

**MINUTES OF A REGULAR MEETING
THE UNIVERSITY OF OKLAHOMA BOARD OF REGENTS
September 10-11, 2003**

MINUTES

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**MINUTES OF A REGULAR MEETING
THE UNIVERSITY OF OKLAHOMA BOARD OF REGENTS
September 10, 2003**

A regular meeting of the Board of Regents governing The University of Oklahoma, Cameron University, and Rogers State University was called to order in the Auditorium of the Robert M. Bird Library on the Health Sciences Center Campus in Oklahoma City, Oklahoma, on Wednesday, September 10, 2003, at 1:10 p.m.

The following Regents were present: Regent G. T. Blankenship, Chairman of the Board, presiding; Regents Stephen F. Bentley, Christy Everest, Paul D. Austin, Tom Clark, Jon R. Stuart and A. Max Weitzenhoffer.

Others attending all or a part of the meeting included Mr. David L. Boren, President of The University of Oklahoma; Provosts Joseph Ferretti and Nancy L. Mergler; Ken Levit, President, OU-Tulsa; Vice Presidents Dewayne Andrews, Kenneth Rowe, Catherine Bishop, T. H. Lee Williams and Nicholas Hathaway; Brad Avery, Director of Internal Auditing; Joseph Harroz, Jr., General Counsel; Joseph Castiglione, Director of Athletics; and Dr. Chris A. Purcell, Executive Secretary of the Board of Regents.

Those attending the meeting from Cameron University were Dr. Cindy Ross, President of the University, Provost Richard Lee, and Vice Presidents Glen Pinkston and David Wolf.

Attending the meeting from Rogers State University were Dr. Joe A. Wiley, President of the University, and Vice President Tom Volturo.

Notice of the time, date and place of this meeting were submitted to the Secretary of State, and the agenda was posted in the Office of the Board of Regents on or before 2:30 p.m. on June 23, both as required by 25 O.S. 1981, Section 301-314.

2004 PROPOSED REGENTS' MEETING DATES

January 26-27	M T	Norman
March 24-25	W R	Oklahoma City
April 20-21	T W	CU & RSU Retreat
May 6-8	R F S	Norman
<i>OU, CU & RSU Commencement May 8</i>		
June 21	M	OU Retreat
June 22-23	T W	Lawton
Sept. 14-15	T W	Claremore
October 26-27	T W	Tulsa
December 6-7	M T	Norman

Chairman Blankenship recommended the listed meeting dates for 2004 be approved.

Regent Stuart moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

CAMERON UNIVERSITY

President Ross began her report by introducing David Wolf, Cameron's new Vice President for Development. Mr. Wolf comes from the University of Texas at Arlington, where he was Director of Development and very successful in terms of fundraising initiatives. He began at Cameron in the last week of August and will be completing his Ph.D. from the University of North Texas.

Dr. Richard Lee is also attending his first official Regents' meeting. Dr. Lee became Provost at the beginning of August. He has a Ph.D. in child clinical psychology from the University of Illinois. He comes to Cameron from the University of Wisconsin at White Water, where he was a graduate dean and the dean of continuing education.

Enrollment numbers are not finalized, but for fall they are up over three percent. This increase comes directly from freshman enrollment, as there has been a nine percent decrease in upper division and graduate school numbers. The increase is consistent with the administration's efforts to make Cameron the university of choice for students from high schools in southwest Oklahoma. The drop in upper division and graduate level classes appears to be related to the military. There are 319 less military or military-dependent students, which is a five percent decrease in that population.

The Noble Foundation has pledged \$750,000 for the Center for Emerging Technology and Entrepreneurial Studies (CETES). This project has been a lengthy process, as the University some years ago did not meet the requirements for the pledge for technology initiative, but we are fortunate to have the reapplication approved. This is the second largest foundation grant in the history of the University, and construction on the Physical Sciences Building for the Center is set to begin this fall. The director of the Center will be the holder of the Brewczynski Chair in Business Management & Leadership; we are in the process of national recruitment for that position. In the interim, Provost Lee will direct the Center.

Dr. Ross feels fortunate that she, along with President Joe Wiley, has been appointed by Governor Henry to join a handful of University and college presidents as well as about 200 other people in the state on various E.D.G.E. (Economic Development Generating Excellence) teams. This program is designed to come up with a statewide strategic plan to expand economic development.

Cameron has partnered with Lawton Public Schools through Marie Detty Youth and Family Services to operate their child development center as a Head Start facility. This will provide students with the field training they need as well as providing childcare for some of the students' children.

Lastly, Dr. Ross introduced Dr. Don Sullivan in a new role. Dr. Sullivan has agreed to be the executive director of Cameron's Centennial observance. The Centennial is only five years away, in 2008. President Ross feels Dr. Sullivan is the perfect person to lead this effort because of his organizational and fundraising skills as well as his deep commitment to the University.

ESTABLISHMENT OF THE MCCASLAND FOUNDATION ENDOWED CHAIR IN EDUCATIONAL LEADERSHIP

In 1988 the McCasland Foundation of Duncan provided Cameron University (via the Cameron University Foundation, Inc.) \$250,000 to advance its then fledgling graduate program. This award was based on the fact that Cameron was authorized to initiate its graduate program, but no additional operating funds were allocated to the University. Cameron did, in fact, initiate the graduate program from available State allocations, and held the McCasland Foundation award as a "contingency" in case of future funding shortfalls. These funds have been invested as part of the Cameron University Foundation investment program and have been steadily earning interest. Approximately \$165,000 of accumulated earned interest brings the current balance to \$415,000. Only minor expenditures from these funds have been made over the years. The Oklahoma State Regents for Higher Education staff has determined that while the original gift of \$250,000 predated the eligibility period for matching funds under the Regents Endowment Program, the entire amount of the earned interest will qualify for match. The McCasland Foundation has agreed to provide a gift of \$85,000 to create an endowed chair by combining the new gift and the earned interest. This combination would then qualify for a match of \$250,000 from the State Regents and create an endowed chair corpus of \$500,000.

The earned income from the chair will be used to hire an outstanding and experienced scholar in the field of educational leadership around which to build a program in school administration and thereby meet a critical need in the communities in Southwest Oklahoma. Currently a person from Southwest Oklahoma must travel to universities in Weatherford, Norman, Stillwater or Ada to achieve such certification or a masters degree in school administration. It is important that Cameron offer these certifications and degree options to the more than 2,000 teachers in our service area.

In addition to providing leadership for establishing the educational administration curriculum, the holder of the chair will be directly involved with area educators in helping to improve all aspects of educational leadership through visitations, training conferences and mentoring.

President Ross introduced Mr. Bill Phelps, McCasland Foundation Board member, and asked him to address the Board. Mr. Phelps stated that the Foundation Board had realized the need for a graduate program in 1988 with their original donation, is very much in favor of using some of that fund for the educational learning program, and hopes that the Board will grant President Ross' request.

President Ross recommended the Board of Regents approve the establishment of the McCasland Foundation Endowed Chair in Educational Leadership and authorize the application for matching funds from the Oklahoma State Regents for Higher Education.

Regent Stuart moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

ESTABLISHMENT OF RICHARD T. BRITTINGHAM, M.D., MUSIC THEATRE ENDOWED LECTURESHIP

Dr. Richard T. Brittingham and his wife Vy, a Cameron University music alumna, have an enduring interest in promoting music theatre at Cameron University and in the Lawton/Fort Sill community. Over the years, they have sponsored several events in the community to assist in raising \$12,812 for this lectureship. A match of \$12,500 from the

McCasland Foundation Challenge Grant program will be provided to establish a corpus of \$25,312 in the Cameron University Foundation. Matching funds of \$25,312 will be requested from the Oklahoma State Regents for Higher Education. Interest earning proceeds from the endowed lectureship will be used to sponsor music theatre programs at Cameron.

Dr. Ross recognized Mrs. Vy Brittingham who was present.

President Ross recommended the Board of Regents approve the establishment of the Richard T. Brittingham, M.D., Music Theatre Endowed Lectureship, and authorize the application for matching funds from the Oklahoma State Regents for Higher Education.

Regent Everest moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

COOPERATIVE AGREEMENT WITH GREAT PLAINS TECHNOLOGY CENTER

The Oklahoma State Regents for Higher Education and the Oklahoma Department of Career and Technology Education have committed the two agencies to work together for the benefit of Oklahoma's students. To support this goal, technology centers and two-year colleges or universities with a two-year function are encouraged to negotiate cooperative agreements that allow students to enroll in approved technology center courses and receive credit toward an Associate in Applied Sciences degree program. The governing board of each institution must approve the proposed agreement.

The faculty of Cameron University and Great Plains Technology Center have explored possible opportunities for such cooperative agreements following the guidelines set forth by the Oklahoma State Regents for Higher Education. As a result, the proposed agreement, attached hereto as Exhibit A, is presented for approval.

The cooperative agreement will allow students at Great Plains Technology Center to enroll in approved technical courses and receive a maximum of six credit hours toward an Associate Degree of Applied Science in Criminal Justice. The proposed cooperative agreement has the following requirements to insure academic rigor at the collegiate level:

- Cameron faculty are responsible for ensuring that the courses taught by Great Plains Technology Center faculty are of comparable rigor to courses taught at the college level.
- Course descriptions and syllabi format will be provided by Cameron faculty and will include assessment of course objectives.
- Faculty credentials will be reviewed by Cameron faculty to ensure that Great Plains faculty have the technical expertise to teach each of the courses with the appropriate level of rigor.
- Faculty development activities in such areas as pedagogy, evaluating writing assignments, test construction, and grading will be provided through the "Effective Teacher Workshop" and supplemented by Cameron University.
- Ultimate student outcome measures include licensure by the State of Oklahoma in appropriate security disciplines.
- Great Plains Technology Center will not offer general education courses as part of this Cooperative Agreement. All general education requirements will be delivered at Cameron University.
- This Cooperative Agreement covers only adult students participating in the Security Guard training series.

President Ross recommended the Board of Regents approve the Cooperative Agreement with Great Plains Technology Center.

Regent Everest moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

REVISION OF FACULTY HANDBOOK

The February 2001 Cameron University Faculty Handbook needed certain revisions in a timely manner. The revisions were identified as a result of requests for consideration from the Student Government Association, from then Provost Don Sullivan, from the Faculty Council, and the need to reinsert certain items inadvertently omitted from the 2001 version.

A summary of the six substantive revisions is presented below. New language to address each issue has been incorporated into the Handbook in addition to other modifications in grammar and format for clarification and readability. The entire Handbook has been reviewed by the Board of Regents' legal counsel. A copy of the revised Faculty Handbook document was provided to the Board. A comprehensive review of the Handbook is planned at a future date.

1. Addition of Table of Contents.
2. Changes to Standing and Ad Hoc Committees (Section 2.3.3). When the current Faculty Handbook was approved, a number of committees that had been approved and operating on Campus for a number of years were inadvertently omitted. Proposed revisions add to the Handbook the Faculty Development Committee, the Institutional Assessment Committee, the Lectures and Concerts Committee, and the Public Exercises Task Force, all of which are long-standing and operating bodies. Also added are the Action Commission on Student Retention proposed by the President and a Recruitment Committee. The Internal Services Committee (a Faculty Council committee) and the Institutional Services Committee (a previous omission) are combined into a new University committee titled the Institutional and Internal Services Committee. The proposal includes minor changes in memberships which provide more balanced representation or reflect changes in personnel or title. These changes were proposed by the Rules Committee, approved by the Faculty Council, recommended by the Provost and approved by the President.
3. Addition of Chart Outlining Sequence of Procedures for Evaluation for Reappointment, Promotion and Tenure (Section 4.9.7). This chart has existed apart from the Handbook and is recommended for inclusion by the Provost and approved by the President.
4. Addition of Statement Regarding Attendance Policies (Section 5.3). A request to consider the inclusion of a statement concerning attendance policies in the Faculty Handbook was made to the Faculty Council by the Student Government Association in Spring 2002. The proposed amendment was drafted by the Faculty Committee, approved by the Faculty Council, approved by a vote of the Faculty as a whole, recommended by the Provost and approved by the President.
5. Restoration of Original Panels in Description of Grievance Procedure. When the current Faculty Handbook was approved, three subsections, G.3.6.5 Men, G.3.6.6 Women, and G.3.6.7 Racial Minorities (proposed rename as Members of Traditionally Under-represented

Racial and Ethnic Groups), were inadvertently omitted from the Faculty Grievance Procedures (Appendix G). This deletion makes it impossible to follow the procedures outlined in Section G.3.7. The proposed restoration was recommended by the Provost and approved by the President.

6. Faculty Council Constitution (Appendix H). The proposed amendments to the Faculty Council constitution were drafted by a subcommittee of the Faculty Council in Spring 2003. They would change the official name of the body to the Faculty Senate of Cameron University; place a limit on voting membership, allow for a non-voting representative from the Student Government Association, allow for the recall of a member, provide for regular meetings at a set time each month, provide for special meetings, establish a responsibility for information flow, and formalize communication between the President and the Senate. These proposed amendments were approved by the Faculty Council, approved by a vote of the Faculty, recommended by the Provost and approved by the President.

President Ross recommended the Board of Regents approve revisions to the Cameron University Faculty Handbook.

Regent Stuart moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

PLAN 2008 – PREPARING FOR CAMERON UNIVERSITY’S SECOND CENTURY

With the proper vision, energy and leadership, Cameron University can become the premier regional university in the southwest section of the United States. To accomplish this, it is important to evaluate the University’s strengths and needs on a regular basis. The organization and its resources must be marshaled in the most efficient and effective manner to carry out the institution’s mission.

Cameron does not have a history of long-range planning. Previous attempts have been sporadic, and no permanent system of long-term planning, core values, goals, or assessment currently exists. Without adequate planning, Cameron risks dissipating its energy and resources in projects that are reactionary rather than proactive, and which fail to unite into a set of objectives around which the University’s faculty, staff and students can build a collective future.

A planning committee was formed in January 2003 and charged with formulating a five-year strategic plan for the University. Committee members represented all areas of Campus and included undergraduate and graduate students, faculty and Faculty Council officers, and representative administrators.

The committee met throughout the spring making a dedicated effort to include all segments of the Cameron family in its deliberations. Committee members appeared before the Faculty Council and the Student Government Association to solicit input, and made presentations to Campus departments and student organizations. The committee’s efforts culminated in a University-wide retreat on April 5, 2003, during which more than 60 faculty, staff and students discussed the future of the University. These efforts were supported with Campus-wide e-mails and individual discussions seeking input into the planning process. The committee combined this input with thorough research into the strategic planning efforts of other universities, and produced a draft plan in early July. It was shared electronically with the Campus community and included a call for final comments.

The proposed document, a copy of which has been provided to the Board, is a plan in which all programs and departments, both on and off Campus, understand clearly their role in the education of students and work together to achieve common goals within a framework encouraging new ideas, enthusiasm, and a vision of Cameron's future.

Emphasis has been placed on creating an environment that will result in achievements beyond what would normally occur. By using 2008 – Cameron's centennial year – as a target for full implementation of these initiatives, an added sense of urgency will be felt across Campus.

President Ross introduced Dr. Lance Janda, Assistant Professor of History and chair of the President's Planning Committee for Plan 2008. Dr. Janda commented that the Committee is proud of the strategic plan. It emphasizes student learning as top priority, but also focuses on leadership in community and shared governance, responsible stewardship of funds, recruitment and retention, a new student housing complex, student health and counseling services, recruitment of faculty, post-tenure review and an update of the Campus Master Plan. He is excited to be a part of Cameron's future.

President Ross recommended the Board of Regents approve "Plan 2008 – Preparing for Cameron University's Second Century," a long-range planning document designed to provide the blueprint for University improvement and effective use of resources over the next five years.

Regent Austin moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

PURCHASE OF LIBRARY MANAGEMENT SYSTEM

All of Cameron University Library's major operations – patron catalog access and materials acquisitions, cataloging and circulation – have been automated since 1985 when the University purchased a library system from VTLS, Inc. This system is still in use. VTLS, Inc. has informed Cameron officials that support for the Cameron system will end this December.

Cameron's student learning focus requires the Library to provide students and the faculty members who teach those students excellent and simplified access to the information contained in the Library's physical collection and scholarly electronic databases. Realizing the Cameron system could not adequately support future Library function demands, Cameron's Director of Library Services investigated the capabilities of modern "third generation" integrated library systems, an initial step in the process to select an adequate replacement system. In response to a competitive solicitation for "third generation" integrated library systems (ILS) proposals, the following companies responded:

<u>Company</u>	<u>Location</u>
Sirsi Corporation	Huntsville, Alabama
VTLS, Inc.	Blacksburg, Virginia
Endeavor Information Systems, Inc.	Des Plaines, Illinois
Innovative Interfaces, Inc.	Emeryville, California

The evaluation committee was comprised of:

- Dr. Sherry Young, Director of Library Services
- Ms. Deborah Goode, Director of Information Technology Services
- Mr. Jerald Burnett, Coordinator of Administrative Systems
- Ms. Barbara Pickthorn, Assistant Director of Library Services

- Ms. Victoria Swinney, Collections Services Librarian
- Ms. Cathy Blackman, Access Services Librarian

Evaluation committee members made site visits to four Oklahoma libraries to evaluate each system for which a proposal was received. Based on qualitative evaluation of the written proposals and information obtained from current customers of the various systems, committee members invited representatives of three of the four companies to visit Campus. VTLS, Inc. was not invited to do a presentation as its proposed solution (Virtua) was determined not to meet the minimum requirements as specified in the request for proposal. The three selected companies provided system demonstrations in July and August. As a result of the Sirsi Corporation's Unicorn demonstration and a site visit, committee members determined the Unicorn system was not sufficiently developed to meet the Library's needs. In accordance with the request for proposal selection guidelines, evaluation committee members identified the systems from both Innovative Interfaces, Inc. and Endeavor Information Systems, Inc. as acceptable. Innovative Interfaces, Inc.'s Millennium system was determined to be the best value at \$196,867, compared to Endeavor Information Systems, Inc.'s Voyager system at \$313,291. The evaluation committee concluded the Millennium system was best qualified to support the librarians' quest to facilitate student learning through improved access to scholarly information at a library of Cameron University's size.

Innovative Interfaces, Inc.'s Millennium Integrated Library Management System will allow Cameron University's library to provide information access to faculty and staff by enabling the following capabilities not possible with the current library system:

- Simplified and accurate subject searching for library-owned materials
- Simultaneous searching of multiple databases, including the online catalog database
- Linking from online catalog and database search results to scholarly web-accessible resources
- Digitization of materials owned exclusively by the Library
- Management and access to digitized written, graphic, and pictorial documents
- Patron self-check and self-monitoring of borrowing history

It will take approximately two years to fully implement all of the new system capabilities, e.g., electronic course reserves, digital record access, and catalog-URL linking. The essential components -- cataloging, circulation, and online catalog access -- can be implemented within four to seven months.

Effective with fall semester 2003, Cameron University was authorized to increase its Library Automation and Materials Fee from \$2.25 to \$3.50 per credit hour. The additional revenue generated from the fee increase as well as existing operating funds, will be used to fund this system.

President Ross recommended the Board of Regents approve the purchase of the Millennium Integrated Library Management System from Innovative Interfaces, Inc. at a proposed cost of \$196,867.

Regent Stuart moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

SELECTION OF ARCHITECTURAL SERVICES FOR DEVELOPMENT/UPDATING OF THE CAMPUS MASTER PLAN

In the process of developing Cameron University's new strategic plan, it was recognized that Cameron University needed to update its Campus Master Plan.

In 1982-1983 a Campus Master Plan, detailing existing and proposed buildings and parking spaces was developed. Since that planning effort, the Fitness Center and Science Complex have been constructed. At the present time, planning is underway to renovate the Physical Science building, and preliminary feasibility studies are being considered for new on-campus student residential housing. Additionally, in the near future, the demand for parking by students, faculty and staff will outpace the supply.

To ensure that any new facilities or other changes on the Campus are done in a manner that will be most beneficial and synergistic to existing facilities, Cameron University plans to seek the services of a recognized facility master planning firm with experience in higher education facility planning.

The selection process will follow guidelines established by the Board of Regents for the selection of architects, engineers and land surveyors, as detailed in Section 5 of the Regents Policy Manual.

It is estimated that fees will be from \$25,000 to \$35,000. This project will be funded by existing New College funds.

President Ross recommended the Board of Regents approve initiating the process to select a consultant firm to provide professional services for developing/updating Cameron University's Campus Master Plan.

Regent Everest moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

REPLACING ENTRANCE CANOPY AT STUDENT UNION

In June 2003, the Board of Regents approved a project to renovate a portion of the Student Union at a cost not to exceed \$125,000 to be financed from Student Facility Fees. At that time, it was planned for Cameron University personnel to design and construct a new front entrance covering. Subsequently it was determined that the services of a structural engineer were required for the following reasons: the unique design needed for the canopy, the existing multi-level roofline of the building, and the need to meet building code requirements. An integral part of the Student Union renovation, the entrance covering will allow table and chair seating on the patio/deck and enhance its use as an informal gathering place for students.

An estimate of the cost to construct the replacement canopy was included in the original \$125,000 cost estimate. The additional expense of hiring a structural engineer, projected to be \$5,000, will be accommodated within the original estimate.

President Ross requested authorization to:

- I. Hire a structural engineer consultant to prepare conceptual drawings, specify materials, and develop cost estimates for replacing the canopy at the main entrance and patio area of the Student Union; and

- II. Solicit bids and award a contract for construction of the replacement canopy using the construction drawings developed by the structural engineer consultant.

Regent Weitzenhoffer moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

ROOF REPLACEMENTS

Haggar Hall, the Music Building and the Theatre Building are each in excess of 23 years old. The roofs are original construction. Maintenance records show these roofs have been repaired during the last 20 years, but never replaced. Conwill Hall is 51 years old. Its roof appears to have been replaced at some point, but not in the last 20 years since maintenance records have been kept.

The low section of the Theatre Building has developed leaks in four areas with the most serious located in the house seating. Haggar Hall and the Music Building are leaking in multiple locations. Although Conwill Hall is not currently leaking, an inspection shows serious deterioration to the extent that patching is no longer economically feasible.

The agreement with Oklahoma Roofing, Inc. will use the unit pricing method as negotiated and awarded by the Department of Central Services under state contract number SW30308. Cost estimates were prepared by Cameron University's Director of Physical Facilities using prior roof replacement projects and per unit pricing information from the approved contract. The estimated costs are \$50,000 for Haggar Hall, \$69,000 for the Music Building, \$57,000 for Conwill Hall, and \$116,000 for the lower Theatre Building. Estimated total expenditures to replace all four roofs are \$292,000, to be funded through Section 13 monies. As each replacement is complete, actual cost will be reported to the Board.

President Ross recommended the Board of Regents:

- I. Approve the addition of roof replacements on Haggar Hall, the Music Building, the Theatre Building, and Conwill Hall to the Campus Master Plan; and
- II. Authorize President Ross or her designee to enter into an agreement with Oklahoma Roofing, Inc., not to exceed \$300,000 and using an existing state contract, for roof replacement on the above-designated buildings.

Regent Stuart moved approval of the recommendation as amended. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

ANNUAL AUDIT PLAN FOR 2003-2004, CAMERON UNIVERSITY

Following changes within the auditing industry and standards of the Institute of Internal Auditors, we have moved to a risk-based audit approach. As part of the risk-based approach, we discussed risk factors with University management and compiled internal and external data in a risk matrix to develop a risk-based audit plan. Based upon the analysis performed and the internal audit resources available, we believe the current audit plan addresses the higher risk areas within the University.

The detailed Audit Plan for FY 2004 has been discussed with the Finance and Audit Committee and includes an audit of 12 audits out of a total Audit Universe of 48 audits. This provides audit coverage of 25% for fiscal year 2003-2004. Any proposed changes to the plan will be brought to the Finance and Audit Committee for approval.

Special projects and post-audit reviews will be performed when necessary. Internal audits may be performed on an unannounced basis.

President Ross recommended the Board of Regents approve the annual audit plan for 2003-2004.

Regent Weitzenhoffer moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

QUARTERLY REPORT OF PURCHASES

Board policy requires that all purchases over \$125,000 must be referred to the Board of Regents for approval, and that a summary report of pertinent transactions be provided according to the following categories:

Purchases for the period of April – June 2003 were as follows:

I. Purchase obligations between \$75,000 and \$125,000:

Purchase of Computers	Dell Marketing	\$ 84,744
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II. Acquisitions of goods and services pursuant to and funded by sponsored grants and contracts between the amounts of \$125,000 and \$300,000:

None

III. Sole Source procurements in excess of \$35,000:

None

This report was presented for information only. No action was required.

QUARTERLY FINANCIAL ANALYSIS

Being reported this month is the Quarterly Financial Analysis for the quarter ended June 30, 2003. The following comments were submitted for consideration. Detailed schedules are attached hereto as Exhibit B.

ALL FUNDS: CAMERON UNIVERSITY

STATEMENT OF REVENUES AND EXPENDITURES

1. At June 30, 2003, revenues for all funds were at \$40.2 million. These collections represent 97.2% of the budget. Revenues for this fiscal year are in line with amounts budgeted.

2. Expenditures were at \$38.4 million, representing 86.0% of the budget. Actual expenditures are below budget \$6.3 million. Expenditures were reduced across all areas of University operations. Actual expenditures are favorable to budget due to conservative budget assumptions used in developing the fiscal year 2003 budget and a very successful effort by all University personnel to limit expenditures.

STATEMENT OF REVENUES AND EXPENDITURES – EDUCATION AND GENERAL PART I – UNRESTRICTED

1. Revenues – Revenues of \$28.5 million comprising 103.2% of the budget are reported. For the same quarter last fiscal year, there were revenues of \$27.6 million, comprising 99.7% of the budget.
2. Expenditures – Expenditures of \$27.4 million comprising 89.4% of the budget are reported. Comparable figures for the prior year show expenditures of \$27.1 million, representing 90.6% of the budget.

STATEMENT OF REVENUES AND EXPENDITURES – EDUCATION AND GENERAL PART II – RESTRICTED

1. Revenues – Revenues of \$8.3 million representing 77.9% of the budget are reported. Prior year revenues for the same period were \$7.6 million, representing 79.8% of the budget.
2. Expenditures – Expenditures of \$8.1 million comprising 75.9% of the budget. This is comparable to the prior year's expenditures of \$7.5 million at 78.7% of the budget.

Revenues and expenses have increased due to a rise in the amount of Federal Student Aid awards.

STATEMENT OF REVENUE AND EXPENDITURES – AUXILIARY ENTERPRISES

1. Revenues – Revenues for Auxiliary Enterprises are at anticipated levels.
2. Expenditures – Expenditures for Auxiliary Enterprises are at anticipated levels.

DISCRETIONARY RESERVES

Discretionary reserves represent that portion of the university's resources that are not currently budgeted for expenditure or are otherwise held for specific future uses. As such, resources of this nature are available to fund future capital projects, operating needs and/or unforeseen contingencies for any lawful purpose of the University.

E & G PART I

The E&G Part I reserves were \$3,719,415 on June 30, 2003. Of the June 30, 2003 balance, \$1,541,683 has been budgeted to balance fiscal year 2004's E&G Part I budget. The E&G Part I discretionary reserves were \$2,177,732 at June 30, 2003.

E & G PART II

The E&G Part II discretionary reserves were \$472,758 on June 30, 2003.

AUXILIARY ENTERPRISES

Student Activities reserves were \$392,676 at June 30, 2003. Student Activities working capital requirements for fiscal year 2004 will be \$286,835. Student Activities discretionary reserves were \$105,841 at June 30, 2003.

Miscellaneous Auxiliary reserves were \$776,022 at June 30, 2003. Miscellaneous Auxiliary working capital requirements for fiscal year 2004 will be \$543,873. Miscellaneous Auxiliary discretionary reserves were \$232,149 at June 30, 2003.

Student Facility reserves were \$3,247,000 at June 30, 2003. Student Facility working capital and other commitment requirements for fiscal year 2004 will be \$1,275,000. Student Facility discretionary reserves were \$1,972,000 at June 30, 2003.

PLANT FUNDS

Section 13, Section 13 Offset and New College Funds currently have a balance of \$1,621,194. Private Sources balance is \$122,032.

Renewal and Replacements have a balance of \$1,617,636.

The Facility Fee Bond Fund has a balance of \$486,024.

This report was presented for information and discussion. No action was required.

ACADEMIC PERSONNEL ACTIONS

On May 9, 2003, the Board of Regents approved promotions for fifteen University faculty members. Although additional faculty members were evaluated and recommended for tenure through the established University policy, because of uncertainty in the University's financial situation, Interim Provost McKellips recommended to President Ross that the policy provision of tenure postponement detailed in the Faculty Handbook be implemented. President Ross approved. At this time, with positive recommendations from the Dean and the Provost, President Ross recommends two previously evaluated faculty be approved for tenure.

GRANT TENURE:

Johari, Abbas, Ph.D., Associate Professor

Wright-Smith, Linda, Ph.D., Associate Professor

APPOINTMENTS:

Bray, Kaye, Ph.D., Assistant Professor, Department of Education, annual rate of \$40,000 for 9 months, August 11, 2003 through May 10, 2004. New tenure track faculty.

Dunn, Michael, Ph.D., Assistant Professor, Department of Biological Sciences, annual rate of \$44,000 for 9 months, August 11, 2003 through May 10, 2004. New tenure track faculty.

Fryer, Cheryl, D.M.A., Assistant Professor, Department of Music and Theatre Arts, annual rate of \$37,000 for 9 months, August 11, 2003 through May 10, 2004. New tenure track faculty.

Hall, Ramona, Ed.D., Assistant Professor, Department of Education, annual rate of \$40,000 for 9 months, August 11, 2003 through May 10, 2004. New tenure track faculty.

Husak, Michael, (Ph.D. Candidate), Temporary Assistant Professor, non-tenure track, Department of Biological Sciences, annual rate of \$42,000 for 9 months, August 11, 2003 through May 10, 2004. Upon receipt of official notification that doctoral degree requirements have been completed, rank will be changed to Assistant Professor, tenure track; salary will be adjusted to \$44,000.

CHANGES:

Cameron, David, Ed.D., Associate Professor, Department of Health and Physical Education. Title of Chair, Department of Health and Physical Education deleted; salary changed from \$49,599 to 48,599, August 11, 2003.

Jones, Joe, M.T., Assistant Professor, Department of Health and Physical Education. Given additional title of Interim Chair, Department of Health and Physical Education; salary changed from \$49,093 to \$50,093, August 11, 2003.

RESIGNATIONS:

Barger, Jennifer, Assistant Professor, School of Business, September 2, 2003.

Elias, Rafik, Assistant Professor, School of Business, July 30, 2003.

Gross, Louise, Assistant Professor, Department of Technology, August 15, 2003.

President Ross recommended approval of the academic personnel actions listed above

Regent Everest moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

RATIFICATION OF ADMINISTRATIVE PERSONNEL ACTIONS

At the request of President Ross, emergency approval was granted by Chairman G.T. Blankenship on July 15, 2003, to hire Mr. David Wolf for the position of Vice President for Development. Emergency approval was requested to provide Mr. Wolf the opportunity to begin work on August 25, 2003. Mr. Wolf was hired at an annualized rate of \$80,000 for 12 months (\$6,666.67 per month), August 25, 2003 through June 30, 2004.

At the request of President Ross, emergency approval was granted by Chairman G. T. Blankenship on July 17, 2003, to hire Dr. Larry Kruse for the position of Associate Provost for Enrollment Management. Emergency approval was requested to provide Dr. Kruse the opportunity to begin work on September 1, 2003. Dr. Kruse was hired at an annualized rate of \$80,000 for 12 months (\$6,666.67 per month), September 1, 2003 through June 30, 2004.

President Ross recommended the Board of Regents ratify the approval of the administrative personnel actions listed above. Emergency approval was granted by Chairman Blankenship as detailed.

Regent Stuart moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

LITIGATION

This item was included in the agenda for the purpose of meeting with General Counsel in executive session for a report on pending and possible litigation. No executive session was held, and there was no report.

SELECTION OF AN ENGINEERING CONSULTANT TO EVALUATE HEATING, VENTILATION AND AIR CONDITIONING FOR SCHOOL OF BUSINESS BUILDING

The School of Business building was originally constructed in 1964 as a residence hall. This is a three-story structure consisting of approximately 29,968 square feet. The original mechanical system was a multi-zoned air-handling unit for each floor. The design permitted induction of outside air into the building and airflow for each floor. In 1972, the building was leased to the Federal Aviation Administration (FAA). The FAA abandoned the original multi-zoned air handler and installed individual fan-coil units in each room. Each fan-coil unit requires condensation drainage piping and three-way valves to control heating and/or cooling water. The FAA system provides temperature control in each room, but eliminates the introduction of outside air into the building.

Due to age, the fan-coil unit supply and return water pipes have deteriorated and are leaking. Again due to the age of the system, condensation pans and drains continue to clog resulting in water spillage. The chilled water piping is located behind ceiling tiles. Thus, water from the deteriorated pipes leaks through the ceiling into classrooms, computer laboratories and faculty offices. Since the fan-coil system furnishes heating and cooling to classrooms and offices, but not hallways, the lack of airflow is beginning to affect building air quality.

The cost of hiring a consultant is estimated to be \$30,000, and will be taken from Section 13 funds.

President Ross amended her request to state that *item I is for information only and to request authorization for item II:*

- I. Hire a mechanical engineer consultant to evaluate the School of Business' HVAC system and to develop recommendations for the modification or replacement of the system; and
- II. Solicit bids for construction of the required modifications or replacement using the specifications and construction drawings developed by the engineer.

Regent Everest moved approval of the recommendation as amended. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

ROGERS STATE UNIVERSITY

President Wiley echoed the comments of Dr. Ross: they are fortunate to be two of five presidents in the State to serve on E.D.G.E. teams to develop a strategic plan for the State. He sits on the Information Technology Team.

Dr. Wiley then reported on a recent meeting he had with State Regents' Chancellor Risser regarding an alliance to serve the needs of the Tulsa area. The Chancellor recognizes the importance of serving those constituents.

Due to work on the RSU technology department, exact enrollment figures are not available, but preliminary numbers indicate a nice increase in head count and credit hours, about nine-twelve percent, which is far above the State average. On campus, student apartments are completely full, and the family apartments are almost completed and should be available by Christmas. Bookstore sales are up 168% from last July and the administration has received a call from the local Wal-Mart wanting to know how to stock RSU apparel.

Monday, September 15, the University is scheduled to host the Constitution Day Ceremony honoring Chairman Blankenship. President Boren is on the committee that makes the honoree selection. Over 100 high school students from Rogers County will attend, as the University tries to make this an event reaching out to prospective students.

CONTRACTS AND GRANTS

In accord with Regents' policy, a list of awards and/or modifications in excess of \$100,000 or that establish or make policy for the University, or that otherwise involve a substantial or significant service to be performed by the University are shown below.

<u>Award Title</u>	<u>Grantor</u>	<u>Award Period</u>	<u>Award Amount</u>
Project Aspire	Oklahoma Dept. of Human Services	07/01/03 – 06/30/04	\$167,589
Student Support Services	U.S. Dept. of Education	09/01/03 – 08/31/04	\$341,916
Environmental Math & Science	U.S. Dept. of Education	11/01/03 – 10/31/04	\$288,383
Upward Bound	U.S. Dept. of Education	09/01/03 – 08/31/04	\$359,986
Educational Opportunity Center	U.S. Dept. of Education	09/01/03 – 08/31/04	\$575,523
Educational Talent Search	U.S. Dept. of Education	09/01/03 – 08/31/04	\$289,868

Project Aspire:

Grantor: Oklahoma Department of Human Services

Award Period: 07/01/03 – 06/30/04 \$167,589

Program Purpose: To allow recipients of Temporary Assistance to Needy families (TANF) an opportunity to enhance their skills and obtain gainful employment and self-sufficiency. Emphasis is placed on the importance of linking personal and peer support available through Project Aspire to success on the job. Project Aspire strives to provide a positive learning experience that allows the participant to acknowledge their skills, develop new abilities, and gain work experience.

Services Provided by the Program Include:

Academic basic education in conjunction with skills training
 Instruction in basic study skills
 Technical skill training – Office & computer skills
 Workplace readiness
 Life skills
 Job search skills – Interview, Application & Resume
 Work experience placement – On the job training

Student Support Services:

Grantor: U.S. Department of Education
 Award Period: 09/01/03 – 08/31/04 \$341,916 THIS IS A CONTINUING GRANT
 Performance Period: 09/01/01 – 08/31/05 \$1,367,664
 Remainder: 09/01/04 – 08/31/05 \$341,916

Program Purpose: The Student Support Services (SSS) program provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students towards the successful completion of their postsecondary education. The SSS program may also provide grant aid to current SSS participants who are receiving Federal Pell Grants. The goal of SSS is to increase the college retention and graduation rates of its participants and facilitate the process of transition from one level of higher education to the next.

Services Provided by the Program Include:

Instruction in basic study skills
 Tutorial services
 Academic, financial, or personal counseling
 Assistance in securing admission and financial aid for enrollment in four-year institutions
 Assistance in securing admission and financial aid for enrollment in graduate and professional programs
 Information about career options
 Mentoring
 Special services for students with limited English proficiency
 Direct financial assistance (grant aid) to current SSS participants who are receiving Federal Pell Grants

Environmental Math & Science:

Grantor:	U.S. Department of Education	
Award Period:	11/01/03 – 10/31/04	\$288,383
Performance Period:	11/01/03 – 10/31/07	\$1,153,532
Remainder:	11/01/04 – 10/31/07	\$865,149

THIS IS A NEW GRANT

Program Purpose: The Upward Bound Math and Science program allows the Department to fund specialized Upward Bound math and science centers. The program is designed to strengthen the math and science skills of participating students. The goal of the program is to help students recognize and develop their potential to excel in math and science and encourages them to pursue postsecondary degrees in these fields.

Services Provided by the Program Include:

- Summer programs of intensive math and science training
- Year-round counseling and advisement
- Exposure to university faculty who do research in math and science
- Computer training
- Participant-conducted scientific research under the guidance of a faculty member or graduate student serving as the participant's mentor

Upward Bound:

Grantor:	U.S. Department of Education	
Award Period:	09/01/03 – 08/31/04	\$359,986
Performance Period:	09/01/03 – 08/31/07	\$1,439,944
Remainder:	09/01/04 – 08/31/07	\$1,079,958

THIS IS A NEW GRANT

Program Purpose: Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in pre-college performance and ultimately in higher education pursuits. Upward Bound serves high school students from low-income families, high school students from families in which neither parent holds a bachelors degree, and low-income, first-generation military veterans who are preparing to enter postsecondary education. The goal of Upward Bound is to increase the rates at which participants enroll in and graduate from institutions of postsecondary education. All Upward Bound projects MUST provide instruction in math, laboratory science, composition, literature, and foreign language.

Program services include:

- Instruction in reading, writing, study skills, and other subjects necessary for success in education beyond high school
- Academic, financial, or personal counseling
- Exposure to academic programs and cultural events
- Tutorial services
- Mentoring programs
- Information on postsecondary education opportunities
- Assistance in completing college entrance and financial aid applications
- Assistance in preparing for college entrance exams
- Work-study positions to expose participants to careers requiring a postsecondary degree

Educational Opportunity Center:

Grantor:	U.S. Department of Education		
Award Period:	09/01/03 – 08/31/04	\$575,523	THIS IS A CONTINUING GRANT
Performance Period:	09/01/02 – 08/31/06	\$2,279,522	
Remainder:	09/01/04 – 08/31/05	\$1,128,476	

Program Purpose: The Educational Opportunity Centers (EOC) program provides counseling and information on college admissions to qualified adults who want to enter or continue a program of postsecondary education. An important objective of EOC is to counsel participants on financial aid options and to assist in the application process. The goal of EOC is to increase the number of adult participants who enroll in postsecondary education institutions.

Services Provided for by the Program:

Academic advice
 Personal counseling
 Career workshops
 Information on postsecondary educational opportunities
 Information on student financial assistance
 Assistance in completing applications for college admissions, testing and financial aid
 Coordination with nearby postsecondary institutions
 Media activities designed to involve and acquaint the community with higher education opportunities
 Tutoring
 Mentoring

Educational Talent Search:

Grantor:	U.S. Department of Education		
Award Period:	09/01/03 – 08/31/04	\$289,868	THIS IS A CONTINUING GRANT
Performance Period:	09/01/02 – 08/31/06	\$1,159,472	
Remainder:	09/01/04 – 08/31/05	\$579,052	

Program Purpose: The Talent Search program identifies and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The program provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue on to the postsecondary school of their choice. Talent Search also serves high school dropouts by encouraging them to reenter the educational system and complete their education. The goal of Talent Search is to increase the number of youth from disadvantaged backgrounds who complete high school and enroll in the postsecondary education institution of their choice.

Services Provided by the Program:

Academic, financial, career, or personal counseling including advice on entry or re-entry to secondary or postsecondary programs
 Career exploration and aptitude assessment
 Tutorial services
 Information on postsecondary education
 Exposure to college campuses
 Information on student financial assistance

Assistance in completing college admissions and financial aid applications
Assistance in preparing for college entrance exams
Mentoring programs
Special activities for sixth, seventh, and eighth graders
Workshops for the families of participants

President Wiley recommended the Board of Regents ratify the awards submitted with this Agenda Item.

Regent Everest moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

ANNUAL AUDIT PLAN FOR 2003-2004

Following changes within the auditing industry and standards of the Institute of Internal Auditors, we have moved to a risk-based audit approach. As part of the risk-based approach, we discussed risk factors with University management and compiled internal and external data in a risk matrix to develop a risk-based audit plan. Based upon the analysis performed and the internal audit resources available, we believe the current audit plan addresses the higher risk areas within the University.

The detailed Audit Plan for FY 2004 has been discussed with the Finance and Audit Committee and includes an audit of 9 audits out of a total Audit Universe of 39 audits. This provides audit coverage of 23% for fiscal year 2003-2004. Any proposed changes to the plan will be brought to the Finance and Audit Committee for approval.

Special projects and post-audit reviews will be performed when necessary. Internal audits may be performed on an unannounced basis.

President Wiley recommended the Board of Regents approve the annual audit plan for 2003-2004.

Regent Stuart moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

ANNUAL INVESTMENT

The annual report for investment activity for Rogers State University is hereby submitted. RSU invests its temporary idle cash in accordance with Section 4 of the *Regents' Policy Manual*. All allowable and available funds are invested with the Oklahoma State Treasurer's Cash Management Program (CMP). The Business Office monitors its cash needs on a daily basis in order to minimize its uninvested funds.

During the fiscal year ended June 30, 2003, RSU earned a total of \$31,137.00 in interest on its investments compared to \$52,375 for FY02. The average invested balance during the year was \$2,998,008 compared to \$2,883,724 for FY02 and earned interest at rates ranging from .78% to 1.43% compared to 1.37% to 3.35% for FY02. RSU periodically compares the CMP interest rate to similar investment instruments at local banks to maximize interest earnings.

This report was presented for information and discussion. No action was required.

QUARTERLY REPORT OF PURCHASES

The Board of Regents' policy governing acquisition of goods and services states that all purchases over \$125,000 must be referred to the Board for approval. Additionally, the policy states that a report summarizing the items below is provided quarterly to the Board as an information item. The following report is for the first quarter for the fiscal year.

- I. Purchase obligations from \$75,000 to \$125,000.
- II. Acquisition of goods and services pursuant to and funded by sponsored grants and contracts between the amounts of \$125,000 and \$300,000.
- III. Sole Source procurements in excess of \$35,000.

Rogers State University does not have any purchases to report for the fourth quarter.

This item was reported for information only. No action was required.

QUARTERLY FINANCIAL ANALYSIS

The Fourth Quarter Financial Analysis reports for the current year were submitted for review. Detailed charts are attached hereto as Exhibit C.

ROGERS STATE UNIVERSITY FINANCIAL ANALYSIS FOR THE PERIOD FROM JULY 1, 2002 TO JUNE 30, 2003

Schedule 1: Statement of Revenues and Expenditures – Education and General, Part I - Unrestricted

Total revenues collected year-to-date of \$17,123,649 represents 104.9% of the revised current year budget. Year-to-date expenditures totaled \$16,282,373 or 86.6% of the revised current year budget.

Schedule 2: Statement of Revenues and Expenditures – Education and General, Part II – Restricted

Total revenues collected year-to-date of \$3,434,385 represents 98.4% of the revised current year budget. Year-to-date expenditures totaled \$3,817,232 or 65.5% of the revised current year budget. Expenditures may exceed revenues since RSU must expend restricted funds before it can be reimbursed.

Schedule 3: Statement of Revenues and Expenditures Auxiliary Enterprises

Total revenues collected year-to-date of \$2,290,556 represents 92.0% of the revised current year budget. Year-to-date expenditures totaled \$2,032,424 or 75.0% of the revised current year budget.

Schedule 4: Schedule of Reserves

Reserves for Education and General, Part I at year-end continue to remain at a stable level and adhere to recommendations of the State Regents for Higher Education.

Reserves for Education and General, Part II include federal, state, and private funds that are expended and later reimbursed by the granting agencies, therefore, no reserves are maintained.

Reserves for Auxiliary Enterprises and Plant Funds are considered discretionary and available for expenditures in accordance with applicable guidelines and limitations.

This report was presented for information and discussion. No action was required.

ACADEMIC PERSONNEL ACTIONS

APPOINTMENT:

Hannah, Barbara, Instructor of Health Sciences, annual rate of \$40,000 for 10 months, non-tenure track position effective August 2003.

Ed.D., Oklahoma State University
M.S.N., University of Oklahoma
B.S.N., University of Tulsa
Last Position: Director of Education, Oklahoma Community Healthcare Alliance,
Tulsa, OK
Years Teaching Experience: Part-time Instructor

RESIGNATIONS:

Hubble, Judy, Assistant Professor, Department of Communications & Fine Arts

Rainey, Susan, Assistant Professor, Department of Communications & Fine Arts

DISABILITY TERMINATION:

Hopkins, Gene, Assistant Professor, Department of Math & Science

President Wiley recommended the Board of Regents approve the faculty personnel actions listed above.

Regent Everest moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

LITIGATION

This item was included in the agenda for the purpose of meeting with General Counsel in executive session for a report on pending and possible litigation. No executive session was held, and there was no report.

MINUTES

Regent Bentley moved approval of the minutes of the Regular Meeting held on June 24-25, 2003 as printed and distributed prior to the meeting. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

Regent Austin moved approval of the minutes of the Special Meeting held on August 27, 2003 as printed and distributed prior to the meeting. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

THE UNIVERSITY OF OKLAHOMA

President Boren began his remarks by praising the Athletic Department for high graduation rates. For the 2002-2003 academic year, OU produced a 74 percent graduation rate among its student-athletes, which leads the Big 12. Because of this achievement, OU was recognized as one of 15 institutions that will receive a \$20,000 award sponsored by *USA Today* newspaper. The Associate Athletic Director for Academic Affairs is Gerald Gurney. Dr. Gurney joined the University in 1993 and oversees all of the department's academic services, with a focus on graduation and preparation of the student-athlete for the world after college and competition. He developed OU's NCAA CHAMPS/Life Skills Program, a recipient of the national Program of Excellence Award, recognition of the nation's most innovative programs in support of student-athlete welfare. He graduated with honors from Ohio State University with a degree in English, and also received a Master's degree from Ohio State. He received his doctorate in higher education administration from Iowa State University and previously served as assistant to the provost at the University of Maryland. Gerald and those who work with him have an excellent record in preparing our student-athletes. In addition to the overall 74 percent graduation rate, the football graduation rate for the class entering in 1996 was 65 percent and from 1997 we have an 82 percent graduation rate for football players so far. For the fall 2002 semester, the University had 224 student-athletes on the Big 12 Commissioner's Honor Roll, 253 that earned above a 3.0 GPA and 33 that earned a 4.0. We want to praise the student-athletes for their time and effort as well as the academic center staff, many who are present today, who aid the students with recording lectures and the extra attention they need. Dr. Gurney was recognized with a certificate of appreciation.

Freshman enrollment for this fall was kept within about 20 students of last year's enrollment while total enrollment is up 600 to reach 31,400. That is the highest in University history. On the Norman Campus there are about 24,500 students. The average ACT score for this freshman class is 25.8—almost two points higher than any other public university in Oklahoma. This is also a 113-year record for freshman scores at OU. The freshman class also has 302 students who ranked first in their class and 429 who had 4.0 or higher. More than 300 State Regents' Scholars, students who rank in the top one half of one percent nationally on their test scores, are a part of this class and we are up to 170 National Merit Scholars, up 60 in the past two years.

The administration is very pleased and appreciative that Tulsa voters approved the higher education bond issue. This will provide \$40 million for the Tulsa campus. Tulsa president Ken Levit along with our Tulsa Regents gave time and leadership to make this possible. The Schusterman Family Foundation's challenge grant of \$10 million plus the Tulsa community's bond money will be used for a multi-purpose educational facility that will greatly expand the capabilities of the OU Schusterman Center to serve Tulsa students.

The importance of our research is showing through the spawning of new businesses and partnerships. Externally funded research programs closed out 2003 at almost \$193 million, \$10 million above last year's record high. We have retained our number one ranking in the Big Twelve in the percent of growth of federal research funding. Health Sciences Center grants accounted for the largest growth, with an almost 11-percent increase from \$69.1 million in FY02 to \$76.5 million in FY03.

The University ranks among the top 25 of all public universities in the nation in private endowment, having tripled the endowment in the last nine years. OU also ranks in the top 30 in cash gifts given to the University in a given calendar year (2002). The amazing generosity of our donors and alumni is much appreciated for the \$87.6 million given in fiscal year 2003.

RESOLUTION HONORING MARITA HYNES

RESOLUTION

WHEREAS, Marita Hynes provided outstanding leadership to The University of Oklahoma's Athletics Department for 28 years, retiring July 1, 2003;

WHEREAS, during her career at OU, she served in several positions, including head softball and field hockey coach, coordinator of promotions, and most recently as associate athletic director and senior women's administrator, overseeing volleyball, women's basketball, softball, men's and women's cross country, track, tennis, gymnastics and OU's newest sport, women's soccer;

WHEREAS, she guided the search and recommended the hiring of two highly successful coaches – Softball Head Coach Patty Gasso, whose teams have been to the Women's College World Series twice and won a national championship in 2000, and Women's Basketball Head Coach Sherri Coale, whose teams won three Big 12 championships and went to the Final Four in 2002, thereby moving women's sports at OU to national prominence;

WHEREAS, she has been a driving force at OU in upgrading facilities and resources for several sports, including serving as project manager for the OU Softball Complex, which has earned a reputation as one of the finest such facilities in the country, and coordinating the development of the Headington Family Tennis Center;

WHEREAS, she also was actively involved in the construction of the OU Soccer Complex, which opened for play in fall 2000, and oversaw the addition to the Mosier Indoor Facility and the ongoing renovations to John Jacobs Field and the Howard McCasland Field House;

WHEREAS, she served as tournament director for the NCAA Softball Women's College World Series for 13 years, including 2000, when OU was crowned as national champion;

WHEREAS, her career in athletics began in the 1970s as a high school coach at Putnam City, leaving there in 1976, fresh from winning a State softball championship;

WHEREAS, she then moved to OU, where she coached teams that won 256 softball games and took three teams to the AIAW College World Series, the precursor to the NCAA Women's College World Series, and was inducted into the Oklahoma Softball Hall of Fame for her many contributions to that sport;

WHEREAS, she was named Women's Basketball Coaches Association Administrator of the Year in 2002 and in 2000 was awarded the Governor's Distinguished Service Award, presented by the Oklahoma Governor's Council on Physical Fitness and Sports;

WHEREAS, she has been described as a "true pioneer" for her contributions to the women's athletics program at OU;

WHEREAS, since her retirement from OU she continues to work with the Big 12 Softball Tournament and the Women's College World Series; and

WHEREAS, she has served as a role model and mentor for thousands of young women and brought honor and recognition to herself, the Athletics Department and the University;

NOW, THEREFORE, BE IT RESOLVED that the Regents of The University of Oklahoma express profound appreciation to Marita Hynes for her significant and indelible impact on the women's athletics program at OU, her outstanding leadership, and the incredible energy and dedication she brought to the job, and in recognition thereof name the new softball field Marita Hynes Field.

President Boren recommended the Board of Regents approve the above resolution.

Regent Everest moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

Marita Hynes was present for this honor and stated that she feels the most privileged person to have worked for OU the last 28 years. She acknowledged that she had worked under several Boards, Presidents, five Athletic Directors, but the current group is second to none. Joe Castiglione says "It's only going to get better," and she looks forward to watching that happen. She vows continued support and help for the University and said that her proudest achievements are her students. Present was a student she coached at Putnam City who is now the director of admissions for OU's College of Medicine. Joe Castiglione said that everyone has a chance to leave a legacy, whether they know it or not, and this is why it is appropriate for Marita's name to be on the softball field: so that future generations of OU students will learn of her and her commitment to the University. He also said that Marita will continue to be involved by serving as tournament director for several important events the University will host in the coming year. Women's Basketball Coach Sherry Coale and Softball Coach Patty Gasso were also present to honor Marita.

REPORT OF THE PRESIDENT OF THE UNIVERSITY (Continued)

HSC Provost Joseph Ferretti and Vice President Dewayne Andrews presented a video that has been produced for the Oklahoma Health Center to highlight the accomplishments and capabilities of the Center.

CERTIFICATE IN PUBLIC HEALTH

The mission of the OU College of Public Health is to prepare professionals capable of sustaining and enhancing the public health infrastructure of the State, nation, and agencies around the world through its graduates. Education at the master's level is the core element of the COPH program, but a variety of additional training and educational efforts are necessary to advance the mission of the College in a more comprehensive manner. To this end, a Graduate Certificate in Public Health is proposed, effective Fall 2003. The Graduate Certificate is viewed as an especially vital bridge for those employees with undergraduate training, but for whom a full MPH is not immediately desirable or necessary, and for whom formalized training will be important in their progression into management positions.

Recognizing that an estimated thirty percent of the State's public health workforce will be eligible to retire within five to seven years, it is imperative that methods be found to reinforce and sustain the public health workforce as it is redefined and changes in the next decade. Given that various State agencies, especially the Oklahoma State Department of Health, have specifically requested that consideration be provided to the professional working student in remote locations, the Certificate program is designed to maximize the educational opportunities for this fraction of the regional public health workforce.

The certificate program is designed to take full advantage of the advanced technological capabilities of the College to deliver coursework through a wide variety of means. Along with traditional classroom delivery, all of the courses identified for the Certificate will be available through distance education techniques to include, but not limited to, synchronous and asynchronous streaming.

Current predictions for the Certificate program indicate that between 40 and 50 students per year for the foreseeable future will enroll in the program from across the State. The curriculum for the Certificate in Public Health will consist of the five core courses required for the Master's of Public Health degree and Integrated Public Health Practice. The required number of credit hours equals 18. The number of credit hours that can be acquired by distance education will be 0 – 18 depending on the individual student's choice. All course work completed with a grade of A or B while enrolled in the Certificate program may be applied to a College of Public Health degree program if the student is admitted to the degree program within three years of completing the Certificate requirements and the degree program evaluates the course work as appropriate for the program of study. Credit may apply to a degree for those students admitted after three years of completing the Certificate requirements based on the individual's professional work experience.

The admission standards for the Certificate program will be the same standards in place for the MPH degree program. All students enrolled in the Certificate program must maintain a cumulative grade point average of 3.00 or greater in order to complete the program and receive the Certificate. Since all the courses are required for the present degree programs in the College of Public Health, addition of the Certificate program will not require any additional resources.

The faculty and curriculum are currently available and the administrative infrastructure for the admission, enrollment, monitoring and certification of the students is in place. The establishment of the Certificate in Public Health will be within the accreditation requirement and guidelines as established by the Council on Accreditation in Public Health (CEPH). Once approved by the Oklahoma State Regents for Higher Education, the Certificate program will be reviewed by CEPH for inclusion under the current College accreditation.

President Boren recommended the Board of Regents approve a request to the Oklahoma State Regents for Higher Education to establish a Graduate Certificate in Public Health.

Regent Stuart moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

REVISIONS TO THE COLLEGE OF ALLIED HEALTH PROFESSIONAL PRACTICE PLAN

In 1991 the College of Allied Health Professional Practice Plan was revised to bring the Plan into compliance with mandates of The University of Oklahoma Board of Regents. In 2001 modifications of College organizational and operating procedures resulted in a lengthy comprehensive review and analysis of existing College policies. As a result of this review process the College's Promotion Policy was revised and approved by the Regents in February 2003, as well as the College's Faculty Bylaws, which were revised and approved by the Regents in May 2003. As a result of this ongoing review process, the College of Allied Health Professional Practice Plan has been revised and is directly associated with other organizational change.

To assure compliance with HIPAA in allied health professional practice activities, the College has moved to consolidate disparate department billing systems to a single College professional practice billing system with appropriate administrative oversight.

Majority of the proposed Professional Practice Plan revisions delete antiquated operating procedures non-compliant with existing OU policy; restructure governance of the Plan; and insert a 5 percent Dean's tax on all PPP income generated. Revisions on the attached Exhibit D are indicated by underline and deletions by strikethrough.

Legal Counsel and the Office of the Provost, Health Sciences Center campus, have reviewed the proposed revisions. The Voting Faculty of the College of Allied Health approved proposed revisions via electronic vote August 18, 2003.

President Boren recommended the Board of Regents approve the revisions to the College of Allied Health Professional Practice Plan as proposed.

Regent Everest moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

PROFESSIONAL SERVICE AGREEMENTS - HSC

The University of Oklahoma Health Sciences Center (OUHSC) receives revenue from a variety of sources. One such source is third-party vendors who pay the University in return for providing professional services. The following is a list of contracts with outside vendors for professional services performed by OUHSC faculty:

Renewal - HCA Health Services of Oklahoma, Inc.

OUHSC will continue to provide emergency room trauma surgical call coverage. Agreement received May 6, 2003, signed and returned to HCA for signature on June 17, 2003. Fully executed on July 14, 2003.

Renewal – HCA Health Services of Oklahoma, Inc.

OUHSC will continue to provide on-call services of internal medicine residents. Agreement received May 12, 2003, signed and returned to HCA for signature on May 14, 2003. Fully executed on May 27, 2003.

Renewal – HCA Health Services of Oklahoma, Inc.

OUHSC will continue to provide secondary on-call obstetrical anesthesia services. Agreement received May 12, 2003, and returned to HCA on June 18, 2003, for final signature. Have not received back as yet.

Renewal – Oklahoma Department of Human Services

To provide training for DHS child sexual abuse specialists, certification and advanced sexual abuse training. Agreement received on May 23, 2003, signed and returned to ODHS for signature on June 03, 2003. Fully executed on July 17, 2003.

President Boren recommended the Board of Regents approve the professional service agreements for The University of Oklahoma Health Sciences Center as listed below.

Renewal – HCA Health Services of Oklahoma, Inc., **\$273,750**
dba OU Medical Center

College of Medicine/Department of Surgery
Term of Agreement 07/01/03 to 06/30/04
Professional Service Agreement

Renewal – HCA Health Services of Oklahoma, Inc. **\$262,080**
dba OU Medical Center

College of Medicine/Department of Medicine
Term of Agreement 07/01/03 to 06/30/04
Professional Service Agreement

Renewal – HCA Health Services of Oklahoma, Inc. **\$260,000**
dba OU Medical Center

College of Medicine/Department of Anesthesiology
Term of Agreement 07/01/03 to 06/30/04
Professional Service Agreement

Renewal – Oklahoma Department of Human Services **\$161,542**
College of Medicine/Department of Pediatrics

Term of Agreement 07/01/03 to 06/03/04
Professional Service Agreement

Regent Stuart moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

BIOMEDICAL RESEARCH CENTER, PHASE II - HSC

The Biomedical Research Center (BRC), Phase II project was approved by the Board of Regents and included in the Campus Master Plan of Capital Improvement Projects in May 2002 and again in May 2003 with a total project budget of \$39,500,000. Initially and in May 2001, the project was approved as the Cancer Research Center, Comprehensive Cancer Center Phase I. Last year, the project was identified as the BRC, Phase II, a facility dedicated to biomedical research including cancer and biomedical genetics research and funded, in part, with \$1,100,000 in Oklahoma Capital Improvement Authority (OCIA) bonds.

At the September 2002 meeting, the Board approved the design development phase plans for the project and authorized the administration to prepare construction documents and to bid the project when funding was identified. This project involves the construction of the second phase of the Biomedical Research Center. Phase I, containing 105,300 gross square feet, was completed in 1997. Phase II will construct 127,735 gross square feet and include the purchase of equipment. The facility will house research laboratories, core laboratories, vivarium, bio-informatics, and research and building support spaces.

I. AWARD CONTRACT FOR CONSTRUCTION

On August 11, 2003, construction bids for the Biomedical Research Center were received from four firms. The bids have been evaluated by the project architects, Dewberry Design Group, Inc., and the following representatives of the University administration:

Harley Campbell, Campus Architect-HSC, Architectural and Engineering Services
 Michael Moorman, Director, Architectural and Engineering Services
 Tom Godkins, Associate Vice President for Facilities Management and
 Director of Capital Planning, HSC

It is recommended that a contract in the amount of \$20,037,000 be awarded to Flintco, Inc. of Oklahoma City, the low bidder, as follows:

Base Proposal	\$19,250,000
Alternate No. 2, Thermal Recovery System for the Phase I Building	277,000
Alternate No. 3, Pre-Action Fire Sprinkler for Core Lab and Server Room	17,000
Alternate No. 4, Lab Compressed Air for Floors 2-4	70,000
Alternate No. 5, Carts in Core Lab Only	273,000
Alternate No. 6, Building Commissioning	<u>150,000</u>
Total Proposed Contract Amount	\$20,037,000

The bid alternates for the build-out of the vivarium (Alternates 1 and 7) will be accepted and awarded if the National Institutes of Health (NIH) funds a project grant request. Information about the status of the grant should be available later in September. Other project funds and a NIH award of \$4,000,000 would allow the University to construct this very important project element.

II. SIGN THE AGREEMENT

State statutes allow change orders to be issued for up to ten percent of the construction cost for projects costing greater than one million dollars. Board approval of this phase of the project will authorize the President or his designee to sign the Agreement for Construction and will allow issuance of necessary change orders of up to ten percent of the contract amount, within project budget limitations.

The estimated total cost for the project is \$39,500,000. Project funding involves the use of \$5,000,000 from the Presbyterian Health Foundation, \$9,178,000 in College of Medicine funds, \$18,600,000 from the University Hospitals Trust, \$4,000,000 from a pending C06 National Institutes of Health Extramural Research Facilities Construction Project grant, \$1,100,000 in OCIA bond proceeds, if provided, or College of Medicine funds, and \$1,622,000 in federal funds or any funds authorized by law for the project. Project construction is expected to be completed during the late fall of 2005.

TABULATION OF BIDS BIOMEDICAL RESEARCH CENTER, PHASE II

	Flintco, Inc. Oklahoma City	Hensel Phelps Construction Co. Dallas, TX	T.A.O. Management, L.L.C. Bixby	Oscar J. Boldt Construction, Oklahoma City
Base Proposal	\$19,250,000	\$20,600,000	\$20,250,000	\$20,575,000
Alternate No. 1, Support Lab Build-out (Vivarium)	6,250,000	6,000,000	6,424,000	6,000,000
Alternate No. 2, Thermal Recovery System for the Phase I Building	277,000	290,000	280,000	300,000
Alternate No. 3, Pre-Action Fire Sprinkler System for Core Lab and Server Room	17,000	15,000	16,000	12,800
Alternate No. 4, Lab Compressed Air for Floors 2 through 4	70,000	40,000	44,000	84,000
Alternate No. 5, Carts in Core Lab Only	273,000	280,000	280,000	673,000
Alternate No. 6, Building Commissioning	150,000	150,000	148,000	189,000
Alternate No. 7, Clean Steam Humidification for Air Handling Units 3 & 4 (Vivarium)	206,000	220,000	209,000	192,000
Total (Base Proposal + Alternates 2, 3, 4, 5 and 6)	\$20,037,000	\$21,375,000	\$21,018,000	\$21,833,800

President Boren recommended the Board of Regents:

- I. Award a contract in the amount of \$20,037,000 to Flintco, Inc. of Oklahoma City, the low bidder, to include the Base Bid and Alternates 2 through 6, for construction of the Biomedical Research Center, Phase II;
- II. Authorize the President or his designee to sign the Agreement for Construction and the necessary change orders during construction within the statutory and project budget limitations;
- III. Recognize and acknowledge that the University may fund certain costs of the above project from College of Medicine funds prior to delivery of Oklahoma Capital Improvement Authority (OCIA) bond funds; and, to the extent the University utilizes its own funds for said purposes, it is intended that proceeds of the OCIA lease purchase agreement for the project will be utilized to reimburse the University which will provide repayment to the College; and
- IV. Authorize the President or his designee to accept and award to Flintco, Inc. Alternate No. 1 and Alternate No. 7, both for construction of the vivarium, in the total amount of \$6,456,000, ~~contingent upon the award of federal funds from the National Institutes of Health in the amount of \$4,000,000.~~

Regent Stuart moved approval of the recommendation as amended. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

President Boren amended his motion because the grant award from the National Institutes of Health has been received.

HONORARY DEGREES

The University policy and the policy of the Oklahoma State Regents for Higher Education on awarding honorary degrees states that nominees and alternates must be approved by the OU Board of Regents prior to awarding of the degrees.

President Boren recommended the nominees listed in his recent letter to the Board of Regents be approved for honorary degrees.

Regent Everest moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

SIGNAGE FOR PARKING - HSC

Signage at HSC is undergoing modification based on a proposal by consultants to the Parking and Transportation Department. This is the initial phase of several improvements to the parking facilities in Oklahoma City.

In response to a competitive solicitation, the following firms responded:

Architectural Graphics, Inc.
J & B Graphics

Virginia Beach, Virginia
Oklahoma City, Oklahoma

An evaluation team comprising the following individuals rated the responses:

Theta Dempsey, Director, Parking and Transportation Services
 Harley Campbell, Architect, A&E Services Department, HSC
 Pat Corley, Team Manager, Purchasing Department
 Doug Myers, Manager, Parking and Transit Operations
 Joyce Anderson, Business Manager, College of Medicine, Independent Evaluator

The evaluation criteria consisted of completion date, references and price. The committee rated the references equally and the completion date as satisfactory. Therefore, price was the determining factor.

Results of the evaluation are as follows:

<u>Supplier</u>	<u>Price</u>
Architectural Graphics, Inc.	\$336,174
J & B Graphics	\$479,954

The evaluation team determined that the low bidder, Architectural Graphics, Inc., represented best value to the University.

Funds have been identified and are available from Parking Reserves.

President Boren recommended the Board of Regents authorize the President or his designee to negotiate and award a contract in an amount not to exceed \$336,174 to Architectural Graphics Inc. of Virginia Beach, Virginia, the low bidder, for removal and replacement of parking signage at the HSC campus.

Regent Everest moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

ON-CALL CONSTRUCTION SERVICES - HSC-TULSA

A wide variety of general construction projects are performed in support of the institutional needs of the Tulsa facilities under the auspices of the University's A&E Services and Physical Plant/Site Support operations. Work requirements do not remain steady over time, and A&E and support operations remain relatively fixed, thus this contract allows the flexibility and responsiveness to meet customer needs.

The Purchasing Department distributed requests for proposals to seven companies, with one responding. An evaluation team comprising the following individuals graded the response:

Raymond List, Director of Operations, Tulsa
 Wilton Berry, Associate Campus Architect, HSC
 Joe Holderman, Assistant Director of Operations, Tulsa
 Pat Corley, Senior Buyer, Purchasing Department
 Nancy Lewis, Vice President, University Services, Tulsa
 Don Carter, Assistant Director Engineering & Systems Operations, Norman Physical Plant, Independent Evaluator

The evaluation criteria were project management ability, subcontracting support capability, company experience, multiplier factors and sample project estimate.

The results of the evaluation were as follows:

<u>Supplier</u>	
BOX Master Builders, L.L.C. Tulsa, Oklahoma	
<u>Evaluation Criteria</u>	<u>Rating</u>
Project Management Ability	Acceptable
Subcontracting Support Capability	Acceptable
Company Experience	Acceptable
Multiplier Factors (1)	Acceptable, equal to 2003 Means
Sample Project Estimate (2)	Low bid compared to actual sample project bids

(1) As required by the RFP, all pricing for this contract is based on the R.S. Means Facilities Construction Cost Data Manual, Tulsa metropolitan area standard working hours multiplier factors. BOX Master Builders' quoted factors are identical to those in the 2003 Means manual.

(2) The sample project used for this RFP was an actual Spring 2003 project at Schusterman Center, Building 4 office remodel. Based on competitive bidding, the contract was awarded to Magnum Construction. BOX Master Builders, L.L.C. project estimate considers all construction specifications, and is significantly lower in price than the actual price from Magnum and their competitors as shown below:

BOX Master Builders, L.L.C.	\$ 86,504	bid under consideration
Magnum Construction, Tulsa	\$ 105,300	from previous solicitation
Peevy, Inc., Tulsa	\$ 112,490	from previous solicitation
Lassiter Ritchie, Tulsa	\$ 112,600	from previous solicitation
Keith Construction, Tulsa	\$ 117,450	from previous solicitation
Vargas Construction, Tulsa	\$ 193,172	from previous solicitation

Although only one bid was received, comparisons with the cost of previous Tulsa projects and the existing on-call contract for the Norman Campus validate the competitiveness of the offer. The evaluation team determined that award to BOX Master Builders, L.L.C., is in the best interest of the University.

The funds will come from Schusterman Building Projects.

President Boren recommended the Board of Regents authorize the President or his designee to award a contract for On-Call Construction Services to BOX Master Builders, L.L.C. of Tulsa, Oklahoma, for a period of one year with option to renew for four additional one-year periods.

Regent Stuart moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

Before ending the Health Sciences Center portion of the meeting, Vice President Dewayne Andrews announced that, in July, President Boren received a letter from the Liaison Committee on Medical Education of the American Medical Association announcing that the College of Medicine has been granted a full eight-year accreditation with no interim surveys scheduled. This is the first time in the history of the College that no interim surveys have been scheduled and the administration is very pleased.

PROPOSALS, CONTRACTS AND GRANTS

In accord with Regents' policy, a list of awards and/or modifications in excess of \$100,000 or that establish or make policy for the University, or that otherwise involve a substantial or significant service to be performed by the University are shown on the following pages. Comparative data for fiscal years 1999 through 2003, and current month and year-to-date, are shown on the graphs and tables attached hereto as Exhibit E.

The Provisions of Goods and Services policy (amended March 15, 2000) provides that new contracts and grants in excess of \$100,000 must be referred to the Board of Regents for ratification. In addition, in the event a contract, grant, document or arrangement involved would establish or make policy for the University, or would otherwise involve a substantial or significant service to be performed by the University, that contract, arrangement or document shall be referred to the Board of Regents for approval.

	FY03 Total Expenditures	FY02 Total Expenditures
UNIVERSITY OF OKLAHOMA	\$192,886,704	\$182,666,298
NORMAN CAMPUS	\$116,378,991	\$113,571,022
HEALTH SCIENCES CENTER	\$76,507,713	\$69,095,276

President Boren recommended the Board of Regents ratify the awards and/or modifications for April, May and June submitted with this Agenda Item.

Regent Weitzenhoffer moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

COURSE CHANGES - NORMAN CAMPUS

The Oklahoma State Regents for Higher Education confer upon each institution the authority to delete, modify and add courses. The course deletions, modifications, and additions itemized in the attached list have been approved by the appropriate faculty, academic units and deans, the Academic Programs Council, and the Senior Vice President and Provost. They are being forwarded to the Board of Regents for information only.

University of Oklahoma - Norman Campus
Approved Course Changes - April 16, 2003

COURSE DELETIONSCollege of Arts and Sciences

ASTR	4512	Observatory Methods.
PHYS	3054	Physical Mechanics.

COURSE CHANGESCollege of Arts and Sciences

ANTH	4973	Introduction to Faunal Analysis. Add Graduate credit.
BOT	5620	Investigations in Botany. Change description.
MBIO	4813	Microbial Ecology & Pathogenesis. Change title to Ecology & Pathogenic Microbiology Lab.
MBIO	5620	Investigations in Microbiology. Change description.
MATH	4323	Introduction to Abstract Algebra I. Change prerequisite.
MATH	4433	Introduction to Analysis I. Change prerequisite.
MATH	4853	Introduction to Topology. Change prerequisite.
MATH	5443	Introduction to Analysis II. Change description.
MATH	5623	Convexity Theory I. Change prerequisite.
MATH	5673	Graph Theory I. Change prerequisite.
PHYS	3183	Electricity & Magnetism I. Change prerequisite.
PHYS	3803	Introduction to Quantum Mechanics I. Change prerequisite.
PHYS	5153	Classical Mechanics. Change prerequisite.
ZOO	3203	Animal Development. Change prerequisite.
ZOO	4243	Animal Histology. Change number to 4244.
ZOO	5204	Vertebrate Paleobiology (Crosslisted with GEOL 5204). Add slashlisting with 4204.

Price College of Business

MGT	4513	Problems in Administration. Change title to Organizational Design and Theory.
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College of Education

EDEC	3213	Fundamentals of Instruction of the Preschool Child I: Soc/Emot. Change prerequisite.
EDEC	3223	Fundamentals of Instruction of the Preschool Child II: Lang/Cogn. Change prerequisite.
EDEC	4123	Curriculum of Early Childhood Education. Change prerequisite.

EDLT	3713	Fundamentals of Literacy and Language. Change title to Foundations of Language and Literacy Development and Assessment.
EDLT	4203	Evaluating Literacy. Change title to Language & Literacy Evaluation & Instruction.
EDLT	4313	Methods, Materials, and Organ. Of Literacy Prog. In Elem/Middle. Change title to Language and Literacy in Elementary/Middle School Classrooms.

College of Engineering

AME	3122	Heat Transfer and Fluid Mechanics Lab. Change prerequisite.
AME	3143	Solid Mechanics I. Change title to Solid Mechanics.
AME	3353	Design of Mechanical Components. Change prerequisite.
AME	3363	Design of Thermal-Fluid Systems. Change prerequisite.
AME	3413	Vibrating Systems. Change prerequisite.
AME	4163	Principles of Engineering Design. Change prerequisite.
AME	4273	Aerospace Vehicle Design I. Change title to Aerospace Systems Design I.
AME	4373	Aerospace Vehicle Design II. Change title to Aerospace Systems Design II.
AME	4383	Control Systems. Change prerequisite.
AME	4513	Flight Controls. Add slashlisting with 5513.
AME	4553	Design Practicum. Change prerequisite.
AME	4593	Space Science and Systems. Change title to Space Systems and Mission Design (slashlisted with 5593).
TCOM	5272	Telecomputing Laboratory. Change title to Telecommunications Laboratory.

College of Fine Arts

DRAM	4900	Professional Semester. Change description.
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College of Geosciences

METR	3113	Atmospheric Dynamics I. Change prerequisite.
METR	3223	Physical Meteorology II: Cloud Physics, Atmos Electricity/Optics. Change Prerequisite
METR	3613	Meteorological Measurements. Change prerequisite.
METR	4123	Atmospheric Dynamics II: Synoptic-scale Systems. Change Prerequisites.
METR	4233	Physical Meteorology III: Radiation and Climate. Change Prerequisite.
METR	4303	Statistical Meteorology. Change prerequisite.
METR	4424	Synoptic Meteorology Laboratory. Change prerequisite.
METR	4433	Mesoscale Meteorology. Change prerequisite.
METR	4613	Satellite Meteorology. Change prerequisite.
METR	4623	Remote Sensing in Meteorology. Change prerequisite.
METR	4633	Hydrometeorology. Change prerequisite.

College of Liberal Studies

LSTD	3503	Educational Assessment and Planning. Change title to Interdisciplinary inquiry.
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NEW COURSES

College of Arts and Sciences

ANTH	5013	Phonetics and Phonemics.
ANTH	5153	Ethnography of Communication.
ANTH	5613	Morphosyntax.
ENGL	4033	Indigenous Political Writing.
ENGL	4323	The Harlem Renaissance.
NAS	5971	Pre-Thesis Seminar.
NAS	5980	Research for Master's Thesis.
PHYS	3053	Physical Mechanics II.
P SC	4043	Public Policy Implementation (slashlisted with 5043).
P SC	5043	Public Policy Implementation.
W S	4503	Women and Development in Latin America (slashlisted with 5503).

College of Education

EDAH	5513	Management & Admin of the Training Function.
EDLT	3711	Language and Literacy Tutoring I.
EDLT	4201	Language and Literacy Tutoring II.

College of Engineering

AME	4493	Space Sciences and Astrodynamics (slashlisted with 5493).
AME	4623	Systems Engineering.
AME	4802	Robotics Laboratory.
AME	5493	Space Sciences and Astrodynamics (slashlisted with 4493).
AME	5513	Flight Controls.
AME	5593	Space Systems and Mission Design.
ECE	5283	Special Topics in digital Signal/Image Processing.
ECE	6283	Advanced Topics in Digital Signal/Image Processing.

College of Fine Arts

DRAM	4643	Advanced Voice Extended Usage.
DRAM	5643	Advanced Voice: Extended Usage.

College of Liberal Studies

LSTD	1003	Introduction to Interdisciplinary Study.
LSTD	1213	Creativity in the Arts.
LSTD	1223	History of the United States.
LSTD	1313	What in the World are the Social Sciences?
LSTD	1323	Governing Ourselves.
LSTD	1413	Mathematics in Liberal Studies.
LSTD	1423	Introduction to Interdisciplinary Physical Sciences.

LSTD	2213	Humanistic Tradition: Prehistory through Renaissance.
LSTD	2223	Humanistic Tradition: Renaissance-Modern World.
LSTD	2313	The Human Experience: The Role of Culture.
LSTD	2323	Human Groups and Distribution of Resources.
LSTD	2413	Interdisciplinary Life Sciences.
LSTD	2423	Science as a Process.
LSTD	2700	Special Topics in Liberal Studies.
LSTD	2750	Interdisciplinary Seminar.
LSTD	2800	Investigative Studies in Liberal Studies.
LSTD	3223	Renaissance Art.
LSTD	3233	Special Topics in the Humanities of the Ancient World.
LSTD	3243	Special Topics in the Humanities of the Modern World.
LSTD	3253	Foundations of Ethics in Liberal Studies.
LSTD	3333	Human Arrangements: Troubled Institutions, Problems of Inequalities.
LSTD	3343	Challenges in a Changing World.
LSTD	3353	Women and Consumer Culture.
LSTD	3363	Ethics in Social Sciences.
LSTD	3423	Chemistry for Changing Times.
LSTD	3433	The Dynamic Universe.
LSTD	3443	Ecology and Evolution.
LSTD	3453	Physics for Poets...Fundamentals of Physics.
LSTD	3613	Leadership in Organizations.
LSTD	3623	Conflict Resolution.
LSTD	3663	Ethics in Leadership.
LSTD	3953	Study in Depth Prospectus.
LSTD	4213	A Critical Review of the Bible as a Literary Work.
LSTD	4233	Personal and Family Narratives.
LSTD	4243	Road Trip of the Mind.
LSTD	4253	Culture and Science.
LSTD	4263	Environment and Philosophy
LSTD	4323	History of Slavery.
LSTD	4433	Satellite Imagery.
LSTD	4443	Earth's Climate.
LSTD	4633	Cultural Diversity in the World.
LSTD	4643	Quality Initiatives in Organizations.
LSTD	4670	Special Topics in Leadership.
LSTD	4680	Advanced Topics in Liberal Studies.
LSTD	4700	Advanced Topics in Liberal Studies.
LSTD	4750	Advanced Interdisciplinary Seminar.
LSTD	4800	Investigative Studies in the Liberal Studies.
LSTD	4950	Internship in Liberal Studies.
LSTD	4953	Study in Depth.

University of Oklahoma - Norman Campus
Approved Course Changes - April 28, 2003

COURSE CHANGES

College of Architecture

ARCH	4970	General Departmental Seminar. Change prerequisite.
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College of Arts and Sciences

MBIO	4863	Geomicrobiology. Change course number to 4864.
ZOO	4833	Introduction to the Neurosciences. Change prerequisite.

College of Engineering

C E	4114	Chemical Aspects of Environmental Science. Change title to Aquatic Chemistry.
C E	4234	Applied Environmental Microbiology. Add slashlisting.
C E	5114	Chemical Aspects of Environmental Science. Change title to Aquatic Chemistry.
E S	4114	Chemical Aspects of Environmental Science. Change title to Aquatic Chemistry.
E S	4324	Biological Aspects of Environmental Science. Change title to Environmental Biology and Ecology.
E S	4863	Environmental Impact Assessment. Change title to Environmental Assessment Methodologies.
E S	5114	Chemical Aspects of Environmental Science. Change title to Aquatic Chemistry.
E S	5324	Biological Aspects of Environmental Science. Change title to Environmental Biology and Ecology.
E S	5863	Environmental Impact Assessment. Change title to Environmental Assessment Methodologies.

College of Geosciences

GEOG	4343	Global Climate Change. Change title to Climate, History, and Society.
GEOG	4933	Remote Sensing I. Change number to 4133.
GEOL	4863	Geomicrobiology. Change course number to 4864.

NEW COURSES

College of Engineering

CE	5234	Applied Environmental Microbiology.
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College of Geosciences

GEOG	4233	Digital Image Processing.
GEOG	4263	Geography of Latin America through Film.

University of Oklahoma - Norman Campus
Approved Course Changes - June 30, 2003

COURSE DELETIONS

College of Arts and Sciences

HIST	3733	History of Women and Gender Relations in Latin America.
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College of Fine Arts

ART	5973	Seminar: Experimental Video/Film Art.
A HI	4133	Aegean Art.

A HI	5133	Aegean Art.
A HI	5263	Byzantine Art.

COURSE CHANGES

College of Arts and Sciences

HIST	2683	History of Islam. Change title to Introduction to Islam.
HIST	3263	Modern Germany. Change title to Germany 1800-1923: The Long Nineteenth Century.

HIST	3823	History of Japanese Culture. Change prerequisite.
HIST	3853	Japan to 1850. Change prerequisite.
HIST	3863	Japan since 1850. Change prerequisite.
HIST	3913	The Samurai in Japanese History. Change prerequisite.

College of Fine Arts

ART	4873	Advanced Media Arts. Delete graduate credit.
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NEW COURSES

College of Arts and Sciences

HIST	3073	Women in Early Modern Europe.
HIST	3373	Legal and Constitutional History of England II.
HIST	3603	Germany 1918-1990: The Short Twentieth Century.
HIST	3663	Political Islam.
HIST	3753	Cultural Revolutions of the 1960s.
HIST	3843	International Relations in the Middle East.
HIST	3893	Culture and Society in the Middle East.
HSCI	3423	Modern Medicine – A Historical Introduction.
HSCI	3433	Science, Technology, and Politics: International Perspectives.

College of Fine Arts

A HI	4113	Cycladic Art.
A HI	4123	Minoan Art and Architecture.
A HI	4143	Mycenaean Art and Architecture.
A HI	4273	Byzantine Icons.
A HI	5113	Cycladic Art.
A HI	5123	Minoan Art and Architecture.
A HI	5143	Mycenaean Art and Architecture.
A HI	5273	Byzantine Icons.
ARTC	4893	Contemporary Native American Artist II.
ARTC	5893	Contemporary Native American Artist II.

This was reported for information only. No action was required.

NONSUBSTANTIVE PROGRAM CHANGES - NORMAN CAMPUS

The Oklahoma State Regents for Higher Education confer upon each institution the authority to approve modifications that are nonsubstantive but require the changes to be communicated to them for information only. The program modifications itemized in the attached list have been approved by the appropriate faculty, academic units and deans, the Academic Programs Council, and the Senior Vice President and Provost. They are being forwarded to the Board of Regents for information only.

Non-Substantive Program Changes
Approved by Academic Programs Council - April 28, 2003

Changes in Program Requirements:

College of Education

1. Early Childhood Education, B.S. in Education (RPC 046, MC 0823A). Move EDEC 2203 Creative Expression from Specialized Education requirements to General College of Education requirements.

Reason for request: To facilitate acceptance of transfer credit and students' timely movement through the program. This is the first of a required four-course sequence and will prevent potential graduation delays by allowing students to take this course prior to admission to the teacher education program.

College of Engineering

Civil Engineering, B.S./M.S. (RPC 038, MC 0908M). Implement a non-thesis option to the MS portion of the dual-degree program. The School of Civil Engineering and Environmental Science has had a non-thesis program for many years. The non-thesis program requires more formal coursework hours than the thesis program. In addition, each non-thesis student is required to complete a two-hour Special Topics report under the guidance of a CEES faculty member. The Special Topics report is more than a term paper but not the equivalent of a research thesis. Also, each non-thesis student must complete an oral examination before a committee of three faculty members, at least two of who must be faculty in CEES. Traditionally, we have asked each non-thesis student to begin the oral examination with an oral presentation regarding their Special Topics report.

Reason for request: Our current Accelerated program is available only for the thesis option. We have numerous requests from non-thesis students to participate in the Accelerated BS/MS program. Adding the non-thesis option would increase graduate enrollment in CEES. There is no change to the underlying B.S. and M.S. programs, just to the mechanism by which they are linked in the dual-degree program.

2. Environmental Science, B.S./M.S. (RPC 076, MC 0922M). Implement a non-thesis option to the MS portion of the dual-degree program. The School of Civil Engineering and Environmental Science has had a non-thesis program for many years. The non-thesis program requires more formal coursework hours than the thesis program. In addition, each non-thesis student is required to complete a two-hour Special Topics report under the guidance of a CEES faculty member. The Special Topics report is more than a term paper but not the equivalent of a research thesis. Also, each non-thesis student must complete an oral examination before a committee of three faculty members, at least two of whom must be faculty in CEES. Traditionally, we have asked each non-thesis student to begin the oral examination with an oral presentation regarding their Special Topics report.

Reason for request: Our current Accelerated program is available only for the thesis option. We have numerous requests from non-thesis students to participate in the

Accelerated BS/MS program. Adding the non-thesis option would increase graduate enrollment in CEES. There is no change to the underlying B.S. and M.S. programs, just to the mechanism by which they are linked in the dual-degree program.

3. Telecommunication Systems, M.S. (RPC 339, MC 0909N). Remove TCOM 5133, TCOM 5253 and ECE 5253 requirement. Students must complete at last 12 hours of TCOM (including core courses) ECE, MATH or CS coursework; rename TCOM 5272, Telecommunications Laboratory; rename TCOM 5553, Telecommunications Technology, on candidacy forms and program descriptions; and remove provision for substituting ECEN 5553 for TCOM 5553.

Reason for request: Provide sufficient flexibility to the students for selecting courses, yet limit the selection to ensure competency in engineering; and make the word "Telecommunications" consistent on all references, include the candidacy form, etc.

Non-Substantive Program Changes

Approved by Academic Programs Council - July 3, 2003

Changes in Program Requirements:

College of Arts and Sciences

4. German, B.A. (RPC 099, MC 1103A). Change Major Support requirement of a course in modern European History approved by advisor to HIST 3603 or HIST 3263 (or an alternative course to be approved by advisor); delete Major Support requirement of an elementary knowledge of another modern or classical foreign language or nine hours of MLLL 3000-level courses or above; add Major Support requirement of an upper-division cognate course to be approved by German advisor; add optional requirement of spending a semester or year in a German-speaking country through an OU International Exchange Program; and delete one-4000/5000-level course.

Reason for requested action: Modern European History requirement is too general to be useful. HIST 3603 and HIST 3263 cover cultural history of 19th and 20th-century Germany; elementary knowledge of another foreign language is not essential to the German program; upper-division cognate course will supplement the study of German from another disciplinary or cultural perspective; Study Abroad represents a significant, thought not required, element in program of study; and current requirement is very difficult for students to fulfill who do not have substantial study abroad credits. Three-course "Literature and Culture" sequence plus two advanced 4000/5000 courses provide very good coverage.

This was reported for information only. No action was required

UNIVERSITY RESEARCH CAMPUS-SOUTH INFRASTRUCTURE, ENGINEER SELECTION - NC

Infrastructure improvements necessary to support the National Weather Center and Stephenson Research and Technology Center projects continue at the University Research Campus-South (URC-S). Construction of the central chilled water and electrical plant commenced in February of this year. Other work recently completed or currently underway includes a new electrical substation and primary electrical distribution loop; a new water main loop; sanitary and storm sewer improvements; relocation of public telephone service, electrical and natural gas utilities; and extension of fiber optics to URC-S.

The University administration has determined that to properly coordinate the variety of engineering disciplines needed for further infrastructure improvements at URC-S, a utility engineering team should be selected to provide professional services. Planning of utility systems

will be a key factor in the development of the Campus. The scope of the required services will include the preparation of design and construction documents in phases, which are coordinated with the conceptual master plan for the Campus. The utility systems will include but will not be limited to streets, domestic and non-potable water, storm and sanitary sewers, and natural gas, chilled water and electrical distribution and service. The pace of the delivery of this work will depend on the availability of funds and the actual development of URC-S.

A committee was formed to interview and evaluate engineering firms to provide the required professional services. The committee was composed of the following:

Thomas Knotts, Campus Planner, Architectural and Engineering Services, Chair
 William Scott Davis, Physical Plant
 Brent Everett, Staff Engineer, Architectural and Engineering Services
 Thomas Landers, Associate Dean, College of Engineering
 Frank Reid, Engineer, Physical Plant

Proposals were received from 20 firms. Based on these proposals, information provided by the State of Oklahoma Department of Central Services and client references, five firms were selected by the interview committee for further evaluation. The committee conducted a detailed review and interview with each of the five firms and rated them from highest to lowest as follows:

1. Dewberry Design Group Incorporated, Tulsa
2. Poe & Associates, Inc., Oklahoma City
3. Smith Roberts Baldischwiler, LLC, Oklahoma City
4. Carter & Burgess, Inc., Oklahoma City
5. Professional Engineering Consultants, P.A., Wichita, KS

In accordance with Board of Regents policy, a five percent preference was applied to the total ratings of the in-State firms.

Funding for preliminary planning work by the engineering team will be provided from an anticipated Economic Development Administration Public Works Program grant for URC-S infrastructure improvements.

UNIVERSITY RESEARCH CAMPUS-SOUTH INFRASTRUCTURE IMPROVEMENTS ENGINEERING FIRM EVALUATION SUMMARY

	Dewberry Design Group. Inc.	Smith Poe & Associates, Inc.	Roberts Baldischwiler LLC	Carter & Burgess, Inc.	Professional Engineering Consultants, P.A.*
Acceptability of Design Services (Lead Firm)	82	86	79	70	69
Acceptability of Design Services (Consultant Firms)	84	82	83	68	75
Adherence to Cost Limits	43	39	39	33	37

September 10, 2003					28752
Adherence to Time Limits	42	42	39	35	37
Volume of Changes	42	39	37	35	39
Financial Stability	45	43	40	44	40
Total Points	338	331	317	285	297
Total Points with 5% Preference	355	348	333	299	NA.*

* Out-of-State firm

President Boren recommended the Board of Regents:

- I. Rank in the order presented above engineering firms that are under consideration to provide professional services required for the further planning and development of infrastructure improvements at the University Research Campus-South;
- II. Authorize the University administration to negotiate the terms of an agreement and a fee starting with the highest-ranked firm; and
- III. Authorize the President or his designee to execute the contract.

Regent Weitzenhoffer moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

UNIVERSITY RESEARCH CAMPUS-SOUTH INFRASTRUCTURE, CONSTELLATION STREET RECONSTRUCTION - NC

The reconstruction and widening of Constellation Street needs to be undertaken to provide a new entry boulevard into the University Research Campus-South (URC-S). Constellation Street intersects Jenkins north of the National Weather Center site. This will be the first new street to be constructed at URC-S, and will set the standard for future street construction in the area. The newly constructed street will provide entry to both the National Weather Center and the Stephenson Research and Technology Center with entry drives leading into each new facility's parking area. It is anticipated that Bid Alternate No. 1 will be awarded by the administration at a later date. The work included in this alternate will reconstruct an additional segment of the street with two lanes, and will support further development at the URC-S. A sketch showing the location of the new street is attached hereto as Exhibit F.

I. AWARD CONTRACT FOR CONSTRUCTION

On August 5, 2003, construction bids for the Constellation Street Reconstruction project were received from seven firms. The bids have been evaluated by the project engineers, Smith Roberts Baldischwiler, LLC, and the following representatives of the University administration:

Michael Moorman, Director, Architectural and Engineering Services
Thomas Knotts, Campus Planner, Architectural and Engineering Services

It is recommended that a contract in the amount of \$389,678 for the Base Proposal work be awarded to Markwell Paving Company, Inc. of Oklahoma City, the low bidder.

II. SIGN THE AGREEMENT

State statutes allow change orders to be issued for up to fifteen percent of the construction cost for contracts of one million dollars or less. Board approval of this action will authorize the President or his designee to sign the Agreement for Construction, and will allow issuance of necessary change orders of up to fifteen percent of the contract amount, within funding limitations.

The estimated total cost for the project is \$500,000. Funding for this phase of the University Research Campus-South Infrastructure Improvements is included, available, and set aside in both the National Weather Center (\$350,000) and the Stephenson Research and Technology Center (\$150,000) project budgets.

TABULATION OF BIDS CONSTELLATION STREET RECONSTRUCTION

	Markwell Paving Company, Inc. Okla. City	Silver Star Construction Inc. Moore	Shell Construction Company, Inc. Okla. City	Vantage Paving, Inc. Okla. City
Base Proposal	\$389,678.00	\$408,209.05	\$412,109.00	\$434,554.37
Alternate No. 1, Extension of Street for Future Development	\$63,682.50	\$76,231.60	\$72,726.00	\$75,813.25
	M. L. Young Construction LLC Edmond	Rudy Construction Co. Okla. City	Connelly Paving Company Okla. City	
Base Proposal	\$451,976.50	\$473,189.10	\$497,074.20	
Alternate No. 1, Extension of Street for Future Development	\$94,072.00	\$86,569.70	\$100,872.61	

President Boren recommended the Board of Regents:

- I. Award a contract in the amount of \$389,678 to Markwell Paving Company, Inc. of Oklahoma City, the low bidder, for reconstruction of Constellation Street at the University Research Campus-South; and

- II. Authorize the President or his designee to sign the Agreement for Construction and the necessary change orders during construction within the statutory and project budget limitations.

Regent Everest moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

MULTI-TENANT OFFICE FACILITY AT UNIVERSITY RESEARCH CAMPUS-SOUTH - NC

By previous Board authorization, two very important construction projects are currently in progress at the University Research Campus-South (URC-S). The Stephenson Research and Technology Center and the National Weather Center have been approved and are under construction. The URC-S is a premier engine of research and economic growth for the University, the Norman community, and for the entire State.

In May 2003, communications were initiated between Weathernews Americas Inc. (WNI) and the University. WNI expressed a strong desire to co-locate certain operations with the University's new National Weather Center. WNI is the world's largest, publicly traded, full-service weather company. It provides weather information, analysis, and decision support products and services to businesses in industries like agriculture, aviation, energy, marine, media, mobile and offshore oil. It draws upon its global resources and ongoing innovations in science, software and service to help clients mitigate risks and protect assets.

Plans have been developed whereby WNI would be the primary occupant of a University-owned building that will be located next to the National Weather Center. WNI would occupy approximately half of the building, while the remaining half would be occupied by University departments and/or other suitable tenants.

The building construction project needs to be approved and added to the Campus Master Plan of Campus Improvement Projects for the Norman Campus. Preliminary estimates indicate that the project will cost approximately \$8 million and will comprise about 50,000 square feet of commercial quality, multi-tenant office space. Necessary infrastructure and parking areas associated with the new building will also need to be constructed as part of the project.

Communications and negotiations between the University and WNI have progressed to the point that WNI strongly desires to commence operations in the building by August 2004. Certain considerations and negative impacts would accrue to WNI, if it cannot commence operations within this time frame; and the University believes that the building can be built and ready for occupancy by that time.

A modified and abbreviated competitive process was necessary and conducted whereby requests for proposals (RFPs) were distributed to 15 architectural and engineering firms (consultants) and construction companies. The architectural and engineering firms were encouraged to partner with any interested construction companies to provide construction management at-risk services. In this way, the RFP sought proposals for the design and construction of the building, with each proposal being submitted by a consultant/construction manager at-risk (CM) team.

A committee was formed to evaluate the teams. The committee was composed of the following:

Michael Moorman, Director, Architectural and Engineering Services, Chair
Kenneth Levit, President, OU-Tulsa
Nicholas Hathaway, Vice President for Administrative and Executive Affairs
Burr Millsap, Associate Vice President for Administrative Affairs
Brent Everett, Staff Engineer, Architectural and Engineering Services

Proposals were received from 10 consultant/CM teams. Based on these proposals, four teams were selected by the committee for further evaluation. The committee conducted a detailed review and interview with each of the four teams and rated them from highest to lowest as follows:

1. The McKinney Partnership, Norman, and Flintco, Inc., Oklahoma City
2. Architectural Design Group, Inc., Oklahoma City, and Flintco, Inc., Oklahoma City
3. Blair Remy Corporation, Edmond, and Gail Armstrong Construction, Inc., Norman
4. Bockus, Payne & Associates, Oklahoma City, and Landmark Construction Group, Oklahoma City

Information regarding the design of the project and the guaranteed maximum price for construction of the building, as developed and proposed by the consultant/CM team, will be provided to the Board at the earliest opportunity. The building will be constructed using the "fast track" procedure whereby work will commence on early construction elements even as construction documents are still in process for other (later) work elements.

Funding will be provided from proceeds of the proposed Multi-Tenant Office Facility Revenue Bonds, Series 2004, to be presented to the Board for review and approval at the upcoming October meeting. Sizing the proposed Bonds is dependent upon the guaranteed maximum price and the revenue generated from a fair market value lease agreement.

A lease has been negotiated that contains the following key terms:

- Triple-net lease for 30 years, graduating from \$14.00 per square foot at the beginning of the term, to \$29.50 per square foot at the end of the term.
- Initial commitment to lease approximately 25,000 square feet with options to increase the square footage over time in specified incremental units.
- Tenant improvement allowance of \$30.00 per square foot.
- Rent abatement provisions if occupancy cannot be provided by September 1, 2004.
- Parking, landscaping, security, and signage provisions.
- Provisions regarding the long-term operation, care, and maintenance of the building.
- Provisions regarding insurance coverage with respect to all matters under the tenant's responsibility.
- Provisions regarding indemnification.
- Provisions regarding default.

MULTI-TENANT OFFICE FACILITY
CONSULTANT / CONSTRUCTION MANAGER AT-RISK EVALUATION SUMMARY

	The McKinney Partnership/ Flintco, Inc.	Architectural Design Group, Inc./ Flintco, Inc.	Blair Remy Corporation/ Gail Armstrong Construction Inc.	Bockus, Payne & Associates/ Landmark Construction, Group
Acceptability of Design (Consultant)	70	64	72	66
Quality of Engineering (Consultant)	72	64	68	64
Adherence to Cost Limits (Consultant)	34	32	31	33
Adherence to Time Limits (Consultant)	37	33	34	30
Resources of Firm (Consultant)	35	34	29	33
Experience with Similar Projects (CM)	114	114	87	78
Quality of Pre-construction Services (CM)	72	72	62	50
Quality of Construction Phase Services (CM)	70	70	62	58
Resources of Firm (CM)	<u>38</u>	<u>38</u>	<u>26</u>	<u>26</u>
<i>Total Points</i>	542	521	471	438

President Boren recommended the Board of Regents:

- I. Approve the project to design and build a multi-tenant office facility at University Research Campus-South;
- II. Authorize the addition of the project to the Campus Master Plan of Capital Improvement Projects for the Norman Campus;
- III. Ratify the agreement to engage the consultant;
- IV. Ratify the agreement to engage the construction manager at-risk and authorize the administration to approve a guaranteed maximum price proposal within the project budget and funding limitations, estimated at \$6.5 million; and
- V. Authorize the President or his designee to negotiate and sign an agreement, subject to legal review, to lease approximately 25,000 square feet of space in the facility to Weathernews Americas Inc. at a fair market rate.

Regent Stuart moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

PUBLIC RELATIONS SERVICES FOR THE FRED JONES JR. MUSEUM OF ART

The Fred Jones Jr. Museum of Art has one of the strongest collections of any American university museum, and will soon have a great new addition to house the Weitzenhoffer Collection. The Museum should be better known nationally and internationally. The opening of the new addition presents a once-in-a-lifetime occasion to springboard the Museum's prominence. To this end, the Museum seeks a public relations firm specializing in the arts sector to work with the University to promote the Museum and coordinate national publicity for the opening of the new addition in fall 2004. This represents an important opportunity for the University to underscore its excellence in the arts.

In response to a competitive solicitation, the following firms responded:

<u>Company</u>	<u>Location</u>
Fitz & Co.	New York City
The Kreisberg Group, Ltd.	New York City
The Powell Group	Dallas, Texas

The evaluation committee comprised the following individuals:

Pat Corley, Team Manager, Purchasing Department
 Eric Lee, Academic Director, Museum of Art
 Steve Smith, Assistant Director, Purchasing Department
 Robin Stroud, Assistant to the Vice President, Administrative Affairs

Evaluation criteria consisted of specialized experience, public relations plan, experience of personnel, company location, and cost. The committee rated the responding companies as follows:

Company	Experience (1-5)	PR Plan (1-5)	Personnel (1-5)	NYC Location	Fee Structure
Fitz & Co.	2	3	2	Yes	\$8,000/mo. 15% agency handling fee
Powell Group	1	1	1	No	\$16,000/mo. \$243,000 minimum
Kreisberg Group	5	5	5	Yes	\$8,000/mo. 10% agency handling fee

The Kreisberg Group represents best value to the University. In addition to submitting a much more robust public relations plan, The Kreisberg Group, based in the news media capital of New York City, has unique expertise not matched by its competitors. Kreisberg is the only company that offers experience working with both museums and universities, and has an extremely impressive track record in dealing with projects similar to the Museum's expansion.

Public relations services to be included in contract are:

- Distribution of press information to targeted media;
- Production and distribution of print, video, and radio news releases;
- Special events production (including press conferences in New York City and Norman);
- Coordinating national publicity and providing assistance for the new addition opening in 2004;
- Production of a comprehensive press kit for the Museum; and

Expenses would be reimbursed through the Kreisberg Group under the contract.

Institutional investment earnings and private funds have been identified and set-aside to fund these services.

President Boren recommended the Board of Regents authorize the President or his designee to negotiate and award a contract to The Kreisberg Group, Ltd. of New York City, the highest-rated firm with the lowest fee structure, for acquisition of public relations services, including nation-wide publicity, for the Fred Jones Jr. Museum of Art on the Norman Campus, with total fees paid to Kreisberg Group, Ltd. not to exceed \$135,000.

Regent Stuart moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

DAY CARE CENTER FACILITY - NC

The University firmly believes that adequate availability of high quality day care is important in supporting students, faculty and staff, as well as for recruiting faculty and attracting top quality researchers to Norman. To this end, the Norman Campus has been leasing south campus property for the operation and management of a day care center for many years. The current provider, Middle Earth (founded by students and faculty in 1971), has been housed in a former south campus Naval facility building since its incorporation. The 60-year-old structure is quickly becoming obsolete for use as a childcare facility.

Because of this and the continued need for quality day care as evidenced by the waiting lists at both on-campus facilities (Middle Earth and Children's World), the University issued an RFP to lease a parcel of undeveloped South Campus land for the construction of a new facility. The sole bidder, Middle Earth, submitted a proposal that provides an option to phase-in development of an "intergenerational center" wherein Middle Earth would provide child day care while Full Circle of Norman would provide adult day care.

The evaluation committee comprised the following individuals:

Nancy Mergler, Senior Vice President and Provost
Lee Williams, Vice President for Research and Dean of the Graduate College
Nicholas Hathaway, Vice President for Administrative and Executive Affairs
Burr Millsap, Associate Vice President for Administrative Affairs
Chris Kuwitzky, Associate Vice President for Administrative Affairs
and Chief Financial Officer
Michael Moorman, Director of Architectural & Engineering Services

Deborah Wollenberg, Contract and Real Estate Administrator
 Steve Smith, Assistant Director of Purchasing
 Florian Giza, Senior Buyer for Purchasing

The evaluation committee recommends award of the ground lease to Middle Earth of Norman, thereby providing a location from which to administer day care services. The new facility, which will be in close proximity to University Research Campus-South and the National Weather Center, will be a valuable element in increasing the attractiveness of those locations. A map showing the proposed site of the facility is attached hereto as Exhibit G.

The University will incur no debt or financial liability for this project as the providers will be required to fund the entire cost of the building and respective programs. In turn, the University will enter into a ground lease with the providers for the duration of the property's operation (typically 30-40 years).

President Boren recommended the Board of Regents authorize the President or his designee to negotiate and sign, subject to review by Legal Counsel, a land-lease agreement with Middle Earth Day Care Center of Norman, the sole bidder, for the purpose of developing a day care facility on the Norman Campus.

Regent Austin moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

COST-PER-COPY SERVICES

In continuing efforts to reduce administrative costs, the University has scrutinized expenditures associated with document reproduction equipment. Through these efforts, it has been determined the University could reduce costs in this area via the introduction of a cost-per-copy program. A cost-per-copy program establishes a maximum allowable cost-per-copy and promotes the use of multi-functional equipment (copiers that also serve as printers and/or fax machines). These two elements of a program help to manage costs. However, the critical implementing requirement is to match equipment with usage so that the actual cost-per-copy does not exceed the maximum allowable cost-per-copy over the life of the operating lease. This helps prevent departments from buying equipment with capabilities beyond their needs (buying too much machine).

The University has more than five hundred leased copiers, with lease termination dates spread over several years. New equipment will be phased in as current leases expire. This is an indefinite quantity/indefinite delivery contract with no promise of a specific amount of business to either provider.

In response to a competitive solicitation, the following firms responded:

Company	Location
BMI Systems	Oklahoma City
IKON Office Solutions, Inc.	Oklahoma City
Imagistics	Oklahoma City
Mediasoft	Oklahoma City
Ricoh	West Caldwell, New Jersey
R.K. Black	Oklahoma City

Standley Systems	Oklahoma City
Summit	Oklahoma City
Xerox	Oklahoma City

The evaluation committee comprised the following individuals:

Pat Corley, Senior Buyer, Purchasing
 Carolyn Grider, Staff Accountant, Bizzell Memorial Library
 Jonathan Joiner, Director of Finance, Schusterman Center
 Harold Jones, Executive Director of Operations, College of Continuing Education
 Burr Millsap, Associate Vice President for Administrative Affairs
 Patsy Reeves, Managerial Associate, College of Continuing Education
 John Sarantakos, Administrator, Printing, Mailing and Document Services
 Steve Smith, Assistant Director, Purchasing
 Marty Thompson, Director, Health Sciences Center Library
 Alan Wong, Assistant to the Vice President, Information Technology

Evaluation criteria were cost, service, equipment quality, multi-functional product offering, and marketing proposal quality. Several of the responding companies provided alternate bids making the total number to evaluate fourteen. Initial review and evaluation of the bids resulted in the elimination of eleven of the fourteen bids from further consideration. Three bids were non-responsive and eight were eliminated based on the most significant evaluation criteria, cost. The three remaining company's bids were subjected to thorough evaluation including site visits by the committee.

The results of the evaluation are as follows:

	Cost	Service	Equipment Quality	Product Offering	Marketing Proposal	Total
(Weight)	50	20	10	10	10	100
BMI	45	20	10	10	10	95
Standley	50	10	7	10	5	82
IKON	40	10	7	10	5	72

It is recommended that contracts be awarded to Standley Systems and BMI Systems, both of Oklahoma City. In addition to encouraging a degree of competition, awarding two contracts will provide for a larger variety of product line offerings while maintaining the fixed cost-per-copy. Two providers will also better accommodate departmental usage patterns and specialized needs, as the companies offer different brand equipment (some low-end, some high-end) with a variety of options (some basic, some with scanning and/or faxing capability and with varying speed capabilities). Small departments with low usage patterns, for instance, will benefit from having a low-end copier option with basic features, while larger departments with high usage patterns and highly specialized needs will gain from having access to complex equipment.

Costs associated with these contracts will be equal to or lower than current costs. Typically, departments pay for these every day costs using their maintenance and operations budgets.

President Boren recommended the Board of Regents authorize the President or his designee to award contracts to Standley Systems and BMI Systems, both of Oklahoma City, for cost-per-copy services for the Norman, Health Sciences Center and Schusterman Center campuses, for a period of one-year, with option to renew for four additional one-year periods.

Regent Everest moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

CLOSING OF THE CENTRAL STOREROOM - NC

As part of the University's plan to reduce administrative costs and to increase administrative efficiency, the Purchasing departments of the Norman, Oklahoma City and Tulsa campuses were consolidated into a single department, effective July 1, 2002. An integral part of that process was to phase out the activities of the storeroom that supported the Norman Campus. For several years, products that supported general campus activities, such as office supplies, were migrated from being supplied by the Storeroom to being supplied by local vendors through a competitive bid contract. The last of the Storeroom items that needed to be phased out were in support of Physical Plant operations, and those are now supplied under Just-in-Time commercial contracts, which were also competitively bid. The Storeroom, as a University service unit, is no longer required or advantageous and should be closed.

President Boren recommended the Board of Regents authorize the President or his designee to take the actions necessary to close the Norman Campus Central Storeroom, and the remaining cash balance will be made available for Presidential priorities.

Regent Bentley moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

DEBT POLICY

The University of Oklahoma recognizes and embraces the fact that financial leverage (debt), when used strategically, serves an integral role in helping to fund the capital needs required to achieve its mission and strategic objectives. The University also recognizes that it must be prudent and have adequate financial safeguards in place. To that end, future debt management decisions are to be evaluated within the framework guidelines included in the policy statement below. It has been developed following an extensive review of industry related literature and other institutions debt policies, interaction with debt rating agencies, and consultation with Ernst & Young, LLP during the course of their recent review of the University's capital project processes.

EXISTING POLICY

REVENUE BONDS

~~The issuance of revenue bonds shall be in accordance with the Regents' authority to issue said bonds as codified in 70 O.S. 1991, Sections 4001—4017 or as amended (Chapter 50, Article X, Revenue Bonds). All revenue bonds shall be secured in accordance with the Oklahoma Bond Oversight and Reform Act (62 O.S., Section 695.1 et. Seq.) and the administrative rules of the Executive and Legislative Bond Oversight Commissions.~~

PROPOSED POLICY

I. DEBT POLICY

The issuance of debt shall be in accordance with the Regents' authority to issue said debt as provided by state law. All debt shall be secured in accordance with Oklahoma law and the administrative rules of the Council of Bond Oversight. Debt is defined to include all current (short-term) and long-term obligations, guarantees, and instruments that have the effect of committing the University to future payments. Generally, debt obligations encompassed by this policy will take the form of bonds, notes, loans, or capital leases (including use of the State of Oklahoma's Master Lease-Purchase Program).

II. PHILOSOPHY

Debt, especially tax-exempt debt, provides a low-cost source of capital for the University of Oklahoma to help fund needs required to achieve its mission and strategic objectives. The University believes that appropriate financial leverage serves a useful role and should be considered a long-term component of the University's balance sheet, ~~irrespective of market conditions~~. Just as investments represent an integral component of the University's assets, debt is viewed to be a continuing component of the University's liabilities.

Debt as a source of capital is not limitless. Even the wealthiest institutions are constrained by the amount of capital projects that can be supported without jeopardizing long-term strategic objectives. Therefore, not every desirable project can nor should be financed by the University. However, fulfilling the University's mission is paramount, which, in turn, will drive capital decisions that impact the University's credit.

This policy provides a framework within which decisions will be made regarding the use of debt to finance particular capital projects that help the University achieve its strategic objectives.

III. COMPONENTS

- 1) Provide funds to support the University's capital needs while achieving the lowest overall cost of capital.

Part of the University's success is attributable to prudent and timely capital investments made to sustain and enhance its growth in research, clinical, educational, and student service facilities. The University's administration and Board of Regents must continue to have the ability to make judgments as to the wisdom and timing of such investments. It is prudent to achieve these ends at the lowest capital costs.

- 2) Use selected financial ratios with specific targets to insure that the University continues to operate within appropriate financial bounds while achieving its core mission and responding to changes in the market.

Use of key financial ratios provides the University's administration and Board of Regents with feedback and assurances that the University is not exceeding its desired use of debt (credit) capacity. The University will prioritize projects in light of the limited available funding resources.

- 3) Determine affordability of projects and allocate funds to meet the University's objectives.

A fundamental determinant of the use of debt financing for a project will be the ability of the division that enjoys the benefit of the project and the University to afford it. Each project using debt must be supported by an achievable financial plan that includes servicing the debt, meeting any new or increased operating costs, and maintaining an acceptable debt service coverage ratio. The development and review of the financial plan by management will be explicit and detailed.

Generally, the following guidelines will be used, although they are not intended to be all-inclusive. The Chief Financial Officer (Norman) and the Controller (Health Sciences Center) will make recommendations to the Vice Presidents of Administrative Affairs regarding the uses and amounts of debt to be issued, for ultimate approval by the President and Board of Regents.

- A. Only projects that relate to the University's mission (e.g., academic, clinical, research and development, continuing education or necessary support services or activities) will be considered for debt financing.
- B. Much of the University's current strength is founded in the philanthropy of individuals, corporations, and foundations that enable the University to build programs, construct and renovate facilities, and aid students. It is expected that gifts will continue to be a major source of financing the University's facilities.

In assessing the strategic use of debt, all possible revenue sources will be considered. The fraction of a project's cost financed by debt will vary from project-to-project. However, philanthropy, project-generated revenues, Federal and State grants, expendable reserves and other sources are expected to finance a portion of the cost of a project.

- 4) Provide the Board of Regents with adequate materials for oversight of the University's entire debt portfolio, including not only direct obligations issued by the University, but any other transactions (e.g., off balance sheet financings) that impact the University's credit and debt capacity.

To fulfill their respective fiduciary responsibilities, it is essential that the Board of Regents and administration know the extent of debt obligations of the University.

The Board of Regents and Administration's debt oversight responsibilities are supported and enhanced by shared oversight provided by the State Legislature, Oklahoma State Regents for Higher Education, Council of Bond Oversight, rating agencies (i.e., Standard & Poor, Moody's, and/or Fitch), and credit enhancement insurers (such as AMBAC or MBIA). In addition, Bond Counsel and Financial Advisor services will be retained to assist in the development and marketing of financial plans underlying debt issues.

- 5) Maintain the highest acceptable credit rating that will permit the University to continue to use debt and finance capital projects at favorable interest rates while meeting its strategic objectives.

Bond rating agencies help to maintain the confidence of the public and purchasers of debt regarding the ability of an issuer to service and repay bonds, loans, and/or notes. The University recognizes its responsibility to keep the rating agencies advised of its objectives, strategies and financial status. The University's administration will provide the rating agencies with full and timely access to the information they need.

This debt policy requires full and timely financial information. To that end, the University will report throughout the fiscal year on the basis of generally accepted accounting practices.

IV. KEY FINANCIAL RATIO

This particular ratio has been selected relying on key items in the University's financial statements and each project's detailed financial plan. It is a critical measure used by the rating agencies in evaluating the ability of an issuer to service and repay debt. Additionally, the University may elect to monitor other selected ratios (if suggested by rating agencies) to provide further information regarding the University's financial performance. The target for this ratio will be used as a guidepost, not a firm boundary, and, thus, will be interpreted with some flexibility.

V. DEBT SERVICE COVERAGE RATIO

$$\text{Debt Service Coverage Ratio} = \frac{\text{Excess of Project Operating Revenues} + \text{Depreciation} + \text{Interest}}{\text{Annual Principal} + \text{Interest (Debt Service)}}$$

The Debt Service Coverage Ratio measures the excess operating revenues, depreciation, and interest payments relative to annual principal and interest payments. This ratio provides a measure of the projects net income stream (excluding depreciation and interest) available to meet its debt service obligations.

The target for this ratio is project specific. On a project-by-project basis, the target for this ratio is to be no less than 1.25X.

The University of Oklahoma recognizes and embraces the fact that financial leverage (debt), when used strategically, serves an integral role in helping to fund the capital needs required to achieve its mission and strategic objectives. To that end, future debt management decisions are to be evaluated within the framework guidelines included in this policy statement. (RM, 1-4-62, p. 6982; 3-29-00, p. 26909).

President Boren recommended the Board of Regents approve revision of The University of Oklahoma *Revenue Bonds Policy* presented above, hereinafter referred to as the *Debt Policy*, to amend Section 4 of the Regents' Policy Manual.

Regent Clark moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

DEFICIT POLICY

Currently, the University does not have a formal Board of Regents' policy related to deficits in University accounts; though, for some time, the Vice Presidents for Administrative Affairs have had procedures and processes in place to identify and rectify deficits in University accounts. The policy statement below serves to enhance those procedures and processes by clearly articulating that financial accountability is integral to proper financial management and provides a framework to help shape management decisions.

PROPOSED DEFICIT POLICY

Deficits in University accounts are not permitted. Accounts should be reviewed monthly by sponsors, Deans/Directors and Vice Presidents to insure that deficits do not occur. If a deficit is projected or indicated, immediate action should be taken to prevent or correct the problem. In all cases, Vice Presidents are ultimately responsible for the financial management of accounts in their area(s) of responsibility.

If circumstances occur which require a temporary deficit for a special purpose, an explanation and plan for repayment must be fully documented by the appropriate Vice President and submitted to the President or President's designee and Vice Presidents for Administrative Affairs for review and approval. All deficits are to be thoroughly investigated and resolved in a timely manner; however, corrective action plans are to be submitted only for deficits of \$50,000 or more that have an anticipated duration of 180 days or more.

If a deficit is reflected in an educational and general account on the June 30 financial reports, the departmental appropriation for the succeeding fiscal year will be reduced by the amount of the deficit.

In accordance with Regents' Policy, no auxiliary enterprise or service unit is permitted to operate using unauthorized borrowing from other units. This is intended to include operating in an unauthorized cash deficit position. If a deficit occurs or is anticipated, a short-term working capital loan must be authorized by the Controller's Office.

For purposes of this policy, an account is a distinct budgetary or cash grouping of specific funds. Alpha and/or numeric references are assigned to identify accounts within the University's accounting systems. All University fund groups are subject to this policy. Although salaries, wages, and other account or object categories should be closely monitored, this policy only applies to the total budgetary or cash balance for each account. Accounts that have been established by the Controller's Office for the purpose of institutional clearing or suspense functions are not subject to this policy.

President Boren recommended the Board of Regents approve The University of Oklahoma *Deficit Policy* presented above, to be included in Section 4 of the Regents' Policy Manual.

Regent Weitzenhoffer moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

INTERMEDIATE TERM CASH MANAGEMENT POLICY

This item was pulled from consideration at the meeting.

GAYLORD FAMILY-OKLAHOMA MEMORIAL STADIUM 2003 MASTER PLAN UPDATE - NC

The purpose of this presentation is to update the Stadium Master Plan to reflect future desired improvements. At the October 2000 meeting, the Board of Regents accepted and approved the 2000 Master Plan update for proposed improvements at the Oklahoma Memorial Stadium, as prepared by the stadium master plan consultants, Hellmuth Obata & Kassabaum, Inc. Sports Facilities Group (HOK). As approved by the Board, the plan included:

- Structural repairs and utility systems improvements;
- Seating replacement throughout the stadium seating bowl;
- Spectator amenities, including new restroom and concession facilities;
- Renovation of the north end zone academic and administrative areas;
- New perimeter fencing and entry gates;
- New graphics and signage;
- Replacement of the existing north scoreboard;
- New brick and cast stone on the existing Owen Field wall;
- Improvements to the interior of the press box;
- New sound system;
- Addition of a new structure to the east side for suites, club seating and associated club room; and
- Additional spectator seating in an upper deck.

At the September 2001 meeting, the Board approved the design development phase plans for the work identified in the 2000 Master Plan update, authorized the preparation of construction documents for that work, and authorized the University administration to advertise and receive bids for the project. At a special meeting on December 13, 2001, the Board awarded a contract in an amount not to exceed \$54,600,000 to Flintco, Inc., the low bidder, for construction of the Oklahoma Memorial Stadium Expansion and Improvements project, and authorized the President or his designee to sign the Agreement for Construction and the necessary change orders during the construction within statutory and project budget limitations.

In anticipation of future work, at the May 2003 meeting the Board approved a total project budget of \$83,000,000, as part of the comprehensive update of the Campus Master Plan of Capital Improvement Projects for the Norman Campus. Flintco, Inc. will substantially complete construction of the current project prior to the start of the 2003 home football season.

The University requested that HOK update the 2000 Master Plan to identify and confirm additional desirable items of work at the Stadium. HOK has completed that update. Pending the formation of an adequate funding plan, future development and improvements will include:

- Addition of brick and cast stone cladding to the north and south ends of the existing west upper deck structure and the south end of the lower west stadium, to continue those aesthetic improvements made to the stadium by the recent project;
- Improvements to the exterior of the existing press box structure, to continue those aesthetic improvements made to the stadium by the recent project;
- Spectator amenities improvements, including new restroom and concession facilities located at the west stadium concourse, north stadium concourse, and other areas;
- Renovation and refurbishment of the Santee Lounge;

- Building-out of additional suites located at the upper suite level of the new east addition to the stadium; and
- Installation of brick pilasters and wrought iron-style fencing at the practice field complex and at the Barry Switzer Center, to continue those aesthetic improvements made to the stadium by the recent project.

Specific details and cost estimates are currently being refined by HOK for the preliminary items identified in the 2003 Master Plan update. That information, along with a recommendation on how to proceed with proposed additional phases of improvements at the Gaylord Family-Oklahoma Memorial Stadium, will be presented to the Board for consideration at a future meeting.

This item was for information only. No action was required.

INTERCOLLEGIATE ATHLETIC SPORTS INSURANCE POLICY - NC

The Athletic Department provides for the medical expenses of student athletes including accidental death and dismemberment (AD&D). The Athletic Department also provides AD&D coverage for cheerleaders, pom-pons, managers and trainers. For many years, the Athletic Department was self-insured, but, as a result of escalating medical costs, the Department determined insurance coverage was necessary. This was done for years on a competitive basis but has now reached a cost level demanding Regents' approval.

A multi-year contract providing this coverage has been in place for four years. Due to loss experience, a larger than expected increase in premiums was proposed to the University. A Request for Proposal was generated to seek competition and validate the cost increase. Negotiation with the recommended provider was completed July 31, 2003. Results of the evaluation support continued business with the incumbent provider. Coverage for Athletic activities is required to be effective August 1, 2003.

In response to a competitive solicitation, the following firms responded:

<u>Company</u>	<u>City, State</u>
AG Administrators, Inc.	Valley Forge, Pennsylvania
Bene-Marc, Inc.	Ft. Worth, Texas

An evaluation team comprising the following individuals rated the responses:

Vicki Ferguson, Buyer, Athletic Department

Linda Johnson, Buyer, Purchasing Department

Mike Montgomery, Manager, Risk Management and Safety Services Department

Larry Naifeh, Executive Associate Athletic Director, Athletic Department

Evaluation criteria were coverage and cost.

The committee rated the responding companies as follows:

<u>Supplier, Location</u>	<u>Coverage</u>	<u>Cost</u>
AG Administrators, Inc. Valley Forge, Pennsylvania	As required	\$136,475
Bene-Marc, Inc. Fort Worth, Texas	As required	\$220, 000
Bene-Marc, Inc. (Alternate) Fort Worth, Texas	Inadequate coverage	\$178,564

The evaluation team determined that AG Administrators, Inc., the low bidder, represented best value to the University.

Funds have been identified, are available and set aside within the Athletic Department miscellaneous account.

President Boren recommended the Board of Regents authorize the President or his designee to award a contract in the amount of \$136,475 to AG Administrators, Inc. of Valley Forge, Pennsylvania, the low bidder, for an intercollegiate athletic sports insurance policy, for a one-year period beginning August 1, 2003.

Regent Stuart moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

ANNUAL AUDIT PLAN FOR 2003-2004, THE UNIVERSITY OF OKLAHOMA

Following changes within the auditing industry and standards of the Institute of Internal Auditors, we have moved to a risk-based audit approach. As part of the risk-based approach, we discussed risk factors with University management and compiled internal and external data in a risk matrix to develop a risk-based audit plan. Based upon the analysis performed and the internal audit resources available, we believe the current audit plan addresses the higher risk areas within the University.

The detailed Audit Plan for FY 2004 has been discussed with the Finance and Audit Committee and includes an audit of 44 audits out of a total Audit Universe of 168 audits. This provides audit coverage of 26% for fiscal year 2003-2004.

Special projects and post-audit reviews will be performed when necessary. Internal audits may be performed on an unannounced basis.

President Boren recommended the Board of Regents approve the annual audit plan for 2003-2004.

Regent Weitzenhoffer moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

REGENTS' FUND SEMI-ANNUAL FINANCIAL REPORT

This summary report is provided in accordance with University of Oklahoma Board of Regents' policy. The summary highlights all of the financial activity within the Regents' Fund during the year ended June 30, 2003. The detailed information upon which the financial highlights, attached hereto as Exhibit H, are based was distributed separately to the Regents prior to the September meeting.

REGENTS' FUND
SEMI-ANNUAL FINANCIAL REPORT
June 30, 2003

EXECUTIVE SUMMARY

Highlights from the Regents' Fund Semi-Annual Financial Report for the year ended June 30, 2003 are presented below for information only.

ALL FUNDS

- As of June 30, 2003, the Regents' Fund consisted of 157 individual funds with a combined net market value of approximately \$60.1 million.

CONSOLIDATED INVESTMENT FUND (CIF)

- Cash and investments held by the CIF at June 30, 2003, had a net market value of \$40.1 million, which is up \$1.2 million (3.0%) from June 30, 2002.
- During the quarter ended June 30, 2003, the CIF realized a total return of 12.0%, exceeding the benchmark return of 10.7% by 130 basis points.
- During the year ended June 30, 2003, the CIF realized a total return of 3.5%, which exceeded the benchmark return of 3.0% by 50 basis points.
- Since the July 2000 reallocation of assets, the CIF has realized a total return of -3.8%, which exceeds the benchmark return of -3.9% by 10 basis points.

SHORT-TERM INVESTMENT FUND (STIF)

- Cash and investments held by the STIF at June 30, 2003, had a net market value of \$17.9 million, which was up \$6.4 million (55.2%) from June 30, 2002.
- During the quarter ended June 30, 2003, the STIF realized a total return of 0.4%, which exceeded the benchmark return of 0.3% by 10 basis points.
- During the year ended June 30, 2003, the STIF realized a total return of 2.0%, which exceeded the benchmark return of 1.3% by 70 basis points.

ON-CALL ARCHITECTS AND ENGINEERS QUARTERLY REPORT

In June 1999, the Board authorized a group of architectural and engineering firms to provide professional services required for small projects; and in July 2001, twelve additional architectural firms and seven additional civil engineering and surveying firms were added to the pool of on-call consultants. The work completed during the fourth quarter of fiscal year 2003 by on-call architectural and engineering firms is summarized below.

September 10, 2003 28770

For the Norman Campus:

<u>Firm Name</u>	<u>Date Initiated</u>	<u>Work Performed</u>	<u>Fee</u>
Bockus, Payne Associates Architects Oklahoma City	September 3, 2002	Design and Construction Documents (Lloyd Noble Center Display Cases, Phase III)	\$1,600
Hite-McCoy (formerly Hite-Culver) Oklahoma City	September 17, 2001	Feasibility Study, Building Expansion Study, Design and Construction Documents, and Construction Administration (Collings Hall Renovation)	\$31,400
Kirkpatrick, Forest, Curtis, Inc. (formerly Kirkpatrick Engineering Company) Oklahoma City	December 10, 2001	Review Project Options, Design and Construction Documents, Construction Administration (Intelligent Vehicle Bridge System Facility)	\$32,500
		Structural Investigation (McCasland Field House Lintel Investigation)	\$6,000
Miles Associates Oklahoma City	October 15, 2002	Programming and Cost Estimating (Department of Public Safety Headquarters Facility)	\$15,100
Smith Roberts and Associates, Inc. Oklahoma City	June 28, 2002	Design, Construction Documents, Construction Administration (University Research Campus-South Sanitary Sewer)	\$8,500

For the Health Sciences Center:

Architects In Partnership, P.C. Norman	May 21, 2003	As-built Drawings, Construction Documents, Construction Administration (Williams Pavilion, College of Medicine)	\$45,049
Glover Architects, P.C. Norman	January 3, 2003	Design and Construction Documents (Biomedical Sciences Bldg-7, Pediatrics Lab Remodel)	\$15,680

September 10, 2003

28771

For the Schusterman Center:

SPARKS Companies, Inc. Tulsa	October 9, 2003	Project Definition and Cost Estimate (Schusterman Center, Bldg 4W Administrative and Clinic Support Renovation)	\$8,127
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This was reported for information only. No action was required.

ON-CALL CONSTRUCTION-RELATED SERVICES QUARTERLY REPORT

In December 2000, the Board of Regents authorized the administration to award a contract for on-call construction-related services for the Norman, Health Sciences Center and Schusterman Center campuses to Warden Construction of Stillwater, Oklahoma. It was indicated that the administration would provide a quarterly report to the Board for all work completed for the campuses. In addition, it was indicated that the administration would seek prior Board approval for any project that had an estimated cost of \$125,000 or greater.

Work completed during the fourth quarter of fiscal year 2002/03 by Warden Construction is summarized below.

<u>Building/Location</u>	<u>Project Description</u>	<u>Cost of Work</u>
For the Norman Campus:		
Walker Center Residence Hall	Replace carpet in various rooms and hallways	\$ 23,382
Field House	Make structural repairs to windows	43,081
Sarkeys Energy Center	Make repairs to sidewalk	7,868
Felgar Hall	Install new carpet in room 315	841
Physical Sciences Center	Install new carpet in rooms 704, 706 and 718	3,008
For the Health Sciences Center:		
Presbyterian Parking Garage	Remove 210 feet of concrete dividing wall	\$ 9,121

For the Schusterman Center:

No activity for Fourth Quarter of FY 2002/03.

This was reported for information only. No action was required.

QUARTERLY FINANCIAL ANALYSIS

By request of the Board of Regents, the Quarterly Financial Analysis for the year ended June 30, 2003 is presented. The detailed information upon which the Executive Summary, attached hereto as Exhibit I, is based was distributed separately to the Regents prior to the September meeting.

**QUARTERLY FINANCIAL ANALYSIS
for the year ended June 30, 2003
EXECUTIVE SUMMARY**

Highlights from the Quarterly Financial Analysis (QFA) for the year ended June 30, 2003 are presented below for information only. For more detailed information, see the QFA report, which was provided separately to the Regents prior to the September meeting.

ALL FUNDS, COMBINED

- Available resources of \$1.3 billion exceeded expenditures of \$1.2 billion, resulting in a net increase of \$56.7 million.

NORMAN CAMPUS

- Total available resources of \$591.8 million exceeded expenditures of \$564.5 million, resulting in a net increase of \$27.3 million.
- Education and General resources of \$296.7 million exceeded expenditures of \$271.7 million, resulting in a net increase of \$25.0 million.
- Of the fourteen major auxiliary enterprises and services units (those generating year-to-date revenues of \$2.0 million or more), nine are reporting net increases to the bottom line. The five reporting decreases have, with the exception of University Press, accumulated sufficient reserves to fund their respective losses. The losses are primarily due to normal (i.e., seasonal) sales fluctuation patterns and the Board of Regent approved transfer of discretionary reserves to the General University.

HEALTH SCIENCES CENTER

- Total available resources of \$677.5 million exceeded expenditures of \$648.1 million, resulting in a net increase of \$29.4 million.
- Education and General resources of \$125.5 million exceeded expenditures of \$121.7 million, resulting in a net increase of \$3.8 million.
- Of the four major auxiliary enterprises and service units (those generating year-to-date revenues of \$2.0 million or more) three are reporting net increases to the bottom line. The one unit reporting a decrease has accumulated sufficient reserves to fund their loss.
- Professional Practice Plan (PPP) resources of \$182.8 million exceeded expenditures of \$170.3 million, resulting in a net increase of \$12.5 million.
- Heartland Health Plan resources of \$206.8 million trailed expenditures of \$224.2 million, resulting in a net decrease of \$17.4 million.

This item was presented for information only. No action was required.

QUARTERLY REPORT OF PURCHASES

The Board of Regents' policy governing acquisition of goods and services states that:

- I. Purchases over \$125,000 must be referred to the Board for approval (except as provided below in II.B.), and
- II. The following are to be provided quarterly to the Board as an information item.
 - A. Purchase obligations from \$75,000 and \$125,000,
 - B. Acquisition of goods and services pursuant to and funded by sponsored grants and contracts between the amounts of \$125,000 and \$300,000, and
- III. Sole source procurements in excess of \$35,000.

Said quarterly report is attached hereto as Exhibit J.

This report was presented for information only. No action was required.

LEASE OF MINERAL INTERESTS - NC

The University owns a 3.75 acres mineral interest underlying part of Sections 10 & 11, T6N-R5E, in Lincoln County, Mississippi known as the East Mallalieu Field. The mineral interest is part of the Murray Case Sells Loan Fund within the Regents' Fund.

The University received a petition from Denbury Resources Inc, as unit operator for approval of the plan of unitization, listing the University's mineral interest as a working interest. It was determined, however, that the University's interest would be better served as a royalty interest owner as opposed to a working interest owner.

The proposed lease was reviewed by the following individuals:

Ted Jacobs, Director of Energy Management, Price College of Business
 Chris Kuwitzky, Associate Vice President for Administrative Affairs and
 Chief Financial Officer
 Kurt Ockershauser, Associate Chief Legal Counsel

The proposed lease agreement includes the following financial offering and terms and conditions.

Royalty:	Minimum 3/16ths royalty on all oil and gas produced
Bonus Consideration:	Minimum of \$100.00 per net mineral acre
Term:	Primary term of a minimum of two-years (and thereafter if oil and gas are being produced in commercial quantities).

President Boren recommended the Board of Regents authorize the President or his designee to execute the agreements necessary, upon final review by the University Legal Counsel, to lease approximately 3.75 acres of mineral interest owned by the University, to

Denbury Resources, Inc. of Plano, Texas, for terms of not less than: \$100.00 per net mineral acre, 3/16th royalty on both oil and gas, with a primary term of a minimum of two-years (and thereafter if oil and gas are being produced in commercial quantities).

Regent Everest moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

ACADEMIC PERSONNEL ACTIONS

Health Sciences Center:

TRANSFER:

Ellis, Ursula Melinda, Assistant Professor of Health Sciences Library and Information Management and Reference Librarian, Robert M. Bird Health Sciences Library, annualized rate of \$32,000 for 12 months (\$2,666.67 per month), July 28, 2003. New consecutive term appointment. Transfer from Norman Campus.

LEAVES OF ABSENCE:

Coleman, Brian R., Assistant Professor of Family and Preventive Medicine, return from military leave of absence with pay, June 1, 2003.

Miller, Robert C., Associate Dean for Student and Alumni Affairs, College of Dentistry, and Associate Professor of Operative Dentistry, return from medical leave of absence, June 13, 2003.

Onley, Kathy, Associate Professor of Nutritional Sciences, return from medical leave of absence with pay, June 16, 2003.

Smith, Christina L., Associate in Anesthesiology, medical leave of absence with pay, July 21, 2003 through September 2, 2003; medical leave of absence without pay, September 3, 2003 through October 6, 2003.

Tompkins, John F., Associate Professor of Orthopedic Surgery, return from military leave of absence with pay, June 1, 2003.

Sabbatical Leave of Absence:

Benyajati, Siribhinya, Associate Professor of Physiology, sabbatical leave of absence with full pay, March 1, 2004 through August 31, 2004. Will work with world-renowned researcher Dr. John Pritchard at the National Institutes of Health/National Institute of Environmental Health Sciences, Laboratory of Pharmacology and Chemistry, to renew and update research skills to include those involving post-genomic physiological technologies, strengthen research program, and enhance future funding potential. Faculty Appointment: 7/1/87. Previous leaves taken: None. Teaching and administrative responsibilities will be covered by other faculty.

NEW APPOINTMENTS:

Barton, Amy L., M.D., Clinical Assistant Professor of Pediatrics, annualized rate of \$60,000 for 12 months (\$5,000.00 per month), July 1, 2003 through June 30, 2004.

Berry, Donnie G., M.D., Clinical Instructor in Pediatrics, annualized rate of \$100,000 for 12 months (\$8,333.33 per month), July 1, 2003 through June 30, 2004. University base \$60,000, departmental salary \$40,000.

Brooks, Jay P., M.D., Associate Professor of Pathology, annualized rate of \$55,000 for 12 months (\$4,583.33 per month), July 31, 2003 through June 30, 2004. New consecutive term appointment.

Chonlahan, Jennifer S., Pharm.D., Clinical Assistant Professor of Pharmacy Clinical and Administrative Sciences, annualized rate of \$35,500 for 12 months (\$2,958.33 per month), 0.50 time, June 30, 2003 through June 30, 2004.

Clevenger, Johanna G., M.D., Clinical Associate Professor of Psychiatry and Behavioral Sciences, annualized rate of \$110,682 for 12 months (\$9,223.50 per month), July 1, 2003 through June 30, 2004.

Galis, Smaranda A., M.D., Assistant Professor of Neurology, annualized rate of \$50,000 for 12 months (\$4,166.67 per month), July 1, 2003 through June 30, 2004. New consecutive term appointment.

Hester, Casey Nicole, M.D., Clinical Assistant Professor of Pediatrics, annualized rate of \$60,000 for 12 months (\$5,000.00 per month), July 1, 2003 through June 30, 2004.

Hudson, Mary A., Ph.D., Assistant Professor of Communication Sciences and Disorders, annualized rate of \$42,000 for 12 months (\$3,500.00 per month), August 11, 2003 through June 30, 2004. New consecutive term appointment.

Hughes, David B., Pharm.D., Clinical Assistant Professor of Pharmacy Clinical and Administrative Sciences, annualized rate of \$72,000 for 12 months (\$6,000.00 per month), June 30, 2003 through June 30, 2004.

Hughes, Lou Ann, D.Ph., Clinical Assistant Professor of Pharmacy Clinical and Administrative Sciences, annualized rate of \$49,664 for 12 months (\$4,138.67 per month), 0.75 time, July 1, 2003 through June 30, 2004.

Khan, Tehseen, M.D., Assistant Professor of Neurology, annualized rate of \$55,000 for 12 months (\$4,583.33 per month), July 1, 2003 through June 30, 2004. New consecutive term appointment.

Kraft, Sheli Dawn, Pharm.D., Clinical Assistant Professor of Pharmacy Clinical and Administrative Sciences, annualized rate of \$72,000 for 12 months (\$6,000.00 per month), July 1, 2003 through June 30, 2004.

Kumar, Rajesh, M.D., Assistant Professor of Medicine, annualized rate of \$60,000 for 12 months (\$5,000.00 per month), July 1, 2003 through June 30, 2004. New consecutive term appointment.

Liedtke, Michelle D., Pharm.D., Clinical Assistant Professor of Pharmacy Clinical and Administrative Sciences, annualized rate of \$72,000 for 12 months (\$6,000.00 per month), July 1, 2003 through June 30, 2004.

Lock, Thomas, M.D., Associate Professor of Pediatrics, annualized rate of \$75,000 for 12 months (\$6,250.00 per month), June 30, 2003 through June 30, 2004. New consecutive term appointment.

McCaleb, Morgan Jon, M.D., Assistant Professor of Anesthesiology, annualized rate of \$65,000 for 12 months (\$5,416.67 per month), April 14, 2003 through June 30, 2003. New consecutive term appointment.

Medina, Melissa Shadrick, Clinical Assistant Professor of Pharmacy Clinical and Administrative Sciences, annualized rate of \$61,159 for 12 months (\$5,096.58 per month), July 1, 2003 through June 30, 2004.

O'Neil, Kathleen, M.D., Clinical Associate Professor of Pediatrics, annualized rate of \$125,000 for 12 months (\$10,416.67 per month), June 25, 2003 through June 30, 2004. University base \$75,000, departmental salary \$50,000.

Palmer, Susan, M.D., Ph.D., Associate Professor of Pediatrics, annualized rate of \$125,000 for 12 months (\$10,416.67 per month), June 30, 2003 through June 30, 2004. New consecutive term appointment.

Payne, James R., D.Ph., Clinical Assistant Professor of Pharmacy Clinical and Administrative Sciences, annualized rate of \$69,533 for 12 months (\$5,794.42 per month), July 1, 2003 through June 30, 2004.

Petropoulou, Kalliopi A., M.D., Assistant Professor of Radiological Sciences, annualized rate of \$70,000 for 12 months (\$5,833.33 per month), August 17, 2003 through June 30, 2004. New tenure track appointment.

Ray, Nancy E., Pharm.D., Clinical Assistant Professor of Pharmacy Clinical and Administrative Sciences, annualized rate of \$68,766 for 12 months (\$5,730.50 per month), July 1, 2003 through June 30, 2004.

Reis, Antonio Manuel, M.D., Assistant Professor of Dermatology, annualized rate of \$50,000 for 12 months (\$4,166.67 per month), December 1, 2002 through June 30, 2004. New consecutive term appointment. To correct internal records.

Rhoden, Diane H., M.D., Assistant Professor of Surgery, Tulsa, annualized rate of \$130,000 for 12 months (\$10,833.33 per month), August 1, 2003 through June 30, 2004. New tenure track appointment.

Ross, Karen Michelle, M.D., Clinical Instructor in Geriatric Medicine, annualized rate of \$65,000 for 12 months (\$5,416.67 per month), August 5, 2003 through June 30, 2004.

Rougas, Stacie, M.D., Clinical Instructor in Pediatrics, annualized rate of \$30,000 for 12 months (\$2,500.00 per month), 0.50 time, July 1, 2003 through June 30, 2004.

Ruiz, Carmen, M.D., Assistant Professor of Surgery, Tulsa, annualized rate of \$135,000 for 12 months (\$11,250.00 per month), August 1, 2003 through June 30, 2004. New tenure track appointment.

Sanders, Susan Ursula, Assistant Professor of Health Sciences Library and Information Management and Reference Librarian, Robert M. Bird Health Sciences Library, annualized rate of \$32,000 for 12 months (\$2,666.67 per month), July 28, 2003 through June 30, 2004. New consecutive term appointment.

Seely, J. Rodman, M.D., Ph.D., Clinical Professor of Pediatrics, annualized rate of \$75,000 for 12 months (\$6,250.00 per month), June 30, 2003 through June 30, 2004.

Tan-Jauregui, Alarice, M.D., Clinical Instructor in Pediatrics, annualized rate of \$36,000 for 12 months (\$3,000.00 per month), 0.60 time, June 30, 2003 through June 30, 2004.

Tan, Mable Wong, M.D., Assistant Professor of Geriatrics and The Donald W. Reynolds Endowed Chair in Geriatric Medicine, annualized rate of \$120,000 for 12 months (\$10,000.00 per month), August 15, 2003 through June 30, 2004. New consecutive term appointment. University base \$65,000. Includes supplement of \$55,000 while holding endowed chair.

Vincent, Robert D., Ph.D., Visiting Professor of Public Health, annualized rate of \$91,304 for 12 months (\$7,608.67 per month), June 30, 2003 through June 30, 2004.

CHANGES:

Anderson, Mark A., Associate Professor of Rehabilitation Sciences and Adjunct Associate Professor of Allied Health Sciences, title Director of Graduate Studies, Department of Rehabilitation Sciences, deleted, July 1, 2003.

Bamgbola, Fatai O., Assistant Professor of Pediatrics, appointment start date changed from June 15, 2003 to June 1, 2003. Correction to previous action.

Beall, Douglas Preston, title changed from Clinical Associate Professor to Associate Professor of Radiological Sciences, given additional titles Chief, Musculoskeletal Radiology, Director, Fellowship Programs and Program Director, Musculoskeletal Radiology Fellowship; salary changed from agreed contract rate to the annualized rate of \$100,000 for 12 months (\$8,333.33 per month), July 31, 2003 through June 30, 2004. New tenure track appointment.

Bender, Denise Gaffigan, Assistant Professor of Rehabilitation Sciences and Adjunct Assistant Professor of Allied Health Sciences, given additional title Clinical Instructor in Geriatric Medicine; salary changed from annualized rate of \$52,750 for 12 months (\$4,395.84 per month) to annualized rate of \$63,300 for 12 months (\$5,275.00 per month), August 1, 2003 through June 30, 2004.

Benenati, Fred W., Clinical Professor of Endodontics, salary changed from annualized rate of \$43,020 for 12 months (\$3,585.00 per month), 0.50 time, to annualized rate of \$45,520 for 12 months (\$3,793.33 per month), 0.50 time, July 1, 2003 through June 30, 2004. FY 03-04 Budget correction.

Blanco, Luis J., Associate Professor of Fixed Prosthodontics and Director of Dental Support Lab, College of Dentistry, given additional title of Interim Chair of Fixed Prosthodontics; salary changed from annualized rate of \$71,606 for 12 months (\$5,967.17 per month) to annualized rate of \$80,000 for 12 months (\$6,666.67 per month) for 12 months, July 1, 2003 through June 30, 2004. Includes an administrative supplement of \$8,394 while serving as Interim Chair.

Bragg, Leon D., Assistant Professor of Operative Dentistry, Assistant Professor of Dental Materials, given additional title Assistant Dean for Clinics, College of Dentistry, salary changed from annualized rate of \$56,940 for 12 months (\$4,745.00 per month) to \$64,940 for 12 months (\$5,411.67 per month), August 1, 2003 through June 30, 2004. Includes administrative supplement of \$8,000 for serving as Assistant Dean.

Carlile, Paul V., Professor of Medicine, salary changed from annualized rate of \$69,893 for 12 months (\$5,824.43 per month) to annualized rate of \$78,229 for 12 months (\$6,519.10 per month), July 1, 2003 through June 30, 2004.

Clinkenbeard, Rodney E., title changed from Assistant Professor of Research to Assistant Professor of Occupational and Environmental Health, salary changed from annualized rate of \$50,000 for 12 months (\$4,166.67 per month) to annualized rate of \$55,000 for 12 months (\$4,583.33 per month), August 1, 2003 through June 30, 2004. New tenure track appointment.

Coury, Thomas L., Professor and Chair of Operative Dentistry, Chair, Division of Restorative Dentistry, and The Donald Welk Professorship of Restorative Dentistry, College of Dentistry, salary change from annualized rate of \$86,896 for 12 months (\$7,241.33 per month) to annualized rate of \$91,896 for 12 months (\$7,658.00 per month), July 1, 2003 through June 30, 2004. FY 03-04 Budget correction. Includes administrative supplement of \$7,000.

Eggleston, Cherri A., Assistant Professor of Radiologic Technology and Clinical Coordinator, Department of Radiologic Technology, given additional title Adjunct Assistant Professor of Allied Health Sciences, August 1, 2003.

Elledge, Brenda L., titles changed from Assistant Professor of Radiologic Technology to Assistant Professor of Occupational and Environmental Health and Adjunct Assistant Professor of Occupational and Environmental Health to Adjunct Assistant Professor of Radiologic Technology, salary changed from annualized rate of \$43,919 for 12 months (\$3,659.93 per month) to annualized rate of \$55,000 for 12 months (\$4,583.33 per month), August 1, 2003 through June 30, 2004. New tenure track appointment. Changing primary department.

Epstein, Robert B., Professor Emeritus of Medicine, salary changed from annualized rate of \$34,668 for 12 months (\$2,889.00 per month), 0.38 time, to annualized rate of \$23,112 for 12 months (\$1,926.00 per month), 0.38 time, July 1, 2003 through June 30, 2004. FY 03-04 Budget correction.

Funderburg, Karen Maxine, Assistant Professor of Nutritional Sciences, given additional title Vice Chair of Nutritional Sciences; salary changed from annualized rate of \$45,000 for 12 months (\$3,750.00 per month) to annualized rate of \$48,600 for 12 months (\$4,050.00 per month), July 1, 2003 through June 30, 2004. Administrative supplement of \$3,600 included for Vice Chair.

Gilmore, Keeta S., title changed from Clinical Associate Professor to Associate Professor of Pathology, July 1, 2003 through June 30, 2004. Changing to consecutive term appointment.

Hamilton, Toby, Assistant Professor of Rehabilitation Sciences, title Academic Program Director, Department of Rehabilitation Sciences, deleted, June 16, 2003.

Haney, Kevin L., Associate Professor of Pediatric Dentistry, given additional title Interim Co-Chair of Pediatric Dentistry; salary changed from annualized rate of \$66,435 for 12 months (\$5,536.25 per month) to annualized rate of \$77,500 for 12 months (\$6,458.34 per month), July 1, 2003 through June 30, 2004. Includes administrative supplement of \$8,065 while serving as Interim Co-Chair.

Harley, John B., George Lynn Cross Research Professor of Medicine, The James R. McEldowney Professor in Immunology, Vice Chair for Research, Department of Medicine, Adjunct Professor of Microbiology and Immunology and Adjunct Professor of Pathology; salary changed from the annualized rate of \$125,741 for 12 months (\$10,478.45 per month) to annualized rate of \$125,921 for 12 months (\$10,493.45 per month), July 1, 2003 through June 30, 2004. FY 03-04 Budget correction. Includes an administrative supplement of \$15,000 while serving as Vice Chair for Research.

Khajotia, Sharukh S., Associate Professor and Chair of Dental Materials, salary changed from an annualized rate of \$74,436 for 12 months (\$6,203.00 per month) to annualized rate of \$82,000 for 12 months (\$6,833.33 per month), July 1, 2003 through June 30, 2004. Increase to counter an outside offer.

Kolobe, Hlapang A., Associate Professor of Rehabilitation Sciences, given additional title Adjunct Associate Professor of Allied Health Sciences, August 5, 2003.

Loftus, Christopher M., Professor and Chair of Neurosurgery, given additional title The Harry Wilkins Chair in Neurosurgery; title The Esther and Ted Greenberg Professorship in Neurosurgery deleted, July 1, 2003.

Martin, Mary E., Professor of Oral Diagnosis and Radiology, titles Associate Dean for Clinics and Director of Clinics deleted, August 1, 2003.

McGinnis, Donald W., Clinical Assistant Professor of Orthopedic Surgery, salary changed from annualized rate of \$34,986 for 12 months (\$2,915.50 per month), 0.49 time, to without remuneration, July 15, 2003.

Nawar, Ola, Clinical Assistant Professor of Psychiatry and Behavioral Sciences, salary changed from annualized rate of \$71,050 for 12 months (\$5,920.84 per month) to annualized rate of \$35,525 for 12 months (\$2,960.42 per month), 0.50 time, August 16, 2003 through June 30, 2004.

Ozor, Francis C., title changed from Assistant Professor to Adjunct Assistant Professor of Radiologic Technology; salary changed from annualized rate of \$42,819 for 12 months (\$3,568.29 per month) to without remuneration, August 1, 2003 through June 30, 2004.

Panchal, Jayesh I., Associate Professor of Surgery, title changed from Interim Section Chief to Section Chief of Plastic Surgery, Department of Surgery; salary changed from annualized rate of \$73,741 for 12 months (\$6,145.08 per month) to annualized rate of \$109,744 for 12 months (\$9,145.33 per month), July 1, 2003 through June 30, 2004. Additional responsibilities as Section Chief. Tenured base remains \$73,741.

Parkhurst-Cain, Joan, Associate Professor of Pediatrics, Adjunct Associate Professor of Pathology, given additional title Director of Residency Program, Department of Pediatrics, July 1, 2003.

Patton, Gregory Alan, title changed from Associate Professor to Clinical Associate Professor of Radiological Sciences, title Clinical Service Chief deleted; salary changed from annualized rate of \$80,625 for 12 months (\$6,718.75 per month), to agreed contract rate, July 1, 2003 through June 30, 2004.

Rajala, Raju, Assistant Professor of Research, Department of Ophthalmology, given additional title Adjunct Assistant Professor of Research, Department of Cell Biology, June 1, 2003.

Redyke, Kathryn, Clinical Instructor in Internal Medicine, Tulsa, salary changed from annualized rate of \$26,000 for 12 months (\$2,166.67 per month) 0.40 time, to annualized rate of \$65,000 for 12 months (\$5,416.67 per month), full time, June 30, 2003 through June 30, 2004.

Schnebel, Brock E., Clinical Professor of Orthopedic Surgery and Athletics Section Chief, salary changed from annualized rate of \$40,000 for 12 months (\$3,333.33 per month), 0.45 time, to annualized rate of \$28,400 for 12 months (\$2,366.67 per month), 0.32 time, July 15, 2003 through June 30, 2004. Change in FTE.

Sigler, Scott C., Associate Professor of Ophthalmology, title Adjunct Assistant Professor of Pathology deleted, August 1, 2003.

Stratton, Russell J., Director of Dental Informatics, Professor Emeritus of Removable Prosthodontics and Dean Emeritus, College of Dentistry, salary changed from annualized rate of \$12,500 for 10 months (\$1,250.00 per month), 0.20 time, to annualized rate of \$15,000 for 12 months (\$1,250.00 per month), 0.20 time, July 1, 2003 through June 30, 2004.

Vannatta, Jerry B., Professor of Medicine, given additional title John Flack Burton Professor of Medical Humanities, September 1, 2003; return from sabbatical leave of absence with pay, June 30, 2003.

Wallace, Erik, Assistant Professor of Internal Medicine, Tulsa, appointment start date changed from August 1, 2003 to July 31, 2003. Correction to previous action.

White, Theresa M., Clinical Associate Professor of Pediatric Dentistry, Clinical Associate Professor of Orthodontics, and Clinical Instructor in Oral and Maxillofacial Surgery, Department of Surgery, College of Medicine; given additional title Interim Co-Chair of Pediatric Dentistry; salary changed from annualized rate of \$51,506 for 12 months (\$4,292.17 per month), 0.50 time, to annualized rate of \$58,506 for 12 months (\$4,875.50 per month), 0.60 time, July 1, 2003 through June 30, 2004. Includes an administrative supplement of \$7,000 while serving as Interim Co-Chair.

Wilson, Edwin L., Professor and Chair of Occlusion, given additional title Associate Dean for Clinics, title changed from Assistant Director to Director of Clinics, College of Dentistry; salary changed from annualized rate of \$78,665 for 12 months (\$6,555.42 per month) to annualized rate of \$92,000 for 12 months (\$7,666.67 per month), August 1, 2003 through June 30, 2004. Includes administrative supplement of \$13,335 while serving as Associate Dean.

Winn, Jan Marie, Associate Professor of Radiologic Technology, Vice Chair of Radiologic Technology, and Program Director of Nuclear Medicine, Department of Radiologic Technology, given additional title Adjunct Associate Professor of Allied Health Sciences, August 1, 2003.

Wolfla, Christopher E., Associate Professor of Neurosurgery, given additional title The Esther and Ted Greenberg Endowed Chair of Neurosurgery, July 1, 2003.

RESIGNATIONS AND/OR TERMINATIONS:

Adler, Jill, Clinical Instructor in Pediatrics, June 30, 2003 (with accrued vacation through December 31, 2003).

Bowditch, Ron D., Assistant Professor of Biochemistry and Molecular Biology, June 30, 2003.

Burns, Gregory Scott, Assistant Professor of Radiological Sciences, June 30, 2003 (with accrued vacation through August 5, 2003).

Calame, James D., Clinical Instructor in Medicine, July 11, 2003 (with accrued vacation through August 27, 2003).

Dayringer, Richard, Adjunct Professor of Family Medicine, Tulsa, June 30, 2003.

Endres, Robert K., Clinical Professor of Pediatrics, Tulsa, June 30, 2003 (with accrued vacation through July 29, 2003).

Esmen, Nurtan A., Professor of Occupational and Environmental Health and Professor of Research, Center for American Indian Health Research, College of Public Health, August 15, 2003 (with accrued vacation through October 2, 2003).

Frazier, Judith Kerber, Clinical Assistant Professor of Family and Preventive Medicine, June 30, 2003 (with accrued vacation through July 22, 2003).

Geurkink, John W., Assistant Professor of Radiological Sciences, June 30, 2003 (with accrued vacation through July 3, 2003).

Giddens, Cheryl Leann, Assistant Professor of Communication Sciences and Disorders, August 15, 2003 (with accrued vacation through September 12, 2003).

Haynes, Tina, Assistant Professor of Pediatrics, July 31, 2003 (with accrued vacation through September 12, 2003).

Insalaco, Robin S., Assistant Professor of Health Sciences Library and Information Management, Adjunct Assistant Professor of Allied Health Sciences, and Reference Librarian, Robert M. Bird Health Sciences Library, June 30, 2003 (with accrued vacation through August 4, 2003).

Nixon, Sara J., Professor of Psychiatry and Behavioral Sciences and The Arnold and Bess Ungerman Endowed Chair in Psychiatry, July 31, 2003 (with accrued vacation through September 16, 2003).

Parsons, William Charles, Clinical Associate Professor of Family Medicine, Tulsa, August 29, 2003.

Rabe, Frank E., Assistant Professor of Radiological Sciences and Vice Chief, VA Radiology Service, June 30, 2003 (with accrued vacation through August 14, 2003).

Roberts-Warrior, Deborah Ann, Assistant Professor of Rehabilitation Sciences and Adjunct Assistant Professor of Allied Health Sciences, June 30, 2003 (with accrued vacation through July 30, 2003).

Sethi, Sanjay, Assistant Professor of Geriatrics, June 30, 2003 (with accrued vacation through August 15, 2003).

RETIREMENTS:

Christensen, H. Dix, Professor of Cell Biology, June 30, 2003; named Professor Emeritus of Cell Biology and Professor Emeritus of Pharmaceutical Sciences. Approval of Emeritus title only. Retirement previously approved June 24, 2003.

Passey, Richard B., Professor of Pathology, June 30, 2002; named Professor Emeritus of Pathology. Approval of Emeritus title only. Retirement previously approved June 28, 2002.

Norman Campus:

LEAVES OF ABSENCE:

Anex, Robert P., Associate Professor of Aerospace and Mechanical Engineering and Research Fellow in the Science and Public Policy Program, leave of absence without pay, August 16, 2003 through May 15, 2004. Position in the Agricultural and Biosystems Engineering Department at Iowa State University.

Basic, Rozmeri, Associate Professor of Art, leave of absence with partial pay, August 16, 2003 through May 15, 2004. Fulbright research grant in Egypt.

Beasley, William H., Professor of Meteorology, sabbatical leave of absence with half pay, August 16, 2003 through May 15, 2004, changed to sabbatical leave of absence with full pay, August 16, 2003 through December 31, 2003.

Grant, Floyd H., Professor of Industrial Engineering; Director, Wireless Electromagnetic Compatibility Center; and Tom and Mary Dugan Professorship of Engineering, sabbatical leave of absence with full pay, August 16, 2003 through December 31, 2003, changed to sabbatical leave of absence with full pay, August 16, 2004 through December 31, 2004.

Kidwell, Clara S., Professor of History; Director of Native American Studies; and Coca-Cola Professor in Native American Studies, leave of absence with partial pay, September 1, 2003 through June 30, 2004. Fellowship from the Rockefeller Foundation at the Newberry Library in Chicago.

Martin, Paul S., Assistant Professor of Political Science, leave of absence without pay, January 1, 2004 through May 15, 2004. Awarded Congressional Fellowship by the American Political Science Association in Washington, D.C.

Ragep, F. Jamil, Professor of History of Science; Acting Co-Director of the Center for Peace Studies; and Coordinator of Middle East Studies, cancel sabbatical leave of absence with half pay, August 16, 2003 through May 15, 2004. Leave of absence with partial pay, September 1, 2003 through February 28, 2004, and leave of absence without pay, 1.00 time, March 1, 2004 through May 15, 2004. Fulbright teaching and research fellowship in Syria and fellowship at the Max Planck Institute for History of Science in Berlin.

Sawaya, Francesca J., Assistant Professor of English, leave of absence with pay, August 16, 2003 through October 2, 2003 and leave of absence without pay October 3, 2003 through December 31, 2003. Family medical leave.

Smith, Chad D., Associate Professor of Art, leave of absence without pay, August 16, 2003 through May 15, 2004. Position in a technology-driven photography program at Texas A&M.

Sabbatical Leaves of Absence-Spring Semester 2004 (with full pay)

Beard, Fred K., Professor of Journalism and Mass Communication, sabbatical leave of absence with full pay, January 1, 2004 through May 15, 2004. Will complete research and write a book on the topic of humor in advertising, including the types of humor employed, the mechanisms that make humor effective in persuasive situations, and the risks involved in using humor. The research will be done at the University of Oklahoma with some research trips to other locations. Faculty appointment: 8-16-92. No previous leaves taken. Teaching load covered by adjunct faculty.

Clark, William M., Associate Professor of Economics, sabbatical leave of absence with full pay, January 1, 2004 through May 15, 2004. Will write a macroeconomic principles text; revise and integrate current workbook with proposed text. Locations: Norman and Oklahoma City. Faculty appointment: 9-01-80. Previous leaves taken: Sabbatical leave of absence with full pay 1-01-92 to 5-16-92. Teaching load covered by adjunct faculty.

Fears, J. Rufus, Professor of Classics, G.T. and Libby Blankenship Chair of the History of Liberty and Director of the Center for the History of Liberty, sabbatical leave of absence with full pay, January 1, 2004 through May 15, 2004. Will research and write a book entitled "Freedom and the Superpower: How America Can Avoid the Fate of the Roman Empire." Faculty appointment: 7-01-90. Previous leaves taken: Leave of absence without pay 9-01-92 to 7-01-93. Teaching load covered by other course offerings.

Ferreira, Cesar, Associate Professor of Modern Languages, Literatures and Linguistics, sabbatical leave of absence with full pay, January 1, 2004 through May 15, 2004. Will write a book-length monograph entitled "Reconsidering the Self: On Recent Autobiographical Writing in Spanish-American Literature." Most of the writing will be done in Norman; however, some research will take place abroad. Faculty appointment: 8-16-97. No previous leaves taken. Teaching load covered by current and adjunct faculty.

Fincke, Ola M., Professor of Zoology, sabbatical leave of absence with full pay, January 1, 2004 through May 15, 2004. Will expand collaborative research and publish three to four papers from previous research, spending the majority of this time at OU, but also traveling to work with collaborators. Faculty appointment: 8-16-89. Previous leaves taken: Sabbatical leave with full pay 1-01-96 to 5-16-96. Teaching load covered by canceling one course.

Gutierrez, Phillip, Professor of Physics and Astronomy, sabbatical leave of absence with full pay, January 1, 2004 through May 15, 2004. Will conduct experimental study of heavy quark properties using data collected by the D0 detector from p-bar-p collisions at the Fermilab Tevatron. Will spend time at Fermilab and at OU. Faculty appointment: 8-16-89. Previous leaves taken: Sabbatical leave of absence with full pay 1-01-97 to 5-16-97. Teaching load covered by current faculty.

Hart, James S., Jr., Associate Professor of History, sabbatical leave of absence with full pay, January 1, 2004 through May 15, 2004. Will spend sabbatical in English archives researching a biography of Sir John Finch, a leading Tudor lawyer and defender of Charles I. This biography will secure Hart's place as an international authority on Tudor Law. Faculty appointment: Previous leaves taken: Sabbatical leave of absence with full pay 1-01-94 to 5-16-94. Teaching load covered by other course offerings.

Kates, Susan L., Associate Professor of English and Women's Studies, sabbatical leave of absence with full pay, January 1, 2004 through May 15, 2004. Will complete a single-author collection of biographical essays about notable Oklahoma women. The book title is *Women of Plains Country*. Faculty appointment: 8-16-95. No previous leaves taken. Teaching load covered by visiting faculty.

Latrobe, Kathy H., Professor of Library and Information Studies, sabbatical leave of absence with full pay, January 1, 2004 through May 15, 2004. Will study the recent history of children's publishing and corporate trends on children's library collections. The study will take place in Norman with out-of-state interviews. Faculty appointment: 8-16-88. No previous leaves taken. Teaching load covered by adjunct faculty.

Lee, Kyung B., Professor of Mathematics, sabbatical leave of absence with full pay, January 1, 2004 through May 15, 2004. Will visit Katholieke Universiteit Leuven (Belgium) and Seoul National University (Korea) to continue his research with colleagues at those institutions. Faculty appointment: 9-01-83. Previous leaves taken: Sabbatical leave of absence with half pay 8-16-89 to 5-16-90. Sabbatical leave of absence with full pay 1-01-97 to 5-16-97. Teaching load covered by adjunct lecturers or visiting faculty.

Lewis, Judith S., Professor of History and Women's Studies, sabbatical leave of absence with full pay, January 1, 2004 through May 15, 2004. Will research in English archives the "emotional geography" of country homes for publication as an article. Will also begin preliminary research on a book-length biography, likely of a woman (or women) from the Spencer family. Faculty appointment: 9-01-81. Previous leaves taken: Sabbatical leave of absence with full pay 1-01-89 to 5-16-89. Sabbatical leave of absence with full pay 1-1-96 to 5-16-96. Teaching load covered by enlarging enrollments in similar offerings.

London, David, Professor of Geology and Geophysics, sabbatical leave of absence with full pay, January 1, 2004 through May 15, 2004. Will complete research and writing for a monograph on granitic pegmatites, to be published by Oxford University Press. Travel includes field studies in the U.S., Canada, and Europe. Faculty appointment: 1-16-83. Previous leaves taken: Sabbatical leave of absence with full pay 8-16-89 to 1-01-90. Sabbatical leave of absence with full pay 1-01-97 to 5-16-97. Teaching load covered by the cancellation of one class.

O'Hair, Mary John, Professor of Educational Leadership and Policy Studies and Director of the Center for Educational and Community Renewal, sabbatical leave of absence with full pay, January 1, 2004 through May 15, 2004. Will examine strategies and results of developing small professional learning communities (i.e. schools within a school) in three large Oklahoma high schools that represent urban, suburban, and rural settings. Faculty appointment: 8-16-94. No previous leaves taken. Teaching load covered by graduate assistant.

Rankin-Hill, Lesley M., Associate Professor of Anthropology and Women's Studies, sabbatical leave of absence with full pay, January 1, 2004 through May 15, 2004. Will be visiting scholar at the College of William and Mary in Virginia to undertake archival research and co-authorship of a book on the eighteenth century New York African Burial Ground cemetery population. Faculty appointment: 1-01-89. Previous leaves taken: Sabbatical leave of absence with full pay 8-16-97 to 1-01-98. Teaching load covered by temporary faculty and moving one course to Fall 03.

Sauer, Gregory D., Associate Professor of Music, sabbatical leave of absence with full pay, January 1, 2004 through May 15, 2004. Will prepare and present several concerts in San Francisco, Oklahoma City, Toledo and other locations. Will research and learn the chamber music of Albert Dietrick, and will study at New England Conservatory in Boston. Faculty appointment: 8-16-95. No previous leaves taken. Teaching load covered by current faculty.

Schwagmeyer, Patricia L., Professor of Zoology, sabbatical leave of absence with full pay, January 1, 2004 through May 15, 2004. Will focus on analysis of a large dataset from current NSF grant in preparation for manuscript writing in the late spring and summer. Will remain in Norman. Faculty appointment: 9-01-81. Previous leaves taken: Leave of absence without pay 8-16-84 to 1-01-85. Leave of absence without pay 1-01-88 to 5-16-88. Sabbatical leave of absence with half pay 8-16-88 to 5-16-89. Sabbatical leave of absence with full pay 1-01-97 to 5-16-97. Teaching load covered by current faculty.

Shi, Zhisheng, Associate Professor of Electrical Engineering, sabbatical leave of absence with full pay, January 1, 2004 through May 15, 2004. Will pursue extensions to past opto-electronic device research, to strengthen collaborations with peer institutions and to explore Technology Transfer opportunities. Norman based with extended visits to key institutions. Faculty appointment: 8-16-97. No previous leaves taken. Teaching load covered by current faculty and other course offerings.

Skubic, Patrick, Professor of Physics and Astronomy, sabbatical leave of absence with full pay, January 1, 2004 through May 15, 2004. Will commute to Fermilab for work on the D0 experiment and to CERN for work on the ATLAS experiment. Work will include production of Flex Hybrids for the ATLAS pixel detector at OU. Faculty appointment: 1-16-81. Previous leaves taken: Sabbatical leave of absence with half pay 1-01-87 to 5-16-87 and 8-16-87 to 1-01-88. Sabbatical leave of absence with half pay 1-01-91 to 5-16-91. Sabbatical leave of absence with full pay 8-16-97 to 1-01-98. Teaching load covered by current faculty.

Tan, David L., Associate Professor of Educational Leadership and Policy Studies, sabbatical leave of absence with full pay, January 1, 2004 through May 15, 2004. Will research and write a book manuscript on research methodology. Faculty appointment: 8-16-89. No previous leaves taken. Teaching load covered by current faculty.

Terry, Robert, Associate Professor of Psychology, sabbatical leave of absence with full pay, January 1, 2004 through May 15, 2004. Will write and submit five papers for publication regarding sociometric measurement. Will spend two weeks at the University of Connecticut collaborating with co-author, Dr. Toon Cillessen. Faculty appointment: 8-16-95. No previous leaves taken. Teaching load covered by current faculty and the canceling of one course.

Westrop, Stephen R., Professor of Geology and Geophysics and Curator of Invertebrate Paleontology, Sam Noble Oklahoma Museum of Natural History, sabbatical leave of absence with full pay, January 1, 2004 through June 30, 2004. Will study trilobite systematics, paleoecology and biostratigraphy, to be conducted on campus in Norman. Faculty appointment: 1-01-98. No previous leaves taken. Teaching load covered by canceling one class.

Sabbatical Leaves of Absence – Spring 2004 and Fall 2004 Semesters (with half pay)

Baron, Edward A., Professor of Physics and Astronomy, sabbatical leave of absence with half pay, January 1, 2004 through May 15, 2004 and August 16, 2004 through December 31, 2004. Will pursue detailed models of supernovae for cosmology and the understanding of stellar evolution at LBL, Hamburg Observatory, Lyon, France and Paris, France. Faculty appointment: 8-16-90. Previous leaves taken: Sabbatical leave of absence with full pay 1-01-97 to 5-16-97. Teaching load covered by current faculty.

Glatzhofer, Daniel T., Associate Professor of Chemistry and Biochemistry, sabbatical leave of absence with half pay, January 1, 2004 through May 15, 2004 and August 16, 2004 through December 31, 2004. Will develop Fuel Cell Research at the University of Oklahoma, Norman campus. Faculty appointment: 8-16-88. No previous leaves taken. Teaching load covered by a visiting assistant professor.

Russell, Craig J., Professor of Management, sabbatical leave of absence with half pay, January 1, 2004 through May 15, 2004 and August 16, 2004 through December 31, 2004. Will conduct research on internet-based personnel selection for Fortune 500 firms, assessing ability to predict subsequent job performance and adverse impact. Faculty appointment: 5-16-96. No previous leaves taken. Teaching load covered by adjunct faculty.

Scott, Wilbur J., Professor of Sociology, sabbatical leave of absence with half pay, January 1, 2004 through May 15, 2004 and August 16, 2004 through December 31, 2004. Will spend the calendar year 2004 at the United States Air Force Academy, Colorado Springs, as Distinguished Visiting Professor. Faculty appointment: 1-16-77. Previous leaves taken: Sabbatical leave of absence with full pay 1-01-85 to 5-16-85. Sabbatical leave of absence with full pay 1-01-92 to 5-16-92. Teaching load covered by current faculty.

NEW APPOINTMENTS:

Burgess, Donald W., Visiting Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, annualized rate of \$65,593 for 12 months (\$5,466.09 per month), 0.50 time, July 1, 2003. Paid from grant funds; subject to availability of funds.

Byers, Lisa G., Assistant Professor of Social Work, annualized rate of \$50,000 for 9 months, (\$5,555.55 per month), August 16, 2003 through May 15, 2004. If Ph.D. not completed by August 16, 2003, title and salary to be changed to Acting Assistant Professor, annualized rate of \$48,000 for 9 months, August 16, 2003 through May 15, 2004. New tenure-track faculty.

Gross, Peter, Ph.D., Professor of Journalism and Mass Communication and the Gaylord Family Chair, annualized rate of \$90,000 for 9 months, (\$10,000.00 per month), August 16, 2003 through May 15, 2004. New faculty. Tenure credentials under review. Paid \$10,000 annually while serving as the Gaylord Family Chair.

Hubbard, Robert A., Senior Research Associate, Mewbourne School of Petroleum and Geological Engineering, annualized rate of \$75,000 for 12 months (\$6,250.00 per month), 0.75 time, July 15, 2003 through July 31, 2003. Salary changed to annualized rate of \$80,000 for 12 months (\$6,666.67 per month), 0.80 time, August 1, 2003. Additional title Adjunct Instructor given August 16, 2003.

Kwan, Jonathan T., Ph.D., Curtis W. Mewbourne Visiting Chair in Petroleum Engineering, annualized rate of \$100,000 for 9 months (\$11,111.11 per month), August 16, 2003 through May 15, 2004.

Huffman, Alan R., Ph.D., Professor of Geology and Geophysics and Lissa and Cy Wagner Professor in Geology and Geophysics, annualized rate of \$18,000 for 9 months, (\$2,000.00 per month), 0.25 time, August 16, 2003 through May 15, 2004. New faculty. Two-year renewable term appointment.

Jacobs, Jaclyn L., Adjunct Lecturer, annualized rate of \$34,000 for 9 months (\$3,777.78 per month), August 16, 2003 through May 15, 2004. Three-year renewable term appointment.

Kwan, Jonathan T., Ph.D., Visiting Professor of Petroleum and Geological Engineering, annualized salary of \$100,000 for 9 months (\$11,111.11 per month), August 16, 2003 through May 15, 2004.

Palmer, Robert D., Ph.D., Professor of Meteorology and Adjunct Professor of Electrical Engineering, annualized rate of \$112,000 for 9 months, (\$12,444.44 per month), August 16, 2004 through May 15, 2005. Tenure credentials under review.

Thomas, Michael K., Ph.D., Assistant Professor of Educational Psychology, annualized of \$45,000 for 9 months (\$5,000.00 per month), August 16, 2003 through May 15, 2004. New tenure-track faculty.

Whitman, April, Instructor of English, annualized salary of \$32,000 for 9 months (\$3,555.56 per month), August 16, 2003 through May 15, 2004. Three-year renewable term appointment.

REAPPOINTMENTS:

Ayres, Frances L., Professor of Accounting and John W. Jr. and Barbara J. Branch Professor of Accounting, reappointed to a three-year term as Director of the School of Accounting, salary remains at annualized rate of \$150,001 for 12 months, (\$12,500.08 per month), July 1, 2003.

Boyd, Tom W., reappointed as Professor Emeritus of Religious Studies, salary remains at \$30,000 for 9 months, 0.50 time, (\$3,333.33 per month), August 16, 2003 through May 15, 2004. Retired Faculty Funds.

Brittan, Shawnee, reappointed as Adjunct Professor of Art, salary remains at annualized rate of \$60,000 for 9 months, August 16, 2003 through May 15, 2004.

Zmud, Robert W., Professor of Management Information Systems and Michael F. Price Chair in Management Information Systems, reappointed to a three-year term as Director of the Division of Management Information Systems, salary remains at annualized rate of \$182,188 for 9 months, (\$20,243.11 per month), July 1, 2003.

CHANGES:

Biggerstaff, Michael I., Associate Professor of Meteorology, salary changed from annualized rate of \$67,500 for 9 months (\$7,500.00 per month) to annualized rate of \$69,000 for 9 months (\$7,666.66 per month), October 1, 2003. 2.2% increase.

Brewster, Keith A., Senior Research Scientist, Center for the Analysis and Prediction of Storms, salary changed from annualized rate of \$67,200 for 12 months (\$5,600.00 per month), 0.80 time, to annualized rate of \$84,000 for 12 months (\$7,000.00 per month), 1.00 time, effective August 1, 2003. Paid from grant funds; subject to availability of funds.

Brotzge, Jerald A., Research Scientist, Center for the Analysis and Prediction of Storms, salary changed from annualized rate of \$44,000 for 12 months (\$3,666.67 per month), 0.80 time, to annualized salary of \$55,000 for 12 months (\$4,583.33 per month), 1.00 time, effective August 1, 2003. Paid from grant funds; subject to availability of funds.

Brown III, Alan D., Acting Assistant Professor of Sociology, title changed to Assistant Professor of Sociology, salary changed from annualized rate of \$40,000 for 9 months (\$4,444.44 per month) to annualized rate of \$42,000 for 9 months (\$4,666.67 per month), August 16, 2003 through May 15, 2004. Completed Ph.D.

Carr, Frederick H., Professor of Meteorology; Director of the School of Meteorology; and Mark and Kani McCasland Chair in Meteorology, salary changed from annualized rate of \$119,640 for 12 months (\$9,970.00 per month) to annualized rate of \$123,640 for 12 months (\$10,303.33 per month), October 1, 2003. 3.3% increase.

Carte, Traci A., Assistant Professor of Management Information Systems, additional stipend of \$7,818.80 for serving as John and Mary K. Nichols Faculty Fellow, September 1, 2003 through April 30, 2004.

Censky, Ellen J., Professor of Zoology and Director of the Sam Noble Oklahoma Museum of Natural History, award of tenure recommended, July 18, 2003.

Colin, Jose J., Instructor of Modern Languages, Literatures and Linguistics, title changed to Lecturer of Modern Languages, Literatures and Linguistics, salary changed from annualized rate of \$35,000 for 9 months (\$3,888.89 per month) to annualized rate of \$37,000 for 9 months (\$4,111.11 per month), August 16, 2003 through May 15, 2004. Completed Ph.D. Five-year renewable term appointment.

Conway, Tyrrell, Associate Professor of Botany and Microbiology, given additional title Microarray Facility Director, salary changed from annualized rate of \$75,708 for 9 months (\$8,412.00 per month) to annualized rate of \$84,114 for 9 months (\$9,346.00 per month), August 16, 2003. To compensate for additional duties effective July 1, 2003.

Cook, Rena R., Assistant Professor of Drama, given additional title Coordinator of Undergraduate Studies, salary changed from annualized rate of \$38,000 for 9 months (\$4,222.22 per month) to annualized rate of \$41,000 for 9 months (\$4,555.56 per month), August 16, 2003 through May 15, 2004.

Dalton, Deborah W., title changed from Professor of Landscape Architecture, College of Architecture, to Professor of Interdisciplinary Perspectives on the Environment, College of Arts and Sciences, given additional title Director of Interdisciplinary Perspectives on the Environment, College of Arts and Sciences, salary remains at annualized rate of \$93,216 for 9 months (\$10,357.33 per month), August 16, 2003.

Davidson, Jeanette R., Associate Professor of Social Work and Director of African and African-American Studies, salary changed from annualized rate of \$80,648 for 12 months (\$6,720.67 per month) to annualized rate of \$90,000 for 12 months (\$7,500.00 per month), July 1, 2003. Paid administrative stipend of \$6,000 while serving as Director of African and African-American Studies. 11.6% negotiated increase.

Dunne, Timothy, Professor of Economics, given additional title Chong K. Liew Professor of Economics, salary changed from annualized rate of \$79,702 for 9 months (\$8,855.78 per month) to annualized rate of \$88,802 for 9 months (\$9,866.89 per month), August 16, 2003. Salary includes \$9,100 increase while serving as Chong Liew Professor.

Fain, Michael D., Associate Professor of Drama, salary changed from annualized rate of \$43,129 for 9 months (\$4,792.11 per month) to annualized rate of \$45,129 for 9 months (\$5,014.33 per month), August 16, 2003. Compression increase.

Fedorovich, Evgeni, Associate Professor of Meteorology, salary changed from annualized rate of \$59,872 for 9 months (\$6,652.45 per month) to annualized rate of \$66,372 for 9 months (\$7,374.66 per month), October 1, 2003. 10.8% increase.

Fernando, Chitru S., Associate Professor of Finance, additional stipend of \$7,818.80 for serving as John and Mary K. Nichols Faculty Fellow, September 1, 2003 through April 30, 2004.

Fiedler, Brian H., Professor of Meteorology, salary changed from annualized rate of \$67,882 for 9 months (\$7,542.45 per month) to annualized rate of \$71,882 for 9 months (\$7,986.88 per month), October 1, 2003. 5.9% increase.

Fleener, Mattie J., Professor of Instructional Leadership and Academic Curriculum and Associate Dean, College of Education, salary changed from annualized rate of \$78,000 for 12 months (\$6,499.99 per month) to annualized rate of \$80,200 for 12 months (\$6,683.33 per month), July 1, 2003. Counteroffer.

Gao, Jidong, Senior Research Scientist, Center for the Analysis and Prediction of Storms, salary changed from annualized rate of \$56,000 for 12 months (\$4,666.67 per month), 0.80 time, to annualized rate of \$70,000 for 12 months (\$5,833.33 per month), 1.00 time, effective August 1, 2003. Paid from grant funds; subject to availability of funds.

Haring, Kathryn A., Associate Professor of Educational Psychology, given additional title Ruth G. Hardman Professor of Education, salary remains at annualized rate of \$54,404 for 9 months (\$6,044.89 per month), August 16, 2003.

Hoskisson, Robert E., Professor of Management and Rath Chair in Strategic Management, salary changed from annualized rate of \$151,700 for 9 months (\$16,855.55 per month) to annualized rate of \$155,700 for 9 months (\$17,300.00 per month), August 16, 2003. 2.6% equity increase.

Jahn, David E., Research Scientist and Managing Director, Center for the Analysis and Prediction of Storms, salary changed from annualized rate of \$59,200 for 12 months (\$4,933.33 per month), 0.80 time, to annualized rate of \$74,000 for 12 months (\$6,166.67 per month), 1.00 time, effective August 1, 2003. Paid from grant funds; subject to availability of funds.

Kastner-Klein, Petra M., Assistant Professor of Meteorology, salary changed from annualized rate of \$49,500 for 9 months (\$5,500.00 per month) to annualized rate of \$51,000 for 9 months (\$5,666.66 per month), October 1, 2003 through May 15, 2004. 3% increase.

Landers, Thomas L., Professor of Industrial Engineering; Associate Dean of the College of Engineering; Morris R. Pittman Professor of Engineering, given additional title Director, Institute for Infrastructure Innovation, salary changed from annualized rate of \$140,000 for 12 months (\$11,666.66 per month) to annualized rate of \$154,000 for 12 months (\$12,833.33 per month), July 1, 2003.

Lee, Fred N., Professor of Electrical Engineering, given additional title OG&E Professor of Electrical and Computer Engineering, salary changed from annualized rate of \$86,722 for 9 months (\$9,635.78 per month) to annualized rate of \$96,722 for 9 months (\$10,746.89 per month), August 16, 2003. Salary includes \$10,000 increase while serving as OG&E Professor.

Linn, Scott C., Professor of Finance and Director of the Division of Finance and the Center for Financial Studies, given additional title Milus E. Hindman Professor of Banking and Finance, salary changed from annualized rate of \$145,634 for 12 months (\$12,136.16 per month) to annualized rate of \$147,000 for 12 months (\$12,250.00 per month), July 1, 2003. Five-year term appointment as Milus E. Hindman Professor of Banking and Finance. Salary includes \$20,000 administrative stipend for Director of the Division of Finance.

Lubin, Howard R., Assistant Professor of Music, salary changed from annualized rate of \$37,440 for 9 months (\$4,160.00 per month) to annualized rate of \$40,000 for 9 months (\$4,444.44 per month), August 16, 2003 through May 15, 2004. Assuming a leadership role in the core area of opera.

McPherson, Renee A., Acting Director, Oklahoma Climatological Survey, title changed to Research Scientist and Assistant Director, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$77,520 for 12 months (\$6,460.00 per month) to annualized rate of \$85,000 for 12 months (\$7,083.34 per month), effective August 1, 2003. Changing from Administrative Staff to Academic.

Mechem, David B., Research Associate, Cooperative Institute for Mesoscale Meteorological Studies, title changed to Research Scientist, salary changed from annualized rate of \$46,309 for 12 months (\$3,867.42 per month) to annualized rate of \$60,000 for 12 months (\$5,000.00 per month), effective July 1, 2003. Completed Ph.D. Paid from grant funds; subject to availability of funds.

Meggison, William L., Professor of Finance and Rainboldt Chair in Finance, salary changed from annualized rate of \$139,354 for 9 months (\$15,483.77 per month) to annualized rate of \$149,354 for 9 months (\$16,594.88 per month), August 16, 2003. 7.2% equity increase.

Montgomery, Polly S., Research Associate, Health and Sport Sciences, salary changed from annualized rate of \$63,654 for 12 months (\$5,304.50 per month) to annualized rate of \$65,564 for 12 months (\$5,463.66 per month), effective July 1, 2003. Paid from grant funds; subject to availability of funds.

Morrissey, Mark L., Associate Professor of Meteorology, salary changed from annualized rate of \$57,690 for 9 months (\$6,410.00 per month) to annualized rate of \$59,190 for 9 months (\$6,576.66 per month), October 1, 2003. 2.6% increase.

Papavassiliou, Dimitrios V., Assistant Professor of Chemical Engineering and Materials Science, salary changed from annualized rate of \$61,160 for 9 months (\$6,795.56 per month) to annualized rate of \$65,500 for 9 months (\$7,277.78 per month), August 16, 2003 through May 15, 2004. Inversion increase.

Pedersen, Jon E., Professor of Instructional Leadership and Academic Curriculum, salary changed from annualized rate of \$60,000 for 9 months (\$6,666.67 per month) to annualized rate of \$65,000 for 9 months (\$7,222.22 per month), August 16, 2003. Counteroffer.

Pender, Judith M., Assistant Professor of Drama, salary changed from annualized rate of \$38,532 for 9 months (\$4,281.33 per month) to annualized rate of \$41,532 for 9 months (\$4,614.67 per month), August 16, 2003 through May 15, 2004. Paid \$3,000 administrative stipend while serving as Coordinator of Graduate Studies for the School of Drama.

Postawko, Susan E., Associate Professor of Meteorology, salary changed from annualized rate of \$53,720 for 9 months (\$5,968.88 per month) to annualized rate of \$55,220 for 9 months (\$6,135.55 per month), October 1, 2003. 2.8% increase.

Richman, Michael B., Associate Professor of Meteorology, salary changed from annualized rate of \$58,869 for 9 months (\$6,541.00 per month) to annualized rate of \$63,869 for 9 months (\$7,096.55 per month), October 1, 2003. 8.5% increase.

Roath, Anthony S., Assistant Professor of Marketing and Supply Chain Management, additional stipend of \$7,818.80 for serving as John and Mary K. Nichols Faculty Fellow, September 1, 2003 through April 30, 2004.

Schmidtke, David W., Assistant Professor of Chemical Engineering and Materials Science, salary changed from annualized rate of \$59,662 for 9 months (\$6,629.11 per month) to annualized rate of \$65,200 for 9 months (\$7,244.44 per month), August 16, 2003 through May 15, 2004. Inversion increase.

Scott, Thurman E., Research Assistant Professor, PoroMechanics Institute, salary changed from annualized rate of \$64,936 for 12 months (\$5,411.37 per month) to annualized rate of \$48,702 for 9 months (\$5,411.37 per month), August 16, 2003 through May 15, 2004. Changing from 12-month appointment to 9-month appointment.

Shah, Subhash N., Professor of Petroleum and Geological Engineering and Stephenson Chair of Petroleum and Geological Engineering, delete temporary title Director, Well Construction Technology Center, salary changed from annualized rate of \$112,946 for 9 months (\$12,549.55 per month) to annualized rate of \$102,946 for 9 months (\$11,438.44 per month, August 16, 2003.

Shapiro, Alan M., Associate Professor of Meteorology, salary changed from annualized rate of \$55,239 for 9 months (\$6,137.67 per month) to annualized rate of \$62,239 for 9 months (\$6,915.44 per month), October 1, 2003. 13% increase.

Straka, Jerry M., Associate Professor of Meteorology, salary changed from annualized rate of \$59,512 for 9 months (\$6,612.44 per month) to annualized rate of \$61,012 for 9 months (\$6,779.11 per month), October 1, 2003. 2.5% increase.

Thomas, Kevin W., Research Associate, Center for the Analysis and Prediction of Storms, salary changed from annualized rate of \$52,000 for 12 months (\$4,333.33 per month), 0.80 time, to annualized rate of \$65,000 for 12 months (\$5,416.67 per month), 1.00 time, August 1, 2003. Paid from grant funds; subject to availability of funds.

Thomas, Wayne B., Assistant Professor of Accounting, additional stipend of \$7,818.80 for serving as John and Mary K. Nichols Faculty Fellow, September 1, 2003 through April 30, 2004.

Tihanyi, Laszlo, Assistant Professor of Management additional stipend of \$7,818.80 for serving as John and Mary K. Nichols Faculty Fellow, September 1, 2003 through May 15, 2004.

Warrior, Robert A., Associate Professor of English, additional stipend of \$4,250 for serving as Acting Director of Native American Studies, September 1, 2003 through May 15, 2004.

Weber, Daniel B., Senior Research Scientist, Center for the Analysis and Prediction of Storms, salary changed from annualized rate of \$65,600 for 12 months (\$5,466.67 per month), 0.80 time, to annualized rate of \$82,000 for 12 months (\$6,833.33 per month), 1.00 time, effective August 1, 2003. Paid from grant funds; subject to availability of funds.

West, Ann H., Associate Professor of Chemistry and Biochemistry, salary changed from annualized rate of \$61,959 for 9 months (\$6,884.33 per month) to annualized rate of \$67,000 for 9 months (\$7,444.44 per month), August 16, 2003. Counteroffer.

Wilson, Donald A., Professor of Zoology, given additional title Assistant Chair, Zoology, salary remains at annualized rate of \$54,247 for 9 months (\$6,027.44 per month), August 16, 2003.

Xue, Ming, Associate Professor of Meteorology, salary changed from annualized rate of \$56,080 for 9 months (\$6,231.11 per month) to annualized rate of \$62,080 for 9 months (\$6,897.77 per month), October 1, 2003 through May 15, 2004. 11% increase.

RESIGNATIONS AND/OR TERMINATIONS:

Barney, Richard A., Associate Professor of English, August 16, 2003.

Dobrin, Duilio A., Associate Professor of Music, August 1, 2003

Gordon, B. Brent, Professor of Mathematics, August 16, 2003.

Gottesman, Carmela L., Assistant Professor of Psychology, August 16, 2003.

Marshall, Dennis D., Assistant Professor of Dance, May 16, 2003

Smith, Kent S., Assistant Professor of Zoology, August 1, 2003.

ADDITIONAL NORMAN CAMPUS REAPPOINTMENT:

Moore, Paul R., Artist-in-Residence, salary changed from annualized rate of \$65,014 for 12 months (5,417.83 per month) to annualized rate of \$70,000 for 12 months (\$5,833.33 per month), July 1, 2004. Extension of five-year renewable term appointment.

President Boren recommended the Board of Regents approve the academic personnel actions shown above.

Regent Bentley moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

President Boren regretted to report the following death:

Roland E. Lehr, David Ross Boyd Professor of Chemistry and Biochemistry, July 16, 2003.

ADMINISTRATIVE AND PROFESSIONAL PERSONNEL ACTIONS

Health Sciences Center:

NEW APPOINTMENTS:

Gould, Anthony D., Associate General Counsel, Office of Legal Counsel, annualized rate of \$90,000 for 12 months (\$7,500.00 per month), August 11, 2003. Administrative staff.

Lair, Michele Ann, Staff Pharmacist, Department of Pharmacy, annualized rate of \$70,500 for 12 months, (\$5,875.00 per month), June 30, 2003. Professional Staff.

Whited, Teresa M., Nurse Practitioner, Department of OU Physicians CHP Clinics, annualized rate of \$60,000 for 12 months, (\$5,000.00 per month), June 23, 2003. Professional Staff.

CHANGES:

Benton, Patricia A., title changed from Director of Research Administration to Executive Director of Research Administration, Department of Research Administration, salary changed from annualized rate of \$77,250 for 12 months (\$6,437.50 per month) to annualized rate of \$85,000 for 12 months (\$7,083.33 per month), September 1, 2003. Administrative Officer.

Boeh, William, title changed from Assistant to the Dean to Assistant to the Dean and Assistant to the Vice Provost for Academic Affairs and Educational Planning, salary changed from annualized rate of \$55,000 for 12 months (\$4,583.33 per month) to annualized rate of \$62,500 for 12 months (\$5,208.00 per month), September 1, 2003. Managerial Staff.

Dearner, James, Local Area Network Administrator, Department of the Graduate College, salary changed from annualized rate of \$68,245 for 12 months (\$5,687.08 per month) to annualized rate of \$71,244.96 for 12 months (\$5,937.08 per month), August 1, 2003. Professional Staff. Additional duties.

Joiner, Jonathan E., title changed from Director of Finance Tulsa to Assistant Dean for Finance Tulsa, College of Medicine Tulsa Office of the Dean, July 1, 2003. Administrative Staff.

Jones, Christopher J., title changed from Assistant Vice Provost for Academic Affairs and Director of Center for Academic Technology, Department of Academic & Student Affairs, to Director of E-Learning Technology, Department of the Provost Office, August 1, 2003. Administrative Staff. Transferred to Provost Office.

Raines, Jill Bush, Legal Counsel, Department of Legal Counsel, salary changed from annualized rate of \$52,500 for 12 months (\$4,375.00 per month) to annualized rate of \$63,750 for 12 months (\$5,312.50 per month), September 1, 2003. Administrative Staff. FTE Change from 70% to 85%.

Shelton-Hong, Jennifer, title changed from Neonatal Nurse Clinician to Nurse Practitioner, Department of Pediatrics, salary changed from annualized rate of \$21,288 for 12 months (\$1,774.00 per month) to annualized rate of \$62,000 for 12 months (\$5,167.00 per month), July 1, 2003. Professional Staff. FTE Changed from 50% to 100%.

Tolman, Julie A., title changed from Quality Analyst to Quality Manager, Department of OU Physicians, August 1, 2003. Professional Staff.

Warren, Ella J., Training and Project Management Specialist, department changed from Office of the Provost/FutureLink to Office of Admissions & Records, September 1, 2003. Professional Staff.

Whetstine, Timothy R., title changed from Clinics Administrator, Department of OU Physicians Faculty Clinics, to Clinical Departmental Business Manager II, Department of Anesthesiology, salary changed from annualized rate of \$64,890 for 12 months (\$5,407.50 per month) to annualized rate of \$65,000 for 12 months (\$5,416.66 per month), June 8, 2003. Managerial Staff. Promotional Transfer.

RESIGNATIONS AND/OR TERMINATIONS:

Jones, Gayle Hill, Senior Director of Development - HSC, Department of Alumni & Development, August 16, 2003. Administrative Officer. Resignation.

Marotta, Sal C., Director of Digital Communications, Department of Information Technology, July 1, 2003. Administrative Staff. Resignation, other employment.

Payne, James R., Pharmacy Learning Facilitator, Department of Pharmacy, July 1, 2003. Professional Staff. Faculty Appointment.

Ray, Nancy E., Assistant Director of the Office of Experiential Education – Tulsa, Department of Pharmacy, July 1, 2003. Faculty Appointment.

Robinson, Scott L., Magnetic Resonance Imaging Manager, Department of Radiological Sciences, August 1, 2003. Outreach facility no longer associated with OUHSC.

Rupert, Kurt M., Legal Counsel, Department of Legal Counsel, August 1, 2003. Resignation, other employment.

Norman Campus:

TRANSFER:

Hillis, John R., title changed from Development Associate III, University Development, to Assistant Executive Director, Alumni and Development, Alumni and Development Office, salary changed from annualized rate of \$74,200 for 12 months (\$6,183.33 per month) to annualized rate of \$87,000 for 12 months (\$7,250.00 per month), effective September 1, 2003. Administrative Staff. Transfer from Norman Campus to Health Sciences Center's Office of Alumni and Development. Benefits will be uninterrupted; ended on Norman Campus payroll and established on Health Sciences Center payroll.

NEW APPOINTMENTS:

Crouch, Glenn, Information Technology Specialist III, Information Technology, annualized rate of \$83,000 for 12 months (\$6,916.66 per month), effective August 4, 2003. Managerial Staff.

Nguyen, Tuan, Temporary IT Analyst with Benefits, Information Technology, annualized rate of \$62,504 for 12 months (\$30.05 per hour), effective August 9, 2003. Service and Operations Staff.

Paden, Thomas A., Development Associate II, Athletic Department, annualized rate of \$63,000 for 12 months (\$5,250.00 per month), effective August 25, 2003. Managerial Staff.

Thorpe, James, Temporary IT Analyst without Benefits, Information Technology, annualized rate of \$62,400 for 12 months (\$30.00 per hour), effective July 26, 2003. Service and Operations Staff.

Walls, Steven, Temporary IT Analyst with Benefits, Information Technology, annualized rate of \$62,504 for 12 months (\$30.05 per hour), effective August 9, 2003. Service and Operations Staff.

CHANGES:

Audas, Mildred C., Director, Education Abroad and International Student Services, salary changed from annualized rate of \$94,962 for 12 months (\$7,913.50 per month) to annualized rate of \$100,962 for 12 months (\$8,413.50 per month), effective September 1, 2003. Administrative Officer. Increase in administrative responsibilities due to merger of Education Abroad and International Student Services.

Forthman, Julie K., title changed from Assistant Director to Director, Financial Support Services, salary changed from annualized rate of \$74,000 for 12 months (\$6,166.67 per month) to annualized rate of \$78,000 for 12 months (\$6,500.00 per month), effective October 1, 2003. Changed from Administrative Staff to Administrative Officer.

Grissom, Joe E., Information Technology Analyst II, Information Technology, salary changed from annualized rate of \$88,000 for 12 months (\$7,333.34 per month) to annualized rate of \$90,640 for 12 months (\$7,553.34 per month), effective September 1, 2003. Managerial Staff. Paid from grant funds; subject to availability of funds.

Holt, Amy M., Director of Housing & Food Services, salary changed from annualized rate of \$85,500 for 12 months (\$7,125.00 per month) to annualized rate of \$95,500 for 12 months (\$7,958.34 per month), effective October 1, 2003. Administrative Officer. Additional duties as Director of Housing at the Health Sciences Center.

Millsap, B. Byron, title changed from Director, Purchasing Department to Associate Vice President, Administrative Affairs, salary changed from annualized rate of \$97,800 for 12 months (\$8,150.00 per month) to annualized rate of \$112,000 for 12 months (\$9,333.33 per month), effective June 17, 2003. Administrative Officer.

Penn, Melvin L, Corporate and External Relations Executive, Student Support Center, Michael F. Price College of Business, salary changed from annualized rate of \$67,000 for 12 months (\$5,583.33 per month) to annualized rate of \$70,000 for 12 months (\$5,833.33 per month), effective July 1, 2003. Managerial Staff. Equity increase.

Pinkston, Terri B., title changed from Controller and Director of Financial Support Services to Controller, salary remains at annualized rate of \$92,000 for 12 months (\$7,667.00 per month), effective October 1, 2003. Special Pay in the amount of \$4,500 as compensation for additional responsibilities during PeopleSoft activation. Administrative Officer.

Rasnic, Timothy D., title changed from Director, J.C. Penney Leadership Center, Price College of Business to Development Associate III, University Development, salary changed from annualized rate of \$71,770 for 12 months (\$5,980.83 per month) to annualized rate of \$84,000 for 12 months (\$7,000.00 per month), effective September 15, 2003. Changed from Administrative Staff to Managerial Staff. Administrator III to Development Associate III.

Shafer, Mark A., title changed from Senior Staff Climatologist to Director of Climate Information, Oklahoma Climatological Survey, salary changed from annualized rate of \$55,000 for 12 months (\$4,583.33 per month) to annualized rate of \$61,500 for 12 months (\$5,125.00 per month), effective August 1, 2003. Professional Staff. Change from Scientist/Researcher II to Scientist/Researcher III.

Snow, Jeralyn, Information Technology Analyst III, Information Technology, salary changed from annualized rate of \$70,000 for 12 months (\$5,833.33 per month) to annualized rate of \$85,000 for 12 months (\$7,083.33 per month), effective October 1, 2003. Managerial Staff. Equity Increase.

Tower, Robyn M., Assistant Vice President of University Development, given additional title Director of Operations, University Development, salary changed from annualized rate of \$75,000 for 12 months (\$6,250.00 per month) to annualized rate of \$88,500 for 12 months (\$7,375.00 per month), effective September 1, 2003. Administrative Officer.

Wong, Kokcheng, Special Assistant to the Vice President, Information Technology, salary changed from annualized rate of \$62,000 for 12 months (\$5,166.67 per month) to annualized rate of \$68,000 for 12 months (\$5,666.67 per month), October 1, 2003. Managerial staff. Additional duties.

Woollen, Elizabeth G., title changed from Interim Chief to Chief, Department of Public Safety, salary remains at annualized rate of \$82,000 for 12 months (\$6,833.33 per month), effective August 1, 2003. Administrative Officer.

RESIGNATIONS:

Henwood, William T., Senior Associate Vice President for Administrative Affairs, August 1, 2003. Administrative Officer.

Parker, Joe, Development Associate II, Athletic Department Development, August 1, 2003. Managerial Staff.

Waterkotte, Sandra K., Assistant Vice President, University Development, September 6, 2003. Administrative Officer.

Additional Norman Campus Changes:

Hart, Richard, title changed from Assistant Athletic Director for Marketing to Associate Athletics Director, Athletic Department, salary changed from annualized rate of \$52,000 for 12 months (\$4,333.33 per month) to annualized rate of \$80,000 for 12 months (\$6,666.67 per month), September 1, 2003. Administrative staff.

Hocutt, Kirby, title changed from Assistant Athletic Director for Development to Associate Athletics Director for Development, Athletic Department, salary changed from annualized rate of \$85,000 for 12 months (\$5,416.67 per month) to annualized rate of \$95,000 for 12 months (\$7,916.67 per month), August 1, 2003. Administrative staff.

Naifeh, Larry, Executive Associate Athletics Director, Athletic Department, salary changed from annualized rate of \$99,900 for 12 months (\$8,325.00 per month) to annualized rate of \$110,000 for 12 months (\$9,166.67 per month), August 1, 2003. Administrative staff. Increase due to additional responsibilities.

Rempe, Stephanie, Associate Athletics Director/Senior Women's Administrator, Athletic Department, salary changed from annualized rate of \$88,000 for 12 months (\$7,333.33 per month) to annualized rate of \$90,000 for 12 months (\$7,500.00 per month), October 1, 2003. Administrative staff Increase due to additional responsibilities as a result of reorganization.

Williams, Mark, Head Gymnastics Coach, Athletic Development, salary changed from annualized rate of \$55,000 for 12 months (\$4,583.33 per month) to annualized rate of \$62,000 for 12 months (\$5,166.67 per month), August 1, 2003. Managerial Staff. Equity increase.

President Boren recommended the Board of Regents approve the administrative and professional personnel actions shown above.

Regent Stuart moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

EQUITY MANAGEMENT COMMITTEE

In December 2001 the University Regents approved the establishment of the Equity Management Committee. This committee with counsel from the Office of Technology Development and pursuant to established Regents' policy, manages equity assets obtained through the commercialization of University technology, valued under \$100,000.00, e.g., whether to sell, trade or hold the assets, as it deems to be in the best interests of the University considering among other factors, the requirements of the University and risks associated with holding the particular equity/stock asset.

The committee consists of two current members of the Board of Regents, the University Vice President for Technology Development, University General Counsel, a knowledgeable University employee who is appointed by the President (Nick Hathaway), and two extra-mural members familiar with such matters by education, training and/or experience who are appointed by the Board of Regents. Peter Adamson was appointed in December 2001 to serve and the second *extra-mural* position has remained open.

President Boren recommended the Board of Regents appoint Dr. Michael Anderson, President of the Presbyterian Health Foundation, to serve on the Equity Management Committee as the second *extra-mural* member of this committee.

Regent Everest moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

AGREEMENT TO PROVIDE APPAREL, PRODUCTS AND EQUIPMENT FOR ATHLETICS - NC

The Athletic Department has annually entered into agreements to acquire clothing, products and equipment for use by student-athletes and teams, including purchases from Nike. Nike has also had agreements for a number of years with select University intercollegiate teams that provide apparel and equipment to the teams as well as consulting fees.

Nike has proposed to consolidate and expand its relationship with The University of Oklahoma to provide all apparel, shoe and equipment and additional consulting fees to the University on a department-wide basis for all teams. The University of Oklahoma has reviewed this proposal, similar programs at other institutions, and similar programs provided by other suppliers to other institutions. Based upon this review, it is recommended that this proposal is in the best interest of the University and should be accepted.

The terms are summarized as follows:

- Eight-year term beginning July 1, 2004 through June 30, 2012
- Base compensation fee of \$550,000 paid to the Athletic Department annually from July 1, 2004 through June 30, 2008; \$600,000 annually July 1, 2008 through June 30, 2012
- Product allotment allowance of \$1,325,000 retail value annually from July 1, 2004 through June 30, 2008; \$1,425,000 retail value annually from July 1, 2008 through June 30, 2012
- Mail orders with Nike for apparel other than team apparel - \$120,000 retail value annually from July 1, 2004 through June 30, 2008; \$130,000 retail value annually from July 1, 2008 through June 30, 2012
- Royalty rate of 8 percent for licensed merchandise from July 1, 2004 through June 30, 2008; royalty rate of up to ten percent for licensed merchandise from July 1, 2008 through June 30, 2012
- All University intercollegiate teams (with limited exceptions) will use Nike apparel, shoes and equipment exclusively for the term of the agreement.

The President or his designee with the assistance of the General Counsel is authorized to execute a final agreement consistent with the above terms and conditions.

President Boren recommended the Board of Regents authorize the President or his designee to:

- I. Enter into an agreement with Nike of Beaverton, Oregon, to provide athletic clothing, products, equipment, fees and bonuses for a period of eight years beginning July 1, 2004 as outlined below; and
- II. Authorize the President or his designee with the assistance of the General Counsel to execute a final agreement.

Regent Everest moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

LITIGATION

Regent Stuart moved the Board meet in executive session for the purpose of discussing litigation. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

The executive session was held in the same location and began at 3:37 p.m.

The meeting reconvened in regular session at 4:40 p.m.

LITIGATION

This item was included in the agenda for the purpose of meeting with General Counsel in executive session for a report on pending and possible litigation. An executive session was held, but there was no report and no action was taken.

There being no further business, the meeting adjourned at 4:41 p.m.

Chris A. Purcell, Ph.D.
Executive Secretary of the Board of Regents

Oklahoma State Regents for Higher Education
COOPERATIVE AGREEMENT REQUEST

Cameron University

Associate Degree in Applied Science in Criminal Justice (550)

Great Plains Technology Center

Date of Governing Board Approval _____

Signature of President _____

Date _____

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Memorandum for a Cooperative Agreement

Between Cameron University and Great Plains Technology Center

The parties to this Cooperative Agreement are Cameron University, hereinafter referred to as "Cameron" and Great Plains Technology Center.

Whereas, the parties believe that educational services of the highest quality should be delivered to the citizens of southwest Oklahoma in the most efficient manner possible;

Whereas, the parties desire to enter into a cooperative agreement to provide courses which meet the standards of the Oklahoma State Regents for Higher Education and the Oklahoma Department of Career and Technical Education to serve needs identified by students in southwest Oklahoma;

Whereas, this Cooperative Agreement is in compliance with all of the policies of the Oklahoma State Regents for Higher Education and the Oklahoma Department of Career and Technical Education;

The parties hereto agree to the following terms and conditions:

1. All Great Plains Technology Center faculty who teach courses within the scope of this Cooperative agreement shall be employees of and be governed by the Board of Education of Great Plains Technology Center. Said faculty, for the purposes of this Cooperative Agreement only, shall be adjunct faculty of Cameron and are subject to Cameron policies regarding adjunct faculty. Cameron shall have no liability for payment of salary or benefits to said faculty.
2. Students enrolled in the Cameron courses provided by Great Plains Technology Center must be regularly enrolled and pay normal tuition and fees approved by the Oklahoma State Regents of Higher Education. Such students must meet Cameron's admission standards as prescribed by the Oklahoma State Regents for Higher Education. To earn college credit, the student must demonstrate the accomplishment of course objectives established by Cameron and stated in the course syllabus.
3. Cameron shall pay, to Great Plains Technology Center, the course enrollment fee for each student enrolled in Cameron courses taught by Great Plains.
4. Cameron shall be responsible for advisement and enrollment of students.
5. Faculty shall maintain student performance records and shall report course grades in accordance with Cameron policies.
6. Cameron shall maintain student transcripts and all student records pertinent to college credit.
7. Students enrolled in the Cameron courses taught by Great Plains Technology Center shall be included in Great Plains Technology Center's workload report to the Oklahoma Department of Career and Technical Education.
8. Course enrollments shall be included in enrollment data submitted by Cameron to the Oklahoma State Regents for Higher Education.
9. Selection and modification of courses to be offered shall be the mutual responsibilities of both parties of this agreement.

10. Persons designated by Mr. Jim Nisbett, Superintendent of Great Plains Technology Center, and Dr. Cynthia Ross, President of Cameron, shall have mutual responsibility for course oversight.
11. Operational guidelines shall be jointly developed by staff from the parties as designated by the Great Plains Technology Center Superintendent and Cameron President.
12. Descriptive materials developed to support the cooperative course offerings shall identify both parties as partners in delivering quality education to the citizens of southwest Oklahoma.
13. This Cooperative Agreement shall be subject to review by the Oklahoma Department of Career and Technical Education and the Oklahoma State Regents for Higher Education and shall not become effective until approved by both.
14. This Cooperative Agreement applies to the Courses listed in Sections 2 and 3 attached hereto.
15. This Cooperative Agreement may be modified by written addendum by the governing board of both parties, the Oklahoma Department of Career and Technical Education and the Oklahoma State Regents for Higher Education.
16. This Cooperative Agreement was approved by the Board of Education of Great Plains Technology Center on _____, 2003.
17. This Cooperative Agreement was approved by the Board of Regents for Oklahoma University and Cameron University on _____, 2003.

President, Cameron University

Superintendent, Great Plains Technology Center

Chairman, Board of Regents for The University of Oklahoma, Cameron University and Rogers State University

President, Board of Education of Great Plains Technology Center

Date

Date

ATTEST:

ATTEST:

Secretary

Secretary

Section 1 – Cooperative Agreement Signature Page

**Cooperative Enrollment Agreement
Between
CAMERON UNIVERSITY
Associate of Applied Science in Criminal Justice (550)
Lawton, Oklahoma
And
Great Plains Technology Center
Lawton Campus**

Cameron University and Great Plains Technology Center hereby agree to enter into a Cooperative Enrollment Agreement in compliance with said policy adopted by the Oklahoma State Regents for Higher Education in June 2001.

APPROVED:

Dr. Cynthia S. Ross, President
Cameron University

Mr. Jim Nisbett, Superintendent
Great Plains Technology Center

Chairman G. T. Blankenship
OU/CU/RSU Board of Regents

Lon Parks, President
Board of Education
Great Plains Technology Center

Date of Board Approval
Cameron University

Date of Board Approval
Great Plains Technology Center

RATIFICATION:

Paul G. Risser, Chancellor
Oklahoma State Regents for Higher
Education

Peter Buswell, Director
Oklahoma Department of Career
and Technical Education

Date of Chancellor's Approval

Date of Director's Approval

Section 2 - Name of Degree Program Toward Which the Credit Will be Awarded

A Cooperative Agreement between Cameron University and Great Plains Technology Center will allow students to enroll in approved technical courses and receive college credit leading toward an Associate Degree of Applied Science in Criminal Justice (program code 550).

This statement is consistent with the Cooperative Agreement Policy as set forth by the Oklahoma Regents for Higher Education in June 2001 and the Oklahoma Department of Career and Technical Education. The cooperative agreement, when fully implemented will:

- Adhere to academic educational standards and policies
- Articulate to students the roles and responsibilities of each partnering institution by clearly informing students of which institution delivers courses and that academic credit is awarded only by the college or university
- Facilitate students' uninterrupted articulation to postsecondary institutions;
- Provide opportunities for students enrolled in technology centers to continue their educational careers in higher education
- Insure the efficient use of scarce resources and expand access to educational services

This agreement follows the "Guidelines for Approval of Cooperative Agreements Between Technology Centers and Colleges" as updated in February 2002 and were approved by the Oklahoma State Regents for Higher Education.

Section 3 - Titles of Courses for Which Approval is Being Sought

Great Plains Technology Center requests the approval of a Cooperative Agreement to include the following courses:

1. Security Guard Phase 1 (28 hours)
2. Security Guard Phase 2 (24 hours)
3. Security Guard Phase 3 – Private Investigator (40 hours)
4. Security Guard Phase 4 – Firearms (32 hours)

These courses are offered through the Adult Career Development department at Great Plains Technology Center and are supported by the Oklahoma Department of Career and Technical Education (ODCTE). All hours listed are clock hours.

By providing educational courses that are approved by the Oklahoma State Regents of Higher Education and supported by the Oklahoma Department of Career and Technical Education, the opportunities provided to area students will be of the highest quality. In addition, institutions will be able to share resources, opportunities for students to pursue higher education will be expanded, and an uninterrupted sequence of learning for adult learning will be provided.

Section 4 – Amount of Academic Credit To Be Awarded

Great Plains Technology Center requests six (6) credit hours to be awarded for successful completion of the listed courses. Courses of Study for the listed courses are included as Appendix A. The listed courses correspond to the following courses listed in the *Cameron University Catalog (2001 – 2003)*:

LE 2003 – Security Concepts

CJ 2001-3 – Special Problems in Criminal Justice

These courses can closely reflect the content of the listed courses as follows:

LE 2003 Security Concepts

Course Description:

A study of techniques used in providing security to government, industry, business, and private institutions. The functions of criminal justice personnel in crime prevention management.

Security Guard Phase 1 and 2

Course Description:

Phase 1:

This phase of security training is required for all forms of security guard licenses. Course instruction covers general private security tasks such as interpreting the Oklahoma Security Guard and Private Investigator Act, developing first aid skills, operating a fire extinguisher and fire fighting equipment, writing field notes, writing reports, and interpreting legal powers and limitations.

Phase 2:

This phase of security Training is specifically related to the tasks of unarmed security guards. Students will receive instruction in public relations, performing fixed post duties, patrolling and investigation of security incidents. Security guard license applicants must successfully complete Phase 1 and Phase 2 before receiving a security guard license.

*CJ 2001 – 3 Special Problems in
Criminal Justice*

Course Description:

An analysis of selected problem or special topic in criminal justice, corrections, and/or law enforcement. May be repeated, with different topics, for a total of 6 hours credit.

Security Guard Phase 3 and 4

Course Description:

*Security Guard Phase 3 – Private
Investigator*

Instruction covers responsibilities to clients, interpreting laws of private investigations, complying with the Fair Credit Reporting Act, conducting investigations/surveillance, and locating and communicating information. Private investigator license applicants must successfully complete Phase 1 and Phase 3 before receiving a private investigator license. Private investigators who wish to be licensed as an armed security guard, must successfully complete all phases of private security training unless training is waived through experience, or credit is granted for comparable training.

Security Guard Phase IV – Firearms

This course gives instruction and familiarization in the care, handling, and firing of revolvers and shotguns. Instruction will cover safety, revolver nomenclature and maintenance, inspecting revolvers and holsters, fundamentals of revolver shooting, legal issues and deadly force, range procedures and tower commands, revolver qualifications, shotgun nomenclature and maintenance, fundamentals of shotgun shooting and shotgun familiarization. Students will furnish their own weapons. Specifications on weapons requirements will be provided, upon request. Armed security guard license applicants must successfully complete Phase 1, 2, and 4 before receiving an armed security guard license. The California Psychology Inventory (CPI) test results must be on file with Great Plains Technology Center before enrolling in Phase 4. The CPI test is sent to a psychologist in Norman, OK; Allow 2-3 weeks for results.

Section 7 – Financial Arrangements Between the College and Technology Center

Cameron University and Great Plains Technology center have each established policies for tuition and fees. For the purposes of this Cooperative Agreement, students will be regularly enrolled Cameron students and will pay the regular tuition and fees. Students must be enrolled at the time the course is taken. They will be required to meet the admissions standards prescribed for Cameron University by the Oklahoma State Regents for Higher Education. Therefore, Cameron will be responsible for the administrative and academic support costs associated with the program. Course enrollments will be included in the enrollment data submitted to the Oklahoma State Regents for Higher Education. Cameron will pay to Great Plains Technology Center the appropriate enrollment fee for each student enrolled in the Cameron credit courses offered by Great Plains Technology Center.

Great Plains Technology Center will provide the faculty and facilities for teaching the courses as outlined by Cameron University. Course enrollments will be reported in enrollment data submitted to the Oklahoma State Department of Career and Technical Education.

Section 8 – Student Tuition and Other Charges

Students participating in the Security Guard Training courses are not eligible to receive Federal Financial Aid through Great Plains Technology Center. Cameron University will determine the amount of financial aid awarded to each student without regard for this Cooperative Agreement. Students who are full or part-time students, eligible for Financial Aid through Cameron University, may receive appropriate financial aid awards disbursed and administered through Cameron University.

After the student has been approved for enrollment and enrolled at Cameron University, the amount of fees and payment schedule will be determined by Cameron University and the payment will be made by the student to Cameron University.

Students at Great Plains Technology Center who are enrolling for credit in courses covered by the Cooperative Agreement will not be charged any fees in addition to the stated tuition policy for such items as Student Identification Card, library fees, parking fees or other miscellaneous fees. Students will be responsible for book purchases required at each institution. Bookstores at each institution will be responsible for all books used in courses delivered at that institution.

Students enrolling in general education, technical support, or related courses provided by Cameron University will pay the current credit-hour tuition and fees of Cameron University. The student will pay these tuition and fees directly to Cameron University or their designee.

The refund policy of each institution will remain in effect. Students enrolling in technical courses at Great Plains Technology Center will be subject to the Great Plains Technology

Center refund policy. Students enrolling in courses delivered at Cameron University will be subject to Cameron University refund policies.

Section 9 – Description of Classroom and Laboratory Facilities and Utilization

Great Plains Technology Center is accredited by the North Central Association at the secondary level and the Oklahoma Department of Career and Technical Education at the postsecondary level. All classrooms, laboratories, and other facilities are evaluated by both organizations and approved for delivery of instruction.

Great Plains Technology Center consists of 222,400 square feet of space in six buildings and is located within one mile of Cameron University. State of the art classroom and laboratory equipment are available to support all areas of instruction addressed in this Cooperative Agreement.

Section 10 - Assessment of Student Outcomes

Academic excellence and integrity in delivery of educational opportunities will be the responsibility of both institutions. Designated personnel at both Cameron University and Great Plains Technology Center will be responsible for insuring the institutions are in compliance with policies, processes, and procedures.

1. Cameron University will be responsible for ensuring that the courses taught by Great Plains Technology Center faculty are of comparable rigor to courses taught at the college level.
2. Both Cameron University and Great Plains Technology Center personnel will be responsible for preparing course descriptions and syllabi. Course descriptions and syllabi format will be provided by Cameron University and will include assessment of course objectives to guide the development process.
3. Faculty credentials shall be reviewed by Cameron University to ensure that faculty members have the technical expertise to teach each of the courses with the appropriate level of rigor.
4. Great Plains Technology Center teaching Cameron University courses will be given adjunct appointments. Faculty development activities in such areas as pedagogy, evaluating writing assignments, test construction, and grading will be provided through the “Effective Teacher Workshop” and supplemented by Cameron University as needed.
5. Specific learner objectives and outcome assessment measures are found in the course of study. Ultimate outcome measures include licensure by the State of Oklahoma in appropriate security disciplines.

Section 11 – Student Performance Records and Academic Credit

Students taking Cameron University courses offered at Great Plains Technology Center will be regularly enrolled Cameron University students. Credit earned in Cameron University courses taught at Great Plains Technology Center will be entered on the student transcript in the same manner as all other credit granted by Cameron University.

Student performance records will be maintained at Great Plains Technology Center and reported to Cameron University in accordance with procedures established by both institutions. Performance records, including Great Plains Technology Center transcripts, will be available to both the students and Cameron University.

Section 12 – Criteria and Procedures for an Annual Evaluation

Students participating in the Cameron University courses delivered by Great Plains Technology Center will complete a course evaluation instrument provided by Cameron University at the end of each class. The evaluation process is a standard, end-of-class activity for all Great Plains Technology Center courses. Completed course evaluation instruments provided by Cameron University will be returned to Cameron University at the conclusion of each class or when specified by Cameron University personnel.

The Criminal Justice faculty in the Department of Criminal Justice and Sociology will analyze the course syllabi, text books and other instructional materials as well as student evaluations to certify that courses under review are taught at a college level and meet the Oklahoma Council on Law Enforcement Education and Training (CLEET) standards for the State of Oklahoma. Cameron faculty will also conduct peer review (classroom visitation) in the courses under evaluation. In conducting this review and analysis, faculty in the department may seek the advice/input of the department's Criminal Justice Advisory Council.

Section 13 – College Credit Hours To Be Awarded Toward Degree

Six (6) college credit hours may be awarded for Cameron University courses delivered at Great Plains Technology Center for the courses addressed in this Cooperative Agreement.

Section 14 – General Education Courses

Great Plains Technology Center will not offer general education courses as part of this Cooperative Agreement. All general education requirements for the Associate of Applied Science Degree in Criminal Justice will be delivered at Cameron University. See Sample Degree Plan, Appendix C.

Section 15 - High School Student Participation

This cooperative agreement covers only adult students participating in the Security Guard training series.

Appendix A – Security Guard Courses of Study

COURSE OF STUDY

SCHOOL: Great Plains Technology Center

DEPARTMENT: Adult Career Development

INSTRUCTOR: John Whittington

COURSE TITLE: Security Guard Phase I

COURSE LENGTH: 28 Hours

CREDITS: Student Transcript upon request, upon completion of course

PREREQUISITES: None

COURSE DESCRIPTION: This phase of security training is required for all forms of security guard licenses. Course instruction covers general private security tasks such as interpreting the Oklahoma Security Guard and Private Investigator Act, developing basic first aid skills, operating a fire extinguisher and fire fighting equipment, writing field notes, writing reports and interpreting your legal powers and limitations.

COURSE GOAL: To provide the student with a general knowledge of the private security task.

COURSE OBJECTIVES: To have a full understanding of the course content.

COURSE CONTENT OUTLINE: Course instruction is related to general private security tasks such as:

- UNIT I: Interpreting the Oklahoma Security Guard and Private Investigator Act
- UNIT II: Developing Basic First Aid Skills
- UNIT III: Operating a Fire Extinguisher and Fire Fighting Equipment
- UNIT IV: Writing Field Notes
- UNIT V: Writing Reports
- UNIT VI: Interpreting Your Legal Powers and Limitations

EVALUATION PROCEDURE: Students are required to attend all prescribed units of instruction. Tardiness and absenteeism will not be permitted. Students will be required to make up any training missed. Students will be allowed to make up only one class session.

For successful completion of the training course, students are required to obtain an 85% or higher grade for each examination within the course. Oral testing is NOT allowed. **Students will only be allowed to make up one failed unit exam.**

GRADING SCALE:

90 - 100	= A
80 - 89	= B
70 - 79	= C
65 - 69	= D
64 and below	= F

CLASSROOM/SAFETY PROCEDURE:

1. No food, drink or tobacco in the classroom.
2. Always keep chairs flat on the floor
3. Watch for dangerous situations and practice common safety procedures

INSTRUCTIONAL MATERIALS: Pens/pencils, paper, textbook available at Great Plains Technology Center Bookstore.

BIBLIOGRAPHY: Private Security Training, Phase I, Basic Student Edition, Oklahoma State Department of Vocational and Technical Education Curriculum and Instructional Materials Center under the direction of the Oklahoma Council of Law Enforcement Education and Training (CLEET).

Course Schedule

<u>DATE</u>	<u>DAY</u>	<u>TIMES</u>	<u>UNIT/S</u>
1/29/03	Wednesday	6:00-7:00 7:00-9:00 9:00-10:00	Administrative Duties Unit I Unit II
02/03/03	Monday	6:00-7:00 7:00-9:00 9:00-10:00	Test Unit I Unit II Continued Unit III
02/05/03	Wednesday	6:00-7:00 7:00-8:00 8:00-10:00	Test Unit II Unit III Continued Unit IV
02/10/03	Monday	6:00-8:00 8:00-10:00	Test Unit III Unit V
02/12/03	Wednesday	6:00-8:00 8:00-10:00	Test Unit IV Unit VI
02/17/03	Monday	6:00-8:00	Test Unit V

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02/19/03

Wednesday

8:00-10:00

Unit VI Continued

6:00-8:00

Test Unit VI

8:00-10:00

Makeup

COURSE OF STUDY

SCHOOL: Great Plains Technology Center

DEPARTMENT: Adult Career Development

INSTRUCTOR: John Whittington

COURSE TITLE: Security Guard Phase II

COURSE LENGTH: 24 Hours

CREDITS: Student Transcript upon request, upon completion of course

PREREQUISITES: None

COURSE DESCRIPTION: This phase of security training is specifically related to the tasks of unarmed security guards. Students will receive instruction in public relations, performing fixed post duties, patrolling and investigation of security incidents. Security guard license applicants must successfully complete Phase 1 – “Basic” and Phase 2 – “Security Guard” before receiving a security guard license.

COURSE GOAL: To provide the student with instruction specifically related to the tasks of unarmed security guards.

COURSE OBJECTIVES: To have a full understanding of the course content.

COURSE CONTENT OUTLINE: This phase of security training is specifically related to the tasks of unarmed security guards. Students will receive instruction in the following areas:

UNIT I: Public Relations

UNIT II: Performing fixed Post Duties

UNIT III: Patrolling

Unit IV: Investigating Security Incidents

EVALUATION PROCEDURE: Students are required to attend all prescribed units of instruction. Tardiness and absenteeism will not be permitted. Students will be required to make up any training missed. **Students will be allowed to make up only one class session.** For successful completion of the training course, students are required to obtain an 85% or higher for each examination within the course. Oral testing is NOT allowed. **Students will only be allowed to make up one failed unit exam.**

GRADING SCALE:

90 - 100	= A
80 - 89	= B
70 - 79	= C
65 - 69	= D
64 and below	= F

CLASSROOM/SAFETY PROCEDURE:

1. No food, drink or tobacco in the classroom
2. Always keep chairs flat on the floor
3. Watch for dangerous situations and practice common safety procedures

INSTRUCTIONAL MATERIALS: Pens/pencils, paper, and textbook available at Great Plains Technology Center Bookstore.

BIBLIOGRAPHY: Private Security Training, Phase II, Security Guard Student Edition?, Oklahoma State Development of Vocational and Technical Education Curriculum and Instructional Materials Center under the direction of Oklahoma Council on Law Enforcement and Training (CLEET).

CLASS SCHEDULE

<u>DATE</u>	<u>DAY</u>	<u>TIMES</u>	<u>UNIT/S</u>
March 5, 2003	Wednesday	6:00-7:00 7:00-10:00	Administrative Duties Unit I
March 10, 2003	Monday	6:00-7:00 7:00-10:00	Unit I (Continue) Unit II
March 12, 2003	Wednesday	6:00-7:00 8:00-10:00	Test-Unit I Unit II (Continue) Unit III
March 17, 2003	Monday		NO CLASS
March 19, 2003	Wednesday		NO CLASS
March 24, 2003	Monday	6:00-9:00 9:00-10:00	Test-Unit II Unit III (Continue) Unit IV
March 26, 2003	Wednesday	6:00-9:00 9:00-10:00	Test-Unit III Unit IV (Continue) Make-up
March 31, 2003	Monday	6:00-10:00	Test- Unit IV Make-up

COURSE OF STUDY

SCHOOL: Great Plains Technology Center

DEPARTMENT: Adult Career Development

INSTRUCTOR: John Whittington

COURSE TITLE: Security Guard - Phase III - Private Investigator

COURSE LENGTH: 40 Hours

CREDITS: Student Transcript upon request, upon completion of course

PREREQUISITES: None

COURSE DESCRIPTION: Instruction covers responsibilities to clients, interpreting laws of private investigations, complying with the Fair Credit Reporting Act, conducting investigations/surveillance and locating and communicating information. Private investigator license applicants must successfully complete Phase 1 – “Basic”, and Phase 3 – “Private Investigator” before receiving a private investigator license. Private investigators, who wish to be licensed as an armed security guard, must successfully complete all phases of private security training, unless training is waived through experience, or credit is granted for comparable training.

COURSE GOAL: To provide the student with instruction specifically related to the tasks of private investigators.

COURSE OBJECTIVES: To have a full understanding of the course content.

COURSE CONTENT OUTLINE: This phase of security training is specifically related to the tasks of private investigators. Students will receive instruction in the following areas:

- UNIT I: Understanding Responsibilities to Clients
- UNIT II: Interpreting Laws of Private Investigations
- UNIT III: Complying with the Fair Credit Reporting Act
- UNIT IV: Conducting Investigations and Surveillance
- UNIT V: Locating and Communicating Information

EVALUATION PROCEDURE: Students are required to attend all prescribed units of instruction. Tardiness and absenteeism will not be permitted. Students will be required to make up any training missed. Students will be allowed to make up only one class session. For successful completion of the training course, students are required to obtain an 85% or higher grade for each examination within the course. Oral testing is NOT allowed. **Students will only be allowed to make up one failed unit exam.**

GRADING SCALE:

90 - 100	= A
80 - 89	= B
70 - 79	= C
65 - 69	= D
64 and below	= F

CLASSROOM/SAFETY PROCEDURE:

1. No food, drink or tobacco in the classroom
2. Always keep chairs flat on the floor
3. Watch for dangerous situations and practice common safety procedures

INSTRUCTIONAL MATERIALS: Pens/pencils, paper, textbook available at Great Plains Technology Center Bookstore.

BIBLIOGRAPHY: Private Security Training, Phase III, Private Investigator Student Edition, Oklahoma State Department of Vocational and Technical Education Curriculum and Instructional Materials Center under the direction of Oklahoma Council of Law Enforcement and Training (CLEET).

CLASS SCHEDULE

<u>DATE</u>	<u>DAY</u>	<u>TIMES</u>	<u>UNITS</u>
April 9, 2003	Wednesday	6:00-7:00 7:00-10:00	Administrative Duties Unit I
April 14, 2003	Monday	6:00-10:00	Test Unit I Unit II
April 16, 2003	Wednesday	6:00-10:00	Test Unit II Unit III
April 23, 2003	Wednesday	6:00-10:00	Test Unit III Unit IV
April 28, 2003	Monday	6:00-10:00	Unit IV
April 30, 2003	Wednesday	6:00-10:00	Unit IV (Continued) Unit V
May 5, 2003	Monday	6:00-10:00	Test Unit IV Unit V (Continued)

September 10-11, 2003

May 7, 2003	Wednesday	6:00-10:00	Unit V (Continued)
May 12, 2003	Monday	6:00-10:00	Unit V (Continued)
May 14, 2003	Wednesday	6:00-10:00	Test Unit V Make up

Revised 02/12/03

COURSE OF STUDY

SCHOOL: Great Plains Technology Center

DEPARTMENT: Adult Career Development

INSTRUCTOR: Mark Foreman
PAGER 580-581-7337
WORK 580-581-3272
RANGE 581-3255 (LPD PISTOL RANGE)

COURSE TITLE: Phase IV Firearms

COURSE HOURS: 32 Hours - 8 Classroom hours, 24 Practical hours

CREDITS: Student Transcript upon request, upon completion of course

PREREQUISITES: CPI test results must be on file at Great Plains Technology Center before enrolling in Phase IV.

COURSE DESCRIPTION: This course gives instruction and familiarization in the care, handling, and firing of revolvers and shotguns. Instruction will cover safety, revolver nomenclature and maintenance, inspecting revolvers and holsters, fundamentals of revolver shooting, legal issues and deadly force, range procedures and tower commands, revolver qualifications, shotgun nomenclature and maintenance, fundamentals of shotgun shooting and shotgun familiarization. Students will furnish their own weapons. Specifications on weapons requirements will be provided, upon request. Armed security guard license applicants must successfully complete phase 1-"Basic", phase 2-"Security Guard", and phase 4-"Firearms" before receiving an armed security guard license. The California Psychology Inventory (CPI) test results must be on file with Great Plains Technology Center BEFORE enrolling in Phase 4. The CPI Test is sent to a psychologist in Norman, OK (allow 2 - 3 weeks for results).

COURSE GOALS: CLEET Certification of Firearms Qualification.

COURSE OBJECTIVES: Student should attend all training, pass the written examination, and fire qualifying score with a pistol (70%).

COURSE CONTENT OUTLINE: This phase of security training (FIREARMS) is specifically related to ARMED SECURITY AND PRIVATE INVESTIGATIONS. Students will receive instruction in the following areas:

- Unit I : Safety**
- Unit II : Nomenclature & Maintenance**
- Unit III : Fundamentals of Marksmanship**
- Unit IV : Handgun Handling Skills**
- Unit V : Handgun Presentations/Shooting Positions**

Unit VI : Range Procedures/Tower Commands/Courses of Fire

Unit VII : Legal Issues

EVALUATION PROCEDURE:

1. Students are required to attend all prescribed units of instruction. Tardiness and Absenteeism will not be permitted. There will not be an opportunity to make up missed sessions during this Phase. Students will be required to make up any training missed with another class at a later date.
2. A multiple choice Safety Test covers the information presented in Unit I and Unit IV. Each student must achieve a score of at least eighty-five percent (85%) on the Safety Test before they will be allowed to proceed to Unit VII. (Unit VII will be instructed on the firing range).
3. For successful completion of the training course, a comprehensive firearms licensing examination will be offered by CLEET only on dates and times as specified by CLEET. The comprehensive firearms licensing examination will cover the information presented in Unit I through Unit VI of the Revolver Course and will include firearms safety as well as general knowledge.
4. Revolver Qualification: Student will be required to qualify a minimum of one time with a score of seventy percent (70%) on a designated qualification course. Students will fire a minimum of five (5) qualification courses (250 rounds).

GRADING SCALE:

90 - 100	= A
80 - 89	= B
70 - 79	= C
65 - 69	= D
64 and below	= F

CLASSROOM/SAFETY PROCEDURE:

1. No food, drink or tobacco in the classroom
2. Always keep chairs flat on the floor
3. Never insert anything foreign into any computer receptacle
4. Watch for dangerous situations and practice common safety procedures
5. Always close the computer to a "Shut down" position and turn it off before leaving each night.

INSTRUCTIONAL MATERIALS: Pens/pencils, paper, textbook available at Great Plains Technology Center Bookstore.

BIBLIOGRAPHY: : Private Security Training, Phase IV: Firearms Training Student Edition, developed by Oklahoma State Department of Vocational and Technical Education Curriculum and Instructional Materials Center under the direction of Oklahoma Council on Law Enforcement Education and Training (CLEET).

*****TAPE RECORDERS WILL NOT BE ALLOWED IN CLASS*******CLASS SCHEDULE**

<u>DATE</u>	<u>DAY</u>	<u>TIME</u>	<u>UNIT</u>
2/24/03	MONDAY	6:00- 7:00	UNIT I (Safety)
		7:00- 8:00	UNIT II (Pistol Nomenclature & Maintenance)
		8:00- 9:00	UNIT III (Inspecting Pistols & Holsters)
		9:00-10:00	UNIT IV (Fundamentals of Pistol Shooting)
2/26/03	WEDNESDAY	6:00- 7:00	SAFETY TEST (Unit I)
		7:00- 9:30	UNIT V (Legal Issues & Deadly Force)
		9:30-10:00	UNIT VI (Range Procedures & Tower Commands)
3/1/03	SUNDAY	8:00-12:00	PISTOL QUALIFICATION
		12:00- 1:00	LUNCH
		1:00- 5:00	PISTOL QUALIFICATION
3/8/03	SUNDAY	8:00-12:00	PISTOL QUALIFICATION
		12:00- 1:00	LUNCH
		1:00- 5:00	PISTOL QUALIFICATION
3/15/03	SUNDAY	8:00-12:00	PISTOL QUALIFICATION
		12:00-1:00	LUNCH
		1:00- 5:00	PISTOL QUALIFICATION

RANGE OFFICERS

Richard Briley
 Craig Akard
 Tommy King
 Jerry Howell

GUNSMITH

Charlie Adamson

Firearms- Phase IV

You will be provided instruction in weapon nomenclature and inspection, shooting fundamentals, safety, 8 hours of class and 24 hours of firing range shooting. You must furnish your own pistol and ammunition.

Minimum age requirement is 21 years. Attendance during all class sessions is required. A textbook is required. The first full day of class meets at Great Plains Technology Center. [32 hrs \$125]

Important Prerequisite

You must document to the school coordinator that you have completed the California Psychology Inventory [CPI] test and have had the results evaluated by a state licensed psychologist prior to the start of the firearms class. This is a CLEET requirement. The Great Plains Technology Center does administer the CPI test.

Requirements for Shooting:

The following are mandatory specifications for the weapon and associated equipment. Each participant must acquire items meeting these standards prior to participating in the class.

The weapon must pass a safety and function test performed by the class instructor. Any repairs can be checked by a qualified gunsmith, and must be approved and paid for by the student.

Student must provide a minimum of 500 rounds of ammunition for his weapon.

Revolver

- Must be Manufactured by Colt, Smith, and Wesson or Ruger or approved by chief instructor
- Must be capable of chambering and firing at least five cartridges of caliber .38 special or larger
- Must have a barrel length of 2.0" to 6"
- Must not have any external or internal modification that compromises safety

Semi-Automatic

- Must be Manufactured by Colt, Smith, and Wesson or Ruger or approved by chief instructor
- Must be 9mm or above
- Must have at least three magazines
- Must not have any external or internal modification that compromises safety

THE HOLSTER

- No cross draw, shoulder, or chest type are allowed.
- Must be a strong side belt holster without flap
- Must provide a proper fit for the pistol used.
- Must be equipped with a safety strap

GUN BELT

- Must be of adequate strength to carry the holster and required equipment.

Appendix B – “Effective Teacher Workshop” Course of Study

**GREAT PLAINS TECHNOLOGY CENTER
COURSE OF STUDY**

COURSE TITLE: The Effective Teacher

COURSE LENGTH: 36 Hours

INSTRUCTOR: Bill Hill

CREDITS: Competency Certificate

PREREQUISITES: None

COURSE DESCRIPTION

This course covers the basics of developing, teaching, and managing classes or programs utilizing the "Minimum Criteria of Effective Teaching" concepts and practices. The course focuses on writing objectives, developing appropriate student assessments, selecting appropriate teaching methods, managing classrooms and labs, and identifying adult learning styles.

COURSE OBJECTIVE

Students enrolled in this program will be given the opportunity to develop the skills and attitudes needed to successfully utilize CBE instructional design concepts and teaching methodologies necessary to develop and implement a competency based training program.

SPECIFIC OBJECTIVES

1. Develop a Competency Profile for your ACD or selected class (rough draft).
2. Write instructional objectives for your ACD or selected class (minimum of five per class).
3. Write performance standards for a specific task.
4. Create objective based test items (one test minimum of 10 items).
5. Create a grading pattern for your ACD or selected class.
6. Develop a Course of Study for a your ACD or selected class
7. Develop a plan of instruction for your ACD or selected class
8. Develop a lesson plan for a specific lesson or a given class period.
9. List and discuss various teaching methods
10. Make a transparency and utilize an overhead projector.
11. Utilize Power Point to develop a instructional presentation.
12. Prepare and present a 15 to 30 minute lesson - Hands on skill related
13. Organize and implement an instructional filing system for a given class.
14. Develop and/or utilize a shop clean up system (if applicable).
15. Utilize an accident/incident report form.
16. Develop and/or use tool and equipment check out system (if applicable).
17. Maintain an inventory control system as it relates to a given class.

CONTENT OUTLINE - Each session is 3 hours long

SESSION ONE - INTRODUCTION TO COMPETENCY BASED EDUCATION (CBE) _____

- Overview of Competency Based Education
- Task Analysis - Occupations, Duties, Tasks

SESSION TWO - DESIGNING OBJECTIVES _____

- Types of objectives
- Writing instructional objectives
- Performance standards

SESSION THREE - PREPARING TO TEACH _____

- Instructor roles
- Course of Study development.
- Plan of instruction
- Four step instructional process
- Lesson planning

SESSION FOUR - CHARACTERISTICS OF ADULT LEARNERS _____

- Who our clients are
- How adults learn
- Learning styles
- Classroom environment
- Learning Styles, Education Enhancement Center
- Tour of the Instructional Services Department

SESSION FIVE - PRESENTATIONS THAT REACH ADULTS _____

- Teaching techniques
- Teaching methods that work
- Instructional resources

SESSION SIX - ASSESSMENT _____

- Grading Pattern
- Testing Plan
- Cognitive testing

SESSION SEVEN – PERFORMANCE TESTING

- Performance testing

SESSION EIGHT- CLASSROOM AND SHOP MANAGEMENT _____

- Time management
- Managing Instruction - Filing systems
- Shop safety - Negligence
- Clean up
- Inventory

SESSION NINE- UTILIZING POWER POINT _____

- Meet in room 104

SESSION TEN- UTILIZING POWER POINT

- Meet in room 104

SESSION ELEVEN – UTILIZING POWER POINT

- Meet in room 104

SESSION TWELVE – CLASSROOM PRESENTATIONS AND CRITIQUES

- Class presentations
- Course summary and closure
- Course evaluation

NOTE: a copy of the lesson plan and related handouts must be turned at start of the presentation.

ATTENDANCE POLICY

Students are required to attend at least 80% of the 36 class hours to receive a certificate. Any exception to the attendance policy will be based on extenuating circumstances relative to attendance, amount and quality of work actually completed, and instructor's recommendation.

GRADING PATTERN

Categories of Grades:

- Practical Applications 80%
 - Quality of assignments
 - Quality of projects
- Employability Grades 20%
 - Class participation
 - Punctuality
 - Time on task

Grading Symbols:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 65-69
- F = 64 or below

REQUIRED PRACTICAL APPLICATION ASSIGNMENTS

The following materials MUST be completed, submitted, and approved by Bill Hill, before a Certificate of Competency will be issued for the class. All materials must be turned in within two weeks of class completion.

1. Course of Study including:
 - *Course Objective(s)
 - *Course Outline
 - *Plan of instruction
 - *Grading Pattern
 - *Bibliography

2. Task list for a specific class (Competency Profile)
3. A Safety Test or Safety Rules (Safety test required for all shop classes)
4. One Assessment instrument (Performance)
5. One Assessment instrument (Cognitive)
6. One overhead transparency master (your own design)
7. One lesson Plan (for a specific lesson or class period)
8. One power point presentation

INSTRUCTIONAL MATERIALS

Each student will be required to furnish one 1" three ring binder. All other necessary instructional materials will be furnished.

BIBLIOGRAPHY

The books listed are for reference only. They are not required for the class.

Blank, William E., **Handbook for Developing Competency- Based Training Programs**, Prentice - Hall, Inc., New Jersey, 1982

Curriculum and Instructional Materials Center, **From Surviving to Thriving. How to Teach Adults**, Oklahoma Department of Vocational and Technical Education, Oklahoma, 1994

Davies, Ivor K., **Instructional Techniques**, McGraw- Hill, New York, 1982

Mid- America Vocational Curriculum Consortium, Inc., **Competency - Based Education Professional Development Series**, Oklahoma Department of Vocational and Technical Education, Oklahoma, 1992

Shrock, Sharon A., and Coscarelli, William C. C., **Criterion - Referenced Tests**, Addison-Wesley Publishing Company Inc., Massachusetts, 1989

Appendix C – Sample Degree Plan**Associate in Applied Science Degree in Criminal Justice (550)
64 Semester Hours**

The Associate in Applied Science degree in Criminal Justice can be completed in two years by following the suggested plan of study listed below. The plan is based on students completing an average of 16 semester hours per semester in four semesters of residence at Cameron University. Students may complete a specialization in either Law Enforcement or Corrections.

Fall Semester Freshman Year

CJ	1013	Intro to CJ	3 hrs
CJ	1113	Applied Crim	3 hrs
Engl	1113	Comp I	3 hrs
Comm	1113	Speech	3 hrs
PS	1113	Govt	3 hrs

Spring Semester Freshman Year

CJ	1023	Community Relations	3 hrs
CJ	1033	Criminal Law	3 hrs
Engl	1123	Comp II	3 hrs
Hist	1483 or 1493		3 hrs
Hum		Humanities elective	3 hrs
PE		PE elective	1 hr

**Fall Semester Sophomore Year
(Law Enforcement Specialization)**

LE	2053	Meth Invest I	3 hrs
CJ	2033	Crim Proced	3 hrs
LE	2013	Intro to LE	3 hrs
SOCI	1113	Intro Soci	3 hrs
CORR	2013	Intro to Corr.	3 hrs
PE		PE elective	1 hour

**Spring Semester Sophomore Year
(Law Enforcement Specialization)**

LE	2043	Community Polic.	3 hrs*
LE	2003	Security Concepts	3 hrs**
CIS	1013	Intro Computers	3 hrs
Gen Ed		Electives	5 hrs
		Corrections Support Course	3 hrs

**Fall Semester Sophomore Year
(Corrections Specialization)**

CORR	2013	Intro Corr.	3 hrs
CORR	2023	Case Mgt	3 hrs
CJ	2033	Crim Proced	3 hrs
LE	2043	Comm Policing	3 hrs*
SOCI	1113	Intro Soci	3 hrs
PE		PE elective	1 hr

**Fall Semester Sophomore Year
(Corrections Specialization)**

CORR	2003	Treatment Methods	3 hrs
CORR	2053	Community Corr.	3 hrs
CIS	1013	Intro Computers	3 hrs
LE	2003	Security Concepts	3 hrs**
Gen Ed		Electives	5 hrs

*Successful completion of the following courses at the Great Plains Technology Center meet the requirement for LE 2043, Community Policing: Security Guard Phase II and Security Guard Phase III.

**Successful completion of the following courses at the Great Plains Technology Center meet the requirement for LE 2003, Security Concepts: Security Guard Phase I and Security Guard Phase IV.

EXHIBIT B

Schedule 1CU

Cameron University

Statement of Revenues and Expenditures - All Funds

For the Period Ended June 30, 2003 with Comparative Totals for the Period Ended June 30, 2002.

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Original Annual Budget	Current Revised Annual Budget	Current Y-T-D Actual	Previous Y-T-D Actual	Expected Percentage of Current Budget	Percent of Current Budget	Percent of Previous Yr Current Budget
Revenues:							
Unrestricted	28,938,117	27,560,422	28,453,539	27,647,708	101.5%	103.2%	99.7%
Restricted	9,470,351	10,652,353	8,295,760	7,577,475	78.8%	77.9%	79.8%
Auxiliary Enterprises	3,138,256	3,138,256	3,450,251	3,408,786	110.9%	109.9%	111.8%
Subtotal Revenues	41,546,724	41,351,031	40,199,550	38,633,969	96.6%	97.2%	95.9%
Budgeted Reserve	832,974	946,492	946,492	150,000	100.0%	100.0%	100.0%
Prior Year Carryover	6,496,668	6,496,668	6,496,668	5,761,952	100.0%	100.0%	100.0%
Total Revenues	48,876,366	48,794,191	47,642,710	44,545,921	99.3%	97.6%	100.9%
Expenditures:							
Instruction	19,707,759	19,248,309	17,423,509	17,580,494	91.6%	90.5%	92.6%
Research	544,999	746,270	493,993	433,136	65.2%	66.2%	64.1%
Public Service	1,178,859	1,249,598	995,861	1,162,996	78.8%	79.7%	77.9%
Academic Support	1,471,572	1,411,665	1,211,329	1,285,568	87.6%	85.8%	89.4%
Student Services	3,094,751	3,100,446	2,508,743	2,335,155	83.3%	80.9%	85.7%
Institutional Support	5,734,773	5,251,856	3,048,121	2,606,884	57.0%	58.0%	55.9%
Operations & Maint of Plant	4,992,273	4,452,665	3,974,724	3,801,201	89.5%	89.3%	89.7%
Scholarships & Fellowships	4,692,349	5,874,351	5,852,562	5,395,650	101.4%	99.6%	103.3%
Auxiliary Enterprises	3,304,688	3,353,260	2,904,373	2,763,491	87.5%	86.6%	88.5%
Total Expenditures	44,722,023	44,688,420	38,413,215	37,364,575	86.9%	86.0%	87.8%
Current Revenues Over/(Under) Expenditures	4,154,343	4,105,771	9,229,495	7,181,346			

Statement of Revenues and Expenditures - Education & General, Part I - Unrestricted

for the Period Ended June 30, 2003 with Comparative Totals for the Period Ended June 30, 2002.

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Original Annual Budget	Current Revised Annual Budget	Current Y-T-D Actual	Previous Y-T-D Actual	Expected Percentage of Current Budget	Percent of Current Budget	Percent of Previous Yr. Current Budget
Revenues:							
State Appropriations	19,596,317	18,176,026	18,176,026	19,207,063	100.0%	100.0%	99.4%
Tuition & Fees	7,764,989	7,764,989	8,692,155	7,260,591	109.5%	111.9%	107.0%
Grants, Contracts, & Reimbursements	704,311	746,907	1,155,408	901,328	134.8%	154.7%	114.9%
Endowment Income	600,000	600,000	157,000	0	13.1%	26.2%	0.0%
Organized Activity	20,000	20,000	6,400	11,047	71.2%	32.0%	110.5%
Other Sources	252,500	252,500	266,550	267,679	109.5%	105.6%	113.5%
Total Revenues	28,938,117	27,560,422	28,453,539	27,647,708	101.5%	103.2%	99.7%
Budgeted Reserve	832,974	946,492	946,492	150,000	100.0%	100.0%	100.0%
Prior Year Carry Over	2,175,893	2,175,893	2,175,893	2,049,517	100.0%	100.0%	100.0%
Budgeted Resources	31,946,984	30,682,807	31,575,924	29,847,225	101.3%	102.9%	99.7%
Expenditures by Function:							
Instruction	19,498,195	18,959,698	17,212,534	17,344,165	92.0%	90.8%	93.1%
Research	131,219	128,971	114,563	115,721	87.5%	88.8%	86.1%
Public Service	352,153	330,967	320,643	335,892	95.3%	96.9%	93.7%
Academic Support	1,446,972	1,387,065	1,185,292	1,266,978	87.3%	85.5%	89.2%
Student Services	1,816,851	1,822,546	1,591,507	1,672,434	89.4%	87.3%	91.6%
Institutional Support	3,709,321	3,600,895	3,027,687	2,585,972	80.8%	84.1%	77.5%
Operation & Maint of Plant	4,992,273	4,452,665	3,974,724	3,801,201	89.5%	89.3%	89.7%
Scholarships	0	0	0	0	0.0%	0.0%	0.0%
Total Expenditures	31,946,984	30,682,807	27,426,950	27,122,363	90.0%	89.4%	90.6%
Current Revenues Over/(Under)							
Expenditures	0	0	4,148,974	2,724,862			
Expenditures by Organizational Area:							
Academic Affairs:							
School of Business	2,289,975	2,386,601	2,245,500	2,233,815	97.6%	94.1%	101.2%
School of Education & Behavioral Sciences	3,011,845	3,054,892	2,897,518	2,939,436	97.5%	94.8%	100.2%
School of Liberal Arts	5,087,447	5,322,511	4,971,048	5,054,146	96.3%	93.4%	99.3%
School of Science & Technology	4,068,520	3,925,695	3,764,456	3,811,622	98.4%	95.9%	100.8%
Other Instructional Expense	3,788,004	3,083,478	2,189,560	2,079,487	66.4%	71.0%	61.9%
Associate Provost	570,099	520,649	494,374	561,598	96.6%	95.0%	98.2%
Research	131,219	128,971	114,563	115,721	87.5%	88.8%	86.1%
Broadcast & Media Svcs	352,153	330,967	320,643	327,524	95.2%	96.9%	93.4%
Athletics	682,305	665,872	650,078	662,454	97.9%	97.6%	98.2%
Libraries	1,236,427	1,186,128	1,104,602	1,173,990	91.4%	93.1%	89.6%
Ancillary Support	100,471	85,730	80,689	92,989	89.0%	94.1%	83.9%
Admission/Records	581,015	587,095	621,901	574,957	103.4%	105.9%	100.9%
Fiscal Operations	717,157	661,352	712,408	688,974	102.9%	107.7%	98.0%
Student Affairs	1,235,836	1,235,451	969,606	1,097,477	82.9%	78.5%	87.4%
Executive Management	1,809,814	1,813,383	1,265,142	927,879	65.4%	69.8%	61.0%
Development	378,534	363,715	353,718	362,027	96.2%	97.3%	95.2%
General University	5,906,163	5,330,317	4,671,144	4,418,267	88.2%	87.6%	88.7%
Total Expenditures/Area	31,946,984	30,682,807	27,426,950	27,122,363	90.0%	89.4%	90.6%

Statement of Revenues and Expenditures - Education & General, Part II - Restricted
for the Period Ended June 30, 2003 with Comparative Totals for the Period Ended June 30, 2002.

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Original Annual Budget	Current Revised Annual Budget	Current Y-T-D Actual	Previous Y-T-D Actual	Expected Percentage of Current Budget	Percent of Current Budget	Percent of Previous Yr. Current Budget
Revenues:							
Federal Grants & Contracts	7,269,425	7,877,567	6,852,738	6,381,114	87.2%	87.0%	87.5%
State & Local Grants & Contracts	2,125,914	1,927,898	501,469	450,289	27.5%	26.0%	28.9%
Private Grants & Contracts	75,012	846,888	941,553	746,072	113.3%	111.2%	115.3%
Total Revenues	9,470,351	10,652,353	8,295,760	7,577,475	78.8%	77.9%	79.8%
Expenditures by Function:							
Instruction	209,564	288,611	210,975	236,329	69.5%	73.1%	65.9%
Research	413,780	617,299	379,430	317,415	60.1%	61.5%	58.7%
Public Service	826,706	918,631	675,218	827,104	73.2%	73.5%	72.9%
Academic Support	24,600	24,600	26,037	18,590	105.7%	105.8%	105.6%
Student Support	1,277,900	1,277,900	917,236	662,721	72.8%	71.8%	73.8%
Institutional Support	2,025,452	1,650,961	20,434	20,912	1.4%	1.2%	1.6%
Operation & Maint of Plant	0	0	0	0	0.0%	0.0%	0.0%
Scholarships	4,692,349	5,874,351	5,852,562	5,395,650	101.4%	99.6%	103.3%
Total Expenditures by Function	9,470,351	10,652,353	8,081,892	7,478,721	77.3%	75.9%	78.7%
Current Revenues Over/(Under) Expenditures	0	0	213,868	98,754			
Expenditures by Organizational Area:							
Student Support	426,928	426,928	335,588	345,295	79.0%	78.6%	79.4%
McNair Post-Baccalureate	367,560	367,560	202,512	186,472	75.0%	55.1%	62.3%
AHEC Grant	234,564	227,338	181,519	146,020	75.8%	79.8%	71.7%
Poverty in Oklahoma	119	119	0	0	100.0%	0.0%	0.0%
SW OK Economic Development	62,617	150,447	75,484	25,458	50.0%	50.2%	0.0%
U S Fish & Wildlife	14,730	21,730	11,818	14,994	52.4%	54.4%	50.4%
Upward Bound	440,234	443,485	315,442	302,760	72.3%	71.1%	73.5%
Talent Search	396,880	396,880	305,329	300,654	79.1%	76.9%	81.2%
Fire Support	203,872	182,144	181,743	160,678	100.0%	99.8%	88.1%
A R I Grant	43,023	67,535	33,650	37,619	46.2%	49.8%	42.6%
National Science Foundation	24,493	69,493	30,171	49,146	55.1%	43.4%	66.7%
Eisenhower Grant	0	0	0	0	0.0%	0.0%	0.0%
Perkins Vo-Tech	67,826	67,826	65,831	81,226	100.0%	97.1%	93.9%
CAMSTEP	8,318	8,318	0	0	0.0%	0.0%	0.0%
Benchmarking QIG	2,500	2,500	0	0	0.0%	0.0%	0.0%
ASCOG	4,192	14,156	5,135	0	100.0%	36.3%	0.0%
Ntl Geographic Society	235	235	0	148	100.0%	0.0%	38.6%
US Dept of Agriculture	29,211	29,211	23,766	1,908	100.0%	81.4%	6.1%
Technology Battle Lab	3,674	3,674	0	5,656	0.0%	0.0%	60.6%
CASI Research	34,180	60,430	51,638	459	100.0%	85.5%	0.0%
OCAST (Cosmetics)	0	0	0	19,100	0.0%	0.0%	100.0%
OCAST (Halliburton)	31,289	56,439	19,906	28,682	67.0%	35.3%	44.6%
OCAST (AST/MultiMedia)	109	71,913	8,415	37,552	25.0%	11.7%	99.7%
OCAST (Eagle Systems)	22,000	22,000	9,721	16,295	100.0%	44.2%	85.5%
OCAST (DRC Systems)	17,823	17,823	18,487	5,677	100.0%	103.7%	0.0%
OCAST (Tec-Masters)	18,338	64,763	23,102	1,662	25.0%	35.7%	0.0%
OCAST (Telos-OK)	0	22,654	6,491	0	25.0%	28.7%	0.0%
Ft. Sill WIDD	12,662	11,894	0	7,423	0.0%	0.0%	37.0%
Oklahoma Humanities	5,130	13,200	12,561	0	100.0%	95.2%	0.0%
Preservation Assistance	402	402	0	1,843	100.0%	0.0%	82.1%
Ft. Sill VoTech	31,390	31,390	0	0	0.0%	0.0%	0.0%
EPSCOT	794	794	344	675	100.0%	43.3%	45.9%
Walmart/NCR	0	0	0	1,330	0.0%	0.0%	99.9%
Small Business	7,475	7,790	0	0	0.0%	0.0%	0.0%
N A S A - OSU EPSCOR	0	4,500	1,754	2,235	100.0%	0.0%	100.0%
N A S A - Others	2,739	2,739	862	620	100.0%	31.5%	18.4%
Science/Tech Grants	340	340	150	197	100.0%	44.1%	36.8%
OK-LSAMP (Louis Stokes)	37,140	37,140	35,050	24,838	92.0%	94.4%	67.4%
Summer Bridge Program	10,933	10,933	9,023	10,316	100.0%	82.5%	74.1%
N A S A - OU	6,795	28,295	19,008	26,627	73.4%	67.2%	79.7%
America Counts/Reads	1,619	1,619	1,489	436	100.0%	92.0%	21.2%
Service Learning	3,060	3,060	924	2,916	100.0%	30.2%	48.8%
Magne Tech	8,905	8,905	0	0	0.0%	0.0%	0.0%
Federal Workstudy	188,076	188,076	188,926	166,248	91.8%	100.5%	83.1%
General University	2,004,879	1,631,324	53,490	69,908	4.2%	3.3%	5.1%
Student Aid	4,693,297	5,874,351	5,852,563	5,395,648	101.4%	99.6%	103.3%
Total Expenditures by Org Area	9,470,351	10,652,353	8,081,892	7,478,721	77.3%	75.9%	78.8%

Statement of Revenues and Expenditures - Auxiliary Enterprise Summary

For the Period Ended June 30, 2003 with Comparative Totals for the Period Ended June 30, 2002.

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Original Annual Budget	Current Revised Annual Budget	Current Y-T-D Actual	Previous Y-T-D Actual	Expected Percent Current Budget	Percent Current Budget	Percent Previous Current Budget
Revenues:							
Student Activities	719,052	719,052	862,354	806,819	117%	120%	114%
Misc Auxiliaries	635,604	635,604	622,851	596,340	113%	98%	128%
Housing System	1,223,100	1,223,100	1,348,861	1,321,010	110%	110%	109%
Facility Fee	452,000	452,000	496,245	563,821	106%	110%	102%
Cultural and Scholastic Lecture Fee	108,500	108,500	119,940	120,796	108%	111%	106%
Total Revenues	3,138,256	3,138,256	3,450,251	3,408,786	111%	110%	112%
Prior Year Carry Over	4,320,775	4,320,775	4,320,775	3,712,435	100%	100%	100%
Budgeted Resources	7,459,031	7,459,031	7,771,026	7,121,221	105%	104%	105%
Expenditures:							
Student Activities	796,987	796,987	790,064	745,348	97%	99%	95%
Misc Auxiliaries	703,989	703,989	587,112	590,380	102%	83%	120%
Housing System	1,274,762	1,279,834	1,235,219	1,223,688	95%	97%	93%
Facility Fee	394,629	438,129	179,716	138,409	36%	41%	31%
Cultural and Scholastic Lecture Fee	134,321	134,321	112,262	65,666	82%	84%	81%
Total Expenditures	3,304,688	3,353,260	2,904,373	2,763,491	88%	87%	88%
Current Revenues Over/(Under) Expenditures	4,154,343	4,105,771	4,866,653	4,357,730	17%	17%	17%

Statement of Revenues and Expenditures - Student Activities

for the Period Ended June 30, 2003 with Comparative Totals for the Period Ended June 30, 2002.

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Original Annual Budget	Current Revised Annual Budget	Current Y-T-D Actual	Previous Y-T-D Actual	Expected Percent Current Budget	Percent Current Budget	Percent Previous Current Budget
Revenues:							
Student Activity Fee	530,720	530,720	568,474	562,630	106%	107%	105%
Ticket Sales	18,000	18,000	17,448	31,977	137%	97%	178%
Camps	138,500	138,500	201,008	167,613	133%	145%	121%
Other	31,832	31,832	75,424	44,599	276%	237%	315%
Total Revenues	719,052	719,052	862,354	806,819	117%	120%	114%
Prior Year Carry Over	320,386	320,386	320,386	258,915	100%	100%	100%
Budgeted Resources	1,039,438	1,039,438	1,182,740	1,065,734	112%	114%	110%
Expenditures:							
Collegian	23,211	23,211	29,805	28,673	136%	128%	143%
Cheerleaders	1,677	1,677	1,205	434	55%	72%	39%
Intramurals	8,062	8,062	3,816	3,857	52%	47%	56%
Natural Science	7,550	7,550	5,265	4,469	67%	70%	64%
Student Government	11,328	11,328	9,984	8,265	84%	88%	80%
Student Activities	16,214	16,214	20,825	14,050	109%	128%	90%
Wichita	16,673	16,673	17,534	26,214	112%	105%	119%
Science Fair	0	0	0	198	7%	0%	13%
Honors Program	5,707	5,707	869	2,500	28%	15%	41%
ROTC	2,094	2,094	7,085	2,182	228%	338%	119%
Senior Day	1,500	1,500	4,407	3,959	279%	294%	264%
Recruitment/Orientation/Placement	8,529	8,529	4,203	4,990	59%	49%	68%
CU/TV	12,148	12,148	10,850	9,702	86%	89%	82%
Athletics	395,553	395,553	398,029	394,558	101%	101%	102%
Camps	188,500	188,500	182,428	146,749	87%	97%	78%
Other	98,241	98,241	93,758	94,548	95%	95%	94%
Total Expenditures	796,987	796,987	790,064	745,348	97%	99%	95%
Current Revenues Over/(Under) Expenditures	242,451	242,451	392,676	320,386	15%	15%	15%

Statement of Revenues and Expenditures - Misc Auxiliary

For the Period Ended June 30, 2003 with Comparative Totals for the Period Ended June 30, 2002.

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Original Annual Budget	Current Revised Annual Budget	Current Y-T-D Actual	Previous Y-T-D Actual	Expected Percent Current Budget	Percent Current Budget	Percent Previous Current Budget
Revenues:							
KCCU	369,000	369,000	361,945	246,844	126%	98%	154%
Concessions	(6,696)	(6,696)	(11,334)	14,348	132%	169%	96%
Library Photocopy	13,000	13,000	19,699	15,268	101%	152%	51%
Educational Outreach	25,000	25,000	18,976	30,265	98%	76%	121%
Other	235,300	235,300	233,565	289,615	111%	99%	123%
Total Revenues	635,604	635,604	622,851	596,340	113%	98%	128%
Prior Year Carry Over	740,283	740,283	740,283	734,323	100%	100%	100%
Budgeted Resources	1,375,887	1,375,887	1,363,134	1,330,663	105%	99%	111%
Expenditures:							
Telephone	1,000	1,000	403	504	45%	40%	50%
Auxiliary Operations	16,000	16,000	37,475	33,716	165%	234%	96%
KCCU	374,522	374,522	332,054	253,551	118%	89%	147%
Farm Acct	6,000	6,000	5,783	5,056	90%	96%	84%
Auxiliary Operations Administrative Cost	0	0	(71)	(3,865)	0%	0%	0%
Educational Outreach	25,000	25,000	19,633	30,021	99%	79%	120%
Liberal Arts	0	0	496	753	0%	0%	0%
Library Photocopy	13,000	13,000	13,938	13,913	77%	107%	46%
Post Office	2,000	2,000	1,640	1,540	79%	82%	77%
Carpool	60,000	60,000	53,932	69,531	114%	90%	139%
Maintenance Service	50,000	50,000	22,344	60,267	123%	45%	201%
Student Affairs	1,000	1,000	42	0	2%	4%	0%
Concessions	12,500	12,500	8,427	13,273	97%	67%	126%
Sports Publications	7,395	7,395	9,258	7,079	113%	125%	101%
Business Office	700	700	478	47,862	3025%	68%	5983%
Print Shop	134,372	134,372	80,987	54,371	53%	60%	45%
Instructional Technology	500	500	294	2,808	310%	59%	562%
Other	0	0	0	0	0%	0%	0%
Total Expenditures	703,989	703,989	587,112	590,380	102%	83%	120%
Current Revenues Over/(Under) Expenditures	671,898	671,898	776,022	740,283	3%	16%	-9%

Statement of Revenues and Expenditures - Housing System

For the Period Ended June 30, 2003 with Comparative Totals for the Period Ended June 30, 2002.

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Original Annual Budget	Current Revised Annual Budget	Current Y-T-D Actual	Previous Y-T-D Actual	Expected Percent Current Budget	Percent Current Budget	Percent Previous Current Budget
Revenues:							
Cafeteria	472,600	472,600	477,638	488,281	103%	101%	105%
Vending	60,000	60,000	98,616	86,000	154%	164%	143%
Bookstore	205,000	205,000	237,991	243,922	118%	116%	119%
Shepler Center	430,000	430,000	474,458	452,203	108%	110%	105%
Student Phones	20,000	20,000	23,162	22,805	115%	116%	114%
Cable/Computer Hookup	35,500	35,500	29,657	21,893	86%	84%	88%
Utilities	0	0	7,339	5,905	0%	0%	0%
Total Revenues	1,223,100	1,223,100	1,348,861	1,321,010	110%	110%	109%
Prior Year Carry Over	86,865	86,865	86,865	0	50%	100%	0%
Budgeted Resources	1,309,965	1,309,965	1,435,726	1,321,010	110%	110%	109%
Expenditures:							
Cafeteria	414,500	414,500	459,246	465,121	114%	111%	117%
Vending	23,167	23,167	18,385	18,468	80%	79%	80%
Bookstore	34,142	34,142	28,521	28,642	85%	84%	87%
Shepler Center	549,453	554,525	461,018	496,113	85%	83%	86%
Student Phones	15,000	15,000	22,432	20,994	145%	150%	140%
Cable/Computer Hookup	35,500	35,500	32,142	19,041	83%	91%	76%
Utilities	203,000	203,000	213,475	175,310	87%	105%	69%
Total Expenditures	1,274,762	1,279,834	1,235,219	1,223,688	95%	97%	93%
Current Revenues Over/(Under) Expenditures	35,203	30,131	200,508	97,321	15%	13%	16%

Statement of Revenues and Expenditures - Facility Fee

For the Period Ended June 30, 2003 with Comparative Totals for the Period Ended June 30, 2002.

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Original Annual Budget	Current Revised Annual Budget	Current Y-T-D Actual	Previous Y-T-D Actual	Expected Percent Current Budget	Percent Current Current Budget	Percent Previous Current Budget
Revenues:							
Facility Fee	452,000	452,000	496,245	563,821	106%	110%	102%
Total Revenues	452,000	452,000	496,245	563,821	106%	110%	102%
Prior Year Carry Over	2,883,965	2,883,965	2,883,965	2,485,051	100%	100%	100%
Budgeted Resources	<u>3,335,965</u>	<u>3,335,965</u>	<u>3,380,210</u>	<u>3,048,872</u>	<u>101%</u>	<u>101%</u>	<u>100%</u>
Expenditures:							
Facility Fee	394,629	438,129	179,716	138,409	36%	41%	31%
Total Expenditures	394,629	438,129	179,716	138,409	36%	41%	31%
Current Revenues Over/(Under) Expenditures	<u>2,941,336</u>	<u>2,897,836</u>	<u>3,200,494</u>	<u>2,910,463</u>	<u>65%</u>	<u>60%</u>	<u>69%</u>

Statement of Revenues and Expenditures - Cultural and Scholastic Lecture
for the Period Ended June 30, 2003 with Comparative Totals for the Period Ended June 30, 2002.

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Original Annual Budget	Current Revised Annual Budget	Current Y-T-D Actual	Previous Y-T-D Actual	Expected Percent Current Budget	Percent Current Budget	Percent Previous Current Budget
Revenues:							
PAC	35,000	35,000	41,429	37,270	112%	118%	106%
Plus Program	5,000	5,000	5,023	5,000	50%	100%	0%
Investment-Cultural and Scholastic	5,000	5,000	4,739	10,655	47%	95%	0%
Cultural and Scholastic Lecture Fee	25,000	25,000	26,321	29,901	112%	105%	120%
Festival Year	20,000	20,000	24,029	20,000	60%	120%	0%
Concerts and Lectures	18,500	18,500	18,399	17,970	98%	99%	97%
Total Revenues	108,500	108,500	119,940	120,796	108%	111%	106%
Prior Year Carry Over	289,276	289,276	289,276	234,146	100%	100%	100%
Budgeted Resources	397,776	397,776	409,215	354,942	102%	103%	102%
Expenditures:							
PAC	35,500	35,500	41,429	37,269	112%	117%	106%
Plus Program	5,820	5,820	5,843	6,715	95%	100%	89%
Investment-Cultural and Scholastic	0	0	0	0	0%	0%	0%
Cultural and Scholastic Lecture Fee	0	0	0	309	0%	0%	0%
Festival Year	54,663	54,663	40,624	8,756	59%	74%	44%
Concerts and Lectures	38,338	38,338	24,366	12,617	66%	64%	68%
Total Expenditures	134,321	134,321	112,262	65,666	82%	84%	81%
Current Revenues Over/(Under) Expenditures	263,455	263,455	296,953	289,276	20%	19%	21%

Cameron University
 Summary of Reserves and Balances
 For the Period Ending June 30, 2003

Schedule 5CU

DISCRETIONARY RESERVES

<i>Education & General Part I</i>	3,719,415	
Budgeted for FY 2004	<u>1,541,683</u>	2,177,732
 <i>Education & General Part II</i>		
Excess Indirect Cost		472,758
 <i>Auxiliary Enterprises Contingency</i>		
Student Activities	392,676	
Less Working Capital	<u>286,835</u>	105,841
Miscellaneous Auxiliary	776,022	
Less Working Capital	<u>543,873</u>	232,149
Facility Fee	3,247,000	
Less Working Capital & Other Commitments	<u>1,275,000</u>	1,972,000
 PLANT FUNDS BALANCES		
Section 13/New College		1,564,195
Section 13 Offset		56,999
Private Sources		122,032
Renewal & Replacement-Auxiliary Enterprises		1,617,636
Facility Fee Bond Fund		486,024
 Total Discretionary Reserves and Plant Funds Balances		<u><u>8,807,366</u></u>

Oregon State University
Statement of Revenues and Expenditures
Education & General, Part I - Unrestricted
for the Period from July 1, 2002 to June 30, 2003

Schedule 1

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Current Y-T-D</u>	<u>Percent of Current Revised Budget</u>
<i>Revenues by Source:</i>				
State Appropriations	\$ 12,401,259	\$ 11,531,767	\$ 11,539,640	100.1%
Tuition and fees	4,284,794	4,284,795	5,147,910	120.1%
Other sources	506,301	506,301	436,099	86.1%
	<u>17,192,354</u>	<u>16,322,863</u>	<u>17,123,649</u>	<u>104.9%</u>
<i>Budgeted reserves</i>				
	<u>1,624,621</u>	<u>2,517,855</u>		
Total budgeted resources	<u>\$ 18,816,975</u>	<u>\$ 18,840,718</u>	<u>\$ 17,123,649</u>	
<i>Expenditures by Function:</i>				
Instruction	\$ 8,943,524	\$ 8,840,032	\$ 7,367,017	83.3%
Public Service	311,754	307,078	223,093	72.7%
Academic support	2,914,843	2,898,380	2,640,257	91.1%
Student services	1,252,743	1,282,124	1,197,727	93.4%
Institutional support	2,606,868	2,570,673	2,391,017	93.0%
Operation of plant	2,203,192	2,252,239	1,866,671	82.9%
Scholarships	584,051	660,051	596,592	90.4%
	<u>18,816,975</u>	<u>18,810,576</u>	<u>16,282,373</u>	<u>86.6%</u>
Excess revenues over (under) expenditures	<u>-</u>	<u>30,142</u>	<u>841,276</u>	
<i>Expenditures by Organizational Area:</i>				
<i>Academic Affairs:</i>				
Academic programs	417,873	452,873	301,524	66.6%
Bartlesville campus	578,976	544,961	475,377	87.2%
Pryor campus	127,163	152,740	150,312	98.4%
School of Liberal Arts	2,052,800	2,328,507	2,274,200	97.7%
School of Business & Technology	1,621,584	1,699,729	1,369,876	80.6%
School of Math, Science & Health Sciences	1,650,849	1,854,557	1,746,835	94.2%
Other instructional expense	2,494,279	1,806,665	1,048,893	58.1%
Libraries	945,245	890,272	857,181	96.3%
Broadcast and media services	273,430	290,546	274,426	94.5%
Other academic support	1,696,168	1,717,562	1,508,650	87.8%
Student services	1,252,743	1,282,124	1,197,727	93.4%
Executive management	872,190	883,273	880,723	99.7%
Fiscal operations	453,605	444,169	387,289	87.2%
General administration	649,704	584,641	491,935	84.1%
Public Service	311,754	307,078	223,093	72.7%
Public relations/Development	631,369	658,590	631,070	95.8%
Operation of plant	2,203,192	2,252,239	1,866,671	82.9%
Scholarships	584,051	660,051	596,592	90.4%
	<u>\$ 18,816,975</u>	<u>\$ 18,810,576</u>	<u>\$ 16,282,373</u>	<u>86.6%</u>

Rogers State University
Statement of Revenues and Expenditures
Education & General, Part II - Restricted
For the Period from July 1, 2002 to June 30, 2003

Schedule 4

	Original Budget	Revised Budget	Current Y-T-D	Percent of Current Revised Budget
<i>Revenues by Source:</i>				
Federal grants and contracts	\$ 2,034,921	\$ 2,587,832	\$ 2,617,504	101.1%
State and local grants and contracts	424,153	637,271	460,153	72.2%
Private grants and contracts	98,493	264,373	356,727	134.9%
	<u>\$ 2,557,567</u>	<u>\$ 3,489,476</u>	<u>\$ 3,434,385</u>	<u>98.4%</u>
<i>Budgeted Reserves</i>				
	<u>\$ 2,336,977</u>	<u>\$ 2,337,217</u>		
Total Budgeted Resources	<u>\$ 4,894,544</u>	<u>\$ 5,826,693</u>	<u>\$ 3,434,385</u>	
<i>Expenditures by Function:</i>				
Instruction	\$ 550,839	\$ 690,348	\$ 570,959	82.7%
Public Service	1,618,535	2,198,666	851,856	38.7%
Academic Support	231,656	446,172	374,101	83.8%
Student Services	2,268,304	2,267,809	1,810,237	79.8%
Scholarships (FWS, SEOG)	225,210	222,698	210,079	94.3%
	<u>4,894,544</u>	<u>5,825,693</u>	<u>3,817,232</u>	<u>65.5%</u>
<i>Expenditures by Organizational Area:</i>				
Student Aid (FWS, SEOG)	225,210	222,698	210,079	94.3%
Project Aspire	357,035	357,035	189,929	53.2%
Hasbrouck Grant	-	-	964	-
Molecular Bio Lab Equip	68,427	68,427	62,296	91.0%
Will Rogers Memorial	94,000	92,837	98,881	106.5%
Summer Science Academy	6,377	6,377	5,993	94.0%
College Goal Sun	-	500	500	100.0%
Founders Grant	-	-	66,459	-
Chem Lab-Founders	-	139,841	139,738	99.9%
OXLEY Grant	25,000	25,331	6,199	24.5%
KRSC - TV	1,618,535	2,198,666	851,856	38.7%
Carl Perkins	231,656	205,636	159,222	77.4%
NewNet Telecommunications	-	240,536	214,879	-
Talent Search	331,143	329,764	292,677	88.8%
Upward Bound - Math/Science	409,612	409,612	295,644	72.2%
Upward Bound	465,564	466,448	353,233	75.7%
Educational Opportunity Center	672,147	672,147	539,493	80.3%
Student Support Services	389,838	389,838	329,190	84.4%
Prior Yr Grants no longer active	-	-	-	0.0%
	<u>\$ 4,894,544</u>	<u>\$ 5,825,693</u>	<u>\$ 3,817,232</u>	<u>65.5%</u>

Rogers State University
 Statement of Revenues and Expenditures
 Auxiliary Enterprises
 For the Period from July 1, 2002 to June 30, 2003

Schedule 3

	Original Budget	Revised Budget	Current Y-T-D	Percent of Current Revised Budget
<i>Revenues:</i>				
Student Fees	\$ 655,306	\$ 655,306	\$ 713,300	108.8%
Housing System	154,318	175,318	119,955	68.4%
Miscellaneous Auxiliaries	1,381,192	1,381,192	1,345,536	97.4%
Other	194,500	277,400	111,765	40.3%
	<u>\$2,385,316</u>	<u>\$2,489,216</u>	<u>\$ 2,290,556</u>	<u>92.0%</u>
 <i>Expenditures:</i>				
Student Fees	\$ 662,813	\$ 768,583	\$ 484,906	63.1%
Housing System	154,318	222,555	178,546	80.2%
Miscellaneous Auxiliaries	1,386,062	1,401,962	1,271,503	90.7%
Other	158,762	315,992	97,469	30.8%
	<u>\$2,361,955</u>	<u>\$2,709,092</u>	<u>\$ 2,032,424</u>	<u>75.0%</u>

Rogers State University
Schedule of Reserves
For the Period from July 1, 2002 to June 30, 2003

Schedule 4

<u>Fund/Source of Reserve</u>	<u>Balance</u>
<i>Education & General, Part I</i>	2,041,100
<i>Education & General, Part II</i>	-
<i>Auxiliary Enterprises</i>	1,290,754
<i>Plant Funds</i>	
Section 13 Offset:	1,489,739
Bond Reserve:	
Cash with Trustee	158,753
Less: Required Reserve	(157,500)
	1,253

Rogers State University
 Schedule of Reserves
 June 30, 2003

Education & General, Part I

Cash per trial balance at 6/30/03	5,063,150	
Estimated Accrued Expenses and Payroll at 06/30/03	<u>(752,477)</u>	
Accrual Reserve Balance	4,310,673	
Budgeted Reserves	<u>(2,269,573)</u>	2,041,100

Education & General, Part II

Cash per trial balance at 6-30-03	1,977,182	
Due to other funds per trial balance at 6-30-03	(225,898)	
Working Capital Requirements	<u>(1,751,284)</u>	

Auxiliary Enterprises

Cash per trial balance at 6-30-03	1,551,808	
Estimated Accrued Expenses and Payroll at 06/30/03	<u>(261,055)</u>	1,290,754

Plant Funds

295 cash per trial balance at 6-30-03	1,554,112	
Funded projects (remaining budgeted balance)		
4-39090	(2,360)	
4-39115	(14,650)	
4-39165	(15,445)	
4-39167	(17,293)	
4-39192	(14,625)	
4-39210	<u>-</u>	1,489,739

Bond reserve cash per trial balance at 6-30-03	158,753	
Required reserve	<u>(157,500)</u>	1,253

~~between each faculty member and his or her Department Chair. This~~ The participation of faculty in professional practice contributes to the educational mission of the College of Allied Health, including the research component of education.

~~There must be upper limits to the time spent and income delivered from consultative services professional practice so that the primary goals of quality education, patient care, and research teaching, service, and scholarly activity are achieved with a fair mixture of professional capabilities and financial awareness. These limits are negotiated with the Department Chair with the approval of the Dean and within the guidelines articulated herein and in the Department Professional Practice Plan policies. Computation of fringe benefit withholding, FICA, and other payroll deductions shall be in accordance with University policies.~~

~~Active participation in health delivery systems requires of the participant a significant commitment in terms of energy, emotional dedication, time, and the assumption of personal liabilities in addition to those assumed in carrying out academic programs.~~

~~University fringe benefits shall be computed on the basis that the guaranteed base salary is the only compensation which is paid by the University of members of the full-time faculty as employees. Amounts paid toward the difference between the guaranteed base and the full-time equivalent salary compensate faculty members of their professional private practice activities. Such amounts are to be excluded in the calculation of University fringe benefits.~~

~~There are fFundamental differences exist among health professional practice circumstances within the College and the Departments that include but are not limited and health-related, disciplines, departments, and specialties in matters relating to: (1) the unit of service for which a professional fee is rendered; (2) the amount of the customary fee per unit of service; (3) the status of the patient (ambulatory or hospitalized); and (4) the goal of the services rendered. and (5) their individual and collective needs as they relate in turn to their primary functions of teaching, training, clinical care, and community service.~~

~~Adherence to this policy, as with all Regents' policies, is a condition of employment for full-time faculty of the College of Allied Health of tThe University of Oklahoma Health Sciences Center. Under this policy, as in all University matters, the members of a department are responsible to their chairperson as the chairperson is responsible to his/her Dean and the Dean through the Provost to the President the lines of authority are from faculty to Chair to Dean to Provost to President to the Regents.~~

II. OBJECTIVES

- ~~1. To improve the patient care and consultative resources of the Health Sciences Center for the benefit of all segments of the State.~~
- ~~2. To provide exemplary patient care and consultative models to meet the educational, research, and service goals of the College of Allied Health.~~
- ~~3. 1. To provide a mechanism for faculty to supplement income and to enhance recruitment and retention of highly qualified faculty by providing a source of funds with which to supplement income.~~
- ~~4. 2. To provide incentives to the faculty to engage in the practice of their professions, to maintain and improve professional skills, to participate more actively in patient care and/or consultative services, and to enhance faculty scholarship.~~
- ~~5. 3. To define rules governing the amount of time that shall be devoted to patient care and/or consultation for extra remuneration.~~

PROFESSIONAL PRACTICE PLAN



THE UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER

COLLEGE OF ALLIED HEALTH



2003

PROFESSIONAL PRACTICE PLAN (PPP)
of the
FACULTY of the COLLEGE OF ALLIED HEALTH
The University of Oklahoma
Health Sciences Center

I. PREAMBLE

Participation in the Professional Practice Plan is a condition of employment as stated in the Faculty Handbook. Faculty are obligated to comply with the Professional Practice Plan of their College. The faculty of the College of Allied Health is composed of professionals in a wide variety of specialties in the health-related fields. Diverse in their nature and scope, these specialties form an integral part of the health care delivery system and are essential to quality patient care and services. Professional services provided by the faculty of the College include, but are not limited to, those relating to health care distribution and delivery, rehabilitation of the sick and the handicapped, maintenance of health and quality of life. Faculty participation in these efforts provision of professional services may be in the form of include direct service delivery, patient care, consultation, and/or education of patients and professionals. Provision of these services to the people of Oklahoma is consistent with the University's mission of public and professional service and is an essential part of the mission of the Health Sciences Center.

The Professional Practice Plan is a formal grouping of full-time faculty (see Section 3.5, Faculty Handbook) to who render services to patients and/or specialized consultative services for a fee under a private practice arrangement or who provide other services directly related to their professional credentials for fee. Patient care services shall be provided only by those faculty who are appropriately credentialed (license, certificate, or registration, where such exist) by the State of Oklahoma and/or by the appropriate national agency.

The Professional Practice Plan shall be governed by the following principles and policies:

It is the prerogative of the faculty member to decide whether or not to participate in the practice plan engage in professional activity other than as specifically assigned. If the decision is to participate engage in professional activity, the rules governing the Professional Practice Plan must be strictly observed. Engaging in professional activity other than in accordance with this document violates Regent's policy and is grounds for severe sanctions. If the decision is not to participate, then outside income in areas covered by the practice plan cannot be earned without jeopardy of sanctions by the President (See Section 3.11 Faculty Handbook).

The decision to engage in professional private practice activities by the faculty member will be made with the knowledge and understanding that the fees received for these professional activities are included as generated income governed by this Policy and that he/she will be benefited thereby.

When members of the faculty deliver specialized consultative services or patient care engage in professional practice activities, these faculty members by their personal efforts and presence enhance the stature and reputation of the College of Allied Health and the Health Sciences Center.

A reasonable degree of active involvement by the faculty in health delivery practices is essential to the maintenance of their professional skills. Opportunities for professional practice will be delineated initially in the offer of employment letter for each new faculty person. As per the Faculty Handbook, annual work loads are subsequently negotiated

- ~~6. 4. To provide a uniform procedure by which to account for the total income received by each member of the full-time faculty of the College of Allied Health in remuneration for all academic and other professional services, irrespective of the source of money payment or nature of the professional service.~~
- ~~7. 5. To provide a uniform procedure by which to account for all earnings generated by the faculty under the Professional Practice Plan from professional service as defined in Section IV.~~
- ~~8. To provide reporting and auditing of all monies received and disbursed as a result of the contribution of the full-time faculty.~~
- ~~9. To provide basic financial data which can be made available and visible to all who have a legal right to examine such information.~~
- ~~10. To establish not only income potential but also income limits so that an individual's primary interests and objectives in teaching, training, administration and research (herein called "academic programs") will be balanced by a reasonable amount of time devoted to patient care and/or consultation.~~
- ~~11. To ensure effective control and administration by the University of Oklahoma, the College of Allied Health, and its constituent departments of all monies received and disbursed.~~

III. DEFINITION OF TERMS

1. Membership

- A. a. These members of the faculty of the University of Oklahoma College of Allied Health who hold a full-time appointment (9, 10, or 12 month appointments) in the College of Allied Health will have the right obligation (participation being a condition of employment) to participate and vote in the Professional Practice Plan. For those full-time faculty who hold less than a 12-month appointment, professional activities that are performed outside of the University contracted employment period and that do not involve University resources will not be considered under the Professional Practice Plan.
- B. b. Members of the faculty in phased retirement must participate in the Professional Practice Plan to the extent that income is generated during the agreed-upon work week or using University resources. Outside that work week, however, the faculty member is required to participate only to the extent that University facilities are utilized. A written agreement will be negotiated by the faculty member and the Department chair will be included in the phased retirement plan.
- C. All members of the faculty of the University of Oklahoma must be appointed members of the faculty as individuals and they must exercise their professional capabilities under this policy. The University recognizes individual corporations only to the extent that they are involved in the generation of practice plan income.

2. Department Professional Practice Plan

Each Department will prepare a comprehensive Professional Practice Plan defining policies and procedures for professional practice activities within the Department. The Department Professional Practice Plan shall be consistent with the Professional Practice Plan policies of the Board of Regents and the College. The Department Professional Practice Plan will be developed and approved by those faculty engaged in Professional

Practice Plan activities and the Dean. Administration of the Department Professional Practice Plan will be the responsibility of the Department Chair, with the advice of the Department Professional Practice Plan Advisory Committee, elected by and from Department members of the Professional Practice Plan. The Chair shall serve as a member of this committee with vote.

2. 3. Guaranteed Base

This is the specific salary that is guaranteed annually by contract with ~~the~~ The University of Oklahoma through appointment to the faculty of the College of Allied Health by the Board of Regents of ~~the~~ The University of Oklahoma to compensate the individual faculty member for that portion of his or her time which will be devoted to academic programs and to ensure that the academic programs take precedence over other responsibilities. This guaranteed base salary may change from the date of employment through annual increases for merit pay and/or cost of living.

3. 4. Full-Time Equivalent Salary

The FTE salary figure is a figure negotiated between the faculty member and the Department Chairperson ~~Chair~~ and approved by the Dean. The FTE salary figure referred to is the total potential salary that amount above the guaranteed base which a person may earn through the Professional Practice Plan may be earned annually by a faculty member. It is the total of the guaranteed base and the Maximum Professional Earnings Potential.

4. 5. Maximum Professional Earnings Potential

This is the difference between the guaranteed base salary and the full-time equivalent salary (the difference between III, 3. 4. and III, 2. 3. above). That income that is generated by those activities of the individual which are not compensated by the guaranteed base.

6. The full-time equivalent salary will be developed and reviewed annually for each faculty member by the Department Chair. These recommendations from the Chair are transmitted to the Dean of the College of Allied Health and recommended for approval to the President and the Board of Regents of The University of Oklahoma. The only guaranteed salary is that specified in the Guaranteed Base. The total full-time equivalent salary expresses only the potential maximum salary a faculty person may earn in a given year and is dependent on earnings from Professional Practice Plan activities of that individual and the policies and procedures specified in the College and Department Professional Practice Plans.

7. The yearly income for each member from the Professional Practice Plan shall not exceed his/her annual base salary.

8. Each faculty member who participates in the Professional Practice Plan shall be informed in writing, at the beginning of each fiscal year, of his guaranteed annual base and full-time equivalent salary.

IV. OPERATIONAL PROCEDURES

1. The full-time equivalent salary will be developed and reviewed annually for each faculty member by the appropriate departmental chairperson with the Dean of the College of Allied Health and recommended for approval to the President and the Board of Regents of the University of Oklahoma. It will be achieved, if at all, by the addition of generated income to the guaranteed base.

- ~~2.~~ 1. Professional practice of faculty should be conducted so as not to interfere with ~~research, teaching, advisement, committee work~~ teaching, service, scholarly activities, administration, or other ~~d~~Department activities as determined by the Department Chairperson Chair.
- ~~3.~~ 2. The amount of time and the schedule of time devoted to generation of Professional Practice ~~p~~Plan income must ~~consider~~ defer to the ~~academic~~ teaching, service, and scholarly activity, needs of the ~~d~~Department.
- ~~4.~~ 3. Professional ~~i~~ncome earned ~~inside or outside the work week~~ must be deposited to the Professional Practice Plan account. Income earned may or may not be subject to the Professional Practice Plan overhead and/or "tax" rules depending on the policies and procedures expressed herein and in Department Professional Practice Plans.
- ~~5.~~ 4. To assure the successful performance of the College's assigned tasks, members of the Professional Practice ~~p~~Plan shall not engage in ~~consultation or other outside~~ professional activity which will result in their being unduly diverted from their assigned duties. No more than an average of 20% of the work week shall be spent in ~~p~~Professional ~~p~~Practice ~~p~~Plan activities as ~~determined by the Department Chairperson~~. However, ~~s~~Should a ~~d~~Department Chair feel that determine it is in the interest of the ~~d~~Department that an exception be made and that other members of the ~~d~~Department can and will assume additional responsibilities, ~~exceptions can be made~~ may be allowed to the 20% rule with approval of the Dean. ~~But i~~n no event will an exception be made, nor any individual be absent from the campus more than a week at a time for Professional Practice Plan activities without the prior approval of the Dean. This approval will be given only in the most exceptional circumstances. Reports of time spent in the generation of income under this Professional Practice ~~p~~Plan shall be submitted each semester to the Department Chairperson Chair and to the Dean of the College.
- ~~6.~~ The yearly income for each member from the plan shall not exceed his/her annual base salary.
- ~~7.~~ Each department will prepare a comprehensive manual defining policies and procedures for all professional practice plan activities subject to the approval of the College Dean.
8. 5. Sources of Generated Income

All sources of generated income including, but not limited to, the following:

 - a. Patient care fees wherever earned by the faculty member
 - b. Professional consultation
 - c. Honoraria
 - d. Other professional income

All to be treated herein as earned by those activities of the individual which are not compensated by the guaranteed base.
9. 6. Income Exclusions
 - a. Prizes and awards
 - b. Faculty members interests in:
 - 1) 1. Royalties
 - 2) 2. Copyrights

3) 3. Patent Rights

- c. Non-professional income
- d. Compensation received as a result of military leave
- e. Income earned during leave of absence without pay, vacation, and/or sabbatical leave as set out in the Faculty Handbook.

10. 7. Disposition of Gross Generated Income

Generated income described above will be deposited daily ~~in the~~ by the individual Departments within the College of Allied Health to the designated appropriate accounts through the Office of the Bursar, †The University of Oklahoma Health Sciences Center clearing account. It will be transferred monthly into the Special Agency Account of the University of Oklahoma Health Sciences Center and allocated to the departmental sub-accounts of the generating department from which it will be disbursed by the department. The distribution of funds is determined by the College and Department Professional Practice Plans proportions and mechanisms of these distributions will be administered by the responsibility of †Department chairperson Chair with the advice of the Department Practice Plan Advisory Committee, elected by and from among members of the Plan. The Chairperson shall serve as a member of this committee with vote. Distribution of these funds will be in the order listed below.

- a) ~~Overhead and direct costs of each sub-account such as rents, supplies, housekeeping, personnel, equipment lease, equipment depreciation reserves, etc., attributable to the professional practice of the members of the full-time faculty, and thereafter~~
- a. To the Department, for expenses and administrative costs as defined in the approved Department Professional Practice Plan.
- b) ~~The cost of billing and collections up to 10% of the net generated income, [unless demonstrable costs accrue to the Department, income derived from honoraria and/or professional consultation shall be exempt from the provisions of a) and b) above.], and thereafter~~
- b. To the Dean's Office, 5% of all income generated using University facilities and/or other University resources, including time.
- e) ~~c. To that individual faculty member or group within each †Department, to the extent that the individual faculty member or faculty members of the group have has contributed to the generation of income, until any difference between guaranteed base and the full-time equivalent salary is equalled; and thereafter,~~
- d) ~~Expenditures for major items, and the maintenance of an equipment reserve for the department, may be paid from the department subaccount upon recommendation of the department with the concurrence of the Dean of the College; and thereafter~~
- e) ~~Ten percent of the remaining balance after a), b), c), and d) above have been paid to the Dean's Fund, a major purpose of which is to relieve inequities in the financial support for various departments as directed and defined by the Dean of the College of Allied Health.~~
- † d. The Any remaining balance will be retained in the Departmental sub-account to pay for the various expenditures related to †Departmental functions as authorized by The

University of Oklahoma Health Sciences Center Professional Practice Plan Expenditure Policy (8/26/97) and/or future amendments thereto outlined below.

g) e. The College of Allied Health will not pay retirement benefits on generated income. Acceptable Categories of Expenditures by Departments includes:

f. Acceptable Categories of Expenditures by Departments include:

1. Visiting consultants and lecturers at the Health Sciences Center
2. Expenses directly related to faculty and staff recruitment.
3. Students – scholarships, stipends, and tuitions.
4. Personnel training courses and attendance at professional and educational meetings.
5. Maintenance of laboratories and equipment.
6. Office and administrative expenses.
7. Other expenses incurred in support of dDepartmental teaching, research, and professional service, including salaries.
8. Professional dues.
9. Other dDepartmental business expenses directly related to generation of professional fees. Since funds for which the University acts as custodian are commingled with public funds, all expenditures from such funds must be treated as public expenditures. Public policy requires that public monies be expended for public and not private purposes. University administration, in consultation with the Advisory Council, will develop and publish guidelines consistent with public policy.

11. 8. Billing, Collecting, Accounting, Disbursement, and Auditing

a. All procedures for billing, collecting, accounting, disbursement, and auditing shall be in accordance with controlling State Law in this regard and with current Board of Regents and University/College policies and procedures. The Special Agency Account of the University of Oklahoma Health Sciences Center is the only authorized depository. Billing procedures for patient care shall be carried out in the individual departments of the College of Allied Health, but collections must be deposited in the Special Agency Account on a daily basis as noted above. The Dean may, with the advice and consent of the Advisory Council (See 8, (a)), consolidate the billing of any or all of the departments when in his judgement centralization would better serve the College or the purposes and goals of this policy. Fees relating to professional consultation, honoraria, and the like which are received directly by the individual faculty member shall be deposited by the primary Department to which of the faculty member is primarily assigned at the earliest feasible time after receipt. Each faculty member holding an appointment in more than one dDepartment of the eCollege shall have, for purposes of this Professional Practice Plan, a primary dDepartment responsible for depositing and monitoring generated income. Faculty members holding joint appointments in the College of Allied Health and in some other College shall participate in the Professional Practice Plan of the College which has primary responsibility for their promotion and tenure as defined in Section 3.5.4. of the Faculty Handbook.

- b) b. All accounts will be handled in accordance with standard accounting principles, the statutes of the State of Oklahoma, and the policies of the Regents of ~~t~~The University of Oklahoma, as they apply to Special Agency Accounts such accounts.
- e) ~~_____ Funds will not be used directly for the benefit of any department from funds credited to some other department unless the department whose funds are to be used shall approve and the chairperson or other requisitioning individual of such department shall approve the requisition in writing, except in emergencies and with the approval of the Advisory Council, the Dean of the College and the Health Sciences Center Provost.~~

12. 9. Governance of the Professional Practice Plan

a) a. The Advisory Council

1) Membership

~~The members of the Professional Practice Plan will be governed by this policy as amended from time to time by the Board of Regents. The Advisory Council shall represent the full membership of the Professional Practice Plan and shall be responsible for advising the Dean of the College on policy matters reflecting the operations covered by this policy. The Advisory Council shall consist of:~~

1. Duties

The Advisory Council shall represent the full membership of the Professional Practice Plan and shall be responsible for advising the Dean of the College on policy matters reflecting the operations covered by this policy. The members of the Professional Practice Plan will be governed by this policy as amended from time to time by the Board of Regents.

2. Members of the Advisory Council shall consist of:

- a) a. The Chairperson Chair or Head of each of the Departments of the College of Allied Health.
- b) b. One additional faculty member-at-large elected by and from the faculty members of each dDepartment of the College. Terms of members-at-large shall be for two (2) years.

2) 3. Meetings

~~The Advisory Council shall meet biannually at least once annually at a time designated by the Chairperson Chair of the Advisory Council or upon the request of six (6) four (4) members of the Advisory Council. Notice of the meeting and an agenda will be distributed to each member at least one week prior to the meeting.~~

3) 4. Officers

~~The officers of the Advisory Council shall be a Chairperson Chair, a Vice Chairperson Chair, and a Secretary who shall be elected annually by and from the members of the Advisory Council and serves as the Executive Committee. The Chairperson Chair shall preside.~~

5. Ad Hoc Committees

Ad Hoc committees may be appointed as necessary by the Chair.

4) 6. Quorum and Voting

A quorum shall consist of a simple majority of voting members of the Advisory Council. Any official action of the Advisory Council requires a majority vote of its members present. Each member shall have one vote.

5) 7. Rules of Order for Advisory Council and its Committees

a. Agenda

All items of business not requiring formal action by the Advisory Council, unless an objection is registered, are accepted "for information only". All items of business requiring formal action by the Advisory Council must be in the form of a resolution.

b. Procedural Motions

The latest edition of Robert's Rules of Order Newly Revised will be accepted as final authority for parliamentary procedures.

~~b) The Executive Committee of the Advisory Council~~

~~1) Composition~~

~~The Executive Committee shall consist of:~~

~~a. Three (3) officers, and~~

~~b. Four (4) members.~~

~~2) Officers~~

~~The officers of the Executive Committee shall be the officers of the Advisory Council.~~

~~3) Members~~

~~The Advisory Council shall annually elect from its voting membership an Executive Committee, and no elected members shall serve more than two consecutive one-year terms.~~

~~4) Meetings and Quorum~~

~~The Executive Committee shall meet at least quarterly and upon call of the Chairperson or any four (4) members of the Advisory Council. A quorum shall consist of no less than four (4) members.~~

~~5) Duties~~

~~The Executive Committee shall exercise the full authority of the Advisory Council as established herein. The Executive Committee may obtain the advice of legal counsel, accountant, consultant, and others as required. It is expressly understood, however, that only the legal counsel for the Regents may prepare legal documents and represent the University and its constituent parts in its external affairs.~~

~~e) Ad Hoc Committees~~

~~Ad Hoc committees may be appointed as necessary by the Chairperson from the Advisory Council or the Executive Committee.~~

~~d) d. Annual Meeting of Members~~

~~Annually, at a time to be determined by the Executive Committee, there shall be a meeting of the full membership of the professional Practice Plan at which time a report of the activities of the Council shall be given by the Officers. In addition, elections will be held for at large members, officers, and members of the Executive Committee of the Advisory Council. Special meetings may be called upon request of the Executive Committee.~~

e) 10. Departmental Governance and Restrictions

~~Nothing contained herein shall be construed to prevent the contributing members within any dDepartment from suggesting such additional dDepartment restrictions as they may wish, but such restrictions shall not conflict with the general College Professional Practice Plan.~~

~~13.~~ 11. Accountability

~~Gross and willful withholding of or misrepresentation of in reports of income generated and/or time spent under this Professional Practice pPlan shall constitute grounds for disciplinary action under the relevant provisions of Section 3.8 of the Faculty Handbook. Appeals procedures shall be the same as those outlined Section 3.8 and/or 3.9 of that document.~~

~~14. Each faculty member who participates in the Plan shall be informed in writing at the beginning of each fiscal year of his guaranteed annual base and full time equivalent salary.~~

15. Miscellaneous Provisions

~~1)~~ 12. Policy Amendments

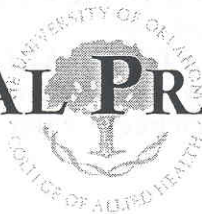
~~The policy for operation and governance of the Professional Practice Plan may be amended from time to time in any particular by the Regents of tThe University of Oklahoma. Proposed amendments will may also be submitted to the Advisory Council for advice or comment consideration consistent with the University's Professional Practice Plan policies and procedures. In addition, amendments to the Policy may be proposed or initiated for the consideration of the Regents by: Amendments shall be considered by the Advisory Council that are:~~

- a. ~~Proposal Proposed to the Advisory Council by the Executive Committee, or by petition of twenty (20) percent of the members followed by~~
- b. ~~Presentation by the Advisory council with recommendation to the full membership, and requiring Proposed by fifteen (15) or more faculty members of the Professional Practice Plan.~~

13. Ratification

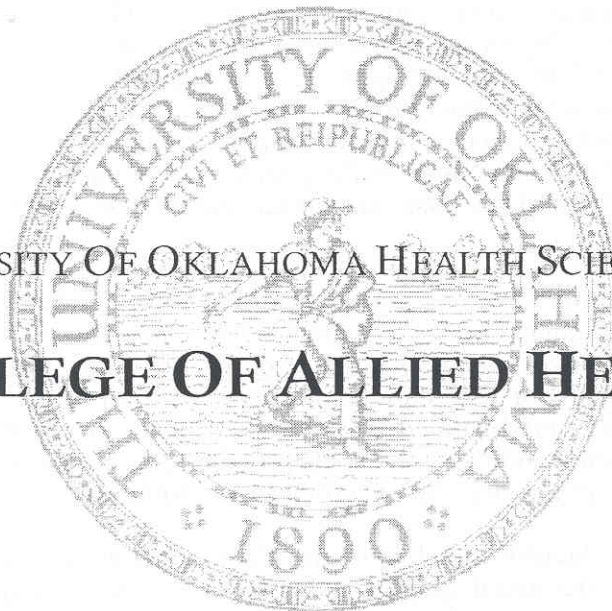
- e. a. ~~Ratification by of the proposed amendment requires a 2/3rds affirmative vote of the full voting faculty membership of the Professional Practice Plan.~~
- b. ~~forwarding the proposed amendment The amended Professional Practice Plan, if ratified, will then be forwarded through the Dean of the College of Allied Health, and Provost, Health Sciences Center, to the President for the approval and for submission to the Board of Regents of tThe University of Oklahoma.~~

PROFESSIONAL PRACTICE PLAN



THE UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER

COLLEGE OF ALLIED HEALTH



2003

PROFESSIONAL PRACTICE PLAN (PPP)
of the
FACULTY of the COLLEGE OF ALLIED HEALTH
The University of Oklahoma
Health Sciences Center

I. PREAMBLE

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The pProfessional pPractice pPlan is a formal grouping of full-time faculty (see Section 3.5, Faculty Handbook) to who render services to patients and/or specialized consultative services for a fee under a private practice arrangement or who provide other services directly related to their professional credentials for fee. Patient care services shall be provided only by those faculty who are appropriately credentialed (license, certificate, or registration, where such exist) by the State of Oklahoma and/or by the appropriate national agency. The pProfessional pPractice pPlan shall be governed by the following principles and policies:

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A reasonable degree of active involvement by the faculty in health delivery practices is essential to the maintenance of their professional skills. Opportunities for professional practice will be delineated initially in the offer of employment letter for each new faculty person. As per the Faculty Handbook, annual work loads are subsequently negotiated

between each faculty member and his or her Department Chair. This The participation of faculty in professional practice contributes to the educational mission of the College of Allied Health, including the research component of education.

There must be upper limits to the time spent and income delivered from consultative services professional practice so that the primary goals of quality education, patient care, and research teaching, service, and scholarly activity are achieved with a fair mixture of professional capabilities and financial awareness. These limits are negotiated with the Department Chair with the approval of the Dean and within the guidelines articulated herein and in the Department Professional Practice Plan policies. Computation of fringe benefit withholding, FICA, and other payroll deductions shall be in accordance with University policies.

Active participation in health delivery systems requires of the participant a significant commitment in terms of energy, emotional dedication, time, and the assumption of personal liabilities in addition to those assumed in carrying out academic programs.

University fringe benefits shall be computed on the basis that the guaranteed base salary is the only compensation which is paid by the University of members of the full-time faculty as employees. Amounts paid toward the difference between the guaranteed base and the full-time equivalent salary compensate faculty members of their professional private practice activities. Such amounts are to be excluded in the calculation of University fringe benefits.

There are fundamental differences exist among health professional practice circumstances within the College and the Departments that include but are not limited and health-related, disciplines, departments, and specialties in matters relating to: (1) the unit of service for which a professional fee is rendered; (2) the amount of the customary fee per unit of service; (3) the status of the patient (ambulatory or hospitalized); and (4) the goal of the services rendered. and (5) their individual and collective needs as they relate in turn to their primary functions of teaching, training, clinical care, and community service.

Adherence to this policy, as with all Regents' policies, is a condition of employment for full-time faculty of the College of Allied Health of the University of Oklahoma Health Sciences Center. Under this policy, as in all University matters, the members of a department are responsible to their chairperson as the chairperson is responsible to his/her Dean and the Dean through the Provost to the President the lines of authority are from faculty to Chair to Dean to Provost to President to the Regents.

II. OBJECTIVES

1. To improve the patient care and consultative resources of the Health Sciences Center for the benefit of all segments of the State.
2. To provide exemplary patient care and consultative models to meet the educational, research, and service goals of the College of Allied Health.
3. 1. To provide a mechanism for faculty to supplement income and to enhance recruitment and retention of highly qualified faculty by providing a source of funds with which to supplement income.
4. 2. To provide incentives to the faculty to engage in the practice of their professions, to maintain and improve professional skills, to participate more actively in patient care and/or consultative services, and to enhance faculty scholarship.
5. 3. To define rules governing the amount of time that shall be devoted to patient care and/or consultation for extra remuneration.

- ~~6.~~ 4. To provide a uniform procedure by which to account for the total income received by each member of the full-time faculty of the College of Allied Health in remuneration for all academic and other professional services, irrespective of the source of money payment or nature of the professional service.
- ~~7.~~ 5. To provide a uniform procedure by which to account for all earnings generated by the faculty under the Professional Practice Plan ~~from professional service as defined in Section IV.~~
- ~~8.~~ To provide reporting and auditing of all monies received and disbursed as a result of the contribution of the full-time faculty.
- ~~9.~~ To provide basic financial data which can be made available and visible to all who have a legal right to examine such information.
- ~~10.~~ To establish not only income potential but also income limits so that an individual's primary interests and objectives in teaching, training, administration and research (herein called "academic programs") will be balanced by a reasonable amount of time devoted to patient care and/or consultation.
- ~~11.~~ To ensure effective control and administration by the University of Oklahoma, the College of Allied Health, and its constituent departments of all monies received and disbursed.

III. DEFINITION OF TERMS

1. Membership

~~A.~~ a. Those ~~m~~Members of the faculty of ~~t~~The University of Oklahoma College of Allied Health who hold a full-time appointment (9, 10, or 12 month appointments) in the College of Allied Health will have the right obligation (participation being a condition of employment) to participate and vote in the Professional Practice Plan. For those full-time faculty who hold less than a 12-month appointment, professional activities that are performed outside of the University contracted employment period and that do not involve University resources will not be considered under the Professional Practice Plan.

~~B.~~ b. Members of the faculty in phased retirement must participate in the Professional Practice Plan to the extent that income is generated during the agreed-upon work week or using University resources. ~~Outside that work week, however, the faculty member is required to participate only to the extent that University facilities are utilized. A written agreement will be negotiated by the faculty member and the Department chair will be included in the phased retirement plan.~~

~~C.~~ All members of the faculty of the University of Oklahoma must be appointed members of the faculty as individuals and they must exercise their professional capabilities under this policy. ~~The University recognizes individual corporations only to the extent that they are involved in the generation of practice plan income.~~

2. Department Professional Practice Plan

Each Department will prepare a comprehensive Professional Practice Plan defining policies and procedures for professional practice activities within the Department. The Department Professional Practice Plan shall be consistent with the Professional Practice Plan policies of the Board of Regents and the College. The Department Professional Practice Plan will be developed and approved by those faculty engaged in Professional

Practice Plan activities and the Dean. Administration of the Department Professional Practice Plan will be the responsibility of the Department Chair, with the advice of the Department Professional Practice Plan Advisory Committee, elected by and from Department members of the Professional Practice Plan. The Chair shall serve as a member of this committee with vote.

2. 3. Guaranteed Base

This is the specific salary that is guaranteed annually by contract with ~~the~~ The University of Oklahoma through appointment to the faculty of the College of Allied Health by the Board of Regents of ~~the~~ The University of Oklahoma to compensate the individual faculty member for that portion of his or her time which will be devoted to academic programs and to ensure that the academic programs take precedence over other responsibilities. This guaranteed base salary may change from the date of employment through annual increases for merit pay and/or cost of living.

3. 4. Full-Time Equivalent Salary

The FTE salary figure is a figure negotiated between the faculty member and the Department Chairperson Chair and approved by the Dean. The FTE salary figure referred to is the total potential salary that amount above the guaranteed base which a person may earn through the Professional Practice Plan may be earned annually by a faculty member. It is the total of the guaranteed base and the Maximum Professional Earnings Potential.

4. 5. Maximum Professional Earnings Potential

This is the difference between the guaranteed base salary and the full-time equivalent salary (the difference between III, 3. 4. and III, 2. 3. above). That income that is generated by those activities of the individual which are not compensated by the guaranteed base.

6. The full-time equivalent salary will be developed and reviewed annually for each faculty member by the Department Chair. These recommendations from the Chair are transmitted to the Dean of the College of Allied Health and recommended for approval to the President and the Board of Regents of The University of Oklahoma. The only guaranteed salary is that specified in the Guaranteed Base. The total full-time equivalent salary expresses only the potential maximum salary a faculty person may earn in a given year and is dependent on earnings from Professional Practice Plan activities of that individual and the policies and procedures specified in the College and Department Professional Practice Plans.

7. The yearly income for each member from the Professional Practice Plan shall not exceed his/her annual base salary.

8. Each faculty member who participates in the Professional Practice Plan shall be informed in writing, at the beginning of each fiscal year, of his guaranteed annual base and full-time equivalent salary.

IV. OPERATIONAL PROCEDURES

1. ~~The full-time equivalent salary will be developed and reviewed annually for each faculty member by the appropriate departmental chairperson with the Dean of the College of Allied Health and recommended for approval to the President and the Board of Regents of the University of Oklahoma. It will be achieved, if at all, by the addition of generated income to the guaranteed base.~~

- ~~2.~~ 1. Professional practice of faculty should be conducted so as not to interfere with ~~research, teaching, advisement, committee work~~ teaching, service, scholarly activities, administration, or other ~~d~~Department activities as determined by the Department Chairperson Chair.
- ~~3.~~ 2. The amount of time and the schedule of time devoted to generation of Professional Practice pPlan income must ~~consider~~ defer to the ~~academic~~ teaching, service, and scholarly activity; needs of the ~~d~~Department.
- ~~4.~~ 3. Professional ~~income earned inside or outside the work week~~ must be deposited to the Professional Practice Plan account. Income earned may or may not be subject to the Professional Practice Plan overhead and/or "tax" rules depending on the policies and procedures expressed herein and in Department Professional Practice Plans.
- ~~5.~~ 4. To assure the successful performance of the College's assigned tasks, members of the Professional Practice pPlan shall not engage in ~~consultation or other outside~~ professional activity which will result in their being unduly diverted from their assigned duties. No more than an average of 20% of the work week shall be spent in ~~p~~Professional pPlan activities as ~~determined by the Department Chairperson~~. However, ~~s~~Should a dDepartment Chair feel that determine it is in the interest of the ~~d~~Department can and will assume additional responsibilities, ~~exceptions can be made~~ may be allowed to the 20% rule with approval of the Dean. ~~But in~~ no event will an exception be made, nor any individual be absent from the campus more than a week at a time for Professional Practice Plan activities without the prior approval of the Dean. This approval will be given only in the most exceptional circumstances. Reports of time spent in the generation of income under this Professional Practice pPlan shall be submitted each semester to the Department Chairperson Chair and to the Dean of the College.
- ~~6.~~ The yearly income for each member from the plan shall not exceed his/her annual base salary.
- ~~7.~~ Each department will prepare a comprehensive manual defining policies and procedures for all professional practice plan activities subject to the approval of the College Dean.
- ~~8.~~ 5. Sources of Generated Income
All sources of generated income including, but not limited to, the following:
 - a. Patient care fees wherever earned by the faculty member
 - b. Professional consultation
 - c. Honoraria
 - d. Other professional income

~~All to be treated herein as earned by those activities of the individual which are not compensated by the guaranteed base.~~

- ~~9.~~ 6. Income Exclusions
 - a. Prizes and awards
 - b. Faculty members interests in:
 - 1) Royalties
 - 2) Copyrights

3) 3. Patent Rights

- c. Non-professional income
- d. Compensation received as a result of military leave
- e. Income earned during leave of absence without pay, vacation, and/or sabbatical leave as set out in the Faculty Handbook.

10. 7. Disposition of Gross Generated Income

Generated income described above will be deposited daily ~~in the~~ by the individual Departments within the College of Allied Health to the designated appropriate accounts through the Office of the Bursar, †The University of Oklahoma Health Sciences Center clearing account. It will be transferred monthly into the Special Agency Account of the University of Oklahoma Health Sciences Center and allocated to the departmental sub-accounts of the generating department from which it will be disbursed by the department. The distribution of funds is determined by the College and Department Professional Practice Plans proportions and mechanisms of these distributions will be administered by the responsibility of dDepartment chairperson Chair with the advice of the Departmental Practice Plan Advisory Committee, elected by and from among members of the Plan. The Chairperson shall serve as a member of this committee with vote. Distribution of these funds will be in the order listed below.

- a) ~~Overhead and direct costs of each sub-account such as rents, supplies, housekeeping, personnel, equipment lease, equipment depreciation reserves, etc., attributable to the professional practice of the members of the full-time faculty, and thereafter~~
- a. To the Department, for expenses and administrative costs as defined in the approved Department Professional Practice Plan.
- b) ~~The cost of billing and collections up to 10% of the net generated income, [unless demonstrable costs accrue to the Department, income derived from honoraria and/or professional consultation shall be exempt from the provisions of a) and b) above.], and thereafter~~
- b. To the Dean's Office, 5% of all income generated using University facilities and/or other University resources, including time.
- e) ~~c. To that individual faculty member or group within each dDepartment, to the extent that the individual faculty member or faculty members of the group have has contributed to the generation of income or any difference between guaranteed base and the full-time equivalent salary is equaled; and thereafter,~~
- d) ~~Expenditures for major items, and the maintenance of an equipment reserve for the department, may be paid from the department subaccount upon recommendation of the department with the concurrence of the Dean of the College; and thereafter~~
- e) ~~Ten percent of the remaining balance after a), b), c), and d) above have been paid to the Dean's Fund, a major purpose of which is to relieve inequities in the financial support for various departments as directed and defined by the Dean of the College of Allied Health.~~
- f) d. The Any remaining balance will be retained in the Departmental sub-account to pay for the various expenditures related to dDepartmental functions as authorized by The

University of Oklahoma Health Sciences Center Professional Practice Plan Expenditure Policy (8/26/97) and/or future amendments thereto outlined below.

g) ~~e.~~ The College of Allied Health will not pay retirement benefits on generated income. ~~Acceptable Categories of Expenditures by Departments includes:~~

f. Acceptable Categories of Expenditures by Departments include:

1. Visiting consultants and lecturers at the Health Sciences Center
2. Expenses directly related to faculty and staff recruitment.
3. Students – scholarships, stipends, and tuitions.
4. Personnel training courses and attendance at professional and educational meetings.
5. Maintenance of laboratories and equipment.
6. Office and administrative expenses.
7. Other expenses incurred in support of ~~d~~Departmental teaching, research, and professional service, including salaries.
8. Professional dues.
9. Other ~~d~~Departmental business expenses directly related to generation of professional fees. Since funds for which the University acts as custodian are commingled with public funds, all expenditures from such funds must be treated as public expenditures. Public policy requires that public monies be expended for public and not private purposes. University administration, in consultation with the Advisory Council, will develop and publish guidelines consistent with public policy.

11- 8. Billing, Collecting, Accounting, Disbursement, and Auditing

a. All procedures for billing, collecting, accounting, disbursement, and auditing shall be in accordance with controlling State Law in this regard and with current Board of Regents and University/College policies and procedures. The Special Agency Account of the University of Oklahoma Health Sciences Center is the only authorized depository. Billing procedures for patient care shall be carried out in the individual departments of the College of Allied Health, but collections must be deposited in the Special Agency Account on a daily basis as noted above. The Dean may, with the advice and consent of the Advisory Council (See 8, (a)), consolidate the billing of any or all of the departments when in his judgement centralization would better serve the College or the purposes and goals of this policy. Fees relating to professional consultation, honoraria, and the like which are received directly by the individual faculty member shall be deposited by the primary Department to which of the faculty member is primarily assigned at the earliest feasible time after receipt. Each faculty member holding an appointment in more than one ~~d~~Department of the ~~e~~College shall have, for purposes of this Professional Practice Plan, a primary ~~d~~Department responsible for depositing and monitoring generated income. Faculty members holding joint appointments in the College of Allied Health and in some other College shall participate in the Professional Practice Plan of the College which has primary responsibility for their promotion and tenure as defined in Section 3.5.4. of the Faculty Handbook.

- b) b. All accounts will be handled in accordance with standard accounting principles, the statutes of the State of Oklahoma, and the policies of the Regents of ~~the~~ The University of Oklahoma, as they apply to Special Agency Accounts such accounts.
- c) ~~_____ Funds will not be used directly for the benefit of any department from funds credited to some other department unless the department whose funds are to be used shall approve and the chairperson or other requisitioning individual of such department shall approve the requisition in writing, except in emergencies and with the approval of the Advisory Council, the Dean of the College and the Health Sciences Center Provost.~~

12. 9. Governance of the Professional Practice Plan

a) a. The Advisory Council

1) Membership

~~The members of the Professional Practice Plan will be governed by this policy as amended from time to time by the Board of Regents. The Advisory Council shall represent the full membership of the Professional Practice Plan and shall be responsible for advising the Dean of the College on policy matters reflecting the operations covered by this policy. The Advisory Council shall consist of:~~

1. Duties

The Advisory Council shall represent the full membership of the Professional Practice Plan and shall be responsible for advising the Dean of the College on policy matters reflecting the operations covered by this policy. The members of the Professional Practice Plan will be governed by this policy as amended from time to time by the Board of Regents.

2. Members of the Advisory Council shall consist of:

- a) ~~a.~~ a. The ~~Chairperson~~ Chair or Head of each of the Departments of the College of Allied Health.
- b) b. One additional faculty member-at-large elected by and from the faculty members of each ~~d~~ Department of the College. Terms of members-at-large shall be for two (2) years.

2) 3. Meetings

~~The Advisory Council shall meet biannually at least once annually at a time designated by the Chairperson~~ Chair of the Advisory Council or upon the request of six (6) four (4) members of the Advisory Council. Notice of the meeting and an agenda will be distributed to each member at least one week prior to the meeting.

3) 4. Officers

~~The officers of the Advisory Council shall be a Chairperson~~ Chair, a Vice ~~Chairperson~~ Chair, and a Secretary who shall be elected annually by and from the members of the Advisory Council and serves as the Executive Committee. The ~~Chairperson~~ Chair shall preside.

5. Ad Hoc Committees

Ad Hoc committees may be appointed as necessary by the Chair.

~~Annually, at a time to be determined by the Executive Committee, there shall be a meeting of the full membership of the professional Practice Plan at which time a report of the activities of the Council shall be given by the Officers. In addition, elections will be held for at large members, officers, and members of the Executive Committee of the Advisory Council. Special meetings may be called upon request of the Executive Committee.~~

e) 10. Departmental Governance and Restrictions

~~Nothing contained herein shall be construed to prevent the contributing members within any dDepartment from suggesting such additional dDepartment restrictions as they may wish, but such restrictions shall not conflict with the general College Professional Practice Plan.~~

~~13.~~ 11. Accountability

~~Gross and willful withholding of or misrepresentation of in reports of income generated and/or time spent under this Professional Practice pPlan shall constitute grounds for disciplinary action under the relevant provisions of Section 3.8 of the Faculty Handbook. Appeals procedures shall be the same as those outlined Section 3.8 and/or 3.9 of that document.~~

~~14. Each faculty member who participates in the Plan shall be informed in writing at the beginning of each fiscal year of his guaranteed annual base and full time equivalent salary.~~

15. Miscellaneous Provisions

~~1)~~ 12. Policy Amendments

~~The policy for operation and governance of the Professional Practice Plan may be amended from time to time in any particular by the Regents of tThe University of Oklahoma. Proposed amendments will may also be submitted to the Advisory Council for advice or comment consideration consistent with the University's Professional Practice Plan policies and procedures. In addition, amendments to the Policy may be proposed or initiated for the consideration of the Regents by: Amendments shall be considered by the Advisory Council that are:~~

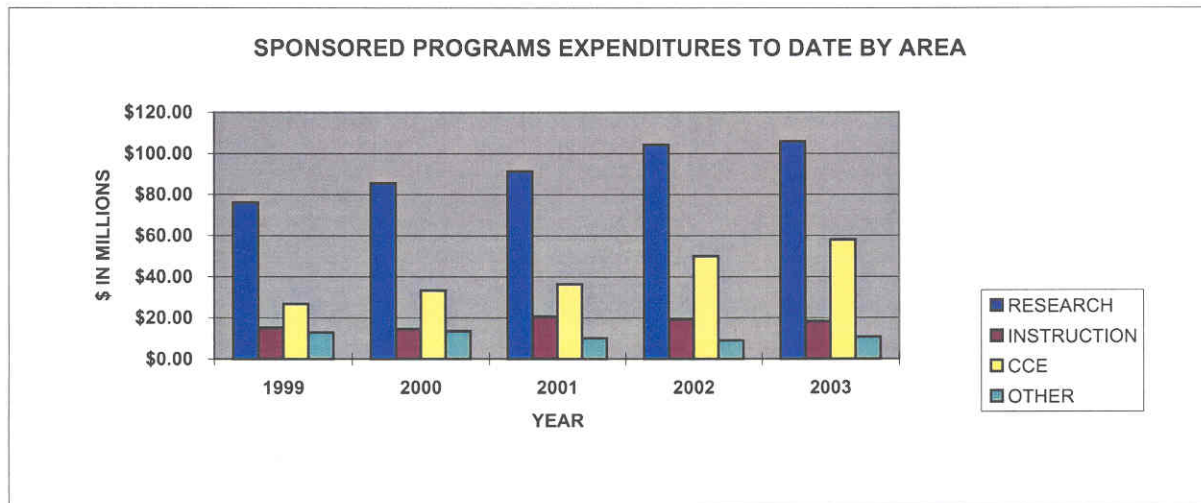
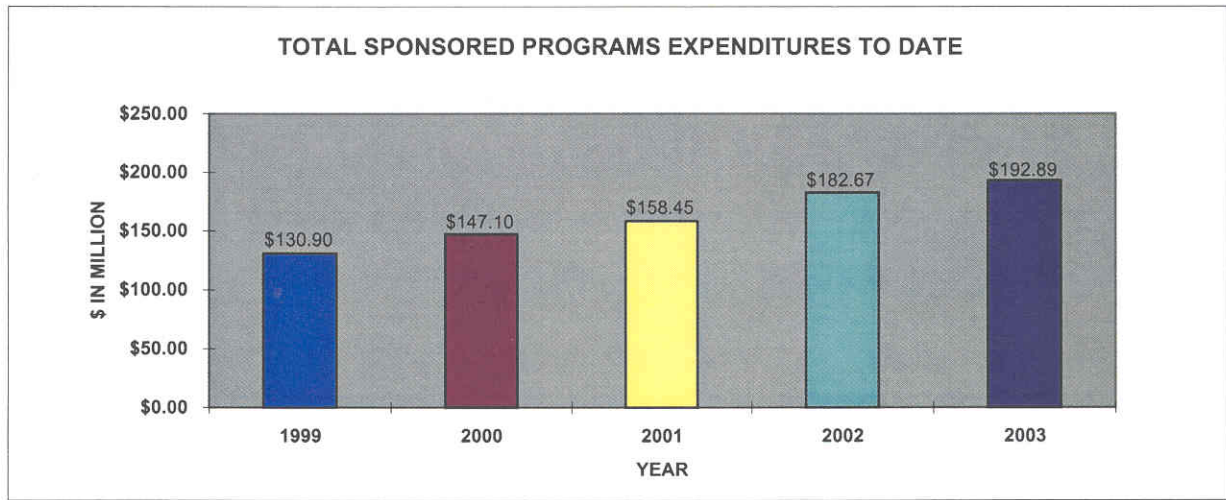
- ~~a. Proposal Proposed to the Advisory Council by the Executive Committee, or by petition of twenty (20) percent of the members followed by~~
- ~~b. Presentation by the Advisory council with recommendation to the full membership, and requiring Proposed by fifteen (15) or more faculty members of the Professional Practice Plan.~~

13. Ratification

- ~~e. a. Ratification by of the proposed amendment requires a 2/3rds affirmative vote of the full voting faculty membership of the Professional Practice Plan.~~
- ~~b. forwarding the proposed amendment The amended Professional Practice Plan, if ratified, will then be forwarded through the Dean of the College of Allied Health, and Provost, Health Sciences Center, to the President for the approval and for submission to the Board of Regents of tThe University of Oklahoma.~~

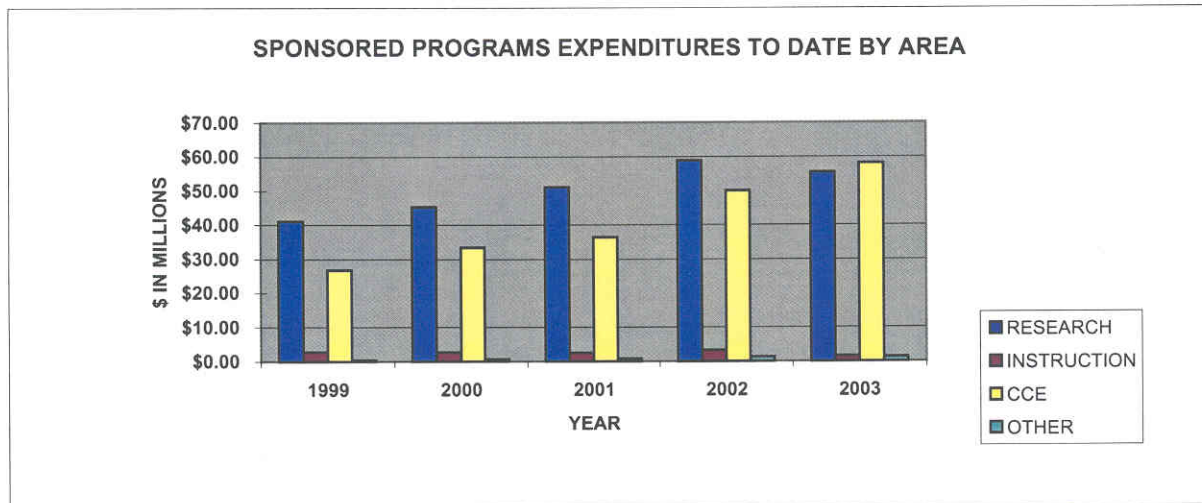
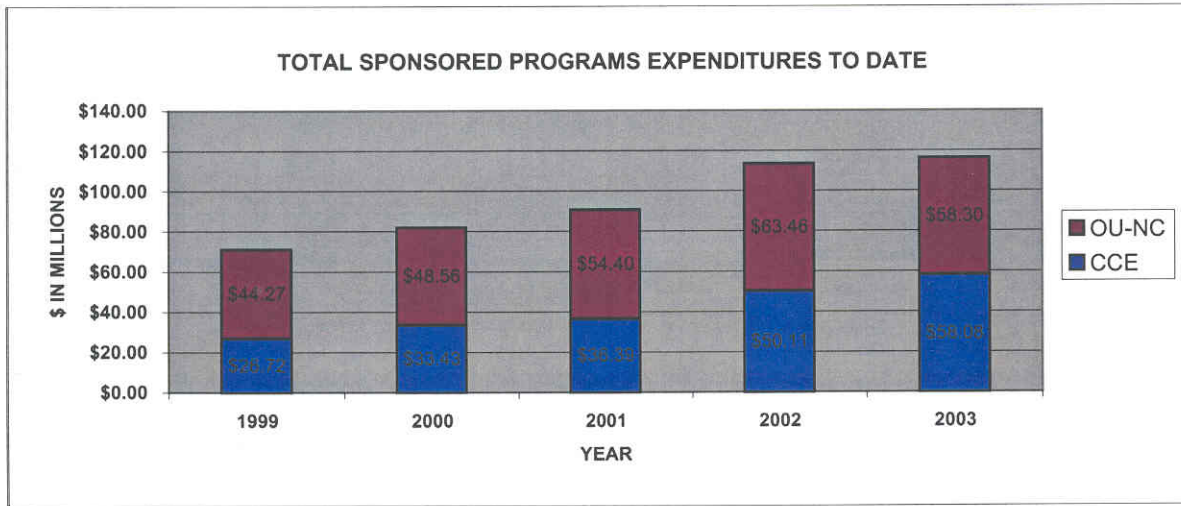
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HEALTH SCIENCES CENTER AND NORMAN CAMPUS



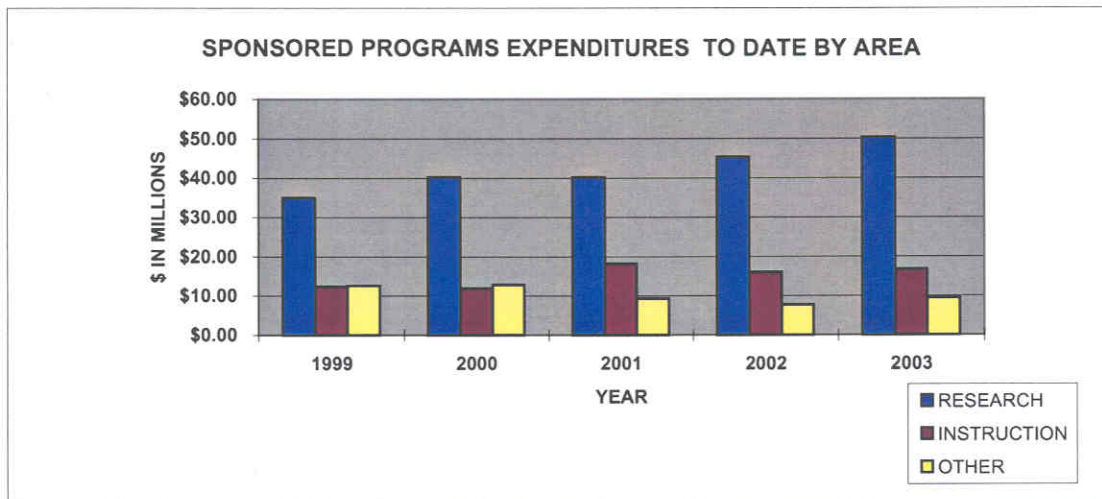
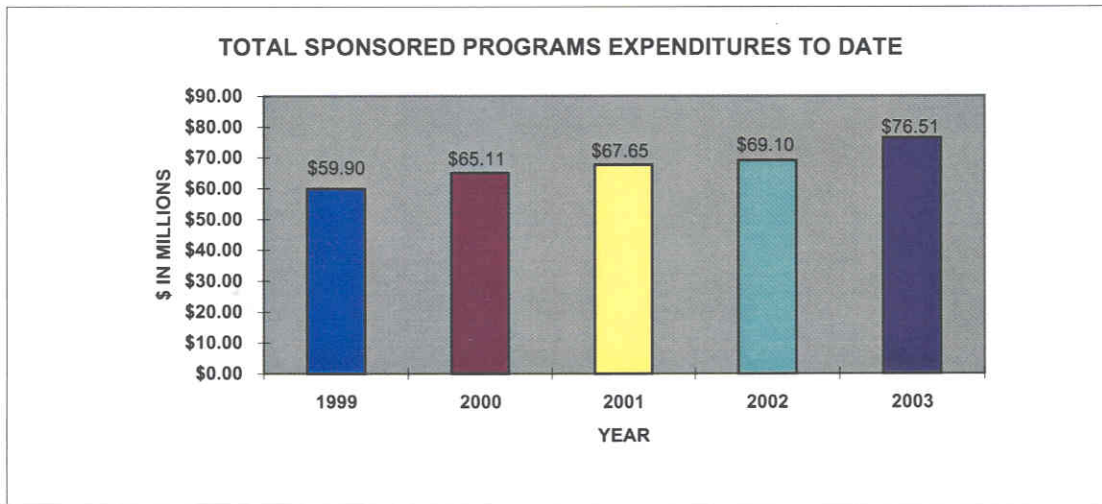
	FY 2003 YEAR	YEAR %CHANGE	FY 2002 YEAR	2003 June	MONTH %CHANGE	2002 June
RESEARCH	\$ 105,773,979	1.47%	\$104,245,260	\$ 11,723,773	2.07%	\$ 11,485,819
INSTRUCTION	\$ 18,324,036	-5.04%	\$ 19,296,942	\$ 2,171,894	8.74%	\$ 1,997,384
CCE	\$ 58,077,526	15.90%	\$ 50,109,553	\$ 4,990,590	10.28%	\$ 4,525,189
OTHER	\$ 10,711,164	18.82%	\$ 9,014,544	\$ 1,104,122	69.70%	\$ 650,613
TOTAL	\$ 192,886,704	5.60%	\$ 182,666,298	\$ 19,990,378	7.14%	\$ 18,659,005

NORMAN CAMPUS



	FY 2003 YEAR	YEAR %CHANGE	FY 2002 YEAR	2003 June	MONTH %CHANGE	2002 June
RESEARCH	\$ 55,412,810	-5.97%	\$ 58,932,493	\$ 6,913,250	-9.78%	\$ 7,662,591
INSTRUCTION	\$ 1,592,937	-51.28%	\$ 3,269,668	\$ 183,798	-63.34%	\$ 501,335
CCE	\$ 58,077,526	15.90%	\$ 50,109,553	\$ 4,990,590	10.28%	\$ 4,525,189
OTHER	\$ 1,295,719	2.89%	\$ 1,259,309	\$ 85,040	-4173.75%	\$ (2,088)
TOTAL	\$116,378,991	2.47%	\$113,571,022	\$ 12,172,677	-4.05%	\$ 12,687,028

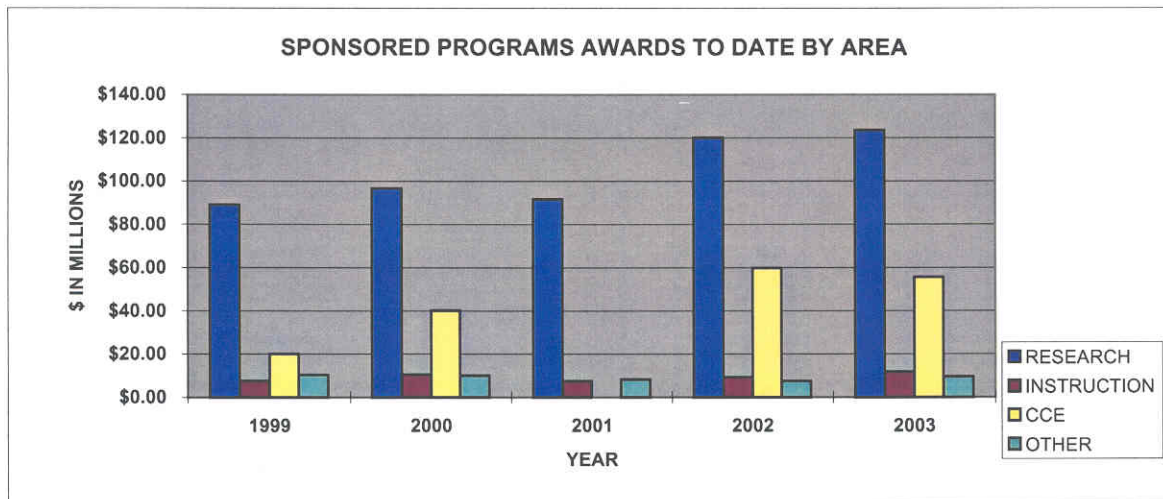
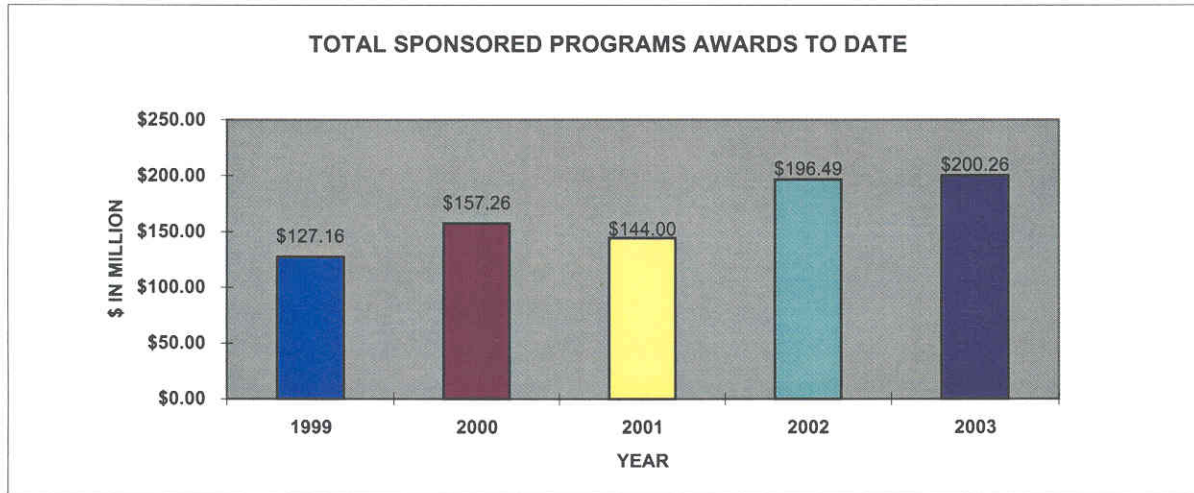
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	FY 2003 YEAR	YEAR %CHANGE	FY 2002 YEAR	2003 June	MONTH %CHANGE	2002 June
RESEARCH	\$ 50,361,169	11.14%	\$ 45,312,767	\$ 4,810,523	25.82%	\$ 3,823,228
INSTRUCTION	\$ 16,731,099	4.39%	\$ 16,027,274	\$ 1,988,096	32.89%	\$ 1,496,049
OTHER	\$ 9,415,445	21.41%	\$ 7,755,235	\$ 1,019,082	56.13%	\$ 652,700
TOTAL	\$ 76,507,713	10.73%	\$ 69,095,276	\$ 7,817,701	30.91%	\$ 5,971,977

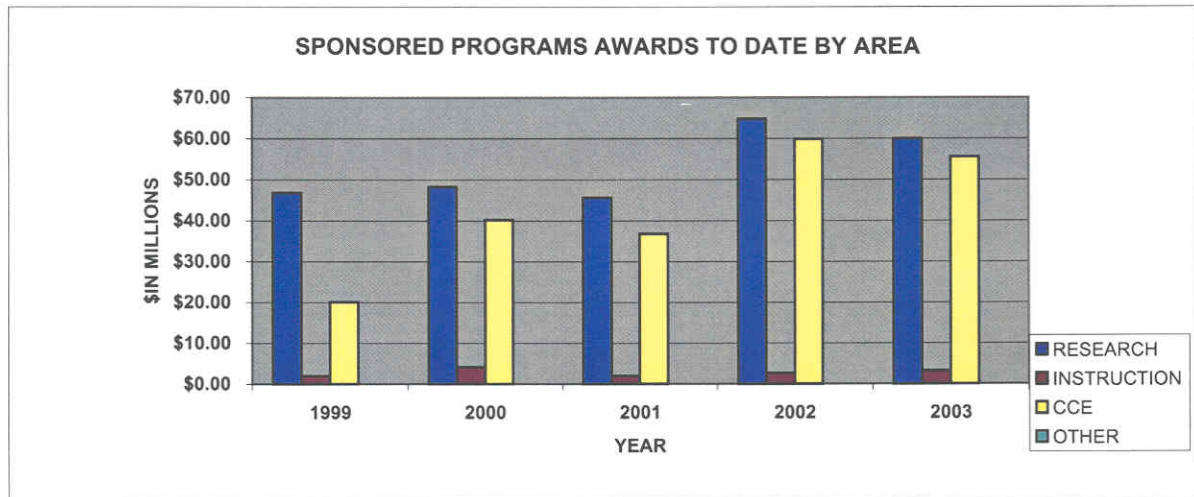
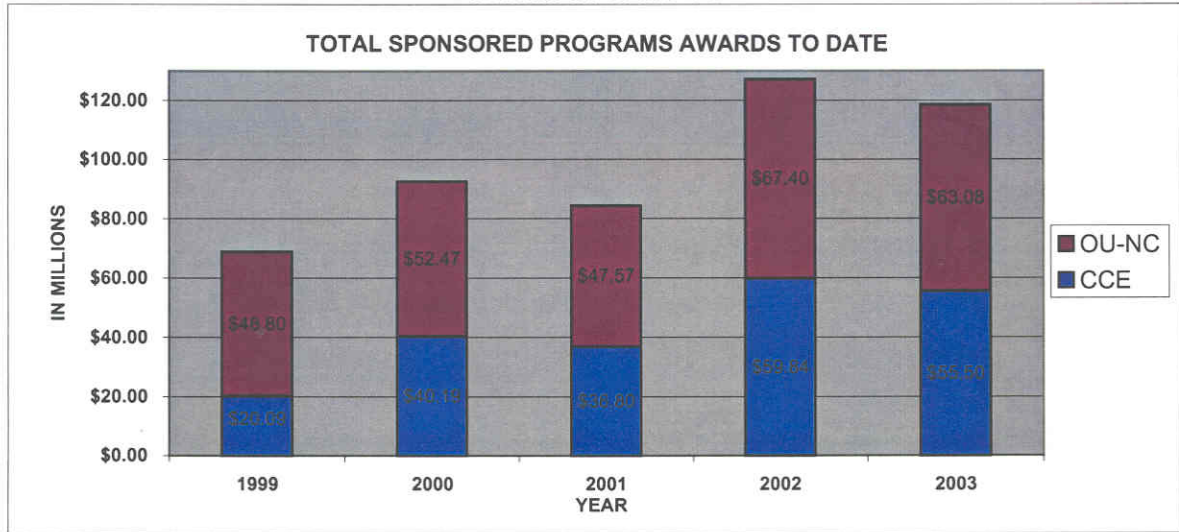
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NORMAN CAMPUS AND HEALTH SCIENCES CENTER



	FY 2003 YEAR	YEAR %CHANGE	FY 2002 YEAR	2003 June	MONTH %CHANGE	2002 June
RESEARCH	\$ 123,395,758	2.91%	\$ 119,901,669	\$ 12,886,398	27.41%	\$ 10,113,932
INSTRUCTION	\$ 11,855,240	27.51%	\$ 9,297,308	\$ 333,772	-84.49%	\$ 2,151,547
CCE	\$ 55,500,113	-7.24%	\$ 59,835,151	\$ 2,306,805	97151.48%	\$ 2,372
OTHER	\$ 9,505,891	27.53%	\$ 7,453,977	\$ 251,968	277.20%	\$ 66,800
TOTAL	\$ 200,257,002	1.92%	\$ 196,488,105	\$ 15,778,943	27.92%	\$ 12,334,651

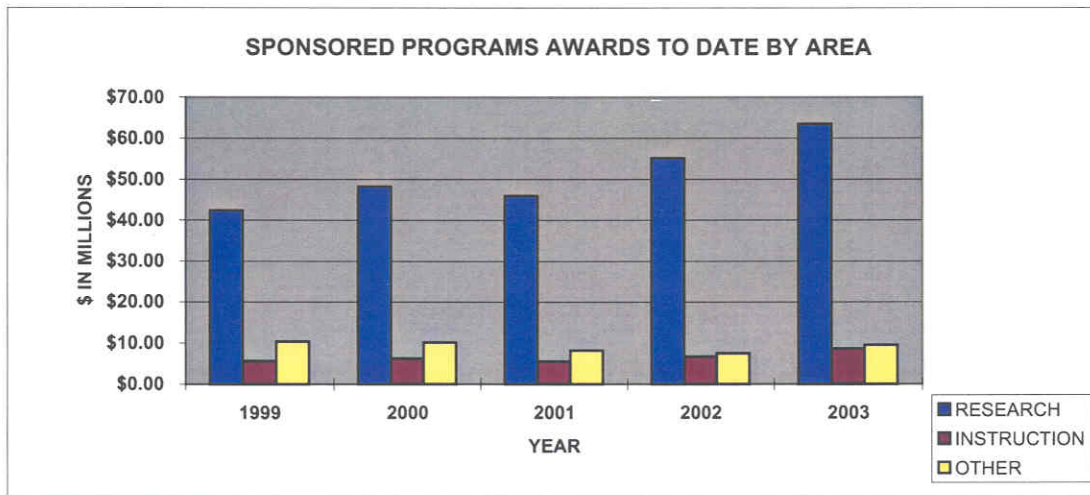
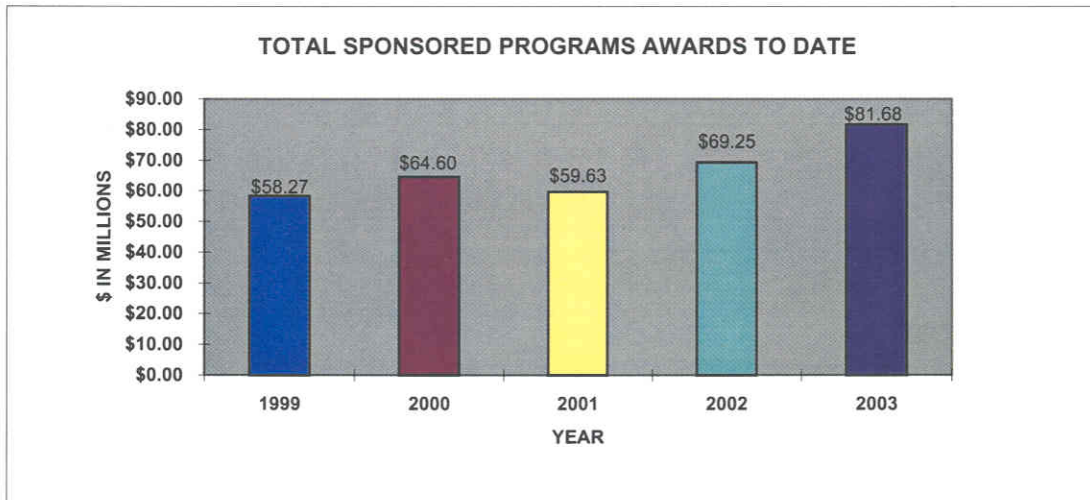
NORMAN CAMPUS



	FY 2003 YEAR	YEAR %CHANGE	FY 2002 YEAR	2003 June	MONTH %CHANGE	2002 June
RESEARCH	\$ 59,903,284	-7.54%	\$ 64,789,556	\$ 5,631,411	-19.76%	\$ 7,017,878
INSTRUCTION	\$ 3,178,585	21.63%	\$ 2,613,262	\$ 296,572		\$ 1,851,664
CCE	\$ 55,500,113	-7.24%	\$ 59,835,151	\$ 2,306,805	97151.48%	\$ 2,372
OTHER	\$ -		\$ -	\$ -		\$ -
TOTAL	\$ 118,581,982	-6.80%	\$ 127,237,969	\$ 8,234,788	-7.18%	\$ 8,871,914

NORMAN CAMPUS

HEALTH SCIENCES CENTER



	FY 2003 YEAR	YEAR %CHANGE	FY 2002 YEAR	2003 June	MONTH %CHANGE	2002 June
RESEARCH	\$ 63,492,474	15.21%	\$ 55,112,113	\$ 7,254,987	134.33%	\$ 3,096,054
INSTRUCTION	\$ 8,676,655	29.81%	\$ 6,684,046	\$ 37,200	-87.60%	\$ 299,883
OTHER	\$ 9,505,891	27.53%	\$ 7,453,977	\$ 251,968	277.20%	\$ 66,800
TOTAL	\$ 81,675,020	17.94%	\$ 69,250,136	\$ 7,544,155	117.87%	\$ 3,462,737

HEALTH SCIENCES CENTER

September 10-11, 2003

**HEALTH SCIENCES CENTER
REPORT OF CONTRACTS AWARDED (OVER \$100K)**

April 2003

AWARD NO.	AGENCY	TITLE	VALUE	PERIOD	PI(S)
C1155207	Health Resources and Services Administration	OP Early Intervention Svcs-HIV Disease	\$204 K	12 mos	Dr. R. A. Greenfield Medicine Infectious Diseases
C2152010	Oklahoma State Department of Health	OK Behavioral Risk Factor Surveillance System	\$198 K	12 mos	Dr. E. N. Brandt Dept of Health Administration and Policy
C3003201	National Institute of General Medical Sciences	RPA Structure & Mechanism: Interaction w/ssDNA	\$182 K	12 mos	Dr. A. Botchkarev Dept of Biochemistry and Molecular Biology
C3003601	National Institute of Allergy and Infectious Diseases	Adhesive and Proteolytic Function of MDC-L	\$217 K	12 mos	Dr. R. D. Bowditch Dept of Biochemistry and Molecular Biology
C3008602	National Institute of Diabetes and Digestive and Kidney Diseases	LPS-Peptide Interaction: Bladder Inflammation	\$322 K	10 mos	Dr. R. Saban Dept of Physiology
C3009901	National Institute of Justice	Terrorism Affects Us:Health, Mental Health & Pcly	\$710 K	24 mos	Dr. B. Pfefferbaum Dept of Psychiatry and Behavioral Sciences
C3010001	National Institute of General Medical Sciences	Functional Structure:Anti-Apoptotic Bc1-2-Membrane	\$211 K	12 mos	Dr. J. Lin Dept of Biochemistry and Molecular Biology
C3013901	National Science Foundation	Pheromone Signaling System:Molecule - Behavior	\$101 K	34 mos	Dr. C. Wirsig Dept of Cell Biology
C3015301	National Heart, Lung and Blood Institute	COAT-Platelets	\$220 K	12 mos	Dr. G. L. Dale Medicine Hematology/Oncology
C3022601	National Institute of Mental Health	HIV-1 gp120-Induced Endothelial Cell Dysfunction	\$101 K	12 mos	Dr. G. Kanmogne Dept of Pathology

AWARD NO.	AGENCY	TITLE	VALUE	PERIOD	PI(S)
C3022701	National Institute of Allergy and Infectious Diseases	Toxoplasma Gondii Regulation: Host Gene Expression	\$157 K	12 mos	Dr. I. J. Blader Dept of Microbiology and Immunology
C3022801	National Institute of Allergy and Infectious Diseases	The Neuroimmunology of Viral Infection	\$220 K	12 mos	Dr. D. J. Carr Dept of Ophthalmology
C3023101	National Cancer Institute	Improving Colorectal Cancer Screening Primary Care	\$146 K	11 mos	Dr. D. C. Scheid Dept of Family Medicine
C8048301	EISAI INC	E5564: Patients Undergoing Cardiac Surgery	\$317 K	12 mos	Dr. J. C. Fitch Dept of Anesthesiology
C8049201	GlaxoSmithKline	Bupropion Hydrochloride & Escitalopram Study	\$210 K	12 mos	Dr. J. K. Warnock CMT Dept of Psychiatry
Totals	15		\$3,516 K		

September 10-11, 2003

**HEALTH SCIENCES CENTER
REPORT OF CONTRACTS AWARDED (OVER \$100K)**

May 2003

AWARD NO.	AGENCY	TITLE	VALUE	PERIOD	PI(S)
C1005503	National Center for Research Resources	General Clinical Research Center	\$1,470 K	12 mos.	Dr. M. D. Andrews Medicine Office of the Dean
C3000201	National Cancer Institute	Bladder Cancer Biomarkers Guides Surgery & Thrpy	\$365 K	12 mos.	Dr. R. E. Hurst Dept of Urology
C3009501	National Institute of Justice	Anthrax Toxin for Use as Anthrax Therapeutics	\$150 K	26 mos.	Dr. R. K. Tweten Dept of Microbiology and Immunology
C3009703	Oklahoma Department of Mental Health and Substance Abuse Services	Prevent Svcs & State Incentive Cooperative Agrmnt	\$165 K	12 mos.	Dr. S. F. Allen Dept of Psychiatry and Behavioral Sciences
C3012802	National Cancer Institute	Dietary & Hormonal Modulation: E2 in erbB-2 Mice	\$225 K	12 mos.	Dr. A. D. Thor Dept of Pathology
C3015201	National Institute of Child Health and Human Development	Cortisol & Placental Estrogn Prostanoid Synthesis	\$264 K	12 mos.	Dr. W. X. Wu Center for Research in Women's Health
C3022901	National Heart, Lung and Blood Institute	Alpha2-Antiplasmin Polymorphism & Plasma Enzyme	\$366 K	12 mos.	Dr. P. A. McKee William K. Warren Medical Research Institute
C3023001	National Institute of Diabetes and Digestive and Kidney Diseases	Urothelial Cell Response to Bacterial Infection	\$147 K	12 mos.	Dr. R. E. Hurst Dept of Urology
C8041001	Eli Lilly and Company	Gemzar vs. Doxil on Cancer undergoing Chemotherapy	\$210 K	36 mos.	Dr. S. D. McMeekin Dept of Obstetrics and Gynecology

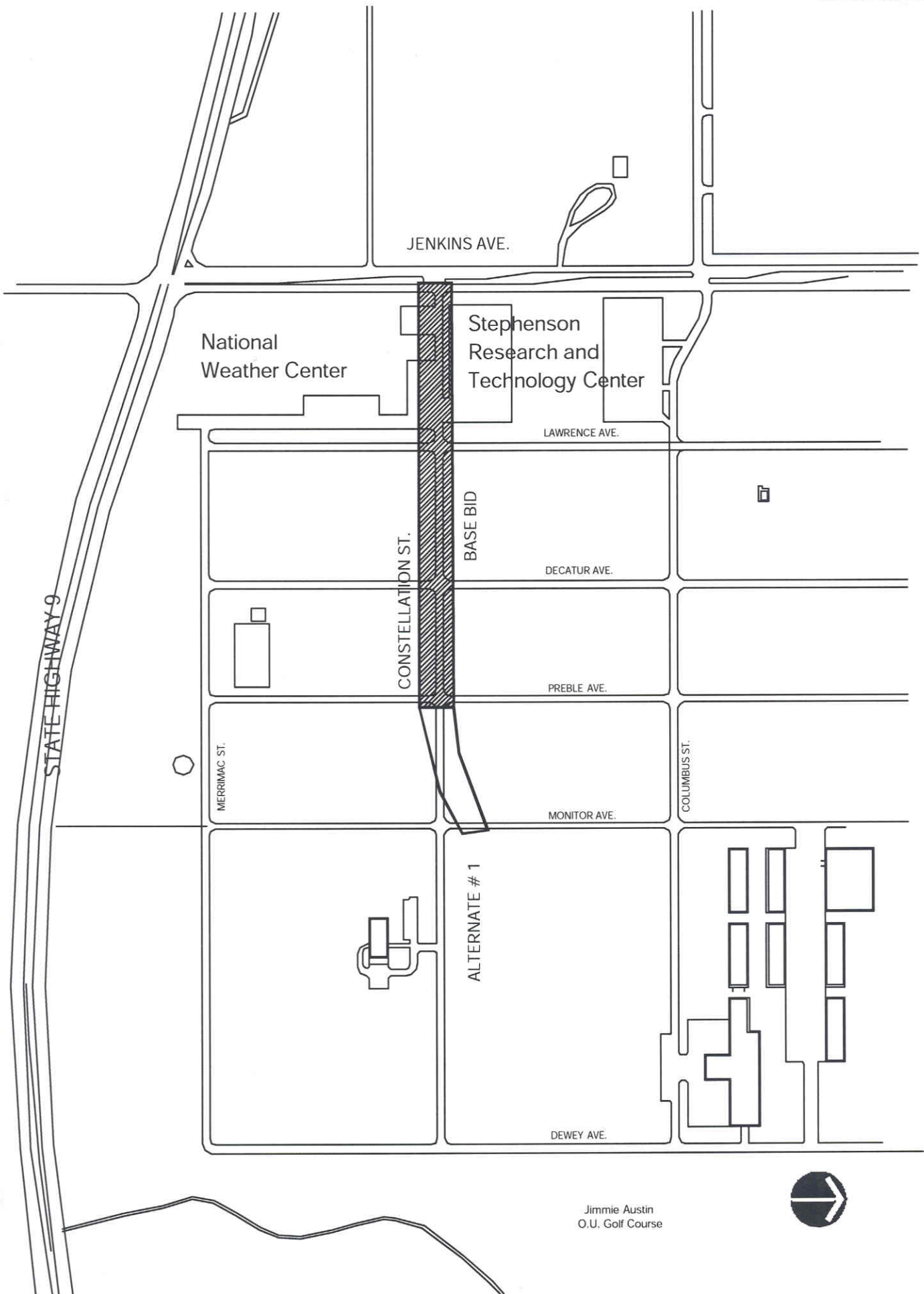
AWARD NO.	AGENCY	TITLE	VALUE	PERIOD	PI(S)
C8049401	Vasogen Inc.	Immune Modulation Thrypy:Improving Walking Distance	\$134 K	24 mos.	Dr. T. L. Whitsett Medicine Cardiology
C8049701	BioMarin Pharmaceutical Inc.	Comparison of Neutralase to Protamine	\$123 K	12 mos.	Dr. J. C. Fitch Dept of Anesthesiology
Totals	11		\$3,619 K		

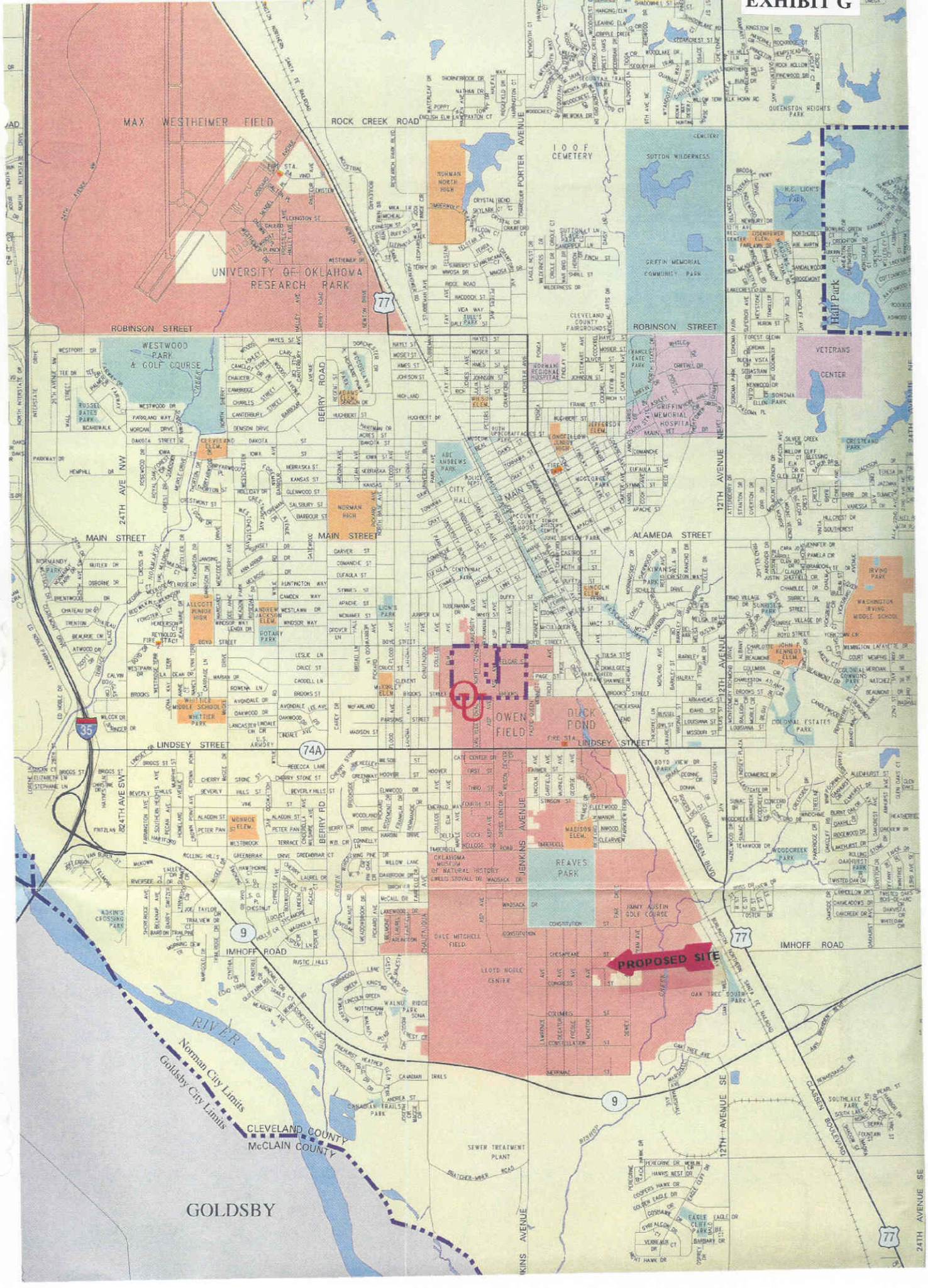
HEALTH SCIENCES CENTER
REPORT OF CONTRACTS AWARDED (OVER \$100K)

June 2003

AWARD NO.	AGENCY	TITLE	VALUE	PERIOD	PI(S)
C1014402	Indian Health Service	Oklahoma NARCH: Five Civilized Tribes	\$197 K	12 mos.	Dr. J. J. Mulvihill Pediatrics Genetics
C1017201	Oklahoma State Department of Health	AHLS Training for OSDH Employees	\$121 K	4 mos.	Ms. L. McGoodwin Pharmacy Office of the Dean
C1145509	National Center for Chronic Disease Prevention and Health Promotion	Health Promo & Disease Prevention Res Center	\$566 K	12 mos.	Dr. E. R. Rhoades Center for Prevention Research in Native Americans
C1154308	National Heart, Lung and Blood Institute	Cardiovascular Disease in American Indians	\$1,855 K	12 mos.	Dr. E. T. Lee Center for American Indian Health Research
C1154402	National Institute of Neurological Disorders and Stroke	C1-2 Modulation of Spinal Processes: Supraspinal	\$278 K	12 mos.	Dr. R. D. Foreman Dept of Physiology
C1157502	National Institute of Allergy and Infectious Diseases	H. Influenzae Hemoglobin/Hemoglobin-Haptoglobin	\$290 K	12 mos.	Dr. T. L. Stull Pediatrics Infectious Diseases
C2341311	Oklahoma Department of Human Services	Sickle Cell Program to Provide Services	\$143 K	12 mos.	Dr. J. Parkhurst Cain Pediatrics Hematology and Oncology
C3004601	National Eye Institute	Pathogenic Mech-Bacillus Cereus Endophthalmitis	\$232 K	12 mos.	Dr. M. C. Callegan Dept of Ophthalmology
C3010301	National Eye Institute	Immunopathogenesis of Adenovirus Keratitis	\$261 K	12 mos.	Dr. J. Chodosh Dept of Ophthalmology
C3010601	National Institute on Alcohol Abuse and Alcoholism	Gender and Ethanol Effects in the Hippocampus	\$145 K	12 mos.	Dr. L. P. Gonzalez Dept of Psychiatry and Behavioral Sciences

AWARD NO.	AGENCY	TITLE	VALUE	PERIOD	PI(S)
C3011201	National Cancer Institute	EZ Modulation Tumorigenesis:erbB-2 Transgenic Mice	\$226 K	12 mos.	Dr. A. D. Thor Dept of Pathology
C3014501	National Eye Institute	Ocular Proteomics of Rodent Retina	\$365 K	12 mos.	Dr. H. Matsumoto Dept of Biochemistry and Molecular Biology
C3015602	National Institute on Drug Abuse	Prenatal Methamphetamine Exposure & Child Dvlpmnt	\$293 K	12 mos.	Dr. P. Grant CMT Dept of Pediatrics
C3016501	National Institute of General Medical Sciences	Regulation of Angiogenesis During Wound Healing	\$345 K	12 mos.	Dr. E. W. Howard Dept of Cell Biology
C3019401	National Institute on Drug Abuse	Neurocognition, Nicotine and Polysubstance Abuse	\$350 K	12 mos.	Dr. S. J. Nixon Dept of Psychiatry and Behavioral Sciences
C3019601	National Heart, Lung and Blood Institute	Stop Atherosclerosis Among Native Diabetics:SANDS	\$660 K	11 mos.	Dr. E. T. Lee Center for American Indian Health Research
C5019701	Presbyterian Health Foundation	A Joint Program with OMRF: Genetic Research	\$600 K	12 mos.	Dr. J. J. Ferretti Office of the Provost
C7018101	National Cancer Institute	A Study to Identify Biomarker Modulation by COX-2	\$280 K	20 mos.	Dr. W. C. Dooley Dept of Surgery
C8043301	Sanofi Pharmaceuticals, Inc.	Arixtra:Prevent Symptom Venous Thromboembolism	\$176 K	12 mos.	Dr. P. C. Comp Medicine Hematology/Oncology
C8050401	Sigma-Tau Research, Inc.	PST 2744 in Patients W/Chronic Heart Failure	\$327 K	12 mos.	Dr. P. B. Adamson Medicine Cardiology
Totals	20		\$7,710 K		





REGENTS' FUND
SEMI-ANNUAL FINANCIAL REPORT
June 30, 2003

As of June 30, 2003, the Regents' Fund consisted of 157 individual funds. The funds, under the governance of The Board of Regents of The University of Oklahoma, are preserved through investment and spending strategies that provide a balance between reasonable current income and long-term growth. Future growth is needed to offset the impact of inflation and to maintain purchasing power for future generations.

I. Policy Information

At the October 2002 meeting, the Board of Regents completed a biannual review of the Regents' Fund *Statement of Investment Policy*.

In June 2000, the Board of Regents approved a reallocation of assets invested in the CIF. Since the reallocation in July 2000, the CIF has realized a total return of -3.8%, which exceeds the benchmark return of -3.9% by 10 basis points.

- Highlights of the *Statement of Investment Policy* are described below.

Target Asset Allocation

Asset Class	Minimum %	Target %	Maximum %
U.S. Equities	40%	50%	60%
International Equities	5%	10%	15%
Fixed Income	35%	40%	45%
Cash Equivalents	0%	0%	5%

Performance Measurement and Objectives

The CIF is a long-term portfolio and should be judged with a long-term perspective. While short-term performance measures are meaningful with respect to due diligence and periodic monitoring of the fund, the performance of the CIF will be judged with the longest time horizon perspective in mind.

Absolute Return Objective - which shall be measured in real (i.e., net of inflation) rate-of-return terms and shall have the longest time horizon for measurement;

The Absolute Return Objective of the CIF is to seek an average total annual return equal to CPI and other costs plus 5%.

Relative Return Objective - which shall be measured as time-weighted rates of return versus market index benchmarks; and,

Comparative Return Objective - which shall measure performance as compared to a universe of similar investment funds.

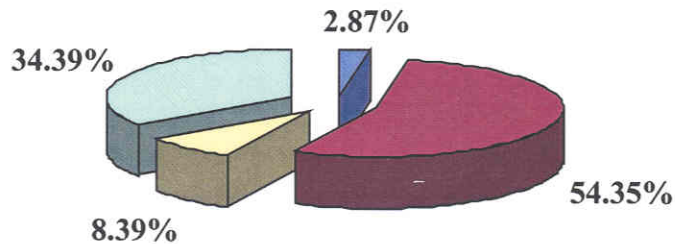
II. Market Value

The total market value of the Regents' Fund at June 30, 2003 was \$60.1 million.

III. Consolidated Investment Fund

• **Asset Allocation**

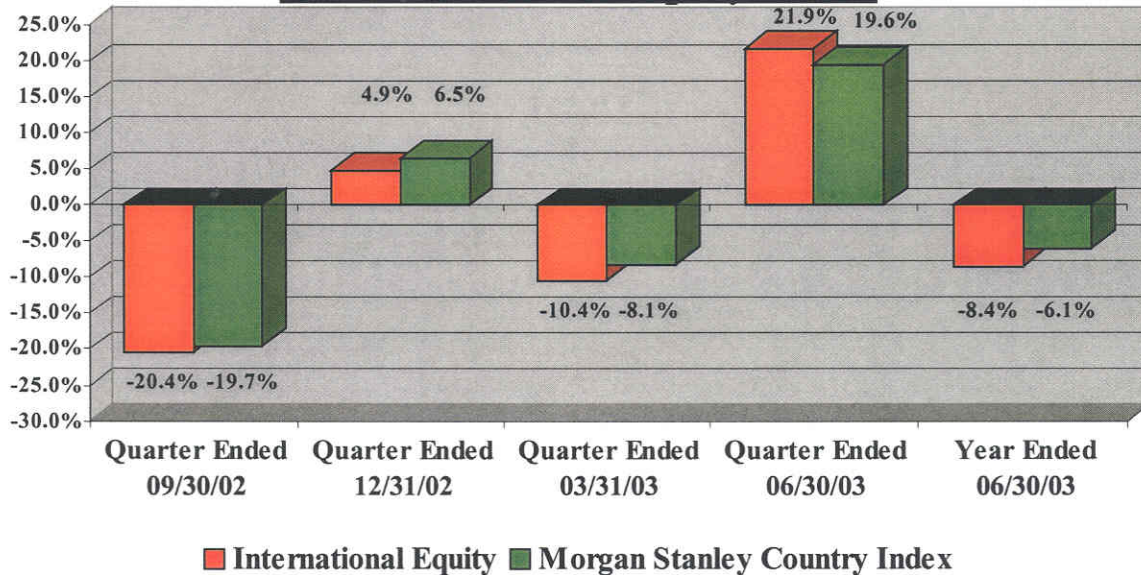
Cash and investments held by the CIF at June 30, 2003, had a market value of \$40.1 million, which is up \$1.2 million (3.0%) from June 30, 2002. The asset allocation of the CIF as of June 30, 2003 is summarized below.



■ Cash Equivalents ■ U.S. Equity ■ International Equity ■ Fixed Income

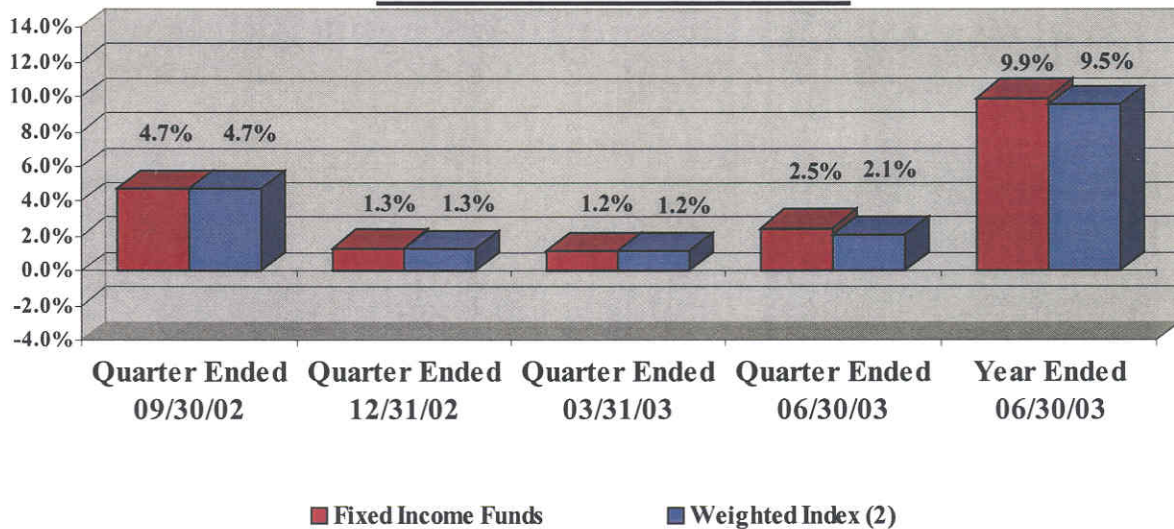
- The International Equity return for the quarter ended June 30, 2003 of 21.9% exceeds the benchmark of 19.6% by 230 basis points. For the year ended June 30, 2003, the return of -8.4% trails the benchmark of -6.1% by 230 basis points.

CIF International Equity Funds



- The fixed income return for the quarter ended June 30, 2003 of 2.5% exceeds the benchmark of 2.1% by 40 basis points. For the year ended June 30, 2003, the return of 9.9% exceeds the benchmark of 9.5% by 40 basis points.

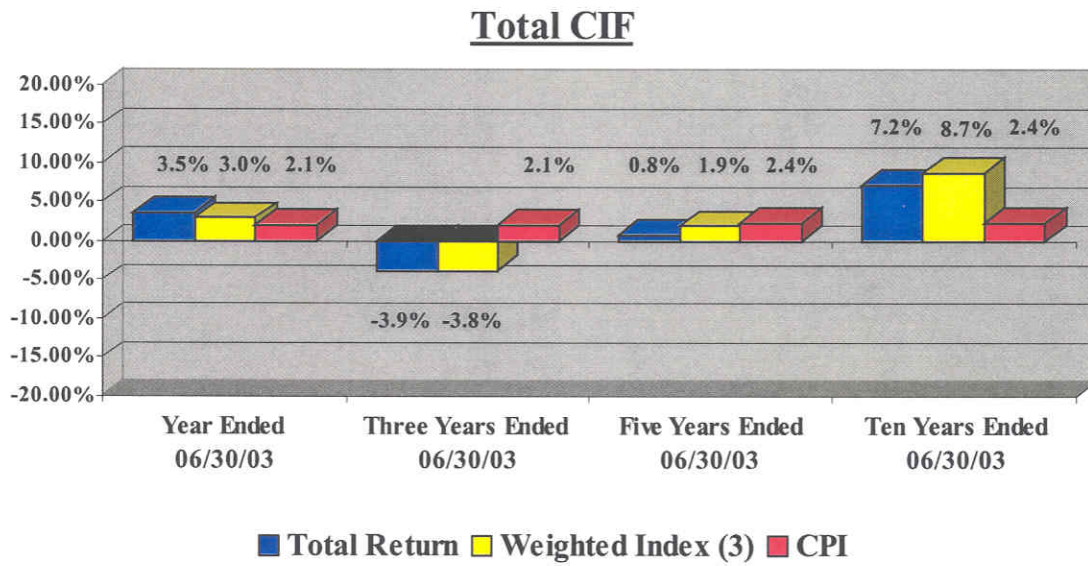
CIF Fixed Income Funds



(2) The weighted index is a composite of indices represented by the Lehman Intermediate Aggregate Index and the Lehman Brothers Intermediate Government Index.

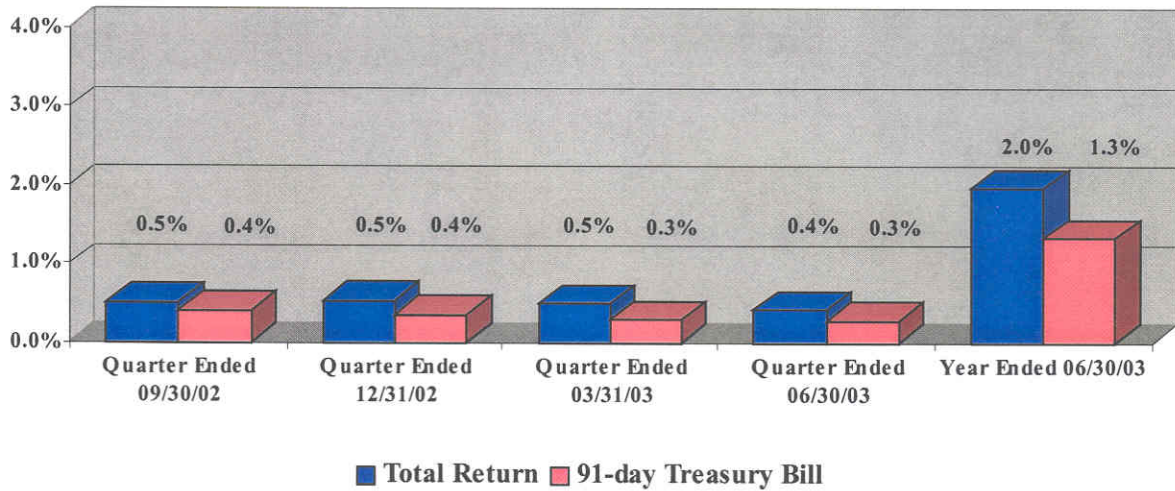
- **Historical Performance (1, 3, 5, and 10 Years)**

- In accordance with the Regents' *Fund Statement of Investment Policy*, returns for one, three, five, and ten years are presented below.



IV. Short Term Investment Fund Performance

- The market value of STIF at June 30, 2003 was \$17.9 million, which is up \$6.4 million (55.2%) from June 30, 2002.
- As indicated below, the total return on the STIF for the quarter ended June 30, 2003 of 0.4%, exceeds the 91-day Treasury Bill rate of 0.3% by 10 basis points. For the year ending June 30, 2003 the total return of 2.0% exceeds the 91-day Treasury Bill rate of 1.3% by 70 basis points.

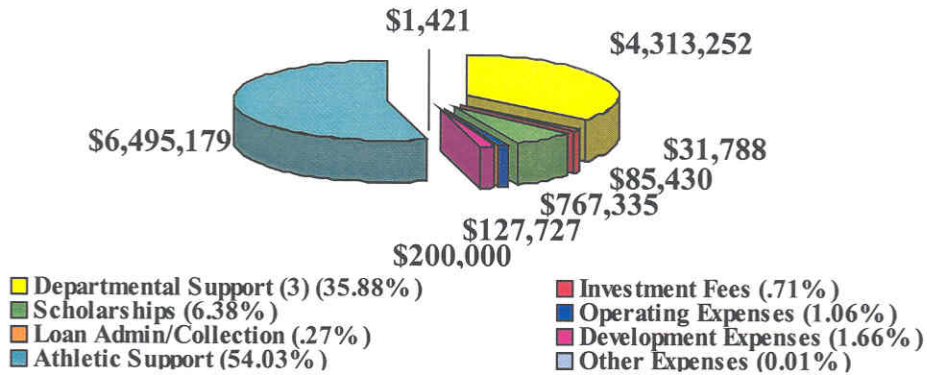


V. Revenues and Expenditures

During the year ended June 30, 2003, recognized revenues of \$16.3 million exceeded expenditures of \$12.0 million resulting in a net increase to market value of \$4.3 million. This increase is attributable to appreciation on investments, cash gifts and royalties.

Revenues	2003	2002
Investment Income	\$ 1,753,021	\$ (1,314,119)
Cash Gifts	14,097,790	12,747,167
Interest	404,002	430,580
Oil and Gas Royalties	70,761	29,208
Other Income	19,633	3,547
Total Revenues	\$ 16,345,207	\$ 11,896,383

FY03 Expenditures



(3) During the first quarter, a gift from BP America Production Company was received and utilized. The gift was restricted to the acquisition and costs related to the purchase of a building. This transaction is reflected in Cash Gifts and Departmental Support.

VI. Cash Gifts and Contributions

The following cash gifts and contributions were received during the year ended June 30, 2003.

• Athletic Seating Priorities Program	\$ 8,741,525
• A gift from the BP America Production Company to establish the B.P. Foundation Fund	3,000,000
• A gift from the OU Health Sciences Center to establish the Office of Technology Development Growth Fund (HSC)	820,304
• A gift from the University Hospitals Trust to establish the Oklahoma Medicaid Professorship for Medicaid Social Work Services	500,000
• A gift from the OU Medical Center to benefit the HSC General Support Fund	300,000
• A gift from the Estate of Homa Wood for the benefit of the Homa Wood Alumni and Development Fund	300,000
• A gift from the estate of Eugene A. Hensley for the benefit of the OU General Scholarship Fund	131,094
• A gift from the Office of Technology Development to establish the Office of Technology Development Growth Fund (NC)	77,333
• A gift from the estate of Ruth D. Butler to establish the Ruth D. Butler Scholarship Fund	52,382
• A gift from The Stanley White Foundation for the benefit of the White Directorship of the Entrepreneurship Center	50,000
• A gift from the Donald E. Hall Trust for the benefit of the Hall Scholarship Fund	40,000
• A gift from Roy B. Adams for the benefit of the Roy B. Adams Engineering Physics Scholarship Fund	36,456
• A gift from Frankie B. Rezabek for the benefit of the Landra and Grant Rezabek Scholarship Fund	10,000
• A gift from the Chevrolet Motor Division of General Motors Corp. for the benefit of the OU General Scholarship Fund	10,000
• A gift from the Estate of Mary Ann Warren for the benefit of the Mary Ann Warren Library Fund	3,353

September 10-11, 2003

• A gift from the OU Police Department for the benefit of the OUPD Unclaimed Property/Money Fund	\$	3,339
• A gift from Jeanne Cooper for the benefit of the Laurence L. Jones Scholarship Fund		3,205
• A gift from Loy Donna Markland for the benefit of the Harris D. Riley Pediatrics Fund		2,000
• A gift from the Aaron Alexander Trust for the benefit of the Aaron Alexander Fund		1,657
• An easement payment from the Osage County Clerk Office for the benefit of the Lt. William Johnson Scott Memorial Fund		1,541
• A gift from the American Dental Partners Foundation for the benefit of the Oklahoma Dental Group Practice Scholarship Fund		1,250
• A gift from the Estate of Eugene A. Hensley for the benefit of the School of Social Work		1,250
• Various gifts of \$1,000 and under		11,101
TOTAL GIFTS	<u>\$</u>	<u>14,097,790</u>

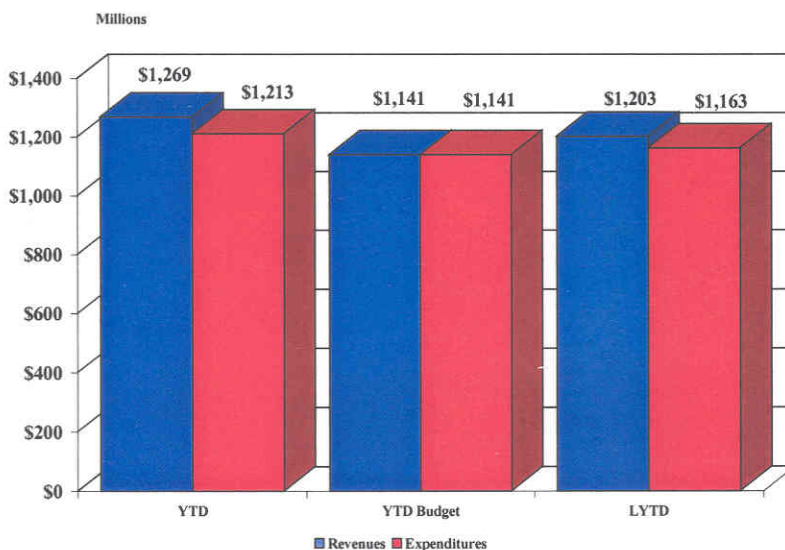
QUARTERLY FINANCIAL ANALYSIS for the Year Ended June 30, 2003

EXECUTIVE SUMMARY

(For more detailed information, see the Quarterly Financial Analysis (QFA) report which was provided separately.)

ALL FUNDS, COMBINED

Revenues, prior year carry forward, and distributions from reserves of \$1.3 billion (111.3% of budget) exceeded expenditures of \$1.2 billion (106.3% of budget). [See page 1 of the QFA.]

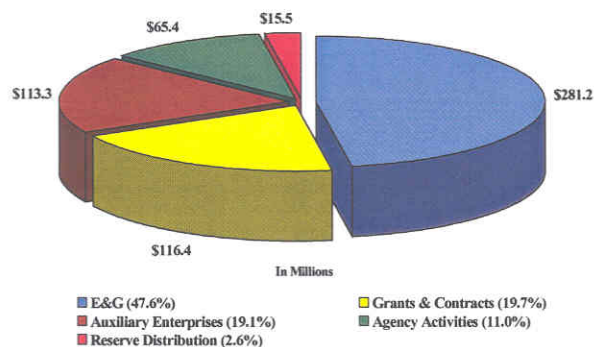


ALL FUNDS, BY CAMPUS

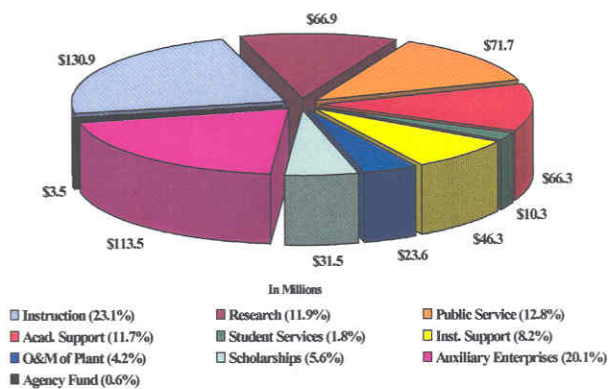
Norman Campus

Revenues and distributions from reserves of \$591.8 million (107.9% of budget) exceeded expenditures of \$564.5 million (102.9% of budget). [See page 2 of the QFA.]

Revenues



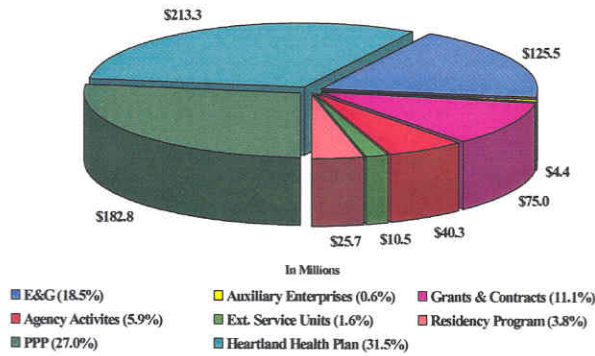
Expenditures



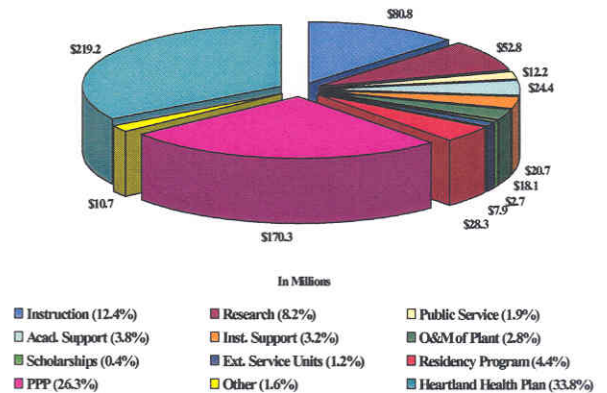
Health Sciences Center

Revenues and distributions from reserves of \$677.5 million (114.4% of budget) exceeded expenditures of \$648.1 million (109.5% of budget). [See page 8 of the QFA.]

Revenues



Expenditures

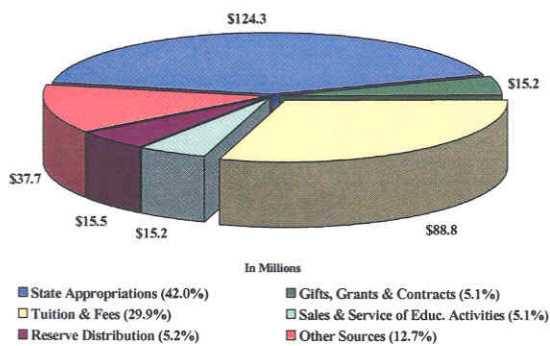


EDUCATIONAL & GENERAL

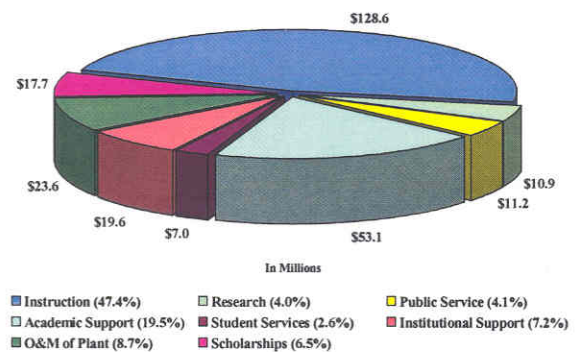
Norman Campus

Revenues and distributions from reserves of \$296.7 million (104.2% of budget) exceeded expenditures of \$271.7 million (95.4% of budget). [See page 3 of the QFA.]

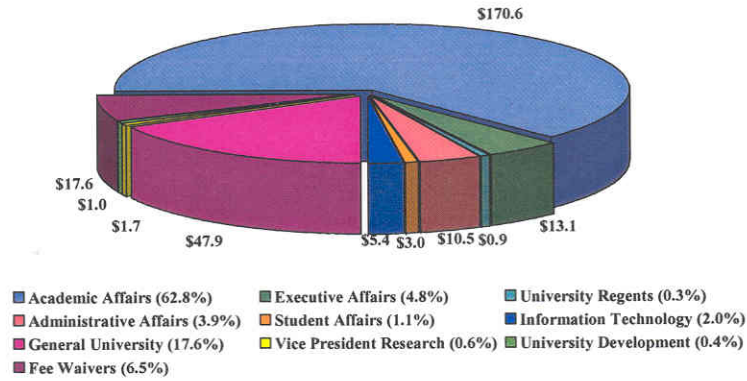
Revenues



Expenditures By Function



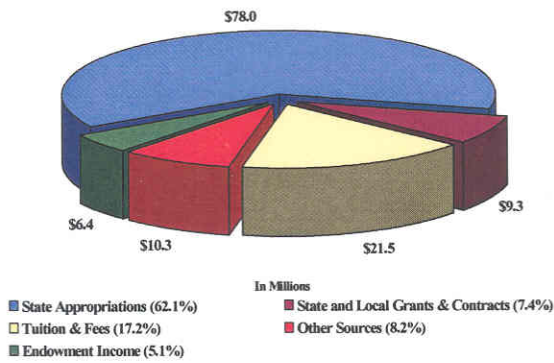
Expenditures by Organizational Area



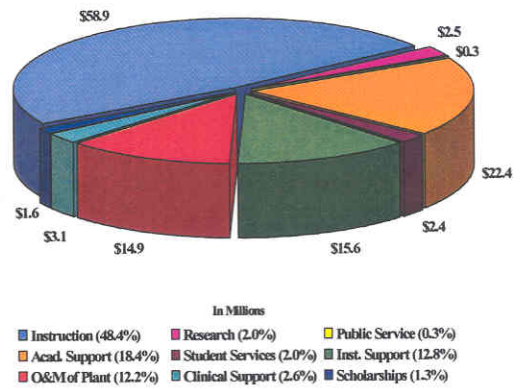
Health Sciences Center

Revenues of \$125.5 million (100.8% of budget) exceeded expenditures of \$121.7 million (97.9% of budget). [See page 9 of the QFA.]

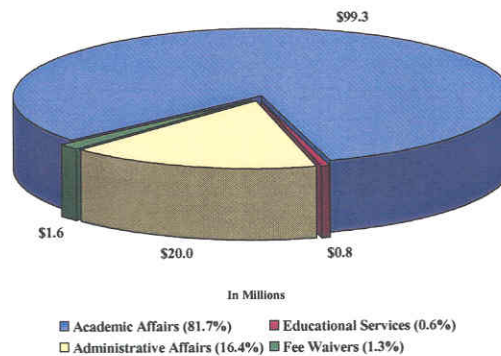
Revenues



Expenditures by Function



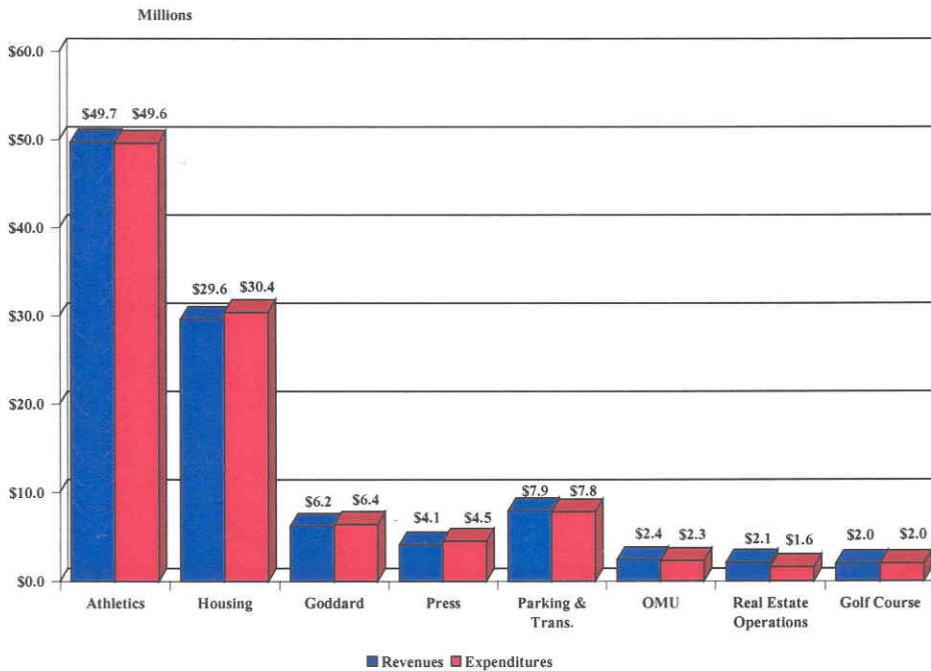
Expenditures by Organizational Area



AUXILIARY ENTERPRISES

Revenues and expenditures for major auxiliary enterprises (year-to-date revenues of \$2.0 million or more) are detailed below. [See page 5 of the QFA.]

Norman



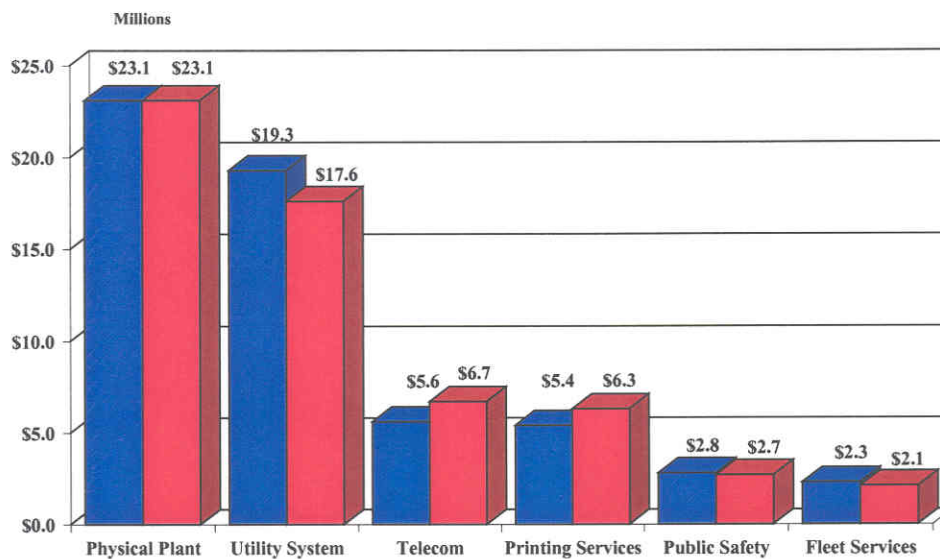
Health Sciences Center

There were no auxiliary enterprises which were reporting revenues of \$2.0 million or more. [See page 11 of the QFA.]

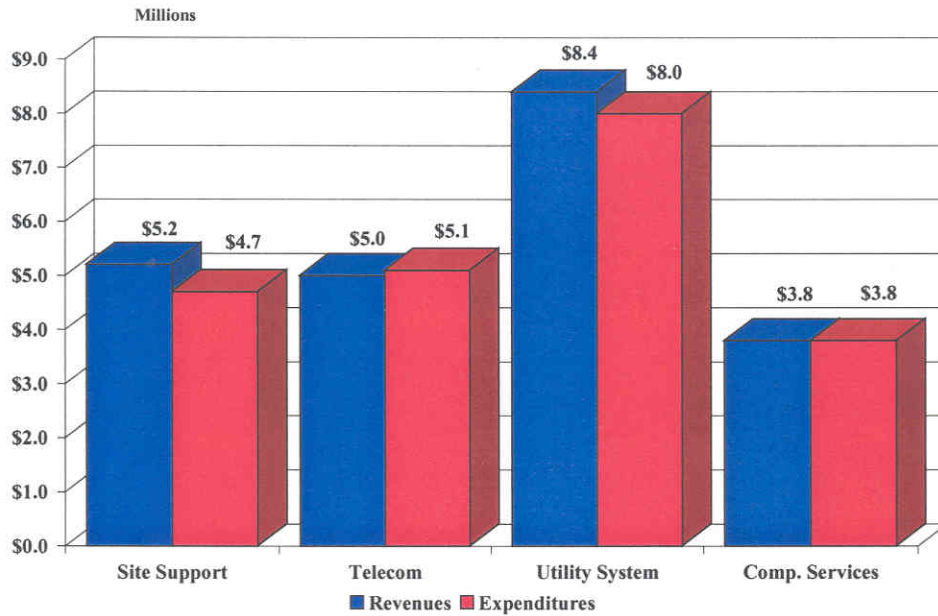
SERVICE UNITS

Revenues and expenditures for major service units (year-to-date revenues of \$2.0 million or more) are detailed below.

Norman [See page 6 of the QFA.]



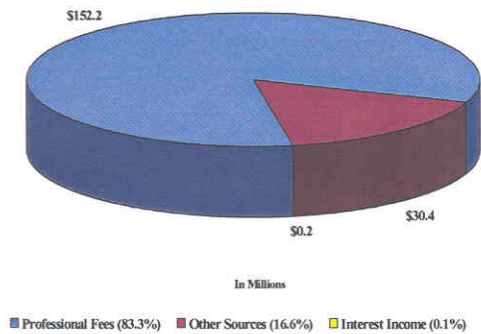
Health Sciences Center [See page 12 of the QFA.]



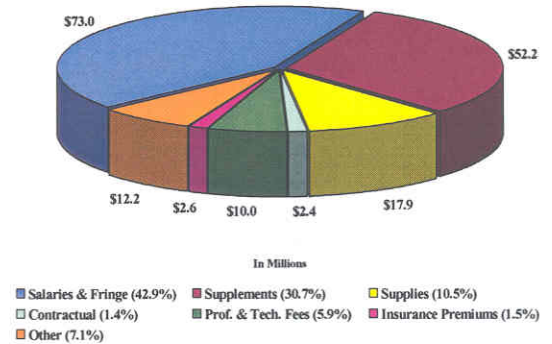
Professional Practice Plan (PPP)

PPP revenues and distributions from reserves of \$182.8 million (139.3% of current budget) exceeded expenditures of \$170.3 million (129.8% of budget). [See page 13 of the QFA.]

Revenues



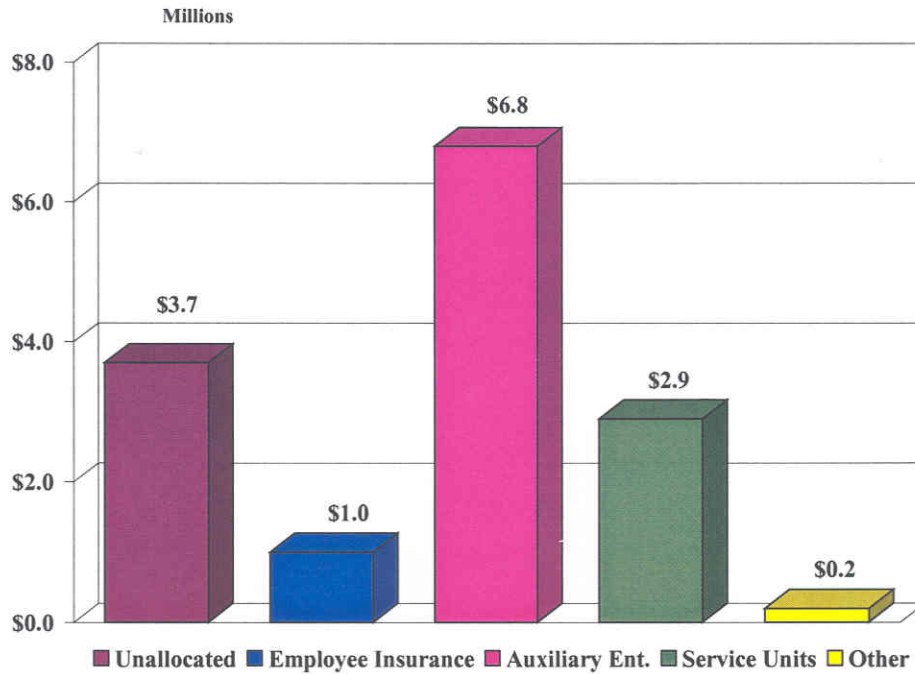
Expenditures



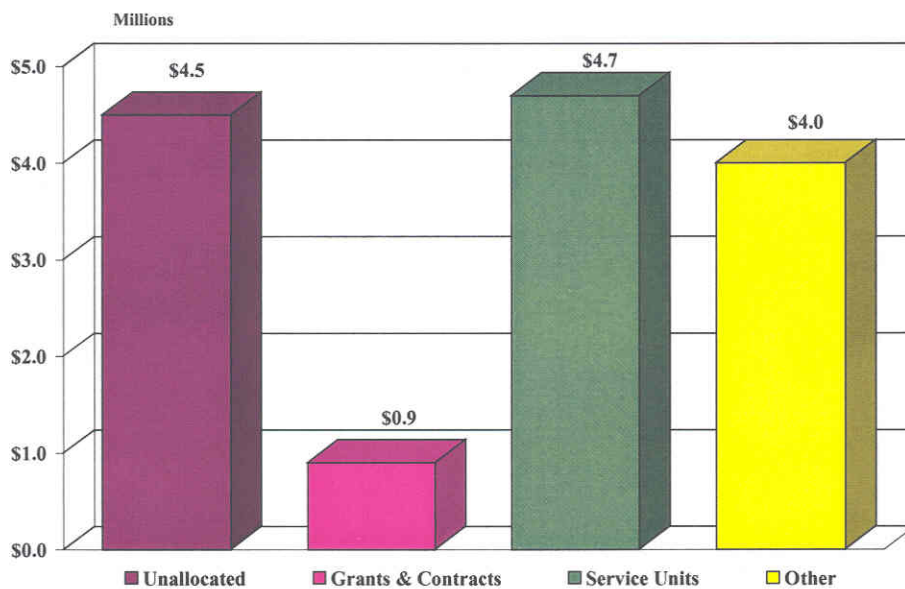
RESERVES

Reserves for the Norman Campus and the Health Sciences Center totaled \$14.6 million and \$14.1 million, respectively, at June 30, 2003. [See page 16 of the QFA.]

Norman Campus



Health Sciences Center



September 10-11, 2003

QUARTERLY REPORT OF PURCHASES
April 1, 2003 through June 30, 2003

<u>Item</u>	<u>Description</u>	<u>Campus- Department</u>	<u>Vendor</u>	<u>Award Amount</u>	<u>Explanation/ Justification</u>
I.	PURCHASE OBLIGATIONS FROM \$75,000 TO \$125,000				
1	HSC – Fire System Equipment	Site Support	A&A Electronic System, Division of Mac Fire System	\$100,000	Equipment and devices available on an as needed basis for the new student housing project.
2	HSC – Physician, Locum Tenens Services	Anesthesiology	Locumtenens. Com	\$120,000	Coverage for the Anesthesiology Clinical Services provided by the department of University Affiliated Facilities.
3	HSC – Spectralink Phone System	Telecommunications	SBC Data Communications	\$120,888	Installed at Presbyterian Hospital.
4	HSC – ScanArray Laser Scanner	Microbiology & Immunology	Perkin Elmer Life Sciences	\$76,500	Used to check arrays for spot presence and confirm immobilized DNA before hybridization - for DNA testing. Includes software and warranty.
5	HSC – Certified Registered Nurse Anesthetist, Locum Tenens Services	Anesthesiology	Staff Care Inc.	\$120,000	Services for the Anesthesiology Department to other University affiliated facilities/outreach clinics.
6	HSC – Certified Registered Nurse Anesthetist, Locum Tenens Services	Anesthesiology	Locumtenens. Com	\$120,000	Services for the Anesthesiology Department to other University affiliated facilities /outreach clinics.

7	HSC – Distance Learning System	College of Dentistry	Jim L. Hein Services	\$100,444	A distance learning system including projector, screens, touch panels, etc.
8	HSC – Distance Learning System	Schusterman Campus	Ford Audio Video	\$98,828	Distance learning system including a classroom audio/visual upgrade.

II. ACQUISITION OF GOODS AND SERVICES PURSUANT TO AND FUNDED BY SPONSORED GRANTS AND CONTRACTS BETWEEN THE AMOUNTS OF \$125,000 AND \$300,000

9	NC – Subcontract	Anthropology	University of North Carolina-Charlotte	\$145,334	Continuation of subcontract for services by Dr. Morris Foster for the project entitled 'African American Review of Genetic Research'.
10	NC – Subcontract	School of Civil & Environmental Engineering	Colorado School of Mines	\$136,597	For the project entitled 'Collaborative Research: Teach Engineering-Hands On Engineering Resources for K-12.'

III. SOLE SOURCE PROCUREMENTS IN EXCESS OF \$35,000

11	HSC – Membership	College of Medicine, Dean's Office	Association of American Medical College	\$48,475	Institutional membership for the special multiple teaching hospital.
12	HSC – Radiofrequency Pain Management System	Anesthesiology	Ballard Medical Products	\$38,670	Offers clinicians a comprehensive system for performing three different nerve lesioning procedures.

13	HSC – 2003 Chevrolet Truck	Motor Pool	Frontier Chevrolet Oldsmobile	\$36,500	Truck was needed on an emergency basis. Vendor was the only one that could provide the truck within the required time frame and with the required specifications.
14	HSC – Training Materials for Advanced Hazmat Life Support Programs and Instructor Application Fees	Oklahoma Poison Control Center	University of Arizona	\$54,000	Only program approved by the American Academy of Clinical Toxicology that trains in the medical management of hazardous material exposures.
15	HSC – Service Agreement	Microbiology	American Association for the Advancement of Science	\$56,635	To recruit and lead a panel to provide review and guidance to the Oklahoma Biomedical Research Infrastructure Network on the participation of undergraduate institutions and its programs.
16	HSC – Sequencing Kits	Micro & Immunobiology	Amersham Biosciences Corp.	\$70,000	Vendor is the sole manufacturer of these kits.
17	HSC – Akta Basic & Prime Chromatography System	Biochemistry/ Molecular Biology	Amersham Biosciences Corp.	\$36,802	Must be compatible with existing equipment so as to minimize training, support cross training, maintenance and repairs and maximize productivity.

September 10-11, 2003

18	HSC – Multi-Angle Laser Light Scattering Detector	Biochemistry/ Molecular Biology	Wyatt Technology Corp.	\$36,000	Detector measures light at 17 angles, is temperature controlled, and includes 3-day class.
19	HSC – Ultracentrifuge	Endocrinology	Beckman Coulter	\$50,000	Meets the specific needs and requirements of the research procedures performed in the lab.
20	HSC – C-Arm X-Ray with Image Intensifier	Anesthesiology	Morgan McCaleb	\$50,000	Comes with 17” screen and black and white printer.
21	NC – Insurance for Smart Radar Trucks	Cooperative Institute for Mesoscale Meteorological Studies	Hilb, Rogal & Hamilton	\$36,000	Covers two trucks.
22	NC – Omnidirectional Multipath Limiting Antenna	Electrical & Computer Engineering	DB Systems Inc.	\$67,540	Only equipment that meets Federal Aviation Administration requirements and must match the existing equipment.
23	NC – Coax Cable Installation	Architectural & Engineering Services	Cox Communicatio ns Inc.	\$40,000	To be used at the Health Sciences Center, student housing project.
24	NC – Bi-Annual Maintenance on DNA Analyzers	Chemistry & Biochemistry	Applied Biosystems Inc.	\$72,826	Must be maintained by the original manufacturer to insure uninterrupted and immediate service.

25	NC – Chromatographic System	Chemistry & Biochemistry	Precision Detectors	\$40,792	Includes laser light scattering detector, refractors, and on-site training. System is used to measure absolute value of molecular weight, size and shapes.
26	NC – Bi-Annual Maintenance on DNA Analyzers	Chemistry	Applied Biosystems	\$90,076	Must be maintained by the original manufacturer to insure uninterrupted and immediate service.
27	NC – Meeting Expenses for the 16 th Annual Conference on Race and Ethnicity in American Higher Education	College of Continuing Education, Southwest Center for Human Relations	Hilton San Francisco	\$98,700	Hotel was the only one available to accommodate group of 800 people on the five required days.
28	NC – Consulting Services	Industrial Engineering	CS Consultants	\$45,375	Consulting services for assistance on the National Science Foundation (NSF) grant. NSF approved the consultant for this project and approves all consultants prior to award.
29	NC – Editing System and Software	College of Continuing Education, Television and Satellite Services	TM Television	\$63,279	Avid Media Composer 'Sdrenaline' Non-Linear Editing System with options, plus an upgrade to Symphony PC W/Z6 Copperhead 3D Interface and Symphony software.

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30	NC – Renewal of Property Lease for FY04	College of Continuing Education, Advanced Programs	Charles E. Smith Co.	\$44,356	Property located at 2189 Crystal Plaza Arcade in Arlington, Virginia; leased for office and classroom space.
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