum established sales price (the average of the two M.I.A. appraisals), the Board of Directors will ratify the sale.

(7) The University of Oklahoma Board of Regents will be informed at their next meeting of the agreement to sell the subject property(s).

(8) If the high bid is below the minimum acceptable sales price, the bid will be reviewed by the H.S.F., Inc. Board of Directors and a recommendation will be forwarded to the University Board of Regents for action.

(9) If no bids are received, the property(s) will be advertised with the sales price being the lower of the two appraisals. Any offers to purchase will be reviewed by the H.S.F., Inc. Board of Directors and a recommendation will be forwarded to the University Board of Regents for action.

Interim President Jischke recommended the properties located in the Lincoln Terrace Historical Preservation District, listed above, be sold in accordance with the above outlined sales procedures.

Regent White moved approval of the recommendation. The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, and White. Regent Sarratt voted no. The Chair declared the motion approved.

REPORT ON MAJOR CAPITAL IMPROVEMENTS.

As shown on the following page, a report was presented to the Regents on major capital improvement projects in various stages of planning on the Oklahoma City Campus. No action was required.

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III. Norman Campus

FACULTY PERSONNEL ACTIONS

LEAVES OF ABSENCE:

Kenneth E. Starling, George Lynn Cross Research Professor of Chemical Engineering and Materials Science, sabbatical leave of absence with full pay, August 16, 1985 to January 1, 1986. To do research and writing on the properties of fluids and the thermodynamic behavior of complex fluids.

Miguel Terekhov, Professor of Drama and Chair, Department of Dance, sabbatical leave of absence with full pay, August 16, 1985 to January 1, 1986. To review and visit major dance programs in the United States and hopefully to work on the creation of a ballet and perhaps the outline of a book on the aspects of teaching and choreographing in an institution of higher education.

Teree E. Foster, Professor of Law, sabbatical leave of absence with half pay, August 16, 1985 to May 16, 1986. To complete three writing projects for publication.

Joseph C. Long, Professor of Law, sabbatical leave of absence with full pay, August 16, 1985 to January 1, 1986. To do research and writing on three specific projects.

Charles E. Barb, Jr., Associate Professor of Civil Engineering and Environmental Science, sabbatical leave of absence with full pay, August 16, 1985 to January 1, 1986. To retrain in construction management topics, to research public works facility maintenance management, particularly the integration of computer-aided drafting with data base management systems, and to complete a text for a Civil Engineering course.

Donald S. Udell, Associate Professor of Education, sabbatical leave of absence with full pay, July 1, 1985 to January 1, 1986. To conduct a research study which would determine the teacher training needs of Adult Basic Education and General Education Development Program Instructors in the Oklahoma Department of Corrections and to conduct a detailed study of each man and woman confined on death row.

Jitendra N. Mohanty, George Lynn Cross Research Professor of Philosophy, leave of absence without pay, August 16, 1985 through May 15, 1986. To teach at Temple University in Philadelphia and to complete a book on Indian philosophy.

Nicholas Howe, Associate Professor of English, leave of absence without pay, August 16, 1985 through May 15, 1986. To do research.

Lenore S. Clark, Coordinator of Collection Development and Associate Professor of Bibliography, University Libraries, .50 time leave of absence without pay, April 1, 1985 through August 31, 1985. To complete doctoral dissertation.

Project	Architects or Engineers	Contractors	Contract Award Date	Original Adjusted Completion Date	Original Current Contract Amount	Status Percent Complete	Source of Funds
None							

PROJECTS IN VARIOUS STAGES OF PLANNING

Project	CMP Priority Number	Architects or Engineers	Contract or Letter	Estimated Cost	Status
Steam & Chilled Water System Expansion, Phase V	---	Frankfurt-Short-Bruza Associates	11/30/79	\$4,700,000	Construction has been completed on major portions of this project and planning is underway on other elements.
Family Medicine/University Center, Family Medicine Building, Phase I	NC1	Architectural & Engineering Services	---	\$6,532,641	Planning studies are underway.
Family Medicine/University Center, Student-Alumni Center, Phase IIA	NC2	Architectural & Engineering Services	---	\$1,298,896	Planning studies are underway.
Family Medicine/University Center, Preventive Medicine-Aerobics Center, Phase IIB	NC3	Architectural & Engineering Services	---	\$4,013,933	Planning studies are underway.
Family Medicine/University Center, Outdoor Recreation Area, Phase III	NC4	Architectural & Engineering Services	---	\$ 250,262	Planning studies are underway.

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Brent H. Mundy, Assistant Professor of Philosophy, leave of absence without pay, August 16, 1985 through May 15, 1986.

APPOINTMENTS:

Dan Dean Nimmo, Ph.D., Professor of Communication with tenure, \$55,000 for 9 months, August 16, 1985. Paid from 127-290, pos. 9.60, Communication, and 127-490, pos. 9.65, Communication Research.

Nicholas Phillies Howe, Ph.D., Associate Professor of English, \$27,000 for 9 months, August 16, 1985 through May 15, 1986. Paid from 127-234, pos. 9.60, English, and 127-434, pos. 9.65, English Research.

Judy Vanslyke Turk, Associate Professor of Journalism and Mass Communication and Assistant Director for Administration, School of Journalism and Mass Communication, \$34,222 for 12 months, August 1, 1985 through June 30, 1986. Paid from 127-256, pos. 25.60, Journalism and Mass Communication, and 127-456, pos. 25.65, Journalism and Mass Communication Research.

Peter Braton Turk, Ph.D., Associate Professor of Journalism and Mass Communication, \$33,000 for 9 months, August 16, 1985 through May 15, 1986. Paid from 127-256, pos. 5.60, Journalism and Mass Communication, and 127-456, pos. 5.65, Journalism and Mass Communication Research.

Jonathan Barry Forman, J.D., Associate Professor of Law, \$36,000 for 9 months, August 16, 1985 through May 15, 1986. Paid from 227-201, pos. 10.65, College of Law.

Betty Jean Harris, Ph.D., Assistant Professor of Anthropology, \$23,000 for 9 months, August 16, 1985 through May 15, 1986. Paid from 127-202, pos. 13.60, Anthropology, and 127-402, pos. 13.60, Anthropology Research.

Sally Ann Jackson, Ph.D., Assistant Professor of Communication, \$29,000 for 9 months, August 16, 1985 through May 15, 1986. Paid from 127-290, pos. 12.60, Communication, and 127-490, pos. 12.65, Communication Research.

Curtis Scott Jacobs, Ph.D., Assistant Professor of Communication, \$27,000 for 9 months, August 16, 1985 through May 15, 1986. Paid from 127-290, pos. 21.60, Communication, and 127-490, pos. 21.65, Communication Research.

Renee Ann Meyers, Assistant Professor of Communication, \$22,000 for 9 months, August 16, 1985 through May 15, 1986. Paid from 127-290, pos. 6.60, Communication. If Ph.D. is not completed by August 15, 1985, title to be changed to Acting Assistant Professor with salary of \$20,000 for 9 months.

Jill Dobriner, Assistant Professor of English, \$20,000 for 9 months, August 16, 1985 through May 15, 1986. Paid from 127-234, pos. 2.60, English, and 127-434, pos. 2.65, English Research. If Ph.D. is not completed by August 16, 1985, title to be changed to Acting Assistant Professor with salary of \$18,000 for 9 months.

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Lowell Wayne Gudmundson, Ph.D., Assistant Professor of History, \$23,300 for 9 months, August 16, 1985 through May 15, 1986. Paid from 127-248, pos. 3.60, History, and 127-448, pos. 3.65, History Research.

Jerry Allen White, Assistant Professor of Journalism and Mass Communication, \$24,000 for 9 months, August 16, 1985 through May 15, 1986. Paid from 127-256, pos. 24.60, Journalism and Mass Communication, and 127-456, pos. 24.65, Journalism and Mass Communication Research.

Dennis Edward Garrett, Assistant Professor of Marketing, \$38,000 for 9 months, August 16, 1985 through May 15, 1986. Paid from 127-213, pos. 143.6, Business Administration Instruction. If Ph.D. is not completed by August 16, 1985, title to be changed to Visiting Assistant Professor with salary of \$33,000 for 9 months.

Semion Gutman, Ph.D., Assistant Professor of Mathematics, \$26,000 for 9 months, August 16, 1985 through May 15, 1986. Paid from 127-264, pos. 6.60, Mathematics, and 127-464, pos. 6.65, Mathematics Research.

Archie McEwen Brown, Visiting Assistant Professor of Music, rate of \$22,500 for 9 months, .83 time, February 25, 1985 through May 15, 1985. Paid from 127-270, pos. 56.60, Music.

Hugh Howard Benson, Ph.D., Assistant Professor of Philosophy, \$22,000 for 9 months, August 16, 1985 through May 15, 1986. Paid from 127-278, pos. 9.60, Philosophy, and 127-478, pos. 9.65, Philosophy Research.

Mitchell Bart Chamlin, Assistant Professor of Sociology, \$23,000 for 9 months, August 16, 1985 through May 15, 1986. Paid from 127-289, pos. 3.60, Sociology, and 127-489, pos. 3.65, Sociology Research. If Ph.D. is not completed by August 16, 1985, title to be changed to Acting Assistant Professor with salary of \$20,000 for 9 months.

John Hawley, Instructor in Electrical Engineering and Computer Science, \$3,500 for 4.5 months, .25 time, January 1, 1985 through May 15, 1985. Paid from 127-231, pos. 39, Electrical Engineering and Computer Science.

Patty Ann Wente, General Manager, KGOU, and Visiting Instructor in Journalism and Mass Communication, \$27,800 for 12 months, April 15, 1985. Paid from 127-257, pos. 175.65, KGOU Radio Station.

CHANGES:

Robert Gentry, Adjunct Associate Professor of Petroleum and Geological Engineering, salary changed from \$9,810 for 9 months, .25 time, to rate of \$19,620 for 9 months, .50 time, January 1, 1985 through May 15, 1985. Paid from 127-276, pos. 12, Petroleum and Geological Engineering, and 3-815, OU Foundation.

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Jimmy F. Harp, Professor of Civil Engineering and Environmental Science and Assistant Director, Bureau of Water and Environmental Resources Research, sabbatical leave of absence with full pay changed to a 75% FTE sabbatical; also paid at the rate of \$8,125 for 9 months, .25 time, January 16, 1985 through May 15, 1985. Paid from 127-222, pos. 10, Civil Engineering and Environmental Science, and 155-421, Hydro-Geologic Investigation.

Sue A. Harrington, title changed from Acting Director, Technical Services, Head of Serials Department, and Associate Professor of Bibliography to Director of Library Technical Services and Associate Professor of Bibliography, University Libraries, changed from \$29,500 to \$34,000 for 12 months, May 1, 1985. Paid from 127-600, pos. 3.65, University Libraries.

Frank William Howard, title changed from Acting Director to Director, Department of Aviation, April 1, 1985. Retains title of Adjunct Assistant Professor of Aviation and Chief Flight Examiner.

Jack O. Johnson, promoted from Adjunct Instructor to Adjunct Assistant Professor of Political Science, January 1, 1985. Retains titles of Senior Course Moderator and Program Development Specialist, FAA Management Training School.

Yoshinobu Kamishima, title changed from Visiting Assistant Professor of Mathematics to Visiting Scholar in Mathematics, salary changed from \$6,000 for 9 months, .25 time, to without remuneration, May 16, 1985 through August 31, 1985.

O. Ray Kling, Professor of Obstetrics and Gynecology, Health Sciences Center; given additional title of Adjunct Professor of Zoology, without additional remuneration, March 1, 1985.

David L. Sturges, title changed from Visiting Assistant Professor to Assistant Professor of Journalism and Mass Communication; salary changed from \$30,000 for 12 months to \$24,000 for 9 months, August 16, 1985 through May 15, 1986. Paid from 127-256, pos. 23.60, Journalism and Mass Communication, and 127-456, pos. 23.65, Journalism and Mass Communication Research.

TERMINATIONS:

Michael A. Chartock, Research Fellow, Science and Public Policy, and Associate Professor of Zoology, January 28, 1985. Accepted a position in California.

Dorothy Davidson, Assistant Professor of Political Science, May 16, 1985. Accepted position at Northern Illinois University.

Robert E. Yadon, Assistant Professor of Journalism and Mass Communication, May 16, 1985.

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NON-REAPPOINTMENTS:

James P. Kostman, Assistant Professor of Philosophy, May 16, 1985.

Karl J. Kundel, Assistant Professor of Communication, May 16, 1985.

David N. Sorenson, Assistant Professor of Communication, May 16, 1985.

Interim President Jischke recommended approval of the personnel actions listed above.

Regent McCurdy moved approval of the recommendation. The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt, and White. The Chair declared the motion unanimously approved.

ADMINISTRATIVE AND PROFESSIONAL PERSONNEL ACTIONS

APPOINTMENTS:

Robert R. Blaze, Food Service Administrator, Food Service, \$38,500 for 12 months, May 1, 1985. Administrative Staff. Paid from 172-113, pos. 1.65.

Shera Mogri, Staff Physician, Goddard Health Center, \$52,000 for 12 months, April 1, 1985. Professional Staff. Paid from 179-107, pos. 7.

*Ron D. Provence, Program Specialist, Petroleum Safety Program, rate of \$25,992 for 12 months, March 1, 1985 through July 31, 1985. Professional Staff. Paid from 155-655.

Thomas Raymond Radko, Editor, University Press, \$27,000 for 12 months, March 25, 1985. Professional Staff. Paid from 179-104, pos. 16.65.

Mary Plunkett Strain, Programmer II, University Computing Services, \$22,500 for 12 months, April 9, 1985. Professional Staff. Paid from 147-110, pos. 45.65.

CHANGES:

Leslie Million Baumert, promoted from Assistant Director to Associate Director, High School and College Relations, salary increased from \$17,000 to \$21,500 for 12 months, March 1, 1985. Managerial Staff. Paid from 127-186, pos. 2.

*Frank Bordo, ATC Instructor, FAA Air Traffic Controllers, salary increased from \$23,000 to rate of \$28,808 for 12 months, February 1, 1985 through September 30, 1985. Paid from 155-044.

Gloria J. Boyd, title changed from Manager to Grants and Contracts Officer, Grants and Contracts Operations, February 1, 1985. Managerial Staff.

*Paid from grant funds; subject to the availability of funds.

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*Bill D. Brackett, Program Development Specialist, JTPA Training Center and Institute for Employment and Training Center, salary increased from \$29,272 to rate of \$31,172 for 12 months, April 1, 1985 through June 30, 1985. Paid from 155-632 and 127-542, pos. 2.

Helen J. Darks, Program Manager, Evaluation and Testing, salary increased from \$29,700 to \$33,000 for 12 months, February 1, 1985. Paid from 127-538, pos. 1.

Robert W. Deckard, Course Moderator, FAA Management Training School, salary increased from \$30,500 to \$31,500 for 12 months, April 1, 1985 through September 30, 1985. Paid from 155-665.

Linda M. Holt, title changed from Manager, Cost Analysis, to Staff Accountant, Grants and Contract Operations, February 1, 1985. Changed from Managerial to Professional Staff.

Tanveer A. Khan, Staff Physician, Goddard Health Center, salary changed from \$38,339 for 12 months, .80 time, to \$47,924 for 12 months, full time, March 18, 1985. Paid from 179-107, pos. 8.

Peter P. Martinelli, Weight Trainer, Athletic Department, salary increased from \$32,000 to \$35,000 for 12 months, April 1, 1985. Paid from 171-121, pos. 66.65.

*Max Deon Payne, Course Moderator, FAA Management Training School, salary increased from \$29,000 to rate of \$30,000 for 12 months, April 1, 1985 through September 30, 1985. Paid from 155-665.

Robert W. Sharp, title changed from Manager, Production Scheduling, to Manager, Work Control, Physical Plant, March 1, 1985. Managerial Staff.

Susan F. Skaggs, title changed from Programmer/Analyst to Programmer/Analyst II, University Computing Services, February 1, 1985. Professional Staff.

Joe Studebaker, title changed from Acting Director to Director, Advanced Programs, January 1, 1985. Administrative Staff.

Suzanne Turek, title changed from Financial Coordinator to Grants and Contracts Officer, Grants and Contracts Operations, February 1, 1985. Managerial Staff.

*Eddie W. Wood, Project Director, JTPA Training Center, and Program Director, Institute for Employment and Career Training Center, salary increased from \$31,932 to rate of \$33,832 for 12 months, April 1, 1985 through June 30, 1985. Paid from 155-632 and 127-542, pos. 1.

*Paid from grant funds; subject to the availability of funds.

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TERMINATIONS:

Wray Britton, Software Consultant (CAE Laboratory), Computer Aided Engineering, April 18, 1985.

Craig A. Conly, Budget Director, Budget Office, May 6, 1985.

Ardell C. Garner, ATC Instructor, FAA Air Traffic Controllers, March 27, 1985.

Judith Ann Hammer, Project Director, Center for Child and Family Development. April 2, 1985.

Donna Gail Swarb, Accountant, University Libraries, April 12, 1985.

127-186 - High School and College Relations
127-499 - Grants and Contracts Operations
127-538 - Evaluation and Testing, OCCE
127-542 - Institute for Employment and Career Planning, OCCE
147-110 - University Computing Services
155-044 - FAA Air Traffic Controllers
155-632 - JTPA Statewide Training Center
155-655 - Petroleum Safety Program
155-665 - FAA Liaison
171-121 - Athletic Department
172-113 - Director of Food Service
179-104 - University Press
179-107 - Goddard Health Center

Interim President Jischke recommended approval of the personnel actions listed above.

Regent Imel moved approval of the recommendation. The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt, and White. The Chair declared the motion unanimously approved.

STAFF EMPLOYEES WEEK

Interim President Jischke recommended the following resolution be adopted proclaiming the week of April 20 through 26 to be OU Staff Week:

WHEREAS, the staff employees of The University of Oklahoma contribute vitally to the University community through their service to students, faculty and the public; and

WHEREAS, their achievements bring honor to the University; and

WHEREAS, their loyalty and dedication to the University are reflected by their productive service; and

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WHEREAS, they provide invaluable support to University projects through their time and financial resources; and

WHEREAS, they contribute significantly to the quality of the University as a distinguished American institution of higher education;

BE IT THEREFORE RESOLVED that the Regents of The University of Oklahoma do hereby proclaim the week of April 20 through 26, 1985, to be "OU Staff Employees Week", during which the constituents of the Employee Executive Council are entitled to all honors and privileges thereof.

Regent McCurdy moved approval of the recommendation. The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt, and White. The Chair declared the motion unanimously approved.

Mr. Ed Vermillion, Chair of the Employee Executive Council, on behalf of the Council thanked Dr. Jischke and the Board of Regents for this recognition and appreciation of the support of staff.

1985 SUMMER SESSION BUDGET

The following is a summary of the proposed 1985 Summer Session Budget:

	<u>June</u>	<u>July</u>	<u>Total</u>
College of Architecture	\$ 19,285.00	\$ 19,285.00	\$ 38,570.00
College of Arts and Sciences	187,385.55	187,385.55	374,771.10
College of Business Administration	60,587.50	60,587.50	121,175.00
College of Engineering	63,478.00	63,478.00	126,956.00
College of Fine Arts	40,787.50	40,787.50	81,575.00
College of Geosciences	20,422.50	28,522.50	48,945.00
Research Units	15,650.00	15,650.00	31,300.00
Contingency	<u>9,473.65</u>	<u>9,508.12</u>	<u>18,981.77</u>
Total Norman Campus	<u>\$417,069.70</u>	<u>\$425,204.17</u>	<u>\$842,273.87</u>
College of Law	<u>\$ 26,950.00</u>	<u>\$ 26,950.00</u>	<u>\$ 53,900.00</u>

Appointments that are made will be subject to and contingent upon the courses meeting the University's minimum class sizes and upon the availability of appropriate funding.

Information already has been presented on the funding sources for the College of Law summer session. Funds for the balance of the Norman Campus summer session for June are included in the 1984-85 budget. Funds for July will be included in the 1985-86 budget.

Interim President Jischke recommended approval of the 1985 Summer Session Budget as shown above.

Regent Sarratt moved approval of the recommendation. The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt, and White. The Chair declared the motion unanimously approved.

STUDENT CODE REVISIONS

Changes in the Norman Campus Student Code have been under consideration by the Student Code Revision Committee during the past few months. These revisions have been approved by the Student Code Revision Committee, Student Congress, and the UOSA President as well as Vice President Anona Adair.

Interim President Jischke recommended adoption of the following Student Code amendments to be effective for the fall semester, 1985:

TITLE 9.4.1 Current Reading:

Distribution of printed literature under doors without knocking is permitted.

Proposed Reading:

Distribution of printed literature under doors without knocking is permitted from 12:00 noon to 9:00 P.M.

Rationale:

As these areas serve as people's homes, it is necessary to put some limitations on activities. The current policy specifies none. The 9:00 P.M. hour is suggested because it is prior to quiet hours.

TITLE 9.4.2 Current Reading:

Between the hours of noon and 10:30 P.M.; door-to-door campaigning may be regulated as prescribed by the Student Affairs Office and/or house vote.

Proposed Reading:

Between the hours of 12:00 noon and 9:00 P.M. door-to-door campaigning is allowed and may be regulated or prescribed by the Student Affairs Office and/or house vote.

Rationale:

10:30 P.M. is too late to allow door-to-door campaign activities in residence halls. This is a popular time for studies, sleep, and use of the common restrooms in some of the buildings. Campaigning would be disruptive.

TITLE 11.1.6 Current Reading:

Pledges and members above the freshman level may live in fraternity or sorority residences with which they are affiliated.

Proposed Reading:

Pledges and members of fraternities and sororities not required to live in University housing by Regents' policy may live in fraternity or sorority residences.

Rationale:

The current reading is ambiguous. It can be interpreted that pledges may live in fraternity and sorority residence even if they are freshmen. The rewritten statement clarifies that freshmen who are required to live on campus may not reside in these residences.

TITLE 11.3.2 Current Reading:

Table 1

<u>Proscribed Conduct</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
Visiting/Unauthorized Entry	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process
Littering	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process
Removal of Furniture/Fixture	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process
Open Flame Devices	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process
Pets	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process
Propping Open Security Doors	\$30.00	Disciplinary Process	

Possession of Alcohol	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process
Noise	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process
Failure to Comply	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process
Violation of Published Residence Hall Rules	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process
Misuse of Institution Property	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process
Defacement of Univer- sity Property	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process

Proposed Reading:

Table 1

<u>Proscribed Conduct</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
Visiting/Unauthorized Entry	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process
Littering	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process
Removal of Furniture/ Fixture	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process
Open Flame Devices	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process
Pets	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process
Propping Open Security Doors	\$50.00	Disciplinary Process	
Possession of Alcohol	\$20.00	\$40.00	Fine up to \$60.00 or disciplinary process
Noise	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process
Failure to Comply	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process
Violation of Published Residence Hall Rules	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process

Misuse of Institution Property	\$30.00	\$60.00	Fine up to \$90.00 or disciplinary process
Defacement of Univer- sity Property	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process

Rationale:

Currently over 1200 citations are written each academic year. The fine schedule does not seem to deter antisocial behavior, thus it is proposed that specific fines be increased. Propping open security doors is extremely serious as it breaches security doors is extremely serious as it breaches security, misuse of institutional property can place person or property in jeopardy, and defacement can be vulgar at its extreme.

Additionally, the committee hopes, through an increase of fines, that the most frequently abused rules may be adhered to. This section is also written to be consistent with Section 13.5.

TITLE 11.6.1 Current Reading:

On Sunday through Thursday nights houses will be locked at 12:00 midnight.

Proposed Reading:

On Sunday through Thursday nights, houses will be locked no later than 12:00 midnight.

Rationale:

The proposal allows the latitude to lock the houses earlier for security reasons, which in some cases is already being done.

TITLE 11.6.2 Current Reading:

On Friday and Saturday morning houses will be locked at 2 a.m.

Proposed Reading:

On Friday and Saturday morning, houses will be locked no later than 2 a.m.

Rationale:

This proposed reading allows the latitude to lock the houses earlier for security purposes, which in some cases is already being done.

TITLE 13.1.4 Current Reading:

An Administrative Advocate may be appointed to represent the University in presenting cases before the appropriate disciplinary body. The Administrative Advocate should be at least a second year student in the College of Law, and shall be appointed by the Vice President for Student Affairs with the concurrence of the UOSA President.

Proposed Reading:

One or more Administrative Advocates may be appointed to represent the University in presenting cases before the appropriate disciplinary body. An Administrative Advocate should be a student in the College of Law with Greek Affairs, Housing, and/or legal counsel experience. Appointment shall be by the Vice President for Student Affairs with the concurrence of the UOSA President.

Rationale:

Position requires familiarity with the Student Code rather than extensive legal knowledge.

TITLE 13.5 Current Reading:

<u>Proscribed Conduct</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
Unauthorized Entry	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process
Littering	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process
Removal of Furniture/ Fixture	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process
Propping Open Security Doors	\$30.00	Disciplinary Process	
Possession of Alcohol on University Prop- erty	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process
Noise	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process
Failure to Comply with Lawful Directions of Institution Officials Acting in Performance of their Duties	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process

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Misuse of Institution Property	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process
Defacement of Univer- sity Property	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process

Proposed Reading:

<u>Proscribed Conduct</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
Unauthorized Entry	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process
Littering	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process
Removal of Furniture/ Fixture	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process
Propping Open Security Doors	\$50.00	Disciplinary Process	
Possession of Alcohol on University Prop- erty	\$20.00	\$40.00	Fine up to \$60.00 or disciplinary process
Noise	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process
Violation of posted Library food and beverage regulations	\$10.00	\$20.00	\$30.00
Failure to Comply with Lawful Directions of Institution Officials Acting in Performance of their Duties	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process
Misuse of Institution Property	\$30.00	\$60.00	Fine up to \$90.00 or disciplinary process
Defacement of Univer- sity Property	\$10.00	\$20.00	Fine up to \$30.00 or disciplinary process

Rationale:

Currently over 1200 citations are written each academic year. The fine schedule does not seem to deter antisocial behavior, thus it is proposed that specific fines be increased. Propping open security doors is extremely serious as it breaches security, misuse of institutional property can place person or property in jeopardy, and defacement can be vulgar at its extreme.

Additionally, the committee hopes, through an increase of fines, that the most frequently abused rules may be adhered to. This section is also written to be consistent with Section 11.3.2.

TITLE 17.6.1 Current Reading:

Possession of alcoholic beverages (over 3.2% alcohol) by any person under the age of 21 is prohibited by state law and this code.

Proposed Reading:

Possession or consumption of alcoholic beverages (including 3.2 alcohol) by any person under the age of 21 is prohibited by state law and this code.

Rationale:

To conform with current legal statutes.

TITLE 17.6.6 Current Reading:

Possession and consumption of alcoholic beverages (including 3.2% beer) on University property outdoors, such as housing center lawns and the duck pond, or in other public areas on the campus is prohibited. Requests for exceptions to permit 3.2% beer only must be approved by the Vice President for Student Affairs subject to state and local laws, and to rules and regulations mutually established by the Vice President for Student Affairs and the UOSA.

Proposed Reading:

Possession and consumption of alcoholic beverages (including 3.2% beer) on University property outdoors, such as housing center lawns and the duck pond, or in other public areas on the campus is prohibited.

Rationale:

To conform with current legal statutes.

TITLE 18.1.7 Current Reading:

(None)

Proposed Reading (Additional last sentence):

Should a student fail to complete an issued sanction by the deadline established, he or she is subject to an enrollment stop until the sanction is completed.

Rationale:

At times, students are uncooperative, refusing to complete a sanction. The filing of additional charges against the student is sometimes ineffective because the student will not appear for an arraignment. Stopping enrollment does not cancel a student's current classes, but merely forces him/her to clear the "stop" before he/she can enroll for the coming semester.

Regent Sarratt moved approval of the recommendation. The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt, and White. The Chair declared the motion unanimously approved.

REVISED STUDENT ACTIVITY FEE DISTRIBUTION

Because of the decrease in student enrollment, collections of the student activity fee have not reached the projected income for 1984-85 of \$1,500,000.00.

The Budget Committee of UOSA and Vice President Adair met and reviewed the commitments and have proposed that the \$72,000.00 shortfall be met by revising the distribution of the activity fee as shown below. This revision has been approved by the UOSA President, the Chair of Student Congress, and the Chair of the Ways and Means Committee.

Interim President Jischke recommended that the Board of Regents approve the revised distribution of the student activity fee as outlined:

Student Activity Fee Projected Income, 1984-85:	\$1,500,000
Projected Collections, 1984-85	1,428,000
Projected Shortfall	(\$ 72,000)
Funding for Shortfall	
UOSA Reverted Funds	\$ 45,662
1984-85 Reserve	15,641
Proposed Reductions	10,697
	<u>\$ 72,000</u>

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<u>On Going Commitments</u>	<u>1984-85</u>	<u>1% Reduction</u>	<u>Revised Appropriation 1984-85</u>
-Goddard Health Center	\$ 575,000	\$ 5,750	\$ 569,250
-Oklahoma Daily (Weekly Campus Bulletin Board to be paid from appropriation)	81,500	815	80,685
-Intramurals & Recreation	174,515	1,745	172,770
-Student Affairs	92,277	922	91,355
-Facilities Bond System	150,000		150,000
-Campus Transportation System (CART airport service to be paid from this appropriation)	118,500	1,185	117,315
-UOSA	275,000		275,000
-Reserve	33,208 ⁽²⁾		32,928
	<u>1,500,000</u>		<u>1,489,307</u>
 (1) <u>Continuing Obligations:</u>			
Minority Culture Centers	6,000	60	5,940
Spirit Groups Support	6,000	60	5,940
Sports Club Support	6,000	60	5,940
Number Nyne	8,000	80	7,920
UOSA Today (4 issues)	2,000	20	1,980
	<u>28,000</u>		<u>27,720</u>
 (2) <u>One Time and Short Term Commitments:</u>			
Recreation Services/Intramural field improvement--OU's part of a 3 year contract with City of Norman beginning 1983-84	18,000		
New Sooner Publication	2,400		
 (3) Reserve Fund Balance - 1983-84			
(To be used to help fund 84-85 commitments)	30,833		

Regent Imel moved approval of the recommendation. The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt, and White. The Chair declared the motion unanimously approved.

SWIMMING PROGRAM

The Director of Athletics has recommended that the men's and women's swimming program be phased out as a team sport over a period of three years as follows:

1. Eliminate all part-time employee positions with attendant expenses by the end of the current (1984-85) fiscal year.
2. Eliminate all full-time employee positions with attendant expenses by the end of the 1985-86 fiscal year.
3. Eliminate all remaining student scholarships and other financial aids by the end of the 1988-89 fiscal year through the following processes:
 - a. When present freshman athletes in the program will have had the opportunity to graduate or complete their individual eligibilities, or
 - b. When present freshman athletes in the program become ineligible, or
 - c. When present freshman athletes in the program transfer to another institution.
4. Eliminate intercollegiate competition in the swimming program at the end of the current (1984-85) fiscal year.

The Athletics Council supports this recommendation.

Interim President Jischke recommended approval of phasing out the swimming program as explained above.

Regent Imel moved approval of the recommendation. The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt, and White. The Chair declared the motion unanimously approved.

COLLECTIONS MANAGEMENT POLICY OF THE STOVALL MUSEUM

The Stovall Museum of Science and History is an independent research department of The University of Oklahoma and is dedicated to preserve, increase, and disseminate knowledge of the natural and cultural history of Oklahoma and the world. The Museum accomplishes this by collecting, studying, interpreting and utilizing tangible objects in programs of exhibition, education, and research. These collections are held in trust for the public and the Museum is committed to giving them the highest standards of professional care. Because of the great

diversity, size and value of the collections in Earth, Life, and Social Sciences, it is incumbent upon the Museum to have a policy that is designed to deal with the many questions that arise in maintaining them. The collections of the Stovall Museum very likely have a value in the tens of millions of dollars, so it is important that a legal document describing all aspects of collection management be available for Museum workers as well as for those in the parent organization who are responsible for supporting the collections.

Basically, the Collections Management Policy statement recognizes that these collections pertain to The University of Oklahoma and that their use is quite multifaceted, including research by University faculty and students, as well as by visiting scholars. Moreover, the Museum is mandated to utilize its collections and submit knowledge to the public by means of exhibits, interpretive programs, and other appropriate media.

The Museum collections represent not only Oklahoma but have in fact been acquired from throughout the world, becoming an irreplaceable source of cultural and scientific information for the University and the state. The Museum is empowered to collect and accept materials within the broad area of its charter, including science and history. Nevertheless, it is clear that the Museum cannot collect materials indiscriminately and the Collections Management Policy carefully details the limits to collecting that must be exercised by Museum administrators and staff. The policy outlined makes clear that the Museum must provide proper care and storage for those items which it accepts. All collections are made with a consideration for compliance with all laws and regulations of the University and state and federal governments concerning acquisition of museum items. Generally, the Museum will only accept items whose ownership has been given up and turned over to the Museum.

The remainder of the Collections Management Policy deals with the documentation that is required for acceptable collection management, the steps that must be followed if items are to be deaccessioned (removed) from the collection, and regulations pertaining to transfer of items from the Museum to other organizations within the University. The Collections Management Policy is a document that is required for each museum that is accredited by the American Association of Museums. The Stovall Museum is currently accredited by the AAM and is seeking reaccreditation. The acceptance of this document is a critical step in our reaccreditation process.

The document, a copy of which is attached to these minutes as Exhibit A, has been examined and approved by University Legal Counsel and by the senior University administrators responsible for Museum operation.

Dr. Jischke said this policy, if approved, will be included in the Regents' Policy Manual.

Interim President Jischke recommended approval of the Collections Management Policy of the Stovall Museum.

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Regent White moved approval of the recommendation. The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt and White. The Chair declared the motion unanimously approved.

PURCHASE OF GAS CHROMATOGRAPH/MASS SPECTROMETER

Bids were recently circulated for the purchase of a medium resolution gas chromatograph/mass spectrometer for the Department of Chemistry. This instrument is to be used in various research applications in the Department as a major component in the Mass Spectrometry Laboratory. It is a complementary instrument to the ultra high resolution mass spectrometer previously purchased for the Chemistry Department.

The purchase is funded by an NIH Grant and will be charged to Account 155-775, Gas Chromatograph.

Bids were received from:

- | | |
|--|---------------|
| 1. Kratos Analytical Instruments
Ramsey, New Jersey | \$225,000.00 |
| 2. V.G. Instruments, Inc.
Austin, Texas | \$225,000.00* |
| 3. Kratos Analytical Instruments
Ramsey, New Jersey (Alternate Bid) | \$265,000.00 |
| 4. Finnegan MAT
San Jose, California | \$272,200.00 |
| 5. Finnegan MAT
San Jose, California (Alternate Bid) | \$299,950.00 |

*Reconditioned instrument, computer not included

The low bid of Kratos Analytical Instruments in the amount of \$225,000.00 is acceptable to the evaluation committee of the Department of Chemistry.

Interim President Jischke recommended that the Board of Regents approve the award of a purchase order in the amount of \$225,000.00 to Kratos Analytical Instruments for the purchase of the medium resolution gas chromatograph/mass spectrometer.

Regent Imel moved approval of the recommendation. The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt, and White. The Chair declared the motion unanimously approved.

PROPOSAL, CONTRACT, AND GRANT REPORT

A summary of proposals for contracts and grants for the Norman Campus for March 1985 was included in the agenda for this meeting. A list of all contracts executed during the same period of time on proposals previously reported was also included.

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

Regent Sarratt moved approval of the recommendation. The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt, and White. The Chair declared the motion unanimously approved.

PURCHASE OF PROPERTY

For a number of years the University has acquired individual pieces of property which surround the campus as the property has become available. In July, 1984, the Board of Regents approved a Section 13 and New College Fund land purchase budget of \$100,000 for 1984-85. A property near the campus, 609 Chautauqua, was purchased for the University by the University of Oklahoma Foundation.

Interim President Jischke recommended that the property at 609 Chautauqua be purchased from the University of Oklahoma Foundation for \$100,000.

Regent McCurdy moved approval of the recommendation. The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt, and White. The Chair declared the motion unanimously approved.

OIL AND GAS LEASE - NORTH CAMPUS

On February 25, the University received bids covering an oil and gas lease on approximately 105 acres on the North Campus of the University. A summary of the bid received is as follows:

Holden Energy Corporation

Bonus: \$327.50 per acre - \$34,518.50

Royalty: 1/4

Term: 3 years

Delay: \$12.50 per acre

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The Holden Energy Corporation bid meets all bid specifications and is acceptable to the University administration. If there is production, O. U.'s royalty on a per well basis will increase from the 25% royalty to a 30% royalty simultaneous with the sale of \$850,000.00 of oil and/or gas in the form of net revenue to Holden Energy Corporation.

Interim President Jischke recommended the bid of Holden Energy Corporation, Ardmore, for an oil and gas lease on approximately 105.4 acres on the North Campus of the University be accepted.

Regent Sarratt moved approval of the recommendation. The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt, and White. The Chair declared the motion unanimously approved.

OIL AND GAS LEASE - MURRAY CASE SELLS FUND

The University is requested, as one of the ten beneficiary institutions of the Murray Case Sells estate, to execute an oil and gas lease on approximately 60 acres of land located in DeSoto Parish, Louisiana.

Ten beneficiary institutions were named in the will of Murray Case Sells as follows: The University of Oklahoma (10%), Oklahoma State University (10%), John Brown University (20%), Texas Wesleyan College (20%), University of Texas (5%), Texas A&M University (10%), Southern Methodist University (10%), Texas Christian University (5%), Baylor University (5%), and Bacone College (5%). The properties that were a part of the will of Murray Case Sells have been operated under a trust agreement entered into by all beneficiary institutions since 1957. The lease is with TXO Production Corporation, Dallas, and under the lease the colleges and universities would retain a 1/6 royalty interest in favor of the trust.

University Trust Officer and University Chief Counsel both recommend execution of the oil and gas lease.

Interim President Jischke recommended approval of entering into the oil and gas lease along with the other beneficiary institutions.

Regent Imel moved approval of the recommendation. The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt, and White. The Chair declared the motion unanimously approved.

NAME FOR OKLAHOMA DAILY BACKSHOP

The Publications Board has endorsed an alumni project to name The Oklahoma Daily backshop in honor of W. C. Vanderwerth. Mr. Vanderwerth was mechanical superintendent in charge of producing The Oklahoma Daily from 1946 through 1971, when he retired. The idea of naming The Oklahoma Daily backshop

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has been discussed for several years. At the February 1985 winter convention of the Oklahoma Press Association a committee was organized to promote this project. The committee is made up of Vanderwerth "alums" who worked both as printers and as student journalists under Mr. Vanderwerth's tutelage. A plaque citing this honor will be hung in the Daily backshop, and a similar plaque will be given to Mr. Vanderwerth during the Journalism School's annual banquet in April.

Interim President Jischke recommended approval of naming The Oklahoma Daily backshop in honor of W. C. Vanderwerth.

Regent McCurdy moved approval of the recommendation. The following voted yes on the motion. Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt, and White. The Chair declared the motion unanimously approved.

ENERGY CENTER - FUME HOODS AND LABORATORY CASEWORK

Final plans and specifications for the fume hoods, laboratory casework and built-in equipment for Phases II, III and III Alternate of the Energy Center have been completed by the Benham Group. These plans and specifications have been reviewed by the faculty and staff of the schools and departments to be housed in the initial phases of the Energy Center and by the staff of Architectural and Engineering Services.

The fume hoods, laboratory casework, and built-in equipment will be installed by a separate contractor. The estimated cost of this work is \$2,000,000.

Interim President Jischke recommended that the Board of Regents (1) approve the final plans and specifications for the fume hoods, laboratory casework and built-in equipment for the Phase II, Phase III and Phase III Alternate portions of the Energy Center, subject to incorporation of all final corrections and modifications by the project architects, and (2) authorize the University administration to advertise the plans and specifications for bids.

Regent Sarratt moved approval of the recommendation. The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt, and White. The Chair declared the motion unanimously approved.

POSTAL SERVICE BUILDING MODIFICATION

Plans have been developed for the renovation of the Maintenance Technical Support Center (Building #134) for the U.S. Postal Service to accommodate a new computer system needed to support its programs. The project involves: (1) renovation of room 117; (2) installation of a new 600 amp. electric service;

(3) installation of new electric service in rooms 117, 118, and 119; (4) installation of a new air conditioning system for the computer system; (5) installation of a computer cable system; and (6) construction of a 15' wide and 20' long addition to the building to house the new electrical and air conditioning equipment. The estimated cost of this work is approximately \$150,000. The U. S. Postal Service will pay all of the costs associated with the project. The plans and specifications were prepared by Architectural and Engineering Services using PSA, Inc., as an on-call electrical and mechanical engineer.

Interim President Jischke recommended that the Board of Regents approve the plans for the renovation of the Maintenance Technical Support Center (Building #134) at a cost of approximately \$150,000 and authorize the advertisement for bids, all subject to the approval of the plans by the U. S. Postal Service and the signing of the required lease agreement.

Regent Sarratt moved approval of the recommendation. The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt, and White. The Chair declared the motion unanimously approved.

INDOOR PRACTICE FACILITY

A preliminary study of the scope and cost of the proposed indoor practice facility has been completed and the architectural firm selection process has been initiated. The new facility is to provide space for track and field events, baseball, football, softball, tennis, volleyball and basketball. As proposed, the structure is approximately 180 feet in width, 296 feet long and contains a total floor surface of 53,000 square feet. The roof is 40 feet high at the center ridge line and 25 feet high on either side at the eave line.

Three options with varying costs were considered. Option I, the least costly of the three, consists of a basic metal panel clad, steel frame, pre-engineered building. The walls and roof are constructed of standard painted metal panels. This option includes the installation of a polyurethane all-purpose playing surface which has a cost of approximately \$250,000. It also includes a lighting system which provides a lighting level of 50 foot candles, the normal standard level for facilities of this type.

This option does not provide an allowance for equipment, nets, mechanical heating and ventilation system or for restrooms. The estimated total cost of this option is \$972,554.

The second option includes all of the features of Option I. In addition, it provides heated restrooms for men and women, an enclosed equipment storage area, additional entry doors, and a higher quality, more permanent roof. This option includes a brick enclosing wall that extends from ground level to the underside of the roof overhang. In addition to a much better appearance, this permanent enclosure has a lower long-term maintenance cost. The estimated cost of Option II is \$1,282,639.

The final configuration, Option III, provides the most complete facility and the proposed budget includes funds to heat the building and to improve the interior appearance of the facility. This option provides wall and roof insulation, a gas-fired heating system, a ventilation system, finished interior wall surfaces and painting of the interior of the structure. This option also includes funds for a limited amount of initial landscaping work. The estimated total cost of this option is \$1,438,588.

None of the three options considered provide funds for air conditioning, additional parking facilities, a service drive, exterior lighting, sidewalks, site development beyond the base of the building, nets and other fixed equipment or for movable equipment.

Before reaching a recommendation, four possible sites were considered for the proposed new building:

1. The first site is located in the southwest corner of the football practice field near the intersection of Asp Avenue and Lindsey Street.
2. The second site is located north of John Jacobs Field on present site of the rugby field.
3. The third site considered is located parallel to the east end of John Jacobs Field.
4. The final site is located east of the varsity tennis courts and south and east of John Jacobs Field.

Based upon an examination of functional relationships, the location of existing utility lines, costs, and other planning considerations, the site south and east of John Jacobs Field seems to offer the greatest number of advantages and is recommended. Each of the sites offers certain advantages and has certain disadvantages. The general conclusion reached is that while the building can be constructed on any of the four sites, the site south and east of Jacobs Track Field seems to be the one best suited for the proposed new facility.

This location is excellent in terms of functional considerations. It is near the outdoor track facilities and near the housing facilities used by the majority of athletes. The site is relatively level and major utility lines are available nearby. This site has a relatively low development cost. The proposed use of this site for the indoor practice facility does not conflict with current uses of the area. The proposed new building will have a large bulk. In this location, it will be obscured from surrounding streets and areas by the fire station.

Dr. Jischke reported interviews were conducted on April 9 to consider the qualifications of five firms that had indicated an interest in providing the professional services required for the Indoor Practice Facility. In accordance with normal procedures, five firms were selected to interview for the project. The interviews and the preliminary review process were conducted in accord with the provisions of the State law and policies of the Board of Regents.

The following qualifications of each firm were considered:

1. Professional reputation
2. Experience with similar projects
3. Available professional staff
4. Scope of services offered
5. Amount of work in progress
6. Other University projects completed
7. Financial standing and stability
8. Size of firm
9. Location of firm

The interview group obtained information from the consultants, the files of the State Office of Public Affairs, and other sources. Selected facts about each firm are as follows:

	Total Employees	Number of Registered Architects	Number of Registered Engineers	Project Type Preference	Number of Previous Similar Projects
1. Architects Affiliated	7	4	0	14	1
2. The Benham Group	465	21	37	1	7
3. Brase Boyd Sober Broach Workman, Inc.	30	13	0	-	6
4. Edward Brett and Associates	3	1	0	8	1
5. Bullard and Associates, Inc.	5	2	0	1	0
6. Davies & Poe, Inc.	4	1	0	2	0
7. Ebert-Keating & Phinney Architects	5	2	0	2	1
8. Frankfurt-Short-Bruza, Inc.	53	13	8	1	4
9. Glover-Smith-Bode, Inc.	15	5	1	18	3
10. Gralla Associates, Inc.	5	1	0	11	0

	Total Employees	Number of Registered Architects	Number of Registered Engineers	Project Type Preference	Number of Previous Similar Projects
11. Graves, Boynton, Williams and Associates	14	4	0	1	6
12. Hendricks & Walls Architects, Inc.	14	7	0	1	4
13. Howard and Porch, Inc.	18	6	0	1	1
14. H.T.B., Inc.	43	10	5	1	0
15. Jones Hester Bates Riek (JHBR)	12	4	1	1	0
16. Kaighn Associates Architects, Inc.	13	5	0	1	10
17. Karkau & Associates, Architects	5	2	0	1	1
18. Lawrence and Flesher	12	3	0	1	4
19. Matrix, Architects Engineers Planners, Inc.	28	7	6	1	0
20. Nixon Associates, Inc.	8	4	1	2	0
21. Quinn and Associates	15	4	1	2	6
22. Redden and Associates	5	1	0	1	2
23. Rees Associates, Inc.	55	11	1	1	3
24. Reid-Cunningham-Duncan	7	3	0	10	2
25. R G D C, Inc.	47	4	5	1	3
26. Risley-Childers-Anderson-Sebourn, Inc.	13	4	0	11	0
27. Spencer Associates, Inc.	11	1	0	-	1
28. Stubblefield Tower Associates	3	2	0	1	0
29. W. Gene Williams & Associates, Inc.	9	3	3	1	0
30. Wozencraft-Mowery & Hawkins	9	5	0	1	3
31. Al C. Young & Associates of Tulsa	32	2	6	-	2

A summary of the preliminary review of the qualifications of the architectural firms is as follows:

	Out of State Location	Low Stated Preference for Type of Work	Small Professional Staff	Current OU Design Contract	Limited Experience	Selected for Interview
1. Architects Affiliated		*	*			
2. The Benham Group				*		
3. Brase Boyd Sober Broach Workman, Inc.		*				
4. Edward Brett and Associates		*	*		*	
5. Bullard and Associates, Inc.			*		*	
6. Davies & Poe, Inc.			*		*	
7. Ebert-Keating & Phinney Architectects			*		*	
8. Frankfurt-Short-Bruza, Inc.						*
9. Glover-Smith-Bode, Inc.		*			*	
10. Gralla Associates, Inc.		*	*		*	
11. Graves, Boynton, Williams and Associates						*
12. Hendricks & Walls Architects, Inc.	*					
13. Howard and Porch, Inc.					*	
14. H.T.B., Inc.					*	
15. Jones Hester Bates Riek (JHBR),					*	
16. Kaighn Associates Architects, Inc.				*		
17. Karkau & Associates, Architects			*		*	
18. Lawrence and Flesher						*
19. Matrix, Architects Engineers Planners, Inc.					*	
20. Nixon Associates, Inc.			*		*	
21. Quinn and Associates						*
22. Redden and Associates			*		*	
23. Rees Associates, Inc.					*	
24. Reid-Cunningham-Duncan		*	*			
25. R G D C, Inc.						*
26. Risley-Childers-Anderson-Sebourn, Inc.	*	*			*	
27. Spencer Associates, Inc.	*	*			*	
28. Stubblefield Tower Associates			*		*	
29. W. Gene Williams & Associates, Inc.	*		*			
30. Wozencraft-Mowery & Hawkins			*		*	
31. Al C. Young & Associates of Tulsa		*				

Members of the Interview Committee

Kenneth Jorgenson, Assistant Director, Physical Plant
 David Nordyke, Architect II, Architectural and Engineering Services
 Robert Smith, Assistant Director of Athletics
 Wade Walker, Director of Athletics

Based upon the interviews and a detailed review of each firm's qualifications, the interview group rated the firms in the following way:

	<u>Quinn Associates</u>	<u>Lawrence Flesher</u>	<u>GBW Associates</u>	<u>RGDC Inc.</u>	<u>FSB Associates</u>
Acceptability of Design	35	26	21	25	21
Quality of Engineering	35	24	18	28	21
Adherence to Cost Limits	33	25	21	23	16
Adherence to Time Limits	30	24	20	21	20
Volume of Changes	27	21	18	20	20
Financial Stability	29	25	18	24	23
Total Points	189	145	116	141	121

Summary of Proposed Fees:

	<u>Quinn Associates</u>	<u>Lawrence Flesher</u>	<u>GBW Associates</u>	<u>RGDC Inc.</u>	<u>FSB Associates</u>
Total Fee	\$40,000	\$47,850	\$52,800	\$55,500	\$60,000

Interim President Jischke recommended that the Board of Regents:
 (1) approve the schematic design plans for a new indoor practice facility, a budget of \$1,282,639 for the project and the proposed site south and east of Jacobs Field; (2) select an architectural firm for the project and
 (3) authorize the preparation of working drawings and specifications for the facility.

Regent Imel moved approval of the following with regard to this project:

1. The schematic design plans which had been discussed in detail at the committee meeting yesterday.
2. A budget of \$1,282,639.00
3. The proposed site south and east of Jacobs Field
4. The appointment of the firm of Quinn Associates at a fee of \$40,000
5. The preparation of working drawings and specifications for the facility.

With regard to the site selection, Regent Imel said the Regents have considered the concerns of the Campus Planning Committee as expressed at the Committee meeting yesterday. In talking with the Athletic Director, however, placing the facility on the South Campus basically would mean it would not be as usable and the athletes would have to be transported to it by a bus or otherwise. To put it in close proximity to the athletic facilities makes it a much more usable facility. Regent White added that the selected site is not an ideal location for any academic buildings in the future and as a result the Board feels more comfortable with that site than they would otherwise. Regent White also commented that the \$1.2 million is from private funds, the majority of which can only be spent for athletic endeavors.

The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt, and White. The Chair declared the motion unanimously approved.

NIEMANN APARTMENTS

Plans have been prepared for the demolition of two of the four Niemann Apartment structures. The Niemann Apartments were constructed almost forty years ago. These wood frame structures are now outmoded, costly to maintain and require substantial capital improvements to continue to function.

Several studies have been completed indicating that substantial capital investment must be made to continue the operation of the facility. These studies also indicate that revenue to be derived from the continued operation of the apartments will not be sufficient to amortize the renovation costs.

Revenues from the Niemann Apartments are pledged to the 1963 Housing Revenue Bond System. Because of the substantial capital cost which must be incurred, it is no longer economically feasible to continue operating the apartments so that they will produce net revenue for the bond system. If the Niemann facilities are demolished, the remaining buildings of the System will continue to produce sufficient net revenue to satisfy the earnings requirement of the 1963 Housing Revenue Bond System.

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Student leaders have been consulted and it was agreed that the apartments are inadequate and could be demolished without producing a serious problem for students. All students will be able to be relocated to other University apartments.

Interim President Jischke recommended that the Board of Regents authorize the demolition of the two western most buildings of the Niemann Apartments and that the Board certify that the Niemann Apartments are no longer economically feasible of producing net revenue for the 1963 Revenue Bond System and that the remaining facilities will continue to produce net revenue to satisfy the earning requirements of the 1963 Housing Revenue Bond System.

Regent White moved approval of the recommendation. The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt, and White. The Chair declared the motion unanimously approved.

FOOTBALL TELEVISION AGREEMENT

Information on the proposed agreement between the Big 8 Conference and RAYCOM, Inc., Charlotte, North Carolina for televising the Big 8 football games in 1985 and 1986 over and above the CFA games had been distributed to the Regents prior to this meeting. In addition, Mr. Ray of RAYCOM, Inc. and Bill Hancock from the Big 8 Conference Office were present at the Regents' Committee meeting on Wednesday for a full discussion of the proposed agreement. The other seven members of the Big 8 Conference have approved the agreement. Mr. Dan Gibbens, Faculty Representative, reported to the Regents at the Committee meeting on Wednesday that he and Athletic Director Wade Walker had voted against the agreement when they had the opportunity to do so.

Regent McCurdy commented that the proposed payment is less than the amount the Big 8 Conference received last season by 34%. Regent McCurdy said he is unhappy with the bid process as discussed at the Committee meeting yesterday; the bids were not written bids and it was badly handled. He feels the Big 8 Conference did not do their best to promote this television package. The Conference had three teams in the top ten last season and the proposed television package is for less money than the preceding year. He commented that Mr. Hancock said yesterday the Big 8 was overpaid for T.V. last year. Regent McCurdy said he disagrees. Regent McCurdy moved that the Regents vote against the T.V. Contract and at the same time use this no vote, if it is successful, to ask the Big 8 Conference to solicit new bids for televising the 1985 and 1986 games. He believes there might be another company willing to bid more than RAYCOM.

Regent Imel indicated he supports Regent McCurdy. He referred to the fact that Mr. Carl James, Big 8 Commissioner, attended the Special Regents' meeting on February 2 when the Board was considering the CFA proposal for televising the 1985 and 1986 games and heard the Regents comments and concerns about revenues and exposures. Regent Imel also indicated he does not like the bid process. The conference has ended up with reduced revenues and he believes it is this secondary package that leads to over-exposure.

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The following voted yes on the motion: Regents Rothbaum, McCurdy, Imel, Kemp, Sarratt, and White. The Chair declared the motion unanimously approved.

REPORT ON MAJOR CAPITAL IMPROVEMENT PROJECTS

As shown on the following pages, a report was presented to the Regents on major capital improvement projects in various stages of planning on the Norman Campus. No action was required.

There being no further business, the meeting adjourned at 10:15 a.m.



Barbara H. Tuttle

Executive Secretary of the Board of Regents

PROJECTS UNDER CONSTRUCTION

Project	Architects or Engineers	Contractors	Contract Award Date	Original Adjusted Completion Date	Original Current Contract Amount	Status Percent Complete	Source of Funds
Energy Center Building, Phase IIA	The Benham Group	Harmon Construction	07/14/83	<u>12/31/85</u> 05/14/86	<u>\$9,229,613</u> \$9,200,150	66%	State Building Funds and private funds.
Energy Center Building, Phases IIIA and IIIA (Alternate)	The Benham Group	Harmon Construction	01/13/84	<u>12/31/85</u> 05/24/86	<u>\$3,788,914</u> \$5,013,328	54%	State Building Funds and private funds.
School of Music Building, Phase IA	Kaighn Associates Architects Inc. and Bauer, Stark & Lashbrook, A Joint Venture	Flintco, Inc.	02/08/84	01/27/86	<u>\$4,368,000</u> \$5,303,238	46%	State Building Funds and private funds.
Gould Hall Renovation, Phase IIA	Loftis, Bell & Downing, Architects and Engineers	Physical Plant	---	<u>10/30/84</u> 02/15/85	\$ 250,000	99%	State Building Funds.
Max Westheimer Field North Taxiway System, Parts A and B	C.H. Guernsey Company, Inc.	T.J. Campbell Company	08/30/84	<u>10/15/84</u> 11/30/84	<u>\$ 481,710</u> \$ 478,330	99%	DOT Grant and University Funds.
Utility Systems Improvements, Interconnect and Power Plant Substations	C.H. Guernsey Company, Inc.	Re-Con Company, Inc	11/01/84	04/10/85	<u>\$2,552,840</u> \$2,557,410	25%	Utility Bond Funds.

Project	CMP Priority Number	Architects or Engineers	Contract or Letter	Estimated Cost	Status
Science Hall Renovation	M&R 20	Shaw Associates, Inc.	01/22/76	\$ 886,201	Inactive.
Gould Hall Renovation, Phase II	M&R 13B	Loftis, Bell & Downing Architects and Planners	07/22/82	\$ 1,695,000	Inactive.
Golf Course Improvement Program, Dam, Lake, and Pumping System, Part 1	---	Associated Engineers, Inc.	12/10/80	\$ 450,000	Final plans have been completed.
Golf Course Improvement Program, Water Distribution and Sprinkler System, Part 2	---	Architectural and Engineering Services	---	\$ 300,000	Final plans have been completed.
Golf Course Improvement Program, Landscaping and Other Improvements, Part 3	---	Architectural and Engineering Services	---	\$ 250,000	Preliminary studies are in process.
Golf Course Improvement Program, Effluent Line, Part 4	---	Associated Engineers, Inc.	12/10/80	\$ 150,000	Final plans have been completed.
Energy Center Building, Phases IIB, IIIB, IV and V	NC 1	The Benham Group	12/16/81	\$45,000,000	Phase IA is complete. Phases IIA and IIIA are under construction. Design development plans for Phases IIB, IIIB and IV are complete. Final plans for Phases IIB and IIIB are being completed. Additional work on Phase IV is underway.
School of Music Building, Phase 1B, 1C and 1D	NC 1	Kaighn Associates Architects, Inc. and Bauer, Stark & Lashbrook A Joint Venture	04/08/82	\$13,400,000	Contract documents have been completed for Phases 1B, 1C and 1D. Phase 1A is under construction. Additional work on Phase 1B is underway.
Brooks Street Parking Area	---	Lawrence, Lawrence, and Flesher	07/27/79	\$ 750,000	Inactive.
Copeland Hall Addition	NC 4	Murray-Jones-Murray	03/01/83	\$ 5,000,000	Inactive.

Project	CMP Priority Number	Architects or Engineers	Contract or Letter	Estimated Cost	Status
College of Environmental Design Expansion	M&R 9	Architectural and Engineering Services	---	\$ 800,000	Inactive.
Career Planning and Placement Renovation	M&R 59	Architectural and Engineering Services	---	\$ 200,000	Inactive.
University Childhood Center	NC 27	Architectural and Engineering Services	---	\$ 800,000	Inactive.
Max Westheimer Field, North Taxiway System Improvements, Phase IV	NSI 8	C.H. Guernsey Company, Inc.	04/14/83	\$ 865,500	Final plans for the second phase of work (Parts C, D and E) are complete. Bids were received on January 24, 1985. A DOT grant of \$605,000 has been received. A construction contract is pending.
N.E.L. Building Renovation	M&R 73	Architectural and Engineering Services	---	\$ 500,000	The telecommunications section of this project is complete. Plans for the second floor area are being completed.
Utility Systems Improvements	NC 5	C.H. Guernsey Company, Inc.	07/06/84	\$ 9,986,000	Initial studies are complete. Construction is underway. Final plans are being prepared for additional elements of work.
Chilled Water Plant No. 1 Modifications	M&R 73A	---	---	\$ 458,000	A grant of \$210,000 has been received from DOE.
U.S. Postal Service Technical Training Center	---	Architectural and Engineering Services	---	---	A proposal has been developed and submitted to the U.S. Postal Service.
Max Westheimer Field, Ramp Area Reconstruction and Extension	NSI 7	Leard and Associates	---	\$ 2,000,000	Initial planning is underway.
Max Westheimer Field, Master Plan Update	---	Braun Binion Barnard, Inc.	---	\$ 65,000	A grant for part of the work has been approved.
School of Library Science Renovation	M&R 2	Architectural and Engineering Services	---	\$ 100,000	Preliminary planning is underway.
Whitehand Hall Renovation, Phase I (Partial)	M&R 3	Architectural and Engineering Services	---	\$ 170,000	Final plans have been prepared. Construction work is underway.

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I. PURPOSE

The Stovall Museum of Science and History is an independent research department of The University of Oklahoma. It is a non-profit, educational, and scientific organization.

The purpose of the Museum is to preserve, increase, and disseminate knowledge of the natural and cultural history of Oklahoma and the world. To accomplish this purpose, the Museum collects, preserves, studies, interprets, and utilizes tangible objects in programs of exhibition, education, and research.

The Museum recognizes that it holds its collections in trust for the public. The Museum is committed to maintaining standards of professional and ethical excellence in all its actions and embraces the standards set forth by the American Association of Museums. The Museum recognizes its responsibility to ensure planned and coherent growth, development, care, and use of the Museum's collections. The Museum further recognizes its responsibility to prevent the loss of its collections by deterioration, mismanagement, or indiscriminate dispersal.

II. SCOPE

The Museum acquires and preserves collections concerning the composition and evolution of the earth and all forms of life, past and present, non-human and human. The collections, organized by scientific discipline, consist of specimens and artifacts relating to Earth Sciences, Life Sciences, and Social Sciences. The recognized subdivisions include but are not limited to the following areas of specialization:

EARTH SCIENCES

Vertebrate Paleontology
Invertebrate Paleontology
Paleobotany
Mineralogy

LIFE SCIENCES

Invertebrates
Entomology
Ichthyology
Herpetology
Mammalogy
Ornithology

SOCIAL SCIENCES

Archeology
Ethnology
History
Classical Art and
Archeology

The systematic collections from the life, earth, and social sciences are dominated by specimens from Oklahoma but include comparative field and reference collections from around the world. These collections range from intensive coverage of a geographic area, biotic group, ecological habitat, geological horizon or single culture to extensive coverage of a world biota, ecosystem, geological provenance, or a broad culture area. The collections combine elements of intensive and extensive coverage. The former are useful in detailed research efforts such as monographs and area studies, while the latter enable broadly comparative studies, significantly aid identification, and provide maximum flexibility in selecting exhibit materials.

III. USE

Original scientific research, based upon the collections, is conducted by academic curators and members of the Museum staff, by faculty members of the University of Oklahoma, by visiting scholars working at the Museum, and by scholars throughout the world. The collections form a basis for the continuing reappraisal of man's knowledge of the past, present, and future. The Museum transmits knowledge about man and nature for the public by means of exhibits, interpretive programs, and other appropriate media through the Museum's Exhibits and Education Departments. The Museum produces and disseminates scientific research through publication. Presentation of such knowledge to the public utilizes carefully selected portions of the collections and relies extensively on knowledge and expertise supplied by curators and staff. Identification services for non-specialists, teaching, graduate training, and similar activities are routine everyday parts of the Museum's activities.

IV. COLLECTIONS GOALS

The Museum realizes that acquisitions provide a means of strengthening the collections and enhancing their value for exhibition, educational, and research purposes. Therefore, the Museum defines its acquisition policies in terms of priorities for improving the collections.

The Museum's policy on collections clearly recognizes the importance of influencing and supporting both the scientific community through research and educational activities, and the lay community through education.

The extant collections are of regional, national, and international significance and are used extensively in research, identification services, and educational activities. All of these collections can and will be improved through selective addition of new materials.

It is equally clear, however, that the Museum cannot engage in indiscriminate acquisition. The diversity of nature, including man and his artifacts, is so extraordinarily large that physical space limitations alone require that the Museum be selective in its acquisitions. The financial aspects of fulfilling the Museum's continuing obligation to preserve, maintain, and use representative samples of the world also necessitate restrictions in accession capabilities. Nevertheless, the Museum will overlook no opportunity to acquire additional materials that will help further the Museum's goals.

1. PRIORITY 1

Strengthen collection areas in which the Museum has a current specialization and historical interest.

2. PRIORITY 2

Broaden the comparative base of established collection areas.

3. PRIORITY 3

Obtain specimens, artifacts, and collections of a general nature which are within the broad interests of the Museum. The broad interests of the Museum are defined as those subdivisions relating to Earth, Life, and Social Sciences as listed in Chapter 2.

4. OKLAHOMA

The Museum has a specific and continuing interest in objects, artifacts, and specimens originating in the pre-history and history of Oklahoma and seeks to collect these whenever possible.

5. GENERAL GUIDANCE

It is recognized that acquisition of materials sometimes must be opportunistic. Occasionally, collections of importance or national significance unexpectedly become available, either from individuals or from institutions that no longer are able or willing to preserve, maintain, and use them in research and educational activities. Acceptance of responsibility for such collections may involve establishing a new, but

appropriate, interest area for the Museum. Acquisition and accessioning of such collections must be judged on their individual merits, carefully weighing the values and costs of such accessions against the evolving programs and emphases of the Museum.

Strengthening of a collection may involve selectively eliminating items from the collection to allow better concentration and utilization of personnel, financial, and physical resources on more significant items. Therefore, this Collections Management Policy establishes procedures governing deaccession and disposal of specimens or collections that may no longer be appropriate or necessary for the Museum's areas of interest; see Chapter 7.

V. ACQUISITION POLICY

1. CONSIDERATIONS

Objects which meet one or more of the stated acquisition priorities of the collection require additional screening before being accessioned into the collection. The following criteria should be considered before any object, specimen, or collection is acquired:

- A. If the object is offered for sale, might it or a comparable object be obtained by gift or bequest?
- B. Has financing of the item's acquisition, care, and storage been arranged and approved?
- C. Can the Museum give the object proper care?
- D. Will the Museum utilize the object in the foreseeable future?
- E. Is the object so unusual that it presents an exceptional opportunity for the Museum and thus should be given preferential consideration?
- F. Is the provenance of the object satisfactory?
- G. Has the specimen been collected in an ethical and legal manner? Is the field documentation satisfactory?

H. Is the object encumbered with conditions imposed by the donor?

I. Is the ownership or use of the object restricted or encumbered by intellectual property rights (copyright, patent, or trademark) or by its nature (obscene, physically hazardous, etc.)?

2. AMPLIFICATION OF CONSIDERATIONS

A. MEANS OF ACQUISITION. The Museum may acquire objects by purchase, contract, gift, bequest, exchange, field collection, abandonment, or other appropriate means. Acquisition by purchase is discouraged. It is realized, however, that certain types of specimens or artifacts are available only through purchase. In this case, the Museum pursues a policy of purchasing only specimens which fill major gaps in its existing collections to increase their meaningfulness for exhibition and research. Isolated objects, even though they may fit in a general sense into a particular collection area, are not sought.

B. CARE AND MAINTENANCE. Because of its trust responsibility to maintain and preserve objects in perpetuity for the public, the Museum will accept and acquire only those items for which it can provide proper care, conservation, and storage.

- C. UTILIZATION. The Museum acquires objects for its stated purposes, not simply to acquire. Objects for which the Museum anticipates no foreseeable use for exhibition, research, education, exchange, or sale will not be accepted. Potential donors of such items may be referred to other museums having an interest in and use for the offered object.
- D. LAWS CONCERNING ACQUISITION. The Museum will not knowingly or willfully accept or acquire any specimen or object illegally imported into or illegally collected in the United States. Every reasonable effort will be made to ensure that items considered for acquisition have been collected and imported in full compliance with the laws and regulations of the federal government of the United States and of the individual states. All items collected in foreign countries must also have been obtained in compliance with the laws of those countries. The Museum may accept objects that have been confiscated and offered to the Museum by government authorities.
- E. ETHICS OF SPECIMEN ACQUISITION. The Museum will refuse to acquire objects or specimens where it has cause to believe that the circumstances of their collections involved the recent destruction of monuments or habitats, or the decimation of populations having limited numbers or tenuous existence. In all actions, the Museum and its staff must act as

responsible conservationists and scientists striving to preserve and guard the living and cultural heritage of the earth. In general, the Museum also will not accept items collected recently in such a careless way as to impair their scientific value (e.g., archeological and geological objects taken without proper recording of stratigraphic and site data or biological specimens with inadequate documentation) unless the objects are specified for use in potentially destructive activities such as hands-on education activities, trading, or sale.

- F. CONDITIONS OF ACCEPTANCE. Title to all objects acquired for the collections should be obtained free and clear, without restrictions as to use, exhibition, loan, dispersal, or future disposition.

Only under the most exceptional circumstances will the Museum accept gifts on which the donor has placed restrictions concerning use or disposition. Where restrictions are attached to an acquisition, every effort will be made to place a reasonable limit on the time for which they will apply and to define the conditions under which their force may terminate. Such restrictions as may apply to an acquisition must be completely documented and made a part of the records pertaining to the object; the Museum will make every effort to comply with both the letter and spirit of such restrictions. Prior to accepting gifts with restrictions, the Director will seek

the approbation of the University Legal Counsel.

The Museum cannot and will not guarantee that specimens donated will be placed on long-term or permanent exhibition or that they will be exhibited or stored intact as a single collection.

3. AUTHORITY TO ACQUIRE

The following individuals are authorized to accept objects and specimens for the Museum:

Director

Collections Manager

Head Curators

Curators of specific collections

Other Museum employees desiring to add items to the collections must refer to one of the above individuals before loans can be officially accepted and liability assumed.

Every Museum staff member or curator authorized to acquire objects and specimens for the Museum is required to know and understand the provisions of this Collections Management Policy.

Waiver of any consideration of acceptance requires the express written authorization of the Director prior to committing the Museum to the acceptance of the objects. Museum personnel will not commit the Museum to accept any object(s) under terms that are not in agreement with the intent and spirit of these considerations without first obtaining the written

approval of the Director.

Acceptance by the Museum of all items (single items and/or collections), other than field collections made by Museum personnel, that have a fair market value reasonably expected to be in excess of \$500 will require prior written approval of the Director prior to acceptance by the Museum.

4. COMMENCEMENT OF OWNERSHIP

The time at which the Museum is considered to take possession of and legally own an object or specimen varies with the method of acquisition. The following definitions set forth the time of commencement of ownership:

- A. Gifts/Bequests: The Museum is considered to own the item when 1) a donor form has been executed legally and 2) the object physically enters the Museum. Ownership commences only when both conditions have been met.
- B. Purchase: Ownership commences when the Museum has rendered payment for the object/specimen, subject to any conditions of delivery.
- C. Exchange: Ownership commences when all artifacts involved have entered the respective institutions and have been accepted by them.
- D. Abandonment: Ownership commences in accordance with the legal statutes of the State of Oklahoma pertaining to abandonment. The Museum will be guided by the advice and recommendations of

the Legal Counsel of the University of Oklahoma in any abandonment proceedings.

- E. Field collection: Items collected in the field by curators and staff members during Museum-financed trips are the property of the Museum. Ownership commences following the conclusion of the expedition/field trip when the curator in charge of the expedition makes the determination as to which specimens are of value to the collection for teaching, research and exhibition. The curator will accession relevant specimens and objects and discard the remainder.

5. LEGAL REQUIREMENTS

Every Museum staff member authorized to acquire objects and specimens for the permanent collection through gift, purchase, exchange, field collection or other means will reasonably ensure that valid and legal title can be transferred to and obtained by the Museum. To accomplish this, staff members should consult as widely as is necessary and reasonable with their colleagues in the Museum and elsewhere. The degree of consultation advisable will vary with the significance of the acquisition and circumstances of the transaction. In doubtful cases, staff members may request through the Director's Office the assistance of the University Legal Counsel.

It is essential that the Museum's clear legal title to an addition to the permanent collection be established prior to the time of accessioning. It is the obligation of the staff member or curator making the acquisition to ensure that all information and documentation necessary for legal and binding

accessioning are obtained and that all items acquired are immediately accessioned in accordance with current Museum procedures. Documentation required is described in detail in Chapter 6 paragraph 4.

6. APPRAISALS AND IDENTIFICATIONS OF ACQUISITIONS AND OTHER MATERIALS

There is an inherent conflict of interest if the Museum, its employees, or its representative provide estimates to donors or potential donors of a donation's monetary value. Therefore, no member of the Museum staff or curator will give appraisals for the purpose of establishing the fair market value of gifts offered to the Museum. Donors desiring to take an income tax deduction must have an independent appraisal made of the value of their gift.

Museum personnel may assist donors in locating qualified appraisers. Whenever possible, personnel will recommend two or more qualified appraisers to a potential donor.

Museum staff and employees will not appraise, identify, or otherwise authenticate any natural history specimens or cultural artifacts for other persons or agencies under circumstances that could encourage or benefit illegal, unethical, or irresponsible traffic in such materials. Identification and authentication may be given for professional or educational purposes and in compliance with the legitimate requests of professional or governmental bodies or their agents.

As a service to the public, Museum staff and curators may attempt to identify or authenticate items brought to the Museum by the general public.

Identifications are done on an appointment basis, and individuals should take their possessions with them when they leave the Museum. Individuals wishing to leave objects on a temporary basis must first read and sign the Receipt for Temporary Deposit of Object(s). A sample receipt is contained in Appendix 1. The Museum does not assume any responsibility for such items left at the Museum. While the Museum will attempt to give the items the same care as items in the collection, the Museum will not guarantee the item(s) against damage, destruction, deterioration, loss, disappearance, or any other manner of deleterious effect.

At the time of deposit, the Museum will set a reclamation date. Items must be reclaimed on or about the specified reclamation date. The Museum does not assume any responsibility for notifying depositors that items are to be picked up. Items not claimed within sixty days of the reclamation date will be considered abandoned property and may be sold, added to the collection, or otherwise disposed of in accordance with Museum policy and the laws of the State of Oklahoma.

VI. REGISTRATION

1. COLLECTIONS DEFINED

The Museum's collections comprise two groupings:

- A. Permanent Collection: Those objects to which the Museum has acquired legal title and owns, either with or without restriction.
- B. Temporary Collection: Those objects which are on temporary deposit with the Museum (e.g., on loan for special exhibitions; objects on loan for study; objects on deposit for consideration for possible acquisition; objects on deposit for special purposes).

2. RESPONSIBILITY OF THE MUSEUM

Records form an integral part of an object's history and are of primary importance in understanding the object. Records also provide the means by which the Museum establishes its right to legally possess an item, either through permanent ownership or short-term loan. Careful and explicit record keeping allows the Museum to know an object's history, condition, location, and to systematically classify and catalog objects.

Collection records should be made in a timely fashion, housed in secure locations, and physically preserved by proper handling and storage methods. Where possible, duplicate registration and accession records should be made and stored in separate facilities as a security precaution. Records should

be kept on archival paper to ensure their preservation.

It is of utmost importance that the Museum maintain a clear distinction between the permanent and temporary collections and that the Museum be able to prove legally that it owns and possesses clear legal title to the objects which form the permanent collection. To this end, the Museum must document and account for the objects for which it has assumed responsibility. Documentation for accessions is described in paragraph 4 of this Chapter. Documentation for loans is described in Chapter 8.

3. REGISTRATION

The process of registration of objects involves the activities of compiling and maintaining a cumulative inventory of all objects in the Museum's custody, both permanent and temporary. This includes providing an immediate, brief, and permanent means of identifying each object and recording its source, status, and disposition. Registration has four phases:

- A. Accessioning: the act of recording/processing an addition to the permanent collections which: 1) gives the Museum legal title to the object/specimen 2) commits the Museum to the responsibility for the proper care and use of the object/specimen. Accessioning is addressed in detail in Chapter 6, paragraph 4.
- B. Deaccessioning: the process of removing an object from the permanent collection by legal means. Deaccessioning is addressed in detail in Chapter 7.

C. Lending/Borrowing: the process of contracting for the borrowing or lending of objects, for temporary or extended periods, between this Museum and other responsible institutions or individuals. Lending/borrowing is undertaken under the terms of a loan agreement which 1) forms a contract between lender and borrower, and 2) specifies terms and conditions of the loan including the responsibilities of each party.

Lending and borrowing are addressed in detail in Chapter 8.

D. Inventorying: the process of locating and listing periodically or on a spot basis accessioned, loaned, or borrowed objects by location. Inventorying is addressed in detail in Chapter 9.

4. ACCESSIONS

An accession is a collection acquired from a single source at one time. It may refer to one object or to a number of miscellaneous and diverse objects. To accession is to record an addition to the collection. As soon as an object is accepted as part of the Museum's permanent collection, it is accessioned by completing the documentation described in the following subparagraphs and by assigning it a unique control number, referred to as the accession number. All permanent collection items acquired by the Museum will be formally accessioned. The Museum will use one standard accession system for all additions to the permanent collection. All objects and specimens entering the permanent collection must be accessioned as soon as possible. It is normally the Collections Manager's duty to accession items. If accessioning is done by the Curator, the information needs to be forwarded to

the Office of the Collections Manager (OCM) for replication and distribution to the appropriate files. The Office of the Collections Manager must maintain a complete file of accessions. Documentation required for accessions is described in the following subparagraphs.

A. Gifts. Documentation for gifts to the Museum consists of a Donor Form and an Accession Record.

1) Donor Forms. Donor forms must be signed and dated by the donor and must describe the objects in a recognizable manner. The completed donor form will be forwarded to the Office of the Collections Manager (OCM) for retention in the Donor File. A sample donor form is contained in Appendix 2.

2) Accession Record. The Accession Record is to be completed by the Collections Manager. Accession information is to be forwarded to the OCM where it will be replicated. One copy is to be returned to the gaining collection and another copy is to go in the donor file. A sample accession form is contained in Appendix 3.

B. Purchases. Purchases will be documented with an accession form in the manner described in chapter 6.4, A.2 above with the exception of the donor file copy. For filing purposes, the purchase will be treated as a donation and a donor copy with associated receipts and correspondence will be placed in the donor file.

- C. Exchanges. Exchanges between the Museum and other institutions will be documented using an accession form. The curator of the collection arranging the exchange will maintain on file all correspondence relating to the exchange and will provide copies to the Office of the Collections Manager.

- D. Abandonment. Documentation of objects or specimens obtained through abandonment proceedings will be as directed by the University Legal Counsel of the University of Oklahoma.

- E. Field Collection. Specimens and objects gained through field collection will be documented using an accession form. The curator will forward accession information to the OCM for replication. The original will be placed in the central file, a second copy will be placed in the donor file, and the third copy will be returned to the gaining collection.

5. CATALOGS

Cataloging is the function of classifying objects systematically and with descriptive detail. Catalogs record all significant facts and data regarding the physical appearance and history of objects accepted for addition to the permanent collection. Much of the value of a specimen or object depends on its history, provenance, and related data as recorded in the catalog. Thus, it is of great importance that as much information as possible about an object be obtained and recorded at the time of acquisition.

Cataloging requires specialized knowledge and is a curatorial

responsibility. It is the Museum's objective to provide a catalog record for each accession. Curators in charge of collections are responsible for assuring that all accessions to those collections are cataloged properly. Curators of specific collections will catalog objects/specimens with a system internally consistent for that collection and in accordance with acceptable professional standards for that discipline. Catalog records should provide complete information about an object as well as its current location.

Cataloging is not a substitute for accessioning. Cataloging involves the description of an object but does not establish the Museum's legal ownership of it. All permanent collection material must be accessioned.

VII. DEACCESSIONS

1. DEFINED

Deaccessioning is the process of permanent removal of an object from the Museum's permanent collection by legal means. A deaccessioned object is one which has been permanently removed from the Museum's collections.

The Museum holds its collections in trust for present and future generations of the public. Therefore, deaccessioning must be done with great care and consideration and with the best long-term interests of the collections and the public in mind. All designated procedures for deaccessioning must be scrupulously followed. Deaccessioning is a highly visible action by the Museum that is subject to close public scrutiny. The Museum must be: 1) cautious and deliberate in considering deaccessions; and 2) completely scrupulous in the disposition of deaccessioned items.

Objects shall have permanency in the collections as long as:

- A. they retain their physical integrity;
- B. they retain their identity;
- C. they retain their authenticity;
- D. they continue to be relevant and useful to the Museum's purpose and activities;
- E. they can be properly stored, maintained, and used.

2. CONSIDERATIONS FOR DEACCESSIONING

The Museum may propose an object or specimen for deaccessioning when one or more of the following conditions exist:

- A. the object is no longer relevant and useful to the purposes and activities of the Museum;
- B. the physical integrity of the object is in danger;
- C. the object has deteriorated beyond usefulness.

3. RESTRICTIONS

The Museum may deaccession any particular item or items unless there are specific written restrictions to the contrary. Before any object is deaccessioned, reasonable efforts will be made to ascertain that the Museum is free to do so. Where restrictions to the disposition of the object are found, the Museum will proceed as follows:

- A. Mandatory conditions will be strictly observed unless deviation from their terms is authorized by a court of competent jurisdiction.
- B. If there is a question concerning the intent or force of the restrictions, the Museum will seek the advice of the University Legal Counsel.

4. PROCEDURE

A curator of a specific collection may recommend deaccessioning of an object

or specimen if in his best judgment one or more of the criteria for deaccessioning have been met. The curator will specify the history of the object, the reason for deaccessioning, and the recommended means of disposal. The Director will respond in writing, approving or disapproving, and designating the means of disposal. At the Director's discretion, he may refer the proposal to the Head Curators for consideration and then act on the Committee's recommendation. Additionally, the Director may seek the advice of University authorities. The curator's recommendations, Director's response, and other related correspondence about the deaccession will be maintained on permanent file by the Collections Manager. Complete and accurate records on all deaccessioned objects or specimens will be maintained. These records will include all accession and catalog records with notations to the effect that the object has been deaccessioned and the date, method, and authority for deaccession.

5. PRIORITIES OF TRANSFER/DISPOSAL

A. Priority Summary. The Museum will observe the following priorities in transferring or disposing of deaccessioned items:

Priority 1. Exchange with another educational or scientific non-profit institution; gift to another educational or scientific non-profit institution; transfer to the Museum's Education Division.

Priority 2. Sale.

Priority 3. Destruction.

6. METHODS OF TRANSFER/DISPOSAL

PRIORITY 1. Exchanges. The formal reciprocal transfer of objects or specimens of comparatively equal value between two or more institutions serves to advance the research, education or exhibition programs of each organization. Such exchanges increase the probability of preserving materials for the future benefit of society. The use of materials for appropriate exchanges is more in keeping with the purpose of the Museum than transfer through sales.

Gifts. In some cases where exchange of material may not be feasible or practical, the Museum may give or grant deaccessioned items to educational or scientific non-profit institutions. Such gifts are limited to legitimate non-profit institutions as recognized by state or federal government. Institutions in the State of Oklahoma will have priority in receiving such gifts. Gifts will be for the purpose of promoting research, education, or exhibition and must be for the public good.

Additionally, study, naming, or reporting on reference collection specimens by a scientist adds to the scientific value of that material. In recognition of this fact, and to increase mutually the value of reference collections for society, it is customary in some disciplines for scientists who borrow

specimens to retain some duplicate examples for the collections of their institution. Such "gifts" of specimens usually involve modest fair market values (less than \$250). All such transactions shall be in keeping with the traditions of the scientific discipline involved. At times, gifts of specimens with a greater fair market value to an appropriate scientific, educational or cultural institution may be deemed to be in the best interests of the Museum and society.

Objects or specimens which are duplicates, without provenance, or otherwise of little exhibition or scientific value and which meet the requirements for deaccessioning may be given, after deaccessioning, to the Education Department for use in its programs and activities.

PRIORITY 2. Sales. Deaccessioned items may be sold. Though the goal of the sale is to bring the best possible price for the item, if substantially equivalent offers are received for a specimen or a collection, then the Director, as advised by the appropriate curator(s), is authorized to complete the sale to the bidder who appears most likely to provide the highest and most stable degree of care for and make the most appropriate research, educational, or exhibition use of the material(s).

Ethics of sales. There shall be no private sales of Museum materials to staff members, members of any other museum, members of the Board of Regents, or their

representatives. In the event of public sale, such individuals shall be eligible, as any other private individual, to bid on offered items.

Method of sales. Negotiated private sale, public auction, sealed bidding, or open bidding over a period of time are acceptable options, provided that the availability of such material for sale has been given publicity aimed at the appropriate audience of potential purchasers. For items offered for sale, a reserve price may be established in advance. All offers can be rejected if the staff of the Museum determines that such action is advisable. The purchase price of each item or collection shall be available upon request, together with a summary of other bids or offers received.

Commonly, funds received from the sale of specimens or objects, less the selling costs, will be placed in an account as determined by the Director.

If a deaccessioned item which has been sold was a gift from an identified donor, a subsequent purchase for the collection using the proceeds from the sale will be considered and identified as a gift from that donor.

PRIORITY 3. Destruction. Destruction is defined as the

obliteration of an object or specimen by physical or mechanical means. Deaccessioned items designated for destruction must in fact be destroyed; they may not be kept by staff members or given to others.

7. INTRA-UNIVERSITY TRANSFERS

The following transfer policy will apply to collections items:

- A. Material which is judged by the Museum to be primarily of artistic rather than historical, scientific, or anthropological value may be transferred to the University of Oklahoma Museum of Art.
- B. Material which is judged by the Museum to be of primarily archival value and unrelated to the collections or Museum activities may be transferred to the University Archives.
- C. Archival material which is: 1) judged by the Museum to be primarily of historical interest concerning the State of Oklahoma and the American West; and 2) unrelated to the collections of the Museum or Museum activities, may be transferred to the Western History Collections.

Material already accessioned must be deaccessioned before a transfer to one of the above-mentioned University organizations may be accomplished. Individuals seeking to donate material of this nature to the Museum should be verbally advised of this policy and encouraged to make their donation directly

to the most appropriate organization. However, the Museum may accept this material from a donor with the intent to subsequently transfer it to another organization within the University of Oklahoma. In this case, the material need not be accessioned but should be transferred within three months to the appropriate organization.

8. COMPLIANCE WITH STATE LAW

All deaccessioning actions are to be in total compliance with the laws of the State of Oklahoma. Nothing in this policy should be interpreted as contravening or superseding state law.

VIII. LOANS

1. GENERAL

Loans are temporary physical transfers of specimens or objects from one institution or individual to another where there is no transfer of ownership. Lending or borrowing is undertaken only under the terms of a loan agreement which 1) forms a contract between lender and borrower and 2) specifies terms and conditions of the loan including the responsibilities of each party. The Museum's standard loan agreement is contained in Appendix 4 and is to be used for all outgoing loans.

The Museum, at its discretion, may lend items to responsible institutions or to subdivisions of the University of Oklahoma. The Museum may also accept objects on temporary loan from other institutions or individuals.

2. PURPOSE

The Museum makes or receives loans for the following purposes:

- A. exhibition
- B. research
- C. instruction

3. APPROVAL AUTHORITY

Curators of specific collections will decide whether or not items from their collection area may be loaned. The Director retains discretionary approval

authority on all loans.

4. RESTRICTIONS

- A. The Museum will not lend items if there exists a reasonable doubt about the item's physical ability to withstand travel, climatic changes, or the circumstances of exhibition.
- B. Borrowing institutions or their agents will not alter material on loan in any way unless there is prior written agreement.
- C. Borrowing museums may not transfer Museum material to a third party without the express prior written consent of the Stovall Museum.
- D. The Museum will not lend items to institutions or organizations that have demonstrated an inability to properly handle and care for items on loan.
- E. The curator is responsible for assuring that all objects being loaned are under no donor or other restrictions prohibiting the loan.

5. DURATION

The Museum participates in temporary loans only. The Museum neither makes nor accepts indefinite or permanent loans. The Museum will set the initial term of a loan at a period not to exceed one year; exceptions will be considered on a case by case basis. Loans may be renewed by the Museum. The maximum renewal period will not exceed one year and the renewal must be

in writing. Exceptions to this policy must be obtained in writing from the Director.

The Museum may recall a loan for any reason with thirty days written notification. Immediate action may be taken if care and exhibition of items fail to meet the conditions of the loan.

6. ASSOCIATED COSTS

Institutions borrowing items from the Museum may be required to pay packing, shipping, and related transportation costs as requested by the Museum. All loan materials will have insurance coverage and this may be paid by the borrowing institution at a value specified by the Stovall Museum. In such a case, the borrower may be required to deposit with the Museum a certificate of insurance as proof of adequate, agreed-upon coverage. Chapter 11 provides general information on insurance requirements; paragraph 3 provides detailed information on insurance for outgoing loans.

7. RESPONSIBILITY

Each curator will notify the Collections Manager in writing when authorizing a loan using a loan authorization form (Appendix 5). All loan documents will be handled through the Office of the Collections Manager. It is the responsibility of the Collections Manager to execute and monitor loans and to ensure uniformity of policy for all loans.

The authorizing curator is responsible for replacing the loaned object with a card indicating the following information:

- A. Name of object
- B. Catalog or accession number
- C. Institution to which loaned
- D. Loan expiration date
- E. Name of curator authorizing loan

8. STANDARDS OF CARE

Personnel borrowing materials from other institutions for use at the Museum will exercise the same care toward these materials as they would toward items in the permanent collection.

9. PHOTOGRAPHY

Objects from the Social Sciences collection estimated to have a value of over \$250 should be photographed prior to leaving the Museum on loan, even though there may be a file photograph of the object. For documentation in the case of an insurance claim, it is important to have a photograph of the object that illustrates its condition immediately prior to shipping. The date of the photo should also be indicated within the frame of the photograph.

Objects valued at less than \$250 from any collection may be photographed upon the recommendation of the loaning curator.

IX. INVENTORY AND MISSING ITEMS

1. PURPOSE

Periodic inventories provide an opportunity to review the collection, examine its condition, update catalog cards and accession records, correct errors and omissions, and verify locations. Inventories also allow for the detection of items missing from the collections.

2. PERIODICITY

No established schedule is set for inventories. Curators may schedule and conduct inventories as circumstances dictate or as workloads and staff permit. The Museum encourages random spot checks of collections for all the purposes stated in paragraph one above.

3. ITEMS MISSING FROM COLLECTION

In the event that items are determined by inventory or other means to be missing from the collection, the following procedures will be initiated and followed by the curator of that collection:

- A. Make a physical check of items in the vicinity of the missing object to determine if it is simply misplaced.
- B. Check records to determine if the item is on loan and improperly documented.

If these actions do not locate the item, the curator will notify the Collections Manager and also send a circular

to the staff to determine if the location of the item is known. If the item is not located, the curator will forward a report of the missing item to the Director, including all pertinent information on the item and the impact of its loss on the collection.

The Director will appoint an individual other than the collection's curator to investigate the loss, to determine its probable cause, and to make recommendations concerning prevention of such losses.

- C. Two years after the initial discovery, the item will be declared permanently lost. The Collections Manager will maintain all records on pending and permanently lost items.

All items which appear to be missing as a result of theft will be reported immediately to the University of Oklahoma Police Department for investigation. Museum staff and curators will cooperate fully with law enforcement officers in all investigations of missing items.

X. CARE OF THE COLLECTIONS

1. RESPONSIBILITY

Care of collections is the responsibility of each curator in charge of a particular collection, or collection area. Collections care includes responsibility for both the physical condition and storage of objects or specimens and their documentation. Curators will preserve the specimens, artifacts, objects, and materials under their purview through provision of adequate storage conditions and by treatment of degradable objects through the use of professionally accepted techniques to assure their integrity.

Curators also will ensure that all records concerning collections material are maintained systematically and are preserved in a secure fashion. The records documenting an object's origin and history are indispensable to a proper understanding and interpretation of the object.

The Collections Manager coordinates collections management activities and implements the collections management policies of the Museum. The Collections Manager assists curators in maintaining a high standard of collections care.

2. PEST CONTROL

The Museum's collections represent a vital, non-renewable resource of great value. The majority of these collections are subject to damage or total destruction by a variety of pests. Natural history specimens and archeological and ethnographic items can suffer rapid and irreparable damage

by pests. Most commonly, these are insects and other arthropods; however, organisms ranging from fungi to rodents can damage specimens/artifacts in the Museum's collections.

Protection of collections is best achieved by a systematic program designed to control damaging pests in Museum collections and that provides for regular inspection and chemical treatment of collections. Such a program must comply with state and federal laws which govern the use of hazardous or dangerous chemicals. Some pest control chemicals are known to be hazardous to human health, while the effect of others on humans and collections is as yet undetermined. Human safety is of paramount importance in a program of systematic pest control.

The Museum will establish and implement a systematic program of control, inspection, and treatment to ensure that the collections are maintained in safe and stable conditions. Conditions of storage and maintenance must guarantee the long-term survival of the collections.

3. SPECIMEN LABELS

Specimen labels are never to be discarded. Updated information may be added to existing labels or new labels prepared and included along with all existing labels.

XI. INSURANCE

1. PURPOSE

Insurance offers the Museum financial protection against damage to or loss of collection items. In the case of damage to objects, insurance coverage provides funds for the repair or conservation of the damaged object. Many collections items are unique because of their manner of creation, manufacture, or origin and time and place of collection and, thus, cannot be replaced identically. In the case of total loss, reimbursement through an insurance policy allows the Museum to purchase or acquire similar or substitute items for the continuation of Museum programs.

2. COVERAGE

The Museum will not insure the permanent collection while it is housed in Museum buildings due to the large size of the collections, the difficulty of appraising many specimens/objects, and the limitations of personnel and fiscal resources. However, permanent collection items placed on exhibit in Museum or other buildings may be insured. The Exhibit Department will include insurance premiums in the total cost of the exhibition.

3. OUTGOING LOANS

In most cases, outgoing loans will require insurance; however, the Museum retains the discretionary authority to waive the requirement of insuring outgoing loans. When authorizing the Office of the Collections Manager to loan specific items, a curator will indicate in writing if insurance is not

required; otherwise, the curator will specify the insurance value of each item to be loaned. The Museum may require persons or institutions to whom outgoing loans are made to provide a certificate of insurance evidencing insurance in an amount satisfactory to the Museum which lists the Stovall Museum and the Board of Regents as additional insureds. When, in the judgment of the curator, the monetary value of a loan is slight and the material possesses little documented historical or scientific value, the requirement for insurance may be waived.

Insurance premiums for outgoing loans may be paid by the borrowing institution; such insurance will cover the object wall to wall (from the Museum to its destination) against all risks. If a borrowing institution is unwilling to provide the specified insurance coverage, the loan may not be made. In some cases, the Museum will pay the insurance for outgoing loans, while the borrower will insure materials on the return trip. Such practices are common among Life Science and Earth Science collections.

4. INCOMING LOANS

The Museum, when required, may insure all incoming loans for wall to wall, all-risk coverage at the value of the item prescribed by the lending institution. The borrowing department within the Museum will bear the cost of this insurance.

5. RESPONSIBILITY

The Office of the Collections Manager will handle all insurance matters concerning collections and will ensure that coverage is adequate, complete,

and up-to-date. All claims against insurance will be submitted to the
Collections Manager.

XII. ACCESS TO THE COLLECTIONS

1. METHODS OF ACCESS

The Museum provides access to its collections in a number of ways, among which are the following:

- A. Responding to written or verbal research inquiries or general questions.
- B. Lending materials to institutions or their representatives for research, educational, or exhibit purposes.
- C. Allowing physical access to collections areas and items.

This section deals only with physical access to the collection.

2. AUTHORIZED PERSONNEL

Access to the Museum's collections is not an inherent right of the general public. The Museum attempts to comply with all legitimate requests for access to collections, but the collections are not open for random browsing. For the security of the collection, the Museum limits access to collections to curatorial and other appropriate staff personnel and to authorized visitors.

- A. Appropriate Staff Personnel. Appropriate staff personnel are defined as those who need access to collections areas to carry out their duties and responsibilities. The Director and/or Collections Manager will authorize access based on

the guidelines in the following paragraph.

- B. Authorized Visitors. The Collections Manager and Curators of collections may authorize access to particular collections. Determination of access will be based on the guidelines in the following paragraph.

Curators of specific collections may arrange special visits to collections by visitors when the curator or other appropriate museum staff member can be present to supervise the visitors. Visitors are not to be given unsupervised access to collection areas. When an individual's need for access requires that a key be issued to a collection area, final approval must be given by the Director and/or Collections Manager. The curator of a collection will make a recommendation verbally or in writing to the Collections Manager for access in this case.

3. GUIDELINES FOR DETERMINING NEED FOR ACCESS

The main purpose of these guidelines is to protect the collections. It is essential that personnel using the collections be reliable, responsible, mature, and versed in specimen handling. The collections must be protected as much from improper handling, breakage, accidental damage, and misplacement as from theft or intentional damage.

A. EVALUATION OF NEED

- 1) Does the individual need access to collection material or to laboratory space?

- 2) Does the individual need access to the entire collection or only selected portions?
- 3) Can the individual schedule work during hours the collection is staffed?
- 4) Can the individual schedule work during hours when the Museum is staffed?

B. EVALUATION OF THE INDIVIDUAL

- 1) Has the individual demonstrated his/her ability to handle specimens with care?
- 2) Has the individual demonstrated reliability in maintaining general security of the area?
- 3) Has the individual demonstrated reliability in complying with museum procedures?
- 4) Is the individual conducting research and/or sponsored by an appropriate institution?

C. INDIVIDUAL CONSIDERATIONS FOR EACH COLLECTION

The Museum's various collections differ significantly from one another in a number of ways which must be taken into account in determining access. These include: potential for loss/damage, separation of study/work/storage areas, staffing levels, and preferences of the curator in charge of that collection.

4. KEYS

The Collections Manager will authorize key issue, key check-out and other access. The Office of the Collections Manager will control all keys. The Collections Manager will coordinate issuance of keys to a particular collection area with the appropriate curator.

5. APPOINTMENTS FOR ACCESS

Visitors without an appointment will not be admitted directly to collections areas. Visitors without appointments may go to the Administrative Offices or receptionist and explain their request. The staff will contact the appropriate department to determine the availability of assistance.

- 2) Does the individual need access to the entire collection or only selected portions?
- 3) Can the individual schedule work during hours the collection is staffed?
- 4) Can the individual schedule work during hours when the Museum is staffed?

B. EVALUATION OF THE INDIVIDUAL

- 1) Has the individual demonstrated his/her ability to handle specimens with care?
- 2) Has the individual demonstrated reliability in maintaining general security of the area?
- 3) Has the individual demonstrated reliability in complying with museum procedures?
- 4) Is the individual conducting research and/or sponsored by an appropriate institution?

C. INDIVIDUAL CONSIDERATIONS FOR EACH COLLECTION

The Museum's various collections differ significantly from one another in a number of ways which must be taken into account in determining access. These include: potential for loss/damage, separation of study/work/storage areas, staffing levels, and preferences of the curator in charge of that collection.

XIII. ETHICS

1. GENERAL DEPARTMENT

Employment by the Museum involves a public trust of great responsibility. In all activities, museum employees must act with integrity and in accordance with stringent ethical principles as well as the highest standards of objectivity.

Every museum employee is entitled to a measure of personal independence equal to that granted comparable professionals in other disciplines, consistent with professional and staff responsibilities. The employee also has the right to a private life independent of the institution. However, the Museum enjoys high public visibility and its employees a generous measure of public esteem. To the public the Museum employee is never wholly separable from the institution. Employees can never consider themselves or their activities totally independent of the Museum despite disclaimers that may be offered. Any museum-related action by the individual may reflect on the institution or be attributed to it. Staff and curators must be concerned not only with the true personal motivations and interests as they see them but also the way in which such actions might be construed by the outside observer.

2. CONFLICT OF INTEREST

Museum staff and curators should never abuse their official positions or their contacts within the museum community, impair in any way the performance of their official duties, compete with their institution, or

bring discredit or embarrassment to any museum or to the profession in any activity, museum related or not. They should be prepared to accept as conditions of employment the restrictions that are necessary to maintain public confidence in museums and in the museum profession.

To protect the Museum and provide guidance to staff and curators, the Museum has established policies concerning various activities which pose a potential conflict of interest between staff/curators and the Museum. Paragraphs 3-7 in this chapter describe these policies. Inevitably situations will arise which do not seem to fit these guidelines or which are not covered by them at all. In these cases a general rule of prudence applies: Staff members and curators must always act with the best interests of the Museum in mind and ensure that their actions reflect and appear to reflect only favor and credit upon the Museum.

3. RESPONSIBILITIES TO THE COLLECTIONS AND OTHER MUSEUM PROPERTY

Staff members and curators will not use in their homes or for any other personal purpose any object or item that is a part of the Museum's collections or under the guardianship of the Museum, or use any other property, supplies or resources of the Museum except for the official business of the institution. To the extent that factual circumstances or special policies warrant exceptions to this principle, the circumstances or policies should be a matter of written record.

The reputation and name of the Museum are valuable assets and should not be exploited either for personal advantage or the advantage of any other person or entity.

Information about the administrative and nonscholarly activities of the institution that employees may acquire in the course of their duties, and that is not generally known or available to the public, must be treated as information proprietary to the Museum. Such information should not be used for personal advantage or other purposes detrimental to the institution.

Staff members should be circumspect in referring members of the public to outside suppliers of services such as appraisers or restorers. Whenever possible, more than a single qualified source should be provided so that no appearance of personal favoritism in referrals is created.

Staff and curators may acquire items from the collections of the Museum only through the public procedures outlined in Chapter 7, paragraph 6.

4. PERSONAL COLLECTING

The acquiring, collecting, and owning of objects and specimens is not in itself unethical, and can enhance professional knowledge and judgment. However, the acquisition, maintenance, and management of a personal collection by a Museum staff member or curator can create ethical questions. Extreme care is required whenever an employee collects objects similar to those collected by the Museum.

Therefore, the Museum prohibits curators and staff members from the active acquisition of objects/specimens through purchase, gift, trade, sale, loan, exchange, field collection or other means within the same field of activity in which they work for the Museum. This policy is intended to eliminate the possibility of competition between the Museum and its associates for

acquisition of specimens, as well as to deal with any possible ethical considerations involving the disposal of items from the Museum's collections. No curator or staff member may compete with the Museum in any personal collecting activity.

This policy does not prohibit a curator or staff member from possessing a professionally-related collection acquired prior to the person's accepting employment with the Museum. It does prohibit continued active collecting and management of the collection after accepting Museum employment, to include the enlargement or reduction of the private collection through purchase, sale, gift, loan, exchange, or field collection.

The Museum reserves the right to acquire any object/specimen purchased or collected by any curator or staff member at the price paid by that individual. This right of purchase will be of six months duration, beginning at the time the individual formally notifies the Director in writing of the purchase, its provenance, price, and other pertinent details. The Museum must indicate its intent to purchase the item within six months of notification, and the purchase must be completed within a year of notification, or the right is forfeit.

Museum staff and curators must inform the Director in writing about all personal acquisitions within three months of the acquisition. Should staff members engage in personal collecting activities, they must disclose all circumstances regarding these in writing to the Director. This includes advance notification of prospective sales and exchanges.

The prohibitions apply to the following classifications of individuals:

- A. Curators, staff members, technicians, research assistants,
and other Museum employees.

- B. Students employed by, or who regularly work at, the Museum.

Non-paid associates and courtesy appointees are exempt from these policies, but are prohibited from adding to their personal collections objects obtained as a result of their connection with the Museum.

Objects that are bequests or genuine personal gifts are exempt from the Museum's right to acquire.

Museum curators and employees may not use their museum affiliation to promote their or any associate's personal collecting activities. No curator or staff member may participate in any dealing (buying and selling for profit) in objects similar to objects that are collected by the Museum. Dealing by employees in objects that are collected by any other museum can present serious problems and is not permitted.

5. OUTSIDE EMPLOYMENT AND CONSULTING

Certain types of outside employment, including self-employment and paid consulting activities, can be of benefit to both the institution and the employee by stimulating personal professional development. Remuneration may be monetary or nonmonetary, direct or indirect.

All outside employment activity must be undertaken with the fundamental premise being understood that the employee's primary responsibility is to

the institution; that the activity will not interfere with one's ability to discharge this responsibility; and that it will not compromise the professional integrity of the employee or the reputation of the Museum.

Museum employees often will be considered representatives of the Museum while they are engaged in activities or duties similar to those they perform for the Museum, even though their work may be wholly independent of the institution. In other instances an employee's duties within or outside the institution may require little specialized knowledge of the functioning of a museum. In either case employees must disclose to the Director the facts concerning any planned outside employment or consulting arrangements that are in any way related to the functions that such employees perform for the Museum. Disclosure is not required for small businesses or similar activities that are entirely unrelated to the work the individual carries out for the Museum.

Chapter 5, paragraph 6 addresses the Museum's policy on appraisals in an official capacity. Appraising as an outside activity of an individual staff member or curator can present serious problems. Therefore, staff members and curators may not appraise without the express written approval of the Director. The related areas of identification, authentication, and description, when pursued as an outside activity, must be disclosed to and authorized by the Director.

The name of and the employee's connection with the Museum should be used sparingly and respectfully in connection with outside activities.

In deference to the constitutional rights of museum employees to freedom of

speech and association, disclosure is not required for their activities on behalf of voluntary community groups or other public service organizations, except for those organizations such as other museums where the staff member could appear to be acting in an official capacity. Museum professionals should conduct themselves so that their activities on behalf of community or public service organizations do not reflect adversely on the reputation or integrity of their museum.

6. GIFTS, FAVORS, DISCOUNTS, AND DISPENSATIONS

Museum employees and others in a close relationship to them must not accept gifts, favors, loans or other dispensations or things of value that are available to them in connection with their duties for the Museum. Gifts include discounts on personal purchases from suppliers who sell items or furnish services to the Museum, except where such discounts regularly are offered to the general public. Gifts also can include offers of outside employment or other advantageous arrangements for the museum employee or another person or entity. Salaries together with related benefits should be considered complete remuneration for all museum-related activities.

Staff members and curators are permitted to retain gifts of minimal value when acceptance would not appear to impair their judgment or otherwise influence decisions. Meals, accommodations and travel services while on official business may be accepted if clearly in the interest of the museum. Gifts, favors, and other dispensations in excess of \$25 must be reported in writing to the Director within one month of receipt.

Museum employees and curators have the right to accept and retain gifts that

originate from purely personal or family relationships. It must be recognized that genuine personal gifts may originate from individuals who have a potentially beneficial relationship with the Museum. In such cases staff members are obliged to protect both themselves and the Museum by fully disclosing the circumstances to the Director.

7. FIELD STUDY AND COLLECTING

Field exploration, collecting, and excavating by museum workers present ethical problems that are both complex and critical. Such efforts, especially in other countries, present situations that can result in difficult interpersonal and international problems. The statements that follow rely on the assumption that Museum staff and curators will be guided by good judgment, tasteful deportment, and current knowledge in all their actions.

Any field program must be preceded by investigation, disclosure and communication sufficient to ascertain that the activity: is legal; is pursued with the full knowledge, approval, and when applicable the collaboration of all individuals and entities to whom the activity is appropriately of concern; and is conducted for scholarly or educational purposes. A general (if not specific) statement of the nature of the objects to be collected, the purposes that they are intended to serve, and their final disposition must be prepared and should be fully understood by all affected parties.

Any field program must be executed in such a way that all participants act legally and responsibly in acquiring specimens and data; that they

discourage unethical, illegal and destructive practices associated with acquiring, transporting and importing objects; and that they avoid even the appearance of engaging in unlawful activity, be it museum-related or not. In most cases, no material should be acquired that cannot be properly cared for and used.

In both act and appearance, participants must honor the beliefs and customs of host individuals and societies. General deportment must be such that future field work at the site or in the area will not be jeopardized.

On completion of field work, full and prompt reporting of the activity should be made to all appropriate parties; all precatory and mandatory agreements must be fulfilled or the failure to do so fully explained; and all material and data collected must be made available to the scholarly community as soon as possible. Materials incorporated into permanent collections should be treated in a manner consistent with recommendations and restrictions developed for their care and use by zoologists, botanists, archeologists, paleontologists or other discipline-specific groups.

8. REQUIREMENT TO KNOW AND UNDERSTAND

Acceptance of these ethical standards is a requirement for employment or appointment as a staff member or curator at the Museum.

All employees are required to know, understand, and adhere to these standards.

Prospective employees/curators are to read these standards in advance of acceptance of a position/appointment and understand that acceptance is a

condition of employment.

XIV. PHOTOGRAPHIC REGULATIONS

1. EXHIBITION AREAS

A. Unless specifically restricted for a particular specimen, object or display, the visiting public will be permitted to take photographs of museum displays for their personal use. Items will not be removed from an exhibit for this purpose. If such pictures are intended for publication, public viewing, or viewing by an organized group, they are subject to regulations concerning reproduction.

B. Photography (including TV) using special equipment such as lights, access to electrical outlets, reflectors, or special accessories, requires permission in advance in order to avoid inconveniences to the museum staff and visiting public.

Requests for such permission should be submitted in writing to the Director in advance so that a suitable time can be arranged for this special usage.

This permission request should include the following information:

- a) name of the photographer
- b) agency represented
- c) purpose for which the pictures will be used
- d) particular specimens desired
- e) amount of time required

f) equipment to be used

If these pictures are for publication, the rules listed concerning reproduction will also apply.

2. NON-PUBLIC AREAS

This includes all museum laboratories, storage areas, offices, etc.

- A. Permission to photograph specimens not on display in the exhibit area must be subject to the approval of the Curator in charge of the specific collection. Requests for permission to photograph should be submitted in writing to the Director including the information requested above.
- B. A staff member will bring out collection material to be photographed and will be present to handle and arrange specimens during the period of photography required. The required staff time, as a special service, should be paid for by the photographer.
- C. The photographer must provide all the necessary equipment and props, as well as any special equipment as requested by the curator or Collections Manager, for conservation purposes.
- D. Photography will be done during regular open hours of the Museum.
- E. Objects cannot be taken from the museum location and must be photographed in the space available.

- F. All handling of objects will be done by the museum staff member to avoid damage, and no photographs will be permitted which may cause damage to the objects.

3. PUBLIC REQUESTS FOR PRINTS

Prepared prints of museum specimens will be provided to interested persons as available. The Museum will maintain an established fee schedule for photographic reproduction and prints.

If the pictures are for publication, the rules listed for reproduction will apply.

4. REPRODUCTION

Permission to reproduce items in the museum collection in print, film, or other media must be requested in advance. Permission to photograph or the purchase of a print does not in itself constitute permission to reproduce. Individuals or organizations requesting authorization to reproduce collection items must agree to give due and proper credit to the Museum in all publications.

- A. A publication fee must be paid for each approved print to be published.
- B. Permission will be granted for one time use only. Subsequent reproduction requires additional payment.
- C. The published picture must carry the credit line "Stovall Museum of Science and History, The University of Oklahoma."

- D. The Museum will receive a complimentary copy of the publication in which the picture appears.

- E. The publication fee may be waived for scientific publications. The Museum must, however, receive proper credit and a copy of the publication.

RECEIPT
FOR TEMPORARY DEPOSIT
OF SPECIMENS

Date _____

The Stovall Museum of Science and History has received the following property for temporary examination purposes only:

IN CONSIDERATION of the services to be rendered in accordance with this request, the undersigned assumes all risk of error and agrees to make no claim whatsoever against the Stovall Museum of Science and History or against any member of the staff rendering such opinion, based in any way upon the opinion, and to save the Stovall Museum, its employees, and the State of Oklahoma harmless in the event of any suit or action based on the opinion or its communication to another. Further, the undersigned hereby releases the Stovall Museum, its employees, and the State of Oklahoma from any and all liability of any nature whatsoever of loss of or damage to said specimen(s) while on the premises of the Stovall Museum.

Further, if the item(s) is not retrieved by the owner within 60 days after notification by the Museum, the item becomes the property of the Museum and the Museum may govern its disposition.

Owner

Museum Representative

Address

Phone

I have receive the above item from the Museum and thereby rescind the Receipt for Temporary Deposit above.

Date _____

No. _____

STOVALL MUSEUM OF SCIENCE AND HISTORY
THE UNIVERSITY OF OKLAHOMA, NORMAN, OKLAHOMA

Name of donor _____

Address _____

I hereby give, grant and convey the items described below to the Stovall Museum to be administered in accordance with its established policies.

The title of said property to be vested in the Stovall Museum without reservation.

Signed by donor _____

Signed by Museum Director _____

STOVALL MUSEUM OF SCIENCE AND HISTORY
UNIVERSITY OF OKLAHOMA
NORMAN, OKLAHOMA

Accession No.: _____

Loan No.: _____

Previous No.: _____

Catalogue No.: _____

ACCESSION AND LOAN SHEET

(IN CASE OF SEVERAL ITEMS USE
REVERSE SIDE OF SHEET)

DIVISION: _____ DATE: _____

STORED: _____ TYPE OF ACCESSION: _____
(Gift, purchase, loan, exchange, collected in field)

PURCHASE REQ. NO.: _____

NAME AND ADDRESSES OF INDIVIDUAL OR FIRM WHO DONATED, COLLECTED, LOANED OR SOLD THE MATERIAL:

COLLECTED BY: _____ DATE COLLECTED: _____

ITEM OR ITEMS: _____ TOTAL NO.: _____

_____ TOTAL VALUE: _____

LOCALITY: _____

DESCRIPTION: _____

HISTORY, IF KNOWN: _____

REMARKS: _____

CONDITION AT DATE OF ARRIVAL: _____

Accepted by: _____ Date when copy was sent to Division: _____

Approved by: _____ Accessioned by: _____

Acknowledged by: _____

letter, form, card, in person. Returned in good condition: _____

Date of acknowledgment: _____ Date: _____

PREVIOUS CATALOGUE NOS.	ACCESSION NOS.	CATALOGUE NOS.	DESCRIPTION MEASUREMENTS, LOCALITY, ETC.	REMARKS CONDITION, VALUE, ETC.	PLACE OF STORAGE

Stovall Museum of Science & History
University of Oklahoma
1335 Asp Avenue
Norman, Oklahoma 73019
(405) 325-4711

LOAN AGREEMENT

Permission is granted for the loan of the following objects:

From:

To:

Signature _____

Signature _____

For the purpose of:

For the period from _____ to _____.

Financial responsibility is is not required of the borrower.

museum number	item and description	insurance value

The above loan received returned in good condition. Signature _____
Date _____

LOAN AUTHORIZATION

STOVALL MUSEUM OF SCIENCE & HISTORY
1335 Asp Avenue
Norman, OK 73019

TO:

FROM: _____, 19__.

TO: _____, 19__.

(All loans limited to one year
with option for renewal.)

FROM:

University of Oklahoma

Signature of Curator

As Curator of the above Stovall Museum collection, I hereby give permission for the loan of the following specimens:

Museum Number	Item	Insurance Value

Please attach any special handling instructions required.