



**ROGERS STATE UNIVERSITY**

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**THE UNIVERSITY OF OKLAHOMA**

Report of the President of the University (28820)

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**MINUTES OF A REGULAR MEETING  
THE UNIVERSITY OF OKLAHOMA BOARD OF REGENTS  
October 27-28, 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 Oklahoma Room of Post Hall on the Rogers State University campus in Oklahoma City, Oklahoma, on Monday, October 27, 2003 at 10:45 a.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; Vice Presidents Dennis Aebersold, Dewayne Andrews, Catherine Bishop, Kenneth Rowe, and T. H. Lee Williams; Brad Avery, Director of Internal Auditing; 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 President Glen Pinkston.

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

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 10:30 a.m. on October 24, both as required by 25 O.S. 1981, Section 301-314.

## **ROGERS STATE UNIVERSITY**

### **NAMING OF NEW LIBRARY**

President Wiley recommended that the new library currently under construction and scheduled for completion in early January be named.

Specific information was presented at the meeting. President Wiley introduced the following resolution:

#### *RESOLUTION*

*WHEREAS*, the vision and leadership of Stratton Taylor is a vital part of the success story of Rogers State University, and as a political science and pre-law major in 1975-76, Stratton Taylor served as President of the Student Senate at Claremore Junior College, the predecessor institution of Rogers State University, and a mere 19 years later he earned the same title in the Oklahoma Legislature;

*WHEREAS*, a lifelong believer in the importance of education, Stratton Taylor graduated from Alluwe High School in 1974 from a class of 17 students, having enrolled at this institution on "College Hill" with a Presidential Scholars Scholarship, working his way

through college as a clerk at a local grocery store but still finding the time to be involved in a variety of Campus leadership roles at RSU, including advertising manager of the student newspaper and being elected President of the Student Senate at RSU, the first of many successful elections during his lifetime;

*WHEREAS*, he graduated from RSU with an associate's degree in political science in 1976 and transferred to The University of Tulsa, earning a bachelor's degree in education two years later. During his days at TU, he continued to live and work in Claremore, and in 1978, at the age of 22, campaigned for a seat in the Oklahoma House of Representatives while a senior at TU. During the campaign, he continued to work as a grocery clerk, a job that allowed him to pay for college and listen to the concerns of the citizens of Rogers County, winning the race by a two-to-one margin;

*WHEREAS*, citing Franklin D. Roosevelt, John F. Kennedy and his parents as his inspiration for public life, Stratton Taylor led a distinguished career in the House of Representatives, being elected to the Oklahoma State Senate in 1983. He was unanimously elected by members of both parties to be the President Pro Tempore in 1995, and holds the record for service as President Pro Tempore of the Oklahoma State Senate by being elected to the position for four consecutive terms. In 2000, he was elected Chairman of the Senate Presidents' Forum, a national organization of State Senate leaders;

*WHEREAS*, as a legislator Stratton Taylor was the author of more than a dozen bills enacted into law providing for the advancement of Rogers State University, including a measure that led to the transformation of RSU into a four-year regional university. Through the years, Stratton Taylor has been instrumental in assisting RSU to receive grant funding and legislative appropriations allowing the university to pursue major expansion programs;

*WHEREAS*, Stratton Taylor is the founding partner in a Claremore law firm and has been a strong financial supporter of RSU as a private citizen, and in 1985, was named a Distinguished Alumnus of RSU, the University's highest honor; and

*WHEREAS*, this state-of-the-art library and learning resource facility is named in his honor in 2003 to celebrate his passion and commitment to higher education in Northeastern Oklahoma.

*NOW, THEREFORE BE IT RESOLVED* that the University Board of Regents does hereby name the library at Rogers State University the Stratton Taylor Library.

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.

The meeting recessed at 10:50 a.m. and reconvened at 1:55 p.m. with all Regents present.

## **CAMERON UNIVERSITY**

### **REPORT OF THE PRESIDENT OF THE UNIVERSITY**

President Ross expressed congratulations to Dr. Wiley for the dedication and naming of the RSU Library. She went on to discuss exciting times at Cameron University with the 21<sup>st</sup> Convocation Ceremony that took place this fall. Five students spoke of their Cameron experiences and Regent Bentley

was the keynote speaker. Convocation was followed by an alumni weekend that included campus tours. Current students greatly enjoyed the participation of the class that graduated fifty years ago. Free flu shots are being given on campus by OU nursing students to all faculty, staff and students.

### **ESTABLISHMENT OF THE AJAY AND SHIREEN BHARGAVA ENDOWED LECTURESHIP IN INTERNATIONAL STUDIES**

Drs. Ajay and Shireen Bhargava are Lawton physicians and philanthropists. The Bhargava's have generously committed \$12,500 to establish an endowed lectureship that will advance the understanding and development of international studies. Cameron University will seek additional matching funds of \$12,500 from the McCasland Foundation and, with Board of Regents' approval, \$25,000 from the Oklahoma State Regents for Higher Education. The total endowed corpus of the lectureship will be \$50,000 after all matches are finalized.

The earned income of the endowment will be used to advance learning, research and teaching quality in fields relating to international studies. In light of Cameron University's diverse international student body and community, the study and understanding of international cultures are increasingly beneficial for the University and for the greater southwest Oklahoma region.

President Ross recommended the Board of Regents approve the establishment of the Ajay and Shireen Bhargava Endowed Lectureship in International Studies 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.

### **CURRICULUM CHANGES**

The Oklahoma State Regents for Higher Education confer upon each institution the authority to add, modify and delete courses, but require that the changes be communicated to them for information only. The course additions and modifications listed below have been approved by the President, upon recommendation of the Provost, respective departments and deans, and approved by the Curriculum Committee and Graduate Council.

<b>COURSE MODIFICATIONS</b>		
<b>PREFIX/NUMBER</b>	<b>TITLE</b>	<b>COMMENTS</b>
MIL SC 201L (Old) MLSC 201L (New)	Self and Team Development Lab (Old) Individual Leadership Studies Lab (New)	Change in prefix and title.
MLSC 204L (Old) MLSC 202L (New)	Individual and Team Military Tactics Lab (Old) Leadership and Teamwork Lab (New)	Change in title and number.
MLSC 302L	Leading Small Organizations II Lab (Old) Leadership and Ethics Lab (New)	Change in title.
MLSC 402L	Transition to Lieutenant Lab (Old) Officership Lab (New)	Change in title.

MLSC 3013L	Leading Small Organizations I Lab (Old) Leadership and Problem Solving Lab (New)	Change in title.
MLSC 4013L	Military Management Lab (Old) Leadership Challenges Lab (New)	Change in title.
ECE 5154	Methods and Practicum in Early Childhood Education	Change in description.
ECE 5174	Methods and Practicum in Cognitive Development and Creative Arts	Change in description.
EDUC 5333	Elementary Curriculum Development (Old) Elementary Curriculum Development and Practicum (New)	Change in title and description.
EDUC 5343	Secondary Curriculum Development (Old) Secondary Curriculum Development and Practicum (New)	Change in title and description.

COURSE ADDITION	
PREFIX/NUMBER	TITLE
EDUC 5100	M.Ed. Introductory Seminar

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

### ACADEMIC SERVICE FEE CHANGES FOR 2004-2005 ACADEMIC YEAR

Due to rising costs associated with an increasing number of applications from international students, as well as an increasing number of international students attending Cameron University, in June 2003 Cameron University requested and received approval from the Board of Regents to increase the International Student Status Maintenance Fee from \$15 per semester to \$50 per semester. Meetings were held with the international students prior to the increase. While the students generally endorsed the increase for the 2003-2004 academic year, they requested the administration study the impact of increasing the application fee and reducing the international student status maintenance fee.

As a result of that study, and based on the number of international students attending Cameron University and the number of applications received each year, a change in the method of fee assessment is appropriate. In addition, it has been determined that lost revenue from the proposed maintenance fee decrease will be approximately offset by the increased application fee. A meeting was held with international students to brief them on the proposed changes. Information was provided about the need to maintain the current level of funding. The relative amounts of maintenance fee decrease and application fee increase were discussed. The major impact of the requested change is to more equitably distribute costs associated with increased services from the International Office between current and prospective international students.

President Ross recommended the Board of Regents:

- I. Approve a decrease in the International Student Status Maintenance Fee from \$50 per semester to \$25 per semester, beginning fall semester 2004, and

- II. Approve an increase in the application fee charged to international students from \$15 to \$35, effective for applications for admission in fall 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.

### **SELECTION OF ARCHITECTURAL/ENGINEERING SERVICES FOR CONSTRUCTION OF LIVING/LEARNING CENTER**

At the May 2003 meeting, the Board of Regents approved adding the Living/Learning Center to the Campus Master Plan, and authorized the selection of a design consultant to assist with construction of the Living/Learning Center. The project involves construction of a 250-350-bed student housing facility and a learning center associated with the housing complex. Sources for projected funding include various combinations of revenue and/or capital bonds, student fees, institutional funds and private donations.

The design consultant will provide an initial feasibility study including conceptual drawings, virtual representations and estimated construction costs. Funds for this initial phase of design services will be taken from Student Facility Fees and will not exceed \$150,000. When the study is completed, approved and funds are available, the consultant will be authorized to proceed with full-scale architectural services including schematic design, design development, construction documents, and construction supervision as defined in the design consultant agreement.

Following Board policy, the selection process is now complete. Twenty-two architects responded to the request for submission of credentials. Their submissions were screened according to Board policy, and five firms were interviewed. The interview committee evaluated the firms on the basis of the criteria presented on the CAP 117 Consultant Interview Evaluation Form and rated the firms highest to lowest as follows:

1. Architects in Partnership, Norman
2. Richard Brown Associates, Oklahoma City
3. Frankfurt-Short-Bruza Associates, Oklahoma City
4. Dewberry Architects, Tulsa
5. REES Associates, Inc., Oklahoma City

The interview committee was composed of the following University personnel:

Dr. Don Sullivan, Provost Emeritus, Chair  
Mr. Glen Pinkston, Vice President for Business and Finance  
Ms. Samantha Wartley Thomas, Vice President for Student Services  
Mr. Harold Robinson, Director, Physical Facilities  
Mr. David Wolf, Vice President for Development  
Mr. Tom Sutherlin, Director, Office of Assessment and Planning  
Ms. Jenny Jackson, Student Government Representative



**LIVING/LEARNING CENTER PROJECT  
CONSULTANT SELECTION EVALUATION SUMMARY**

	<u>AIP</u>	<u>RBA</u>	<u>FSB</u>	<u>Dewberry</u>	<u>REES</u>	<u>Total Possible Points</u>
Team Proposed for the Project	76	72	78	72	73	80
Proposed Management Plan	73	74	74	72	72	80
Previous Experience of the Team	121	117	117	121	115	130
Location of Offices	43	45	49	44	46	50
Project Control	74	76	73	73	73	80
Proposed Design Approach	117	110	110	108	108	120
Recent Similar Projects	113	112	111	112	108	120
Design Awards	37	37	35	36	35	40
Experience, Capabilities, and Related Matters	279	285	280	272	273	300
<b>Total Points</b>	<b>933</b>	<b>928</b>	<b>927</b>	<b>910</b>	<b>903</b>	<b>1000</b>

No five-point preference was awarded since all firms are located within the State.

President Ross recommended the Board of Regents:

- I. Rank in the order presented above the architectural firms under consideration to provide professional services required for construction of the Living/Learning Center at Cameron University;
- 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 her designee to execute the consultant 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.

#### **UPDATING THE DOLLAR THRESHOLD FOR EQUIPMENT CAPITALIZATION**

An outcome of the 2002 session of the Oklahoma Legislature was Governor Keating's signing and enactment of Senate Bill 1358. The legislation amends State Statute 74 O.S. 2001, Section 110.1, addressing the State's requirements for reporting tangible assets. The

amended statute specifies a tangible asset-reporting threshold not to exceed the federal capitalization rate set forth in the Office of Management and Budget (OMB) Circular A-21 or future federal regulations. Prior to the change, statutes required capitalization of any tangible item costing \$500 or more with a useful life of at least one year. The federal capitalization cost threshold has been set at \$5,000 since 1995. Before an agency may increase its threshold, it must apply for approval from the Oklahoma Department of Central Services (DCS).

Upon Board of Regents' approval of this update, the administration will apply for recognition of the federal threshold from DCS. If approved, the University will realize significant efficiencies in its asset accounting, inventorying, and reporting efforts, because many items no longer will fall under the State's mandatory capitalization rules. The increase also will shift certain University expenditures against federal grants and contracts from the indirect to the direct category, thereby making cost recovery faster.

Certain types of University assets, however, may continue to require the controls of tagging and physical inventory though they may not be capitalized for accounting purposes. When necessary to reduce the risk of theft, pilferage or misappropriation, the University will continue to exercise such controls.

President Ross recommended the Board of Regents:

- I. Authorize the updating of the dollar threshold for the capitalization of movable equipment as referenced in the Office of Management and Budget Circular A-21 or future Federal Circulars or regulations as amended; and
- II. Authorize the President or her designee to file with the Oklahoma Department of Central Services the required application and documentation to approve the updated threshold.

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.

#### **AGREEMENT FOR ARCHITECTURAL SERVICES FOR RENOVATION OF PHYSICAL SCIENCE BUILDING**

At the June 2003 meeting, the Board of Regents ranked the architectural/engineering firms presented by Cameron University to renovate the Physical Science Building. The completed facility will house the future Center for Emerging Technology and Entrepreneurial Studies (CETES). The Board authorized the University administration to negotiate terms of an agreement and a fee, and authorized the President to execute the consultant agreement.

An agreement for design services for this project has been successfully negotiated and executed by the President at a construction cost of \$1,792,895 and a fee of 6.45% with the top-ranked firm, LWPB Architects and Planners, P.C., Oklahoma City.

The programming and schematic design phase(s) of the project have begun, with a target completion date of November 2003. Funding for this project, a combination of 1998 Bond Issue proceeds, Governor's Oil Overcharge Funds, institutional funds, and private donations, is in place.

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

**FISCAL YEAR 2002-2003 EXTERNAL AUDITS**

At the October 2003 meeting of the Board of Regents' Finance and Audit Committee, Cole & Reed, LLP, presented for the fiscal year ended June 30, 2003, the Independent Auditors' Report, Annual Financial Statements, and the Report on Compliance and Internal Control over Financial Reporting, based on audits of Cameron University's financial statements. The audits were conducted in accordance with *Government Auditing Standards*, issued by the Comptroller General of the United States.

At the same meeting, Cole & Reed, LLP, presented for the fiscal year ended June 30, 2003, the Independent Auditors' Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133 and the Schedule of Expenditures of Federal Awards. These audits were conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

Copies of each audit were provided to the Board of Regents.

President Ross recommended the Board of Regents:

- I. Accept the 2002-2003 External Audit and Annual Financial Reports for Cameron University; and
- II. Accept the 2002-2003 Compliance Audits of Federally Funded Assistance Agreements for Cameron University.

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.

**QUARTERLY FINANCIAL ANALYSIS**

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

ALL FUNDS: CAMERON UNIVERSITY

**SCHEDULE 1 CU: STATEMENT OF REVENUES AND EXPENDITURES**

1. At September 30, 2003, revenues for all funds were at \$12.5 million. These collections represent 29.9% of the budget.
2. Expenditures were at \$8.9 million, representing 20.2% of the budget. Revenues and expenditures for this fiscal year are in line with amounts budgeted.

**SCHEDULE 2 CU: STATEMENT OF REVENUES AND EXPENDITURES –  
EDUCATION AND GENERAL PART I – UNRESTRICTED**

1. Revenues – Revenues of \$8.3 million comprising 29.1% of the budget are reported. For the same quarter last fiscal year, there were revenues of \$8.6 million, comprising 30.4% of the budget. Revenues are down compared to last year due to the approximate 10% decrease in state allocation.
2. Expenditures – Expenditures of \$4.9 million comprising 16.4% of the budget are reported. Comparable figures for the prior year show expenditures of \$5.2 million, representing 17.9% of the budget.

**SCHEDULE 3 CU: STATEMENT OF REVENUES AND EXPENDITURES – EDUCATION  
AND GENERAL PART II – RESTRICTED**

1. Revenues – Revenues of \$3.2 million representing 33.3% of the budget are reported. Prior year revenues for the same period were \$3.2 million, representing 40.2% of the budget.
2. Expenditures – Expenditures of \$3.2 million comprising 33.3% of the budget are reported. This is comparable to the prior year's expenditures of \$3.1 million at 38.6% of the budget.

**SCHEDULE 4 CU: 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.

**SCHEDULE 5 CU: 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 discretionary reserves were \$2,606,174 on September 30, 2003.

**E & G PART II**

The E&G Part II discretionary reserves were \$496,123 on September 30, 2003.

**AUXILIARY ENTERPRISES**

Student Activities reserves were \$455,857 on September 30, 2003. Student Activities working capital requirements for the remainder of fiscal year 2004 will be \$349,259. Student Activities discretionary reserves were \$106,598 on September 30, 2003.

Miscellaneous Auxiliary reserves were \$741,010 on September 30, 2003. Miscellaneous Auxiliary working capital requirements for the remainder of fiscal year 2004 will be \$494,893. Miscellaneous Auxiliary discretionary reserves were \$246,117 on September 30, 2003.

Student Facility reserves were \$3,572,625 at September 30, 2003. Student Facility working capital and other commitment requirements for the remainder of fiscal year 2004 will be \$1,275,000. Student Facility discretionary reserves were \$2,297,625 at September 30, 2003.

#### PLANT FUNDS

Section 13, Section 13 Offset and New College Funds currently have a balance of \$1,302,792. Private Sources balance is \$124,073.

Renewal and Replacements have a balance of \$1,620,596.

The Facility Fee Bond Fund has a balance of \$487,561.

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

#### QUARTERLY REPORT OF PURCHASES

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

Purchases for the period of July - September, 2003 were as follows:

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

Purchase of Computers	Dell Marketing LP	\$ 76,098.00
Subscription Service	Ebsco Subscription	\$110,453.29

II. Acquisition of goods and services pursuant to and funded by sponsored grants and contracts between the amounts of \$125,000 and \$300,000; and

None

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

I.D. Card System Upgrade	Blackboard, Inc.	\$ 43,250.00
Software License Maint.	Blackboard, Inc.	\$ 37,500.00

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

**CAMERON UNIVERSITY**

**ACADEMIC AND ADMINISTRATIVE PERSONNEL ACTIONS  
LITIGATION**

**ROGERS STATE UNIVERSITY**

**2003-2004 SALARY PLAN  
ACADEMIC PERSONNEL ACTION  
LITIGATION**

Regent Bentley moved the Board meet in executive session for the purpose of discussing personnel-related issues and litigation for both Cameron University and Rogers State University, as listed above. 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 2:05 p.m.

The meeting reconvened in regular session at 2:45 p.m.

**ACADEMIC AND ADMINISTRATIVE PERSONNEL ACTIONS**

Based on obtaining a favorable natural gas contract, an unbudgeted increase in enrollment, a contribution from Cameron University Foundation, Inc., State revenue surplus from June 2003 collections, and continued expenditure restraint by Cameron University schools and departments, it has been determined that sufficient funds are available to pay a one-time merit stipend.

President Ross recommends a one-time merit stipend be awarded to employees meeting eligibility guidelines.

Cameron University's FY2004 merit stipend guidelines are:

- Be a current, full-time employee at the time the stipend is awarded,
- Have at least a satisfactory performance evaluation,
- Employed on or before August 14, 2001, to be eligible for a 3% merit stipend,
- Start employment from August 15, 2001, to August 12, 2002, to be eligible for a 2% merit stipend,
- Employees with outstanding and exemplary performance evaluations and the recommendation of their department head or dean, will be considered for an additional stipend.

Employees hired after August 12, 2002, are not eligible. Classified, administrative and professional employees who received a promotion or salary adjustment after August 12, 2002, are not eligible.

The total cost of the proposed stipend, including applicable fringe benefits, is \$502,818 and was included in the budget approved at the June board meeting. There were 424 employees rated as having at least a satisfactory performance. Those employees will be awarded stipends between two and three percent. Additionally, 17 employees were rated as having outstanding and exemplary performance, and are recommended for stipends between four and ten percent. For all employees, the average stipend awarded was 2.69%.

**CHANGES:**

Ronan, James, Director of Public Safety, salary changed from annualized rate of \$33,996 for 12 months (\$2,833.00 per month) to annualized rate of \$39,000 for 12 months (\$3,250.00), November 1, 2003. Administrative staff. Market increase.

President Ross recommended the Board of Regents approve the 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.

**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.

**ROGERS STATE UNIVERSITY**

**REPORT OF THE PRESIDENT OF THE UNIVERSITY**

President Wiley thanked the Board for their approval of the Library naming and for their participation in an exciting day at Rogers State University. He also mentioned the copies of *RSU Today* given to each Regent and pointed out the article regarding Chairman Blankenship receiving the Constitution Day Award.

**2003-2004 SALARY PLAN**

President Wiley recommended full-time employees, employed prior to September 1, 2002, receive a salary adjustment averaging 5.1 percent, as determined by the President and the executive staff, effective retroactive to July 1, 2003.

The salary adjustment for President Wiley, also retroactive to July 1, 2003, is recommended by the Rogers State University Committee.

The cost of the proposed raises to the E&G I budget is approximately \$470,535. A budget revision is not needed to implement the salary adjustments.

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.

**CURRICULUM CHANGES**

The Oklahoma State Regents for Higher Education confer upon each institution the authority to delete, modify and add courses, but require that the changes be communicated to them for information only. The course additions and modifications itemized below have been approved by the President and the Vice President for Academic Affairs, upon recommendation of the appropriate department and faculty, the Curriculum Committee and the Academic Council.

**COURSE ADDITIONS:**

<u>PREFIX/NO.</u>	<u>TITLE</u>
COMM 3113	Public Relations Strategies
COMM 3750	Advanced Broadcast Practicum
COMM 3803	Corporate Television
COMM 3833	Communications Theory
COMM 3853	Sports Broadcasting
COMM 4203	Media Management
COMM 4223	Communication in Organizations
COMM 4253	Broadcast Internship
COMM 4283	Corporate Communication Internship
COMM 4323	Women and Minorities in Media
COMM 4453	Radio and Television Programming
COMM 4913	Senior Capstone
CJ 3024	Communications for Justice Professionals
POLS 3113	American Court System
POLS 3063	Constitutional Law
JA 3123	Current Issues in Justice Administration
JA 4113	Criminal Justice Administration
JA 4513	Crime and Public Policy

**COURSE MODIFICATIONS:**

<u>PREFIX/NO.</u>	<u>TITLE</u>	<u>COMMENTS</u>
SPCH 1713 (old) COMM 1713 (new)	Voice and Articulation	Change in course prefix.
SPCH 2723 (old) COMM 2723 (new)	Small Group Discussion	Change in course prefix.
SPCH 4163 (old) COMM 4163 (new)	Global Communication	Change in course prefix and prerequisite.
SPCH 3253 (old) COMM 3253 (new)	Argumentation and Persuasion	Change in course prefix and prerequisite.
COMM 2293 (old) COMM 3413 (new)	Media Law	Change in course number, description and prerequisite.
CJ 2133 (old) CJ 3013 (new)	Criminal Procedures	Change in course number and description.

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



## SUBSTANTIVE PROGRAM CHANGES

The Oklahoma State Regents for Higher Education require that all substantive changes in degree programs be presented to the institution's governing board for approval before being forwarded to the State Regents for consideration. The changes in academic programs presented below have been approved by the appropriate faculty, academic units and deans, the Curriculum Committee, the Academic Council, and the Vice President for Academic Affairs. The changes are being submitted to the Board of Regents for approval prior to submission to the State Regents.

The Oklahoma Legislature created Rogers State University in Claremore as part of a plan to deliver higher educational services to residents of northeastern Oklahoma, in 1998. The new institution was charged as a regional university with the responsibility of developing and implementing baccalaureate degree programs. Baccalaureate programs have been developed around the strength of the faculty and the University's desire to create unique programs with the potential for significant growth. The Board of Regents approved four inaugural baccalaureate degree programs in November of 1999, including the Bachelor of Science in Business Information Technology, the Bachelor of Technology in Applied Technology, the Bachelor of Arts in Liberal Arts, and the Bachelor of Science in Social Science. RSU attained accreditation at the baccalaureate level in August of 2000; subsequently the Board of Regents approved a Bachelor of Science in Biology in 2001 and a Bachelor of Science in Business Administration in 2002. The University now proposes a Bachelor of Arts in Communications and a Bachelor of Science in Justice Administration.

1. PROGRAM: BA in Communications  
Options: Radio-Television  
Corporate Communications

PROPOSED CHANGE: Program addition.

COMMENTS: The proposed program is central to RSU's mission. With the proposed options in Radio-Television and in Corporate Communications, the program will prepare students for careers in broadcast or print media, marketing, advertising, public relations, sales or promotions. The need for the program is well documented through student interest surveys, a solid recruitment base from two-year and transfer programs, employer demand, occupational and employment outlook data, and evaluation of regional and State needs, as well as enhanced utilization of RSU broadcasting facilities.

2. PROGRAM: BS in Justice Administration  
Option: Law Enforcement Emphasis

PROPOSED CHANGE: Program addition.

COMMENTS: This proposed program is also central to RSU's mission. The degree will prepare students for careers in legal and criminal justice systems. The need for the program is strongly documented through student interest surveys, high school student preference data, the foundation provided by RSU two-year criminal justice programs and student transfers, recent employment and occupational outlook reports, and rapidly expanding needs both locally and regionally.

President Wiley recommended the Board of Regents approve the proposed changes in the Rogers State University academic programs.

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.

## **NONSUBSTANTIVE PROGRAM CHANGES**

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 below have been approved by the President and the Vice President for Academic Affairs, based on the recommendation of the appropriate department and faculty, Curriculum Committee, and the Academic Council. They are being forwarded to the Board for information only.

### **PROGRAM MODIFICATIONS**

1. PROGRAM: Minor in Justice Administration

#### **PROPOSED COURSES:**

##### Requirements:

Core Courses (9 hours)

CJ 1113 Introduction to Criminal Justice

CJ 2343 Community Relations

POLS 3023 Introduction to Public Administration

##### Electives:

12 hours, at least 6 hours upper-division to be chosen from the following:

CJ 3013 Criminal Procedures

CJ 1213 Introduction to Corrections

CJ 2013 Criminal Law I

PHIL 3213 Philosophy of Law

POLS 4043 Media and Politics

SOC 3023 Juvenile Delinquency

SOC 3073 Criminology

SOC 3043 Social Ethics

TECH 3013 Leadership and Decision Making

**TOTAL CREDIT HOURS: 21**

Not open to Bachelor of Science in Justice Administration students.

**COMMENTS:** Based on department, Curriculum Committee, and Academic Council recommendation.

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

**FEE REQUEST FOR 2004-2005**

In accordance with policy established by the Oklahoma State Regents for Higher Education, requests for changes in fees will be considered by the State Regents one time each year, and requests must be received in their office by November 1 preceding the beginning of the fiscal year, July 1, in which the change is to be effective.

Rogers State University requests a change in the course fees as listed.

<u>Course</u>	<u>Course Number</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
Emergency Medical Services	1108	\$ 90.00	\$110.00
Emergency Medical Services	1208	120.00	140.00
Emergency Medical Services	1124	205.00	225.00
Emergency Medical Services	1225	15.00	20.00
Emergency Medical Services	2104	140.00	50.00
Emergency Medical Services	2125	35.00	115.00
Emergency Medical Services	2224	0	85.00
Nursing	1117	117.00	145.00
Nursing	1435	117.00	145.00
Nursing	1228	106.00	135.00
Nursing	2138	97.00	125.00
Nursing	2246	81.00	100.00
Health Science	1813	0	20.00
Health Science	2183	0	20.00

The fees are direct costs associated with a course to cover cost of insurance, supplies, and testing.

President Wiley recommended the Board of Regents approve the changes in academic service fees listed above for 2004-2005.

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.

**GRANTS**

This grant by National Telecommunications and Information Administration is a three-phase Public Television Facilities program to convert KRSC-TV ch. 35 (DTV ch. 36), Claremore, OK to digital broadcasting.

President Wiley recommended the Board of Regents ratify the second phase of the PTFP Television Digital Award in the amount of \$77,800 and the third phase in the amount of \$226,020. This brings the total award to \$693,264.

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.

**PERFORMING ARTS CENTER**

At the October 2002 meeting, the Board of Regents authorized President Wiley to initiate the process of selection of an architect for a Performing Arts Center.

In accordance with Oklahoma Statutes and with established procedures for the selection of architectural and engineering consultants, the Architect Screening Committee met on September 8, 2003, selecting for interview five firms (from a list of 26) that expressed interest in the project. On October 8, 2003, the Screening Committee concluded interviews to consider the qualifications of the five firms and to review the University's requirements for the projects. The interviews and the review process were conducted in accordance with the provision of Oklahoma State law and the policies of the Board of Regents. The qualifications of each firm considered are listed below:

1. Qualification of Team proposed for this project
2. Proposed management team
3. Previous experience completed by proposed team
4. Location and facilities of offices for this project
5. Project control
6. Proposed design approach for the project
7. Experience and capability
8. Previous similar projects completed
9. Awards for design excellence
10. Involvement in litigation in last five years

The Screening Committee obtained and evaluated information from the consultants, from the files of the State of Oklahoma Department of Central Services, and from other sources. Based upon the information obtained during the interviews and a detailed review and evaluation of each firm's qualification, the interview committee rated the firms from highest to lowest as follows:

1. Rees Associates, Inc.
2. Dewberry Design Group Incorporated
3. McSorley Architects
4. Atkins Americas, Inc.
5. Allen Brown Architects

The Screening Committee was composed of the following persons:

Dr. Richard Boyd  
Mr. John Cary  
Mr. Jim Cochran  
Ms. Julie Carson  
Ms. Ludmilla Robson  
Dr. Carolyn Taylor

The Architect Screening Committee determined that Rees Associates, Inc. had the best overall qualifications for the anticipated project.

	Rees Associates, Inc.	Dewberry Design Group Incorporated	McSorley Architects	Atkins Americas, Inc.	Allen Brown Architects
Team Proposed For Project	12	11.8	10.4	11	11
Proposed Management Team	8.85	8.85	8.1	7.8	7.8
Previous Experience of Team Proposed	9.67	9.33	9.33	8.17	8.5
Location of Facilities	6.65	6.88	5.95	6.3	6.18
Project Control	14	14.25	13	13.75	13
Proposed Design Approach	5.9	5.8	5.4	5.3	5.3
Experience and Capability	9.67	9.33	9	9	9
Recently Accomplished Similar Projects	14.25	14.25	13.75	13.75	13.25
Awards	4.67	4.58	4.42	4.5	4.5
Litigation Involvement	10.27	10.27	10.45	9.9	10.45
Total Points	95.93	95.34	89.8	89.47	88.98

President Wiley recommended the Board of Regents:

- I. Rank in the order presented above the architectural firms under consideration to provide professional services required for the construction of a new Performing Arts Center.
- 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 consultant agreement with the understanding that the President will report back to the Board the action taken under this authority.

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.

### **AWARDING A CONTRACT FOR RELOCATION AND CONSTRUCTION OF CERAMIC LAB**

The current Ceramic Lab is located south of the new library. It is located in an area that will provide a new parking lot to serve the new library and classrooms. A new facility will be built and located west of the apartments. The current ceramic building will be removed. This project will aid the University in its beautification efforts. It will provide additional lab space to the students and enhance the University's School of Liberal Arts program.

The University advertised for bids, and bids were received on October 14, 2003. The President and staff have reviewed the bids, and recommend SE Tulsa Construction, Tulsa, Oklahoma as the successful bidder to construct a new facility.

The President recommends accepting the base bid and alternates 1, 2, 3 and 4 for a total of \$198,806.

State Statutes allow change orders to be issued for up to 15 percent cumulative increase in original amount of the project costing \$1,000,000 or less. Board approval of this project will authorize the President or his designee to sign the contracts, and will allow issuance of change orders of up to 15 percent of the contract amount and within budget limitations. The contract amounts and authorized change orders total \$228,627.00.

Funding for this contract is available and the source of the funds will be Educational General Budget major repairs and/or Section 13 offset funds.

A complete tabulation of the bids received is shown below.

#### **BID SUMMARY FOR CERAMIC LAB RELOCATION AND CONSTRUCTION**

VENDOR	Brown Construction Tulsa	SE Tulsa Construction Claremore	Bluebird Construction Claremore	Builders Unlimited Tulsa	United Resources Tulsa
BASE BID	\$189,000.00	\$183,514.00	\$227,467.00	\$175,302.00	\$198,800.00
ALTERNATE #1	2,550.00	1.00	8,579.00	3,259.00	6,428.00
ALTERNATE #2	19,000.00	13,900.00	8,190.00	19,198.00	16,015.00
ALTERNATE #3	1,000.00	1,390.00		18,887.00	2,336.00
TOTAL	\$211,550.00	\$198,805.00	\$244,236.00	\$216,646.00	\$232,579.00
ALTERNATE #4- ADDENDUM 1	15,000.00	1.00	19,677.00	49,172.00	10,568.00
TOTAL	\$226,550.00	\$198,806.00	\$263,913.00	\$265,818.00	\$234,147.00

President Wiley recommended the Board of Regents:

- I. Award a contract in the amount of \$198,806 to SE Tulsa Construction for the construction of the Ceramic Lab and removal of existing structure.
- II. Authorize the President or his designee to sign the contract and the necessary change orders during the project within 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.

### **FISCAL YEAR 2002-2003 EXTERNAL AUDITS**

At the October 2003 meeting of the Board of Regents' Finance and Audit Committee, Cole & Reed, LLP presented for the fiscal year ended June 30, 2003, the Independent Auditors' Report, Annual Financial Statements, and the Report on Compliance and Internal Control over Financial Reporting, based on audits of Rogers State University financial statements. The audits were conducted in accordance with *Government Auditing Standards*, issued by the Comptroller General of the United States.

At the same meeting, Cole & Reed presented for the fiscal year ended June 30, 2003, the Independent Auditors' Report on the Schedule of Expenditures of Federal Awards and the Independent Auditors' Report on Compliance and Internal Control over Compliance Applicable to Each Major Federal Award Program of Rogers State University. These audits were conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

Copies of each audit were provided to the Board of Regents.

President Wiley recommended the Board of Regents:

- I. Accept the fiscal year 2002-03 External Audit and Annual Financial Reports for Rogers State University; and
- II. Accept the fiscal year 2002-03 Compliance Audits of Federally Funded Assistance Agreements for Rogers State University.

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.

### **QUARTERLY FINANCIAL ANALYSIS**

The First Quarter Financial Analysis reports for the current year are submitted for review. Detailed schedules are attached hereto as Exhibit B.

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

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

Total revenues collected year-to-date of \$5,661,358 represents 32.3% of the current year budget. Year-to-date expenditures totaled \$3,471,662 or 17.8% of the current year budget.

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

Total revenues collected year-to-date of \$2,636,430 represents 40.9% of the current year budget. Year-to-date expenditures totaled \$2,979,261 or 37.3% of the 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 \$1,080,559 represents 28.6% of the current year budget. Year-to-date expenditures totaled \$1,100,625 or 24.7% of the 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.

## 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.

Contract renewal to Campus America dated September 29, 2003, for \$117,030.00 for annual maintenance for administrative computing systems.



- II. Acquisition of goods and services pursuant to and funded by sponsored grants and contracts between the amounts of \$125,000 and \$300,000.

No purchases to report.

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

No purchases to report.

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

## **ACADEMIC PERSONNEL ACTION**

Leave of Absence:

Gischler, Victor, Assistant Professor of Communications & Fine Arts, leave of absence without pay, January 12, 2004 through May 31, 2004.

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

## **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.

The meeting adjourned at 3:05 p.m.

The meeting reconvened in regular session at 1:40 p.m. on October 28, 2003 at The University of Oklahoma – Tulsa Schusterman Center campus. All Regents were present.

## **THE UNIVERSITY OF OKLAHOMA**

### **REPORT OF THE PRESIDENT OF THE UNIVERSITY**

President Boren announced the establishment of a writing training program at the University, modeled after one at Harvard University. This program will provide students with better training in the writing process. Each class will have 15 or fewer students and students will write four to eight 15-page or more papers per semester with eight to ten revisions required. Twenty-five percent of current students CLEP out of English classes, but writing is still needed so the new program will require one semester despite CLEP scores. Dr. David Long, associate director of Harvard's program, has accepted our invitation to come to OU and direct our program. Additional planning and recruitment will begin after the holiday break.

**POLICY REGARDING CONFLICTS OF INTEREST - HEALTH SCIENCES CENTER**

Certain federal regulations require an institution to disclose and manage outside financial interests and other conflicts of interest. The Health Sciences Center developed a conflict of interest policy in 1995 to provide guidelines for identifying apparent, actual and potential conflicts of interest and assuring that such conflicts do not improperly affect the activities or professional conduct of the University or its employees. The policy applies to any person possessing either a full-time or part-time faculty or staff appointment at the University who is eligible to receive benefits and receives a salary or wage for his/her defined responsibilities. For application of this policy, this definition may include students, both graduate and undergraduate, who work on a grant or contract and have responsibility, in whole or in part, for the reporting of research.

The Board of Regents first approved the Health Sciences Center policy on September 26, 1995. The policy ends 365 days thereafter unless extended by action of the Board. On September 11, 2002, the Board of Regents last approved the extension of the policy, effective until December 2003. This request will extend the Health Sciences Center's effective date to December 2004 while some of the components of the policy are under review. A copy of the policy is attached hereto as Exhibit C.

President Boren recommended the Board of Regents extend the effective date to December 2004 for the Policy Regarding Conflicts of Interest for the Health Sciences Center campus which provides guidelines for identifying and addressing conflicts of interest that may arise in the course of one's University employment.

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.

**LOCUM TENENS - HSC**

The Department of Anesthesiology and other health services departments at the Health Sciences Center have actively been recruiting faculty over the past two years. However, severe resource shortages exist and are expected to continue at least for the next five years. All fellowship programs are experiencing a decrease in applicants. Recruiting medical professionals to Oklahoma has proven to be extremely difficult. At this time, the following professional areas need support although the list may expand as shortages continue:

- Certified Registered Nurse Anesthetist, Department of Anesthesiology
- Physician, Department of Anesthesiology
- Radiation Oncologists, Department of Radiology
- Physician, Diagnostic radiology/mammography, Department of Breast Health

Accordingly, HSC departments have found it necessary to engage the temporary services of physicians through locum tenens agencies. The agencies credential the physicians, and bill and collect in the physicians' names for the services provided. If it were not for the use of these physicians, the OU Medical Center would be forced to close operating rooms, which would have a measurable and damaging financial impact on The University.

Because of the unique market conditions and resource shortages, The University's needs will not be served by conducting a competitive solicitation for a single supplier of locum tenens. Rather, The University needs to negotiate and award contracts to more than one supplier in order to ensure sufficient service coverage in the medical areas needed. For this, and similar compelling reasons, professional medical services are exempt by Statute from the competitive process.

Pricing for most of the locum tenens requirements are based on hourly rates for the area of specialization. Additional cost could be incurred for weekend duty, 24-hour on-call, etc. Some locum tenens are paid on a monthly basis associated with an agreement spelling out the service and availability requirements.

In response to a formal inquiry of the market place, the following firms responded:

Company	Location
CompHealth Medical Staffing	Salt Lake City, UT
J&C Nationwide	Atlanta, GA
Locumtenens.com	Alpharetta, GA
National Anesthesia Svc., Inc.	Beverly Hills, MI
Nationwide Anesthesia Svc.	Sandersville, GA
Southeast Medstaff, Inc.	Seymour, TN
Staff Care, Inc.	Irving, TX
Whitaker Medical	Houston, TX
Dr. James Davenport	Lawton, OK
Dr. Richard Roberts	Lawton, OK

A committee was formed to evaluate the acceptability of each firm. The committee comprised the following individuals:

- Dr. Jane Fitch, Chair, Department of Anesthesiology
- Susan Van Gundy, Administrator, Department of Anesthesiology
- Jan Duke, Medical Team Manager, Purchasing
- Kathy Walker, Administrative Assistant to VP for Administrative Affairs

Criteria were formal response to the RFP, no exceptions taken to RFP terms and conditions, and acceptance of the HSC Services Agreement. The committee's observations are as follows:

	RFP Response	RFP Exceptions	HSC Service Agreement	Approved/Disapproved
CompHealth Medical Staffing, Salt Lake City, UT	OK	NONE	YES	A
J&C Nationwide, Atlanta, GA	OK	NONE	YES	A
Locumtenens.com, Alpharetta, GA	OK	NONE	YES	A
National Anesthesia Svc., Inc., Beverly Hills, MI	OK	NONE	YES	A
Nationwide Anesthesia Svc., Sandersville, GA	OK	NONE	YES	A
Southeast Medstaff, Inc., Seymour, TN	OK	NONE	YES	A
Staff Care, Inc., Irving, TX	OK	NONE	YES	A

	RFP Response	RFP Exceptions	HSC Service Agreement	Approved/Disapproved
Whitaker Medical, Houston, TX	OK	NONE	YES	A
Dr. James Davenport, Lawton, OK	OK	NONE	YES	A
Dr. Richard Roberts, Lawton, OK	OK	NONE	YES	A

The committee recommends that The University negotiate and award indefinite delivery-type contracts to one or more of the approved companies, in an overall amount not to exceed \$1,250,000 per year, for not longer than two years.

Funding is available through rebilling for services by the respective HSC departments.

President Boren recommended the Board of Regents authorize the President or his designee to negotiate and award one or more contracts in an overall amount not to exceed \$1,250,000 per year, to one or more companies, to provide medical locum tenens services as-needed, for the year beginning November 1, 2003, with option to renew for one additional one-year period.

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.

### **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.

- New – HCA Health Services of Oklahoma, Inc.  
OUHSC will provide the services of Certified Registered Nurse Assistants for Anesthesia only. Agreement received July 25, 2003. Still negotiating language with HCA Health Services of Oklahoma and the Department.
- Renewal – HCA Health Services of Oklahoma, Inc.  
OUHSC will continue to provide the services of a Cardiothoracic Physician Assistant. Agreement received August 8, 2003, and returned to HCA for signature on August 14, 2003. Fully executed on August 20, 2003.
- Renewal – Oklahoma Medical Research Foundation  
OUHSC will continue to provide services of the Assistant Director of the Clinical Immunology Lab. Agreement was received and fully executed on August 21, 2003.

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

New	– HCA Health Services of Oklahoma, Inc. dba OU Medical Center College of Medicine/Department of Anesthesiology Term of Agreement 05/01/03 to 04/30/04 Professional Service Agreement	\$770,000
Renewal	– HCA Health Services of Oklahoma, Inc. dba OU Medical Center College of Medicine/Department of Surgery Term of Agreement 07/01/03 to 06/30/04 Professional Service Agreement	\$103,000
Renewal	– Oklahoma Medical Research Foundation College of Medicine/Department of Medicine Term of Agreement 07/01/03 to 06/30/04 Professional Service Agreement	\$218,714

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

### **BIOMEDICAL RESEARCH CENTER, PHASE II, CHILLED WATER SYSTEM MODIFICATIONS - HSC**

The Biomedical Research Center, Phase II (BRC 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. At the September 2003 meeting, the Board awarded a contract for construction of the facility to Flintco, Inc.

One component of the overall BRC II project budget allows for separate construction by a mechanical contractor of chilled water system modifications to bring new chilled water service to the building site. Existing chilled water lines will be replaced with larger pipes to accommodate the added load for the Phase II building.

#### **I. AWARD CONTRACT FOR CONSTRUCTION**

On September 9, 2003, bids for the chilled water system modifications were received from seven firms. The bids have been evaluated by the project engineers, Frankfurt-Short-Bruza Associates, P.C., 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 \$242,500 be awarded to Harrison-Orr Air Conditioning, 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 projects costing one million dollars or less. 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 fifteen percent of the contract amount, within project budget limitations.

The chilled water modifications are included as an element of the BRC II total project budget of \$39,500,000. An amount of \$280,000 is budgeted for this construction work. Funding for the total project 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 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. Construction for this project element is expected to be completed in approximately June 2004.

TABULATION OF BIDS  
 BIOMEDICAL RESEARCH CENTER, PHASE II, CHILLED WATER SYSTEM  
 MODIFICATIONS

	Harrison-Orr Air Conditioning, Inc. <u>Okla. City</u>	Hunter Mechanical & Controls, Inc. <u>Okla. City</u>	United Mechanical, Inc. <u>Okla. City</u>	Trade Mechanical Contractors, Inc. <u>Okla. City</u>
Base Proposal	\$242,500	\$296,000	\$297,000	\$317,950
	Matherly Mechanical Contractors, Inc. <u>Midwest City</u>	Saker Mechanical, Inc. <u>Del City</u>	Ratliff, Inc. <u>Ponca City</u>	
Base Proposal	\$348,000	\$364,400	\$394,777	

President Boren recommended the Board of Regents:

- I. Award a contract in the amount of \$242,500 to Harrison-Orr Air Conditioning, Inc. of Oklahoma City, the low bidder, for construction of the Biomedical Research Center, Phase II, Chilled Water System Modifications; 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 Stuart moved approval of the recommendation. The following voted yes on the motion: Regents Bentley, Austin, Clark, Stuart and Weitzenhoffer. Regent Everest was out of the room at the time of the vote. The Chair declared the motion unanimously approved.

**PURCHASE OF YELLOW PAGES ADVERTISING - HSC**

Clinics, faculty physicians, and other external agencies within the Oklahoma Health Center require advertisement listings in the Southwestern Bell Yellow Pages to increase visibility and promote business. The agencies include but are not limited to:

- University of Oklahoma Health Sciences Center
- Dean McGee Eye Institute
- OU Medical Center
- Oklahoma Medical Research Foundation
- Other Oklahoma Health Center Affiliated Entities

As in past years, the University will issue a purchase order to Southwestern Bell Yellow Pages to provide advertising for these agencies in the 2003-2004 phone book. The total amount of the purchase order for this coverage is \$160,188, of which only \$13,417 represents coverage for the Health Sciences Center. The remainder will be paid by the external agencies.

President Boren recommended the Board of Regents authorize the President or his designee to issue a purchase order in the amount of \$160,188 to Southwestern Bell Yellow Pages of Dallas, Texas, on a sole-source basis, to provide advertising in the 2003-2004 phone book.

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

**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.

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.

	FY04 Year-to-Date Expenditures	FY03 Year-to-Date Expenditures	FY03 Total Expenditures
UNIVERSITY OF OKLAHOMA	\$17,861,529	\$16,093,328	\$192,886,704
NORMAN CAMPUS	\$12,206,448	\$9,950,131	\$116,378,991
HEALTH SCIENCES CENTER	\$5,655,081	\$6,143,197	\$76,507,713

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

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.

### **POSTHUMOUS DEGREE - NORMAN CAMPUS**

Joseph Lewis Spann died recently following complications with surgery. Joe completed all classwork requirements toward achieving his Master of Arts degree in Anthropology. He also completed two re-writes of his thesis in consultation with his committee members. A third draft was to be prepared for the beginning of the Fall 2003 semester with the anticipation that a thesis defense would follow shortly thereafter. He had hoped to graduate in December 2003.

Joe Spann's committee members wrote the following in support of the conferring of a Posthumous Degree:

"Mr. Spann was a lifetime learner. He was 76 years old at the time of his death. After a full career in the Air Force, as a surgeon in Tulsa, and as a teaching adjunct for The University of Oklahoma Medical School, he followed his passion for prehistory. He set a goal to achieve a Masters Degree in Anthropology, and only death was able to stop him. He participated in all classes, including those that required field work. His lifelong experiences provided a different viewpoint for class discussion and, as such, provided additional discussions not generally initiated by younger students."

The faculty and the Chair of the Department of Anthropology, the Dean of the College of Arts and Sciences, the Dean of the Graduate College, and the Senior Vice President and Provost support the awarding of a posthumous degree to Mr. Spann.

In accordance with Oklahoma State Regents for Higher Education policy, a posthumous degree may be awarded to recognize the meritorious but incomplete work of a student who is deceased, generally during the last semester of work. Upon the approval of The University of Oklahoma Board of Regents, the request to award a posthumous degree to Mr. Spann must be forwarded to the Oklahoma State Regents for Higher Education for final action.

President Boren recommended the Board of Regents approve the awarding of a posthumous Master of Arts to Joseph Lewis Spann.

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.

### **POLICY REGARDING CONFLICTS OF INTEREST - NORMAN CAMPUS**

Certain federal regulations require an institution to disclose and manage outside financial interests and other conflicts of interest. The Norman Campus developed a financial conflicts of interest policy in 1995 to provide guidelines for identifying apparent, actual and potential financial conflicts of interest and assuring that such conflicts do not improperly affect the activities or professional conduct of the University or its employees. The policy applies to any person possessing either a full-time or part-time faculty or staff appointment at the



University who is eligible to receive benefits and receives a salary or wage for his/her defined responsibilities. For application of this policy, this definition may include students, both graduate and undergraduate, who work on a grant or contract and have responsibility, in whole or in part, for the reporting of research.

The Board of Regents first approved the Norman Campus policy on September 26, 1995 which was extended through December 1996. In December 1996 the policy was revised and approved by the Board of Regents, and has been extended each subsequent year until December 2000. In January 2000, the Norman Campus Faculty Senate approved a proposal to extend the sunset clause of the policy from one year to three years. Therefore, we are requesting the Policy Regarding Conflict of Interest, which is effective until December 2003, be extended until December 2006. A copy of the policy is attached hereto as Exhibit D.

President Boren recommended the Board of Regents extend the effective date to December 2006 for the Policy Regarding Conflicts of Interest for the Norman Campus which provides guidelines for identifying and addressing financial conflicts of interest that may arise in the course of one's University employment.

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.

#### **NON-MANDATORY FEES REQUEST FOR 2004-2005**

In accordance with policy established by the Oklahoma State Regents for Higher Education, requests for changes in fees will be considered by the State Regents one time each year, and must be received in their office by November 1 preceding the beginning of the fiscal year, July 1, in which the change is to be effective.

The following pages summarize the changes in fees requested by the Norman Campus and Health Sciences Center. An appendix itemizing the fees is attached hereto as Exhibit E. They have been reviewed and approved by the appropriate directors, deans and vice presidents and by the Senior Vice Presidents and Provosts on the two campuses. The changes requested fall into one of the following categories:

#### **SPECIAL FEES FOR INSTRUCTION AND ACADEMIC SERVICES**

Special fees for instruction and academic services are fees, other than tuition and student activity fees, that are assessed students as a condition of enrollment and as a condition of academic recognition for completion of prescribed courses. These fees are mandatory for all students receiving courses of instruction or academic services as designated by the institution. These fees are charged for enrollment in a particular course or by the credit hour for all enrollments in a given semester.

##### **Systemwide Fees:**

Includes application fees, admission fees, and international student maintenance fees.

Norman Campus and Health Sciences Center: The Norman Campus and Health Sciences Center request an increase in the admission application processing fee from \$25 to \$40, to be effective for students applying for the Summer semester 2005 and beyond. The increased revenue would be used to offset higher expenses resulting from increases in the number of applications received and the greater complexity of admission requirements. Additionally, the funding would be used to implement technological solutions including but not limited to recruitment, admission processing, electronic file management and

online applications. The current range of Big XII application processing fees is \$25 to \$50. Currently, five of the nine non-Oklahoma public institutions in the Big XII are charging \$40 to \$50. The same increase will likely be proposed by Oklahoma State University.

#### Special Instruction Fees:

Includes private instruction, private applied music lessons, aviation and physical education courses. Changes in special instruction fees do not require State Regents' item-by-item approval; institutions may assess these fees up to the actual cost of the special instruction. The Norman campus is requesting 21 additions and 12 increases to the special instruction fees as summarized on Page 1 of the appendix.

#### Classroom/Laboratory Supplies Fees:

Includes consumable supplies such as laboratory breakage and replacement, art supplies and materials for the natural sciences. Changes in classroom/laboratory supplies fees do not require State Regents' item-by-item approval; institutions may assess these fees up to the actual cost of the supplies. The Health Sciences Center requests an increase in 1 classroom/laboratory supplies fee and the deletion of 2 classroom/laboratory supplies fees. These changes are itemized on Page 2 of the appendix. The Norman Campus requests 41 additions, 75 increases and three decreases to their Classroom/Laboratory supplies fees as itemized on Pages 3–6 of the appendix.

#### Testing/Clinical Services Fees:

Includes placement, diagnostic, aptitude, achievement tests, reading clinics and guidance clinics. Changes in fees are up to the actual cost of services.

Health Sciences Center: The Health Sciences Center requests an increase in one testing fee; the deletion of three testing fees, and the addition of two clinical service fees. The Nursing Clinical Education fees are specific to required courses that are taken by Licensed Practical Nurses (LPNs) that are working toward a Bachelor's Degree. These courses require additional clinical experiences for an LPN as recommended by the Oklahoma Board of Nursing. These changes are itemized on Page 6 of the appendix.

In addition, the Health Sciences Center is requesting the following increase to the clinical education fee for the College of Allied Health.

Allied Health Clinical Education Fee – The College of Allied Health requests an increase in its Clinical Education fee from \$50.00 to \$100.00 per semester. The cost of providing clinical education has increased dramatically over the last 17 years; however, this fee has not been increased. The revenue generated by this fee will be used to offset the costs associated with maintaining affiliation agreements with clinical facilities, faculty development, in-service programs on clinical teaching, and student evaluations and curriculum.

#### Facility/Equipment Utilization Fees:

Includes Library Resources Fee, University Technology Connectivity Fee, Technology Services Fee and Special Course Fees. These fees help pay for students access to equipment such as computers, physical equipment, musical instruments and medical equipment, and for facilities such as music practice rooms. Changes in Facility and Equipment Utilization Fees require approval by The University of Oklahoma Board of Regents and final approval by the State Regents.

**Technology Services Fees:** The Michael F. Price College of Business is requesting increasing their technology fee from \$12.00 to \$20.00. This increase will enable the instructional technology in Adams Hall and the new addition, Price Hall, compatible. The increase will be used to replace 200 computers in Adams Hall (in labs and faculty offices), upgrade network servers, and install new instructional software.

**Special Course Fees:** The Norman Campus is requesting 32 additions, 4 deletions and 64 increases as summarized on Pages 7- 9 of the appendix. The Health Sciences Center is asking for one addition and one increase as listed below.

**Dental Hygiene Instrument Use Fee – Health Sciences Center –**The Dental Hygiene program within the College of Dentistry is requesting an increase in the Dental Hygiene Instrument Use Fee from \$75.00 to \$100.00 per semester. The fee covers the cost of providing certain instruments to the dental hygiene students in each of the dental clinics. The revenue collected by this fee will be used for service and maintenance of the instruments provided in the clinics.

**Public Health Instructional Resource Fee – Health Sciences Center –**The College of Public Health is requesting a new fee in the amount of \$75.00 per semester. The College of Public Health will be providing the majority of the courses offered using live video and video streaming on the web. This will provide a resource to all students, allowing them to review all lectures for courses for which they are currently enrolled as well as courses offered from past semesters as a study aid for comprehensive exams. The revenue generated will be used to offset the additional expense of providing individuals and computer hardware and software necessary to implement this technology.

**Other Special Fees:**

Included in this category are any other special fees that cannot be classified in any of the other categories.

**Diploma Replacement Fee – Health Sciences Center ---** Admissions and Records is requesting an increase in the Diploma Replacement Fee from \$15.00 to \$25.00. The individuals who will be assessed this fee are those graduates requesting a duplicate or replacement diploma. In many cases, individuals have lost their original diploma, it has been destroyed, or they are requesting a name change. The revenue collected from this fee will help defray the increase costs of paper stock, reprinting, and reordering the diploma.

**Public Health Processing Fee – Health Sciences Center ---** The College of Public Health is requesting a \$25.00 Processing Fee for all applicants to the Masters of Public Health, Masters of Health Administration, and Doctorate of Public Health programs. Currently, the processing fee for these programs is being collected and allocated to the Graduate College. Since the degree authority and admission for these programs has been transferred from the Graduate College to the College of Public Health effective Fall 2003, the College of Public Health is requesting the approval of a processing fee for these programs. The revenue generated from this fee will be used to cover the costs incurred to review and process the applications for these programs.

**Deposit on Enrollment – Dental Hygiene & Public Health – Health Sciences Center –** The College of Dentistry Dental Hygiene program and the College of Public Health are requesting a deposit on enrollment of \$100.00. The deposit on enrollment is required for all new admitted students and is applied directly to tuition upon enrollment. The purpose of this fee is to establish a commitment from the student that once they are admitted they will enroll. Since the requirement of an advance deposit does not result in an increase in

the amount of an approved fee, the Oklahoma State Regents recommend that this requirement be handled separately from the State Regents' fee approval process. Therefore, this request requires approval from the University Board of Regents only.

Michael F. Price College of Business – MBA Annual Service Fee --- Norman Campus --  
The Michael F. Price College of Business requests the assessment of an annual service fee of \$1,500 per student enrolled in the Full-Time MBA Program. This fee will be implemented by applying it to every student enrolled in, Bad 5112, Microeconomics – MBAs (a course taken by every 1<sup>st</sup> year student and only 1<sup>st</sup> year students in the Full-time MBA Program), and Bad 5101, MBA Professional Development (a course taken by every 2<sup>nd</sup> year student and only 2<sup>nd</sup> year students in our Full-Time MBA Program). The revenue from this fee will be used to narrow the gap between the scope and quality of our student recruitment and placement programs and the recruitment and placement programs of top-50 colleges of business. Recognition as a top-50 college of business requires that we recruit outstanding students and help them obtain challenging and interest careers. We are near this level of recognition as we recently tied for 51<sup>st</sup> place with several other schools in *U.S. News* rankings. We will use the revenue from this fee to publicize our program and to send College representatives to student recruiting fairs and on company visits to develop job opportunities for our students. The amount of this request is very reasonable when compared to the amount of tuition and fees of important reference groups. Some comparison figures, compiled in August 2003, are given below. The costs at OSU include the type of fee we are requesting.

	<u>In-state</u>	<u>Out-of-state</u>
OU	\$ 4,644	\$10,625
OSU	6,000	12,600
Big 12 average	10,300	12,300
Big 10 average	16,300	23,000
Top-50 average	22,154	23,000

The cost of a Price College MBA degree will be the lowest among these groups even with the approval of this fee.

College of Fine Arts Undergraduate Enrichment Fee – Norman Campus –  
The College of Fine Arts requests an Undergraduate Service Enrichment fee of \$7.00 per credit hour. The fee will be used to offset costs associated with the repair of musical instruments, maintenance of music practice rooms, maintenance of stage rigging for drama, dance, and musical theatre performances and maintenance of art facilities such as kiln repair.

College of Geosciences Undergraduate Enrichment Fee – Norman Campus –  
The College of Geosciences (CoG) requests that an Undergraduate Services Enrichment fee of \$25 per 2000, 3000, and 4000 level course to be charged to all undergraduate students beginning in Fall, 2004. The funds generated by this fee will be used to implement new initiatives and to cover costs of ongoing activities associated with the dramatically higher undergraduate enrollments that the CoG has experienced in the last several years.

We estimate that about \$38,000/year will be generated from this fee (380 students x 4 courses x \$25/course). Fifty percent of the fee will go the College to support central service functions and 50% will be distributed to the three academic units to support their service functions. The 50% portion earmarked for the units will be distributed based on the number of students who take the courses in each unit.

The College of Geosciences provides a range of support services that aid students in maximizing their learning and professional development while at OU. These services are tailored to the special needs and desires of students in the Geosciences, and complement/extend student support provided by the University.

In terms of the central services function in the Deans Office, the funds will be used to:

1. Support peer advocates. Our undergraduate peer advocate program was initiated four years ago and has been very successful. As a result, we plan to double the number of peer advocates from 3 to 6. The cost for this program is \$6,000/year. (6 x \$1,000/year).
2. We plan to implement a student-faculty mentor program at a cost of \$2,500 (10 faculty x \$250/year).
3. Salary and fringe for 25% of one staff member who focuses on student services (e.g., graduation checks, enrollment contact, transfer days, recruitment events such as Sooner Saturday, and events such as the Awards Banquet): \$10,000/year (salary and fringe).

The academic units will use the funds to pay portions of salaries of staff who:

4. Organize faculty mentoring of undergraduates.
5. Organize and run career fairs for undergraduate majors.
6. Seek and solicit internships for undergraduates
7. Assist with professional development efforts and awards programs for undergraduates.

Such services are critical to the College's students in two ways. First, the services help students learn and develop professional skills, making the students more competitive in the job market. In addition to helping students improve their professional skills, other services provided include a Monday Memo which is sent to all students informing them about developments in the College of Geosciences, enrollment checks, and setting up events such as our student awards celebration. This type of contact with students has been shown time and again to be critical to student success, so a major portion of the proposed fee is dedicated to provide staff support. Second, the services help the College recruit and retain good students by providing a supportive, inviting environment in the College. Also important, these services will improve retention and graduation rates, a primary goal of the College. These services will be provided for all declared geosciences students, freshmen through seniors.

A subcommittee of six students from the Geosciences Student Leadership Council (GSLC) and the peer advocates, in conjunction with the Dean (or a representative), will have oversight of the use of the fee. The GSLC is composed of the officers of the student organization from the three academic units.

President Boren recommended the Board of Regents approve the changes in fees for 2004-2005 and authorize their submission to 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.

**MULTI-TENANT OFFICE FACILITY REVENUE BONDS - NC**

At the February 2001 meeting, the Board of Regents authorized the University Administration to propose a Concurrent Resolution to the Oklahoma Legislature allowing for the issuance of revenue bonds for the construction, renovation, remodeling and expansion of research and technology facilities. The result was Concurrent Resolution No. 33 that was adopted by the State Senate on May 14, 2001 and the House of Representatives on May 22, 2001.

The Legislative Authority granted under Concurrent Resolution No. 33 encompasses the development of the proposed multi-tenant office facility at the University Research Campus – South (URC-S). At the September 2003 meeting, the Board of Regents approved the project to design and build the facility at URC-S, for primary occupancy by Weathernews Americas Inc. A lease has been negotiated with Weathernews that provides for a 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. The initial commitment is for the lease of approximately 25,000 square feet with Weathernews retaining options to increase its square footage over time in specified incremental units.

In cooperation with the State Bond Adviser, the University's administration will proceed to solicit and secure Bond Counsel and Financial Advisor services in support of the issuance of the debt anticipated by the above actions.

Preparation of the disclosure statement (often referred to as the Preliminary Official Statement or POS) will be coordinated by the Financial Advisor with direction and input from the University's administration, Bond Counsel, and The State Bond Adviser (i.e. the financing team). The POS will be submitted to the appropriate oversight organizations for review, approval and rating, and will be used by the financing team to determine an appropriate plan of financing the project. Due to the complexity of issuing debt, it is likely that the plan of financing will recommend that an underwriter be selected to ensure a favorable negotiated, as opposed to competitive, marketing and sales effort.

The project is expected to generate sufficient long-term cash flows from space rental to fund required debt service and maintain prudent debt service coverage. In conjunction with the appointment of a Bond Counsel and Financial Advisor, the University's administration recommends that it be authorized to determine an appropriate plan of financing the project and prepare and distribute the documents necessary to disclose material information on the purpose of the debt and how it will be repaid. The resulting plan of financing will be reported back to the Board at the earliest possible meeting.

In relation to the plan of financing, the final Bond Resolution will include a covenant for the Board of Regents to fix, establish, maintain and collect such rentals, fees and charges for the use and services of the facility as, in the judgment of the Board, will provide revenues sufficient to:

- (1) Pay the reasonable cost of operating and maintaining the facility;
- (2) Pay principal of and interest on the Bonds;
- (3) Enable the facility's Net Revenues each year to equal at least 125% of the required debt service on any outstanding bonds payable from the Net Revenues of the facility; and,
- (4) Maintain any reserve requirements for the Reserve Account securing any bonds payable from the Net Revenues of the facility.

President Boren recommended the Board of Regents:

- I. Authorize and approve the issuance and sale of its University of Oklahoma Revenue Bonds or other evidences of indebtedness (the "Bonds") in a principal amount (estimated to be approximately \$8,300,000), sufficient to fund the construction of a multi-tenant office facility at the University Research Campus-South (the project), capitalized interest, required reserves, and normal costs of issuance and ratify all action taken in regard to the competitive or negotiated sale of the Bonds, Notes, or Loans;
- II. Authorize and adopt the Resolution authorizing the sale and issuance of the Bonds, Notes or Loans and authorize the form of the financing documents related thereto, including, but not limited to, a Trust Agreement, Notice of Sale and Official Statement;
- III. Approve and authorize the award of the sale of the Bonds, Notes or Loans at competitive or negotiated sale based upon final determination of the financing team and as determined to be in the best financial interest of The University of Oklahoma and authorizing the Vice President for Administrative and Executive Affairs and the Associate Vice President for Administrative Affairs and Chief Financial Officer of The University of Oklahoma - Norman Campus to do all things necessary to consummate the transaction contemplated herein;
- IV. Authorize the Chairman, Vice-Chairman and Executive Secretary of the Board of Regents of The University of Oklahoma to execute and deliver all necessary financing documents and related closing documents required by Bond Counsel;
- V. Authorize the officers of The University of Oklahoma to execute any closing documents required by Bond Counsel and to take any further action required to consummate the transaction contemplated herein; and,
- VI. Recognize and acknowledge that the University may fund certain costs of the above project prior to receipt of Bond, Note or Loan proceeds from its other operating funds and, to the extent the University utilizes its other operating funds for said purposes, it is intended that proceeds of the Bonds, Notes or Loans will be utilized to reimburse the University.

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.

#### **DEPARTMENT OF PUBLIC SAFETY HEADQUARTERS - NC**

Since 1967, the OU Department of Public Safety has been located in wood-frame buildings (South Campus Buildings 31 and 35) originally constructed during World War II as part of the Naval Air Technical Training Center. The facilities exceeded their useful life many years ago, and in January 2002 it became necessary for the department to relocate a major portion of its operation to temporary facilities located on-site. Due to severe structural deficiencies, Building 31 was recently demolished. Building 35 is still in use by the department.

The Board of Regents approved the Department of Public Safety Headquarters project at the May 2003 meeting, with an estimated total cost of \$4,000,000. A new 15,000 square foot headquarters facility is proposed to provide critically needed space for administration and personnel offices, meeting rooms and training and support; criminal investigation division

including evidence processing and evidence storage; records processing and storage; public meeting and training areas; and a structurally “hardened” police command center. The police command center will be constructed utilizing reinforced concrete which will allow for continuous operations in the event of damage to the building due to severe weather.

The consultant selected for the project will provide the professional services required for site analysis and development, space planning and cost estimates. After the project has been developed within the established budget, the selected firm will be authorized to produce the final design, the contract documents, and administer the construction contract.

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

- Blake Farrar, Staff Architect, Architectural and Engineering Services, Chair
- Duncan Burgess, Captain, Department of Public Safety
- Donald Carter, Assistant Director, Physical Plant
- David Nordyke, Assistant Director, Architectural and Engineering Services
- Elizabeth Woollen, Chief, Department of Public Safety

Proposals to provide the needed professional services for the project were received from 22 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. Brinkley Sargent Architects, Inc., Dallas, Texas, (in association with McKinney Partnership, Norman)
2. Studio Architecture, P.C., Oklahoma City
3. Richard R. Brown Associates Architects, Oklahoma City
4. McCarty Brinlee Architects/Planners, P.C. and Wilson Estes Police Architects, Joint Venture, Oklahoma City
5. Glover Smith Bode, Inc., Oklahoma City

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

Funding for this project will be provided from a combination of private gifts and/or proceeds from the Multiple Facility Revenue Bond, Series 2003.

**DEPARTMENT OF PUBLIC SAFETY HEADQUARTERS  
ARCHITECTURAL FIRM EVALUATION SUMMARY**

	Brinkley Sargent Architects Inc.*	Studio Architecture P.C.	Richard R. Brown Architects	McCarty Brinlee Architects/ Planners, P.C. and Wilson Estes Police Architects Joint Venture	Glover Smith Bode, Inc.
Acceptability of Design	94	82	78	68	58
Quality of Engineering	92	76	70	64	62



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Adherence to Cost Limits	43	40	39	34	34
Adherence to Time Limits	41	40	38	35	34
Volume of Changes	43	38	37	35	33
Resources of Firm	44	37	39	34	35
Total Points	357	313	301	270	256
Total Points with 5% Preference	N/A*	329	316	284	269

President Boren recommended the Board of Regents:

- I. Rank in the order presented below architectural firms that are under consideration to provide professional services required for the Department of Public Safety Headquarters project;
- 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 consultant contract.

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.

## **ORACLE DATABASE MAINTENANCE - NC**

Oracle Software is the foundation of the University computing software infrastructure. Oracle is in use at both the Norman and HSC campuses and is the database platform for multiple critical systems including University Payroll and Human Resources applications. Oracle Software also provides a modern software platform that enables migration of old legacy systems thereby providing students, faculty and staff better access to information.

At the December 2000 meeting, the Board approved the University's initial purchase of the Oracle higher education software license and maintenance agreement. The agreement provides for upgrades and support for the Oracle software site license to ensure optimal operation of the University computing environment. The action provided maintenance coverage through November 28, 2001. At the March 2003 meeting, the Board authorized additional coverage, which was needed through November 28, 2003. The requested contract will provide coverage for the remainder of the current fiscal year. After that, coverage will be requested annually on a fiscal year basis.

Inasmuch as this software is integral and essential to the operation of the University, competition with respect to other brands of software is not applicable. Pricing, however, has been found to be fair. According to Gartner, Inc., a research and advisory firm in the technology field, industry standards for software maintenance and support costs range from 15 to 22 percent. OU's percentage, which falls at the low end of this range, is in line with that of other institutions.

Funding has been identified, is available and set-aside within the Information Technology operating account.

President Boren recommended the Board of Regents authorize the President or his designee award a sole source contract in the amount of \$208,150.66 to Oracle Corporation of Irving, Texas, to provide maintenance for Oracle software, for the period beginning November 29, 2003 and ending June 30, 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.

### **NATIONAL PUBLIC RADIO FEES FOR KGOU RADIO - NC**

A recommendation approved by the Board of Regents in February 1982 supported conversion of KGOU Radio from a commercial rock music station to an educational station affiliated with National Public Radio (NPR). Since that approval, the University has paid the fees annually, which remained below the Board's approval threshold of \$125,000 until the 2001 programming year. The amounts for 2001, 2002 and 2003 were \$129,533, \$144,553 and \$158,170, respectively. These amounts, driven by inflation as well as the number and types of programs that the University chooses to purchase, were paid based upon the 1982 authorization. They are reported here for full disclosure. Going forward, these fee payments will be brought to the Board annually for approval.

As a component of the College of Continuing Education, KGOU's primary mission is to deliver a significant and quality public service beyond the traditional campus environment. The affiliation with NPR allows the University to take advantage of and add to the network serving both the Campus and central Oklahoma with high quality educational programming. Currently, some 50,000 weekly listeners enjoy 3,100 hours of programming each year. The affiliation with NPR also provides opportunity for additional student training for students in the Gaylord College of Journalism and Mass Communication, particularly for those in the broadcast program.

Funds have been identified, set aside and are available within the KGOU operating budget, which consists of support from the University, private donations, and a grant from the Corporation for Public Broadcasting.

President Boren recommended the Board of Regents authorize the President or his designee to issue a purchase order in the amount of \$173,582 to National Public Radio of Baltimore, Maryland, on a sole source basis, for distribution, membership and programming fees for KGOU Radio, for a one-year period ending September 30, 2004.

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.

## **GAYLORD FAMILY-OKLAHOMA MEMORIAL STADIUM EXPANSION AND IMPROVEMENTS - NC**

At the September 2003 meeting, the Board of Regents was presented with information concerning 2003 updates to the accepted and approved 2000 Gaylord Family-Oklahoma Memorial Stadium Master Plan, as prepared by the stadium master plan consultants, Hellmuth Obata & Kassabaum, Inc. Sports Facilities Group (HOK).

It is now anticipated that the Phase II scope of work, to be constructed between the 2003 and 2004 football seasons, will include the addition of brick and cast stone to the west portion of the stadium, construction of restroom and concession improvements at the west portion of the stadium, improvements to the stadium's Santee Lounge and construction of additional suites located at the upper suite level of the new east addition, with an anticipated total cost of approximately \$7.6 million.

In consideration of the complexity of future phases of work at the stadium, the uncertainty over the sequence and precise time frame of future phases, and the time constraints of Phase II construction, the University administration made the decision to proceed utilizing the at-risk construction management delivery method for Phase II and future phases of work identified by the Master Plan. As such, approval to utilize an at-risk construction manager for the next phases of the project was sought and received from the Department of Central Services. A request for qualifications was sent to the seven construction management firms that are currently registered with the Construction and Properties Division of the Department of Central Services as providers of at-risk construction management services.

A committee was formed to evaluate the responses received from four construction management firms. The committee was composed of the following:

David Nordyke, Assistant Director, Architectural and Engineering Services, Chair  
Donald Carter, Assistant Director, Physical Plant  
William Forester, Construction Administrator, Architectural and Engineering Services  
Douglas Gransberg, Associate Professor, Division of Construction Science,  
College of Architecture  
Craig Kaufman, Senior Associate and Lead Project Architect,  
Hellmuth Obata & Kassabaum, Inc. Sports Facilities Group  
Michael Moorman, Director, Architectural and Engineering Services (non-voting)  
Larry Naifeh, Executive Associate Athletic Director  
Robert Smith, Athletic Business Manager

Based on the proposals and other information, four firms were selected by the interview committee for further evaluation. The committee conducted a detailed review and interview with each of the four firms and rated them from highest to lowest as follows:

1. Flintco, Inc., Oklahoma City
2. Oscar J. Boldt Construction Co., Oklahoma City
3. CMS Willowbrook Construction Services, Chickasha
4. Atlas General Contractors LLC, Bixby

The selected firm will provide comprehensive at-risk construction management services that will include reviewing the construction program along with the design phase and construction documents phase plans and specifications and advising University staff and architectural consultants as to their constructability and affordability; preparing construction cost

estimates at appropriate intervals; preparing and monitoring a master schedule for construction; performing value engineering necessary to reduce costs and meet the approved budget; providing a guaranteed maximum price proposal; and preparing and soliciting bids for the various construction components and administering the construction contracts.

Phase II of the Gaylord Family-Oklahoma Memorial Stadium Expansion and Improvements project is estimated to cost approximately \$7.6 million, with funding for the Phase II portion of the project provided from Athletic capital funds.

**GAYLORD FAMILY-OKLAHOMA MEMORIAL STADIUM EXPANSION AND IMPROVEMENTS CONSTRUCTION MANAGEMENT FIRM EVALUATION SUMMARY**

	<u>Flintco, Inc.</u>	<u>Oscar J. Boldt Construction Co.</u>	<u>CMS Willowbrook Construction Services</u>	<u>Atlas General Contractors, LLC</u>
Experience with Similar Projects	195	159	150	126
Quality of Pre-construction Services	118	106	108	82
Quality of Construction Phase Services	122	106	106	88
Resources of the Firm	62	58	48	43
Total	497	429	412	339

President Boren recommended the Board of Regents:

- I. Rank in the order presented above firms that are under consideration to provide at-risk construction management services for the Gaylord Family Oklahoma Memorial Stadium Expansion and Improvements, Phase II and additional future phases of the project, as currently reflected in the 2003 Stadium Master Plan Update;
- II. Authorize the University administration to negotiate the terms of an agreement, including a fee for preconstruction phase construction management services and establishment of a guaranteed maximum price for construction of Phase II, starting with the highest-ranked firm, which may also be engaged for any future phases of work that will be presented to the Board for review prior to any such engagement; and
- III. Authorize the President or his designee to execute the Agreement for At-Risk Construction Management Services for Phase II.

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.

**EXHIBITS AND DISPLAYS FOR THE BARRY SWITZER CENTER - NC**

At the September 2002 meeting, the Board of Regents authorized 1220 Exhibits/Gallagher & Associates to design, fabricate and install sports museum quality exhibits and displays for athletic facilities on a project-by-project basis. In accordance with this authorization, any display projects with a scope in excess of the Regents' policy limits would require specific Board approval. Accordingly, such approval is recommended for these projects.

A significant number of major accomplishments have been attained by The University of Oklahoma Football program since the completion of the Barry Switzer Center in 1996, which the University desires to appropriately display. Additionally, a number of the original displays are in need of updates, refurbishment and improvement.

In addition, the recently completed renovation of the Academic Center, Athletic Offices and other parts of the Gaylord Family-Oklahoma Memorial Stadium have areas for display. This design scope will address these areas in a manner consistent with other facility displays.

Funding for any and all projects within the scope of this total design will be from private funds. Project phases will be authorized by the President within this scope based upon a demonstration of private funds available for the specific phase of work.

President Boren recommended the Board of Regents:

- I. Approve the design scope provided by 1220 Exhibits/Gallagher & Associates of Nashville, Tennessee for renovation and addition of exhibits and displays at the Barry Switzer Center and areas of the newly renovated Gaylord Family–Oklahoma Memorial Stadium;
- II. Authorize the President or his designee to enter into agreements with 1220 Exhibits/Gallagher & Associates for the fabrication and installation of displays and exhibits in phases based upon available funds, in an amount not to exceed \$1.1 million for all phases; and
- IV. Require a quarterly information report to the Board on all work awarded.

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.

**AIR CHARTER SERVICE FOR 2003-2004 BASKETBALL SEASON - NC**

Each school year, the Athletic Department requires air charter services to transport student athletes on the basketball teams to various opposing sites. Insuring the safety of all student athletes is the most important consideration. Reliable equipment, consistent service, and qualified pilots are key ingredients to successful trips.

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

Company	Location
Airfax Airline Marketing Assoc., Inc.	Duluth, Georgia
CSI Aviation Services, Inc.	Albuquerque, New Mexico
Charter Search, Inc.	Albany, Indiana
Continental Airlines	Houston, Texas
Delta Airlines	Atlanta, Georgia
Great Plains	Tulsa

The evaluation committee comprised the following individuals:

Vicki Ferguson, Purchasing Manager, Athletic Department  
 Joan Goth, Project Manager, Information Technology  
 Larry Naifeh, Executive Associate Athletic Director, Athletic Department  
 Josh Prock, Men’s Basketball Operations Manager  
 Alex Brown, Trainer, Athletic Department  
 Stephanie Rempe, Associate Athletics Director/Senior Women’s Administrator  
 Glenn Schaumburg, Director, Aviation Department  
 Chad Thrailkill, Women’s Basketball Operations Manager  
 Sandy Totten, Senior Buyer, Purchasing  
 Steve Smith, Assistant Director, Purchasing

Evaluation criteria were safety considerations, the age of the aircraft, FAA certifications, operations and maintenance information, and ability to meet travel schedules. The committee eliminated several offers from further consideration, based on undesirable aircraft type, seating capacity, or proposed schedule.

The committee rated the remaining companies as follows:

Company	Safety Considerations	Total Price
Charter Search, Inc. Albany, Indiana	Acceptable	\$390,575
Continental Airlines Houston, Texas	Acceptable	\$390,216
Delta Airlines Atlanta, Georgia	Acceptable	\$431,690

The committee recommends the award of the contract to Continental Airlines of Houston, Texas, based on lowest cost for the safest air transportation representing best value to the University. A final safety review of the specific aircraft and operator provided will be conducted prior to final award of contract.

Funding has been identified, is available and set-aside within the Athletic Department operating account.

President Boren recommended the Board of Regents:

- I. Authorize the award of a contract in the amount of \$390,216 to Continental Airlines of Houston, Texas, the low bidder, to provide air charter services to The University of Oklahoma men's and women's basketball teams for the 2003-2004 season; and
- II. Authorize the President or his designee, with the assistance of the Office of General Counsel, to negotiate and execute final agreements subject to final review of all specific aircraft and related safety information.

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.

## **INTERMEDIATE TERM CASH MANAGEMENT POLICY**

The University has well-established short-term (*Investment of Temporarily Idle Cash Policy*) and long-term (*Regents' Fund Statement of Investment Policy*) investment policies, but a void exists in relation to funds having intermediate term (two-three years) investment needs. For example, non-endowed funds held in the Regents' Fund are currently invested in accordance with the Board of Regents' *Investment of Temporarily Idle Cash Policy* and, as a result, generate yields equivalent to three-six month U.S. Treasury Bills. In contrast, U.S. Treasury Notes/Bonds with two-three year maturities yield approximately 100 basis points more than U.S. Treasury Bills. The policy statement below, new to the Regents' Policy Manual, will provide a framework within which management can enhance institutional investment yields, when and where appropriate, and better fulfill its fiduciary responsibilities.

In addition to providing an investment alternative to non-endowed funds held in the Regents' Fund, it is anticipated that a portion of the University's working capital cash flow investments will be allocated to the newly created Intermediate Term Investment Fund with total assets under management totaling around \$15 to \$20 million initially.

## **PROPOSED INTERMEDIATE TERM CASH MANAGEMENT POLICY**

### *STATEMENT OF INVESTMENT POLICY*

#### **I. DEFINITION AND FUNCTION**

In recognition of multiple cash management responsibilities, The Board of Regents (hereafter referred to as the "Board") has adopted the following statement of investment policy to deal with intermediate term funds (ITF). This policy will establish the investment strategies and guidelines to be used in the management of ITF that are defined as excess funds above the funds required for the normal operations of The University of Oklahoma (hereafter referred to as the "University") and are otherwise available for investment with a two to five year time horizon. Operating funds and the reserves needed for short term (less than two-year needs) shall be invested in accordance with the University's and State Treasurer's short-term investment policy.

The investment of these assets will be limited to those securities, strategies and advisory firms that adhere to the standards of this ITF investment policy statement, and which meet all other relevant legal, ethical and fiduciary standards.

## II. PURPOSE OF STATEMENT

The purpose of the account in which these assets are invested (hereafter referred to as the "Intermediate Term Funds Account" or "ITF Account") is to enhance the yield (return) on cash investments of the University. Accordingly, the purpose of this statement is to establish a written policy for the investment of the ITF Account assets, in order to achieve a greater return than would otherwise be obtained in the short-term cash fund.

## III. OBJECTIVES OF INTERMEDIATE TERM FUNDS

The objectives of the ITF Account are to generate a greater return on assets than that of the short-term fund while maintaining similar quality and liquidity. The significant difference is to extend maturities of the investments to between two and five years. Interest, dividends and other monies earned shall be reinvested in the ITF Account until such time as the University's Chief Financial Officer or Controller requests transfer to another University account. Such transfer will be made within three business days of the request.

As more fully defined in Section IV below, the ITF Account shall pursue a strategy of broad diversification. Investments will be made in investment-grade securities only within the three highest rating categories. A dollar weighted average maturity of three years or less will be maintained.

## IV. SECURITY TYPES

Specific securities will be selected from the following Security Types with weighting adjusted to take advantage of market opportunities:

- U.S. Treasury Securities
- U.S. Government Agency Securities
- Corporate bonds and notes
  - Investment-grade corporate securities are traditionally defined as 3A/3B
  - Rated 3A/A- = Permitted
  - Rated BBB = Excluded
- Mortgage-back securities, including CMO's
- Commercial paper
- Money market mutual funds and other cash equivalents

## V. INVESTMENT MANAGER(S) APPOINTED

ITF assets will be managed by an Investment Management fiduciary appointed by the Board who will be responsible for the oversight of the entire portfolio. The Investment Management fiduciary will normally be the same as the Board-appointed Regents' Fund Investment Manager. Similarly, the Investment Management fiduciary will normally be compensated using the same fee structure as provided for in the Regents' Fund. The fee structure will be reviewed periodically based on performance and industry standards.

## VI. PERFORMANCE STANDARDS

In the prudent exercise of its fiduciary responsibility, the University intends to regularly assess the Investment Managers' performance and to report such assessment to the Board, with more formal evaluations to occur every two years. By taking into account relevant measures, the following is the general measure established by the University:

Composite ITF results should exceed the return of the two-year U.S. Treasury note.



In fulfilling their fiduciary responsibility to periodically review and report to the Board the results achieved by the Investment Manager, the University will not base its judgments regarding a manager's suitability solely on the results of a relatively short time period. This objective shall be measured over annualized, rolling one, three, and five-year time periods.

In evaluating a manager, factors for consideration include, but are not limited to, substantive changes in investment strategy, portfolio structure, and market value of the assets, as well as significant changes in ownership, organizational structure, financial conditions, and senior personnel staffing at the firm. The Investment Manager shall meet regularly, or as reasonably expected, with interested parties representing the University and the Board.

## VII. DUTIES AND RESPONSIBILITIES

The University, as fiduciary, is responsible for the general administration of the fund. These responsibilities include the following specific duties, which may be undertaken by the University or delegated to appropriate committees of the Board, staff or outside parties.

- Comply with and fulfill all aspects of pertinent State and federal laws, regulations, and rulings that relate to the investment process, to ensure that fund assets are well managed.
- Review and evaluate the results of the Investment Managers against the established performance standards, and review the Manager structure to confirm the continued suitability of the Managers given the fund's overall investment objectives and risk levels.
- Take whatever corrective action is deemed prudent and appropriate when an Investment Manager or any fiduciary fails to perform against established policy objectives and guidelines.
- Select a custodian to account for and custody fund assets, as necessary and appropriate.

The Investment Manager, as a fiduciary retained by the University, is responsible for the prudent and careful management of assets under its direction. These responsibilities include the following specific duties.

- Accept assets as directed by the University, and exercise complete investment discretion within the guidelines assigned to them.
- Invest assets in various funds and/or separately managed portfolios, so long as they adhere to Section IV above, at the discretion of the manager. Consistent with this Statement of Investment Policy, the Investment Manager has full investment discretion over the assets under its control with respect to asset mix, security selection, so long as they adhere to Section IV above, and timing of transactions.
- Supply statements of activity to the University at least quarterly, including a detailed description of time-weighted rates of return, asset allocation, and portfolio strategy and characteristics.
- Provide, at least annually, audited financial statements of any pooled or collective trust fund in which fund assets are invested.
- Exercise any and all voting rights that relate to their role under this Statement of Investment Policy, with the intent of fulfilling the investment policies and objectives of the fund.

- Inform the University of any significant matters affecting the Investment Manager and its ability to manage the fund's assets; such matters may include, but not be limited to, substantive changes in investment strategy, portfolio structure, and market value of the assets, as well as significant changes in ownership, organizational structure, financial conditions, or senior personnel staffing.
- Meet periodically with the University and the Board to review the portfolio and investment results within the context of this Statement of Investment Policy.
- Provide advice, assistance, reports, research and other such services as the University and the Board may reasonably expect from the Manager.

#### VIII. REVIEW OF INVESTMENT POLICY STATEMENT

The Board will periodically review the investment policy statement in detail.

President Boren recommended the Board of Regents approve The University of Oklahoma *Intermediate Term Cash Management Policy* presented above, to be included in 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.

#### **FISCAL YEAR 2002-03 EXTERNAL AUDITS - NC & HSC**

At the October 2003 meeting of the Board of Regents' Finance and Audit Committee, Cole & Reed, LLP presented for the fiscal year ended June 30, 2003, the Independent Auditors' Report, Annual Financial Statements, and the Report on Compliance and Internal Control over Financial Reporting based on audits of the Norman and Health Sciences Center Campuses financial statements. The audits were conducted in accordance with *Government Auditing Standards*, issued by the Comptroller General of the United States.

At the same meeting, Cole & Reed presented for the fiscal year ended June 30, 2003, the Independent Auditors' Report on the Schedule of Expenditures of Federal Awards and the Independent Auditors' Report on Compliance and Internal Control over Compliance Applicable to Each Major Federal Award Program of the Norman and Health Sciences Center Campuses. These audits were conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

Copies of each audit were provided to the Board of Regents.

President Boren recommended the Board of Regents:

- I. Accept the fiscal year 2002-03 External Audit and Annual Financial Reports for the Norman and Health Sciences Center Campuses; and
- II. Accept the fiscal year 2002-03 Compliance Audits of Federally Funded Assistance Agreements for the Norman and Health Sciences Center Campuses.

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.

## **ACQUISITION OF PROPERTIES - NC**

The University's administration recommends it be authorized to pursue acquisition of the properties listed, located adjacent to the northeast corner of Norman's main campus (a map is attached hereto as Exhibit F). The proximity of the properties makes them a strategic and desirable acquisition for the University.

The University will acquire the properties from The University of Oklahoma Foundation (verbal agreements have been made between the Foundation and the respective owners) and manage them as residential rental properties for the foreseeable future.

Funding for the purchase has been identified, is available and is set aside within the University's Real Estate operations account.

President Boren recommended the Board of Regents authorize the University's administration to acquire properties located at 113 and 115 South Jenkins and 115 East Brooks Street in the Trout Addition of Norman, for the appraised value of \$324,000.

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.

## **ONE-TIME SALARY SUPPLEMENT**

A one-time salary supplement program is proposed in order to recognize the vital contributions of the University's faculty and staff. With no revenue increases in the past year and no anticipated increases in the future, supplements for faculty and staff will temporarily address the University's highest funding priority.

The supplement would be adjusted by the percentage of an employee's full-time employment on November 1, 2003. For example, a 0.5 FTE employee would receive a payment of 0.5 of \$500, or \$250. Moreover, Presidents, Provosts, Vice Presidents, Executive Officers, the University Athletic Director, coaches under contracts, employees paid from a grant, contract or clinical income who have received a salary increase or additional compensation within the past two fiscal years, as well as those hired after October 1, 2002 would not be eligible for the supplement. Payments will be subject to withholding for applicable federal and state income taxes, Social Security and Medicare taxes. The amount of net pay will vary for individual employees based on amounts withheld, but most full-time employees will receive net pay of around \$300.

Funding for this initiative will come from one-time monies received from the Oklahoma State Regents for Higher Education, due to higher than anticipated tax revenues. At their September 12, 2003 meeting, the State Regents approved a one-time allocation for the higher education system in the amount of \$8,697,683. Of this amount, the OU Main Campus received \$1,125,700, the Law Center received \$41,799 and the Health Sciences Center received \$855,369. The one-time salary supplement will cost approximately \$2 million and will comprise faculty and staff at the Norman, Health Sciences Center and Tulsa Campuses.

President Boren recommended the Board of Regents authorize a one-time salary supplement for full-time faculty and staff whose employment began prior to October 1, 2002. The supplement would be distributed in early December and would be based upon the percentage of the employee's full-time employment on November 1, 2003. OU Presidents, Provosts, Vice Presidents, Executive Officers, the University Athletic Director, coaches under contracts, and employees paid from a grant, contract or clinical income who have received a salary increase or additional compensation within the past two fiscal years would not be eligible for the supplement. All self-supporting units would be required to assume the costs of the supplement and related fringe benefits.

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.

## **ACADEMIC PERSONNEL ACTIONS - NC & HSC**

### Health Sciences Center:

#### LEAVE OF ABSENCE:

Rogers, David L., Assistant Professor of Family and Preventive Medicine, annualized rate of \$72,828 for 12 months (\$6,069.00 per month), medical leave of absence with pay, May 15, 2003 through August 29, 2003. Return from medical leave of absence with pay, August 25, 2003.

#### NEW APPOINTMENTS:

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

Arnold, Sandra H., Ph.D., Clinical Assistant Professor of Rehabilitation Sciences and Adjunct Assistant Professor of Allied Health Sciences, annualized rate of \$53,301 for 12 months (\$4,441.75 per month), 0.88 time, October 1, 2003 through June 30, 2004.

Bowlware, Karen, M.D., Clinical Instructor in Pediatrics, annualized rate of \$65,000 for 12 months (\$5,416.67 per month), August 1, 2003 through June 30, 2004.

Carnes, Bruce Alfred, Ph.D., Associate Professor of Geriatrics, annualized rate of \$120,000 for 12 months (\$10,000.00 per month), August 31, 2003 through June 30, 2004. University base \$65,000, department salary \$55,000. New tenure track appointment.

Chotikavanic, Walee, Assistant Professor of Health Sciences Library and Information Management and Head, Access Services, Robert M. Bird Health Sciences Library, annualized rate of \$48,000 for 12 months (\$4,000.00 per month), September 25, 2003 through June 30, 2004. New consecutive term appointment.

Maqbool, Feroz, M.D., Assistant Professor of Radiological Sciences, annualized rate of \$101,331 for 12 months (\$8,444.25 per month), August 19, 2003 through June 30, 2004. University base \$38,000, departmental salary \$63,331. New tenure track appointment.

Mattachione, Steven E., J.D., Visiting Associate Professor of Health Administration and Policy, annualized rate of 25,000 for 12 months (\$2,500.00 per month), 0.33 time, September 1, 2003 through June 30, 2004.

Park, Eunmi, Ed.D., Assistant Professor of Research, Department of Family and Preventive Medicine, and Program Director for Educational Research and Assessment, Office of Educational Development and Support, College of Medicine, annualized rate of \$60,000 for 12 months (\$5,000.00 per month), August 25, 2003 through June 30, 2004.

Plafker, Kendra S., Instructor of Research, Department of Cell Biology, annualized rate of \$45,000 for 12 months (\$3,750.00 per month), October 1, 2003 through June 30, 2004. Approval of Nepotism Waiver Management Plan.

Plafker, Scott M., Ph.D., Assistant Professor of Cell Biology, annualized rate of \$70,000 for 12 months (\$5,833.33 per month), October 1, 2003 through June 30, 2004. University base \$50,000, departmental salary \$20,000. New tenure track appointment. Approval of Nepotism Waiver Management Plan.

Reantaso, Antonio, M.D., Assistant Professor of Psychiatry, Tulsa, and Director, Psychiatry PACT Program, Tulsa, annualized rate of \$95,000 for 12 months (\$7,916.67 per month), January 1, 2004 through June 30, 2004. New consecutive term appointment.

Sawan, Kamal T., M.D., Assistant Professor of Surgery, annualized rate of \$70,000 for 12 months (\$5,833.33 per month), August 20, 2003 through June 30, 2004. New tenure track appointment.

Sezginsoy, Banu, 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), September 1, 2003 through June 30, 2004. University base \$65,000, endowed chair \$55,000. New consecutive term appointment.

Staats, David Owen, M.D., Associate Professor of Geriatrics and The Donald W. Reynolds Endowed Chair in Geriatric Medicine, annualized rate of \$150,000 for 12 months (\$12,500.00 per month), October 15, 2003 through June 30, 2004. University base \$65,000, endowed chair \$85,000. New consecutive term appointment.

Wong, Carson, M.D., Assistant Professor of Urology and Director, Endourologic, Laparoscopic and Minimally Invasive Surgery, annualized rate of \$100,000 for 12 months (\$8,333.34 per month), October 13, 2003 through June 30, 2004. University base \$65,000, departmental salary \$35,000. New tenure track appointment.

Vierthaler, Stephen L., Assistant Professor of Family Medicine, Tulsa, annualized rate of \$90,000 for 12 months (\$7,500.00 per month), September 18, 2003 through June 30, 2004. New consecutive term appointment.

#### CHANGES:

Beebe, Laura Ann, Assistant Professor of Biostatistics and Epidemiology and Assistant Professor of Research, Center for American Indian Health Research, salary changed from annualized rate of \$58,000 for 12 months (\$4,833.33 per month) to annualized rate of \$61,000 for 12 months (\$5,083.33 per month), August 1, 2003 through June 30, 2004. Includes an administrative supplement of \$3,000.

Bogie, Amanda, Clinical Assistant Professor of Pediatrics, salary changed from annualized rate of \$48,750 for 12 months (\$4,062.50 per month), 0.65 time, to annualized rate of \$58,500 for 12 months (\$4,875.00 per month), 0.78 time, July 1, 2003 through June 30, 2004. Change in FTE.

Boyce, Kari, Associate Professor of Radiological Sciences, Associate Dean, College of Allied Health, given additional title Assistant Vice Provost for Academic Affairs--Instruction, salary changed from \$66,088 for 12 months (\$5,507.32 per month) to \$81,087 (\$6,757.32 per month), October 1, 2003 through June 30, 2004. Includes \$25,000 administrative supplement for serving as Assistant Vice Provost.

Brand, Michael W., Assistant Professor of Research, Department of Health Promotion Sciences, salary changed from annualized rate of \$52,000 for 12 months (\$4,333.33 per month) to annualized rate of \$83,500 for 12 months (\$6,958.33 per month), October 1, 2003 through June 30, 2004. Increase in grant support.

Clement, David J., Assistant Professor of Endodontics, salary changed from annualized rate of \$75,000 for 12 months (\$6,250.00 per month) to annualized rate of \$77,500 for 12 months (\$6,458.34 per month), July 1, 2003 through June 30, 2004. Received board certification.

Clifton, Shari C., Associate Professor of Health Sciences Library and Information Management, Adjunct Associate Professor of Allied Health Sciences and Head, Reference and Instructional Services, Robert M. Bird Health Sciences Library, salary changed from annualized rate of \$45,487 for 12 months (\$3,790.56 per month) to annualized rate of \$48,487 for 12 months (\$4,040.56 per month), October 1, 2003 through June 30, 2004. Equity adjustment.

Fleckenstein, James, L., Professor of Research, Department of Internal Medicine, Tulsa, and Professor of Research, Department of Psychiatry, Tulsa, salary changed from without remuneration to annualized rate of \$31,690 for 12 months (\$2,640.82 per month), 0.25 time, September 1, 2003 through June 30, 2004.

Gorbsky, Gary, title changed from Professor to Adjunct Professor of Cell Biology, salary changed from annualized rate of \$124,874 for 12 months (\$10,406.17 per month) to without remuneration, September 1, 2003 through June 30, 2004.

Halloran, Mary Ann, title changed from Clinical Assistant Professor to Assistant Professor of Pharmacy Clinical and Administrative Sciences, August 1, 2003. New consecutive term appointment.

Hays, Charles W., Visiting Associate Professor of Biostatistics and Epidemiology, salary changed from annualized rate of \$14,400 for 12 months (\$1,200.00 per month), 0.30 time, to annualized rate of \$25,000 for 12 months (\$2,825.00 per month), 0.40 time, September 1, 2003 through December 31, 2003. Additional responsibilities for fall semester.

Hughes, Lou Ann, Clinical Assistant Professor of Pharmacy Clinical and Administrative Sciences, salary changed from annualized rate of \$49,664 for 12 months (\$4,138.67 per month), 0.75 time, to annualized rate of \$66,218 for 12 months (\$5,518.22 per month), full time, August 11, 2003 through June 30, 2004. Change in FTE.

Hurst, Robert E., Professor of Urology and Adjunct Professor of Biochemistry and Molecular Biology, title Adjunct Professor of Physiology deleted, September 1, 2003.

Johnson, Karin Ann, title changed from Clinical Instructor to Assistant Professor of Geriatrics, given additional title The Donald W. Reynolds Endowed Chair in Geriatric Medicine, annualized rate of \$123,000 for 12 months (\$10,250.00 per month) July 15, 2003 through June 30, 2004. University base \$65,000, endowed chair supplement \$58,000. New consecutive term appointment.

Masood, Farah, Assistant Professor of Oral Diagnosis and Radiology, title corrected from Director of Radiology to Director of Oral Radiology, salary changed from annualized rate of \$66,950 for 12 months (\$5,579.17 per month) to annualized rate of \$69,450 for 12 months (\$5,787.50 per month), July 1, 2003 through June 30, 2004. Correction to FY 03-04 budget. Received board certification.

Merrill, Joan T., title changed from OMRF Associate Professor to OMRF Professor of Medicine, August 1, 2003.

Mohr, John A., titles changed from Professor of Medicine to Clinical Professor of Medicine, and Professor of Geriatrics to Clinical Professor of Geriatrics, retains title Adjunct Associate Professor of Microbiology and Immunology, salary changed from annualized rate of \$90,582 for 12 months (\$7,548.50 per month) to annualized rate of \$45,511 for 12 months (\$3,792.58 per month), 0.50 time, September 3, 2003 through June 30, 2004.

Mouradian, Laurie, titles changed from Clinical Associate Professor of Pediatrics to Clinical Associate Professor of Research, Department of Pediatrics, and Associate Professor of Research, Department of Rehabilitation Sciences, to Adjunct Professor of Research, Department of Rehabilitation Sciences; title Adjunct Associate Professor of Allied Health Sciences deleted, July 1, 2003. Changing primary appointment.

Oman, Roy F., Associate Professor of Health Promotion Sciences, salary changed from annualized rate of \$61,858 for 12 months (\$5,154.83 per month) to annualized rate of \$73,858 for 12 months (\$6,488.17 per month), October 1, 2003 through June 30, 2004. Change due to College of Public Health Faculty Compensation Plan.

Perryman, Jr., Philip W., title changed from Clinical Professor to Assistant Professor of Internal Medicine, Tulsa; salary changed from without remuneration to annualized rate of \$65,000 for 12 months (\$5,416.67 per month), September 30, 2003 through June 30, 2004. New consecutive term appointment.

Raley, D. Brian, Clinical Assistant Professor of Pediatrics, Tulsa, salary changed from annualized rate of \$36,000 for 12 months (\$3,000.00 per month), 0.30 time, to without remuneration, August 31, 2003 through June 30, 2004.

Rougas, Stacie, Clinical Instructor in Pediatrics, given additional title Assistant Residency Director, College of Medicine, July 1, 2003.

Sacra, John C., Clinical Associate Professor of Internal Medicine, Tulsa, salary changed from without remuneration to annualized rate of \$40,000 for 12 months (\$3,333.33 per month), 0.20 time, September 1, 2003 through June 30, 2004.

Settle, Susan L. Associate Professor and Chair of Oral Diagnosis and Radiology, salary changed from annualized rate of \$68,458 for 12 months (\$5,704.83 per month) to annualized rate of \$70,000 for 12 months (\$5,833.33 per month), July 1, 2003 through June 30, 2004. Correction to FY 03-04 budget. Equity adjustment.

Stratton, Russell J., Professor Emeritus of Removable Prosthodontics and Dean Emeritus, College of Dentistry, salary changed from annualized rate of \$15,000 for 12 months (\$1,250.00 per month), 0.20 time, to without remuneration, September 1, 2003 through June 30, 2004.

Van Grevenhof, Jani Ann, Assistant Professor of Nutritional Sciences, salary changed from annualized rate of \$34,000 for 9 months (\$3,777.78 per month) to annualized rate of \$45,333 for 12 months (\$3,777.78 per month), October 1, 2003 through June 30, 2004. Changing from 9 to 12 month appointment.

Wine, Joann, Clinical Associate Professor of Pediatrics, salary changed from annualized rate of \$52,308 for 12 months (\$4,259.00 per month), 0.60 time, to annualized rate of \$69,744 for 12 months (\$5,812.00 per month), 0.80 time, July 1, 2003 through June 30, 2004. Change in FTE.

Woodruff, Conchita L., Clinical Assistant Professor of Obstetrics and Gynecology, Tulsa, salary changed from annualized rate of \$24,000 for 12 months (\$2,000.00 per month), 0.10 time, to without remuneration, September 1, 2003 through June 30, 2004.

## RESIGNATIONS AND/OR TERMINATIONS:

Havrda, Dawn M., Associate Professor of Pharmacy Clinical and Administrative Sciences, September 5, 2003.

Huszti, Heather, Clinical Associate Professor of Pediatrics, September 30, 2003.

Liedtke, Michelle D., Clinical Assistant Professor of Pharmacy Clinical and Administrative Sciences, October 13, 2003 (with accrued vacation through October 23, 2003).

Pai, M. Narayana, Clinical Assistant Professor of Psychiatry and Behavioral Sciences and Clinical Assistant Professor of Geriatrics, July 25, 2003.

Parsons, William Charles, Clinical Associate Professor of Family Medicine, Tulsa, August 29, 2003 (with accrued vacation through September 12, 2003).

Seydel, Johannes, Assistant Professor of Biostatistics and Epidemiology, October 1, 2003.

## RETIREMENT:

Curtis, Keith W., Associate Professor of Health Administration and Policy, June 1, 2003; named Professor Emeritus of Health Administration and Policy. Approval of Emeritus title only. Retirement previously approved May 30, 2003.

Norman Campus:

## LEAVES OF ABSENCE:

Cook, Paul F., Professor of Chemistry and Biochemistry and Grayce B. Kerr Centennial Chair in Biochemistry, sabbatical leave of absence with half pay, January 1, 2004 to December 31, 2004, changed to sabbatical leave of absence with full pay January 1, 2004 through May 15, 2004.

Rodriguez, Clemencia, Associate Professor of Communication, leave of absence without pay, January 1, 2004 through December 31, 2004. Position in the Department of Communication at the Universidad del Norte in Barraquilla, Columbia.

McCullough, Darryl, Professor of Mathematics, sabbatical leave of absence with full pay, January 1, 2004 through May 15, 2004. Will initiate new collaborative research projects at the University of Recife with Professor Wanderley. Will also visit the University of Michigan to continue collaborations with Professor Canary. Faculty appointment: 9-01-78. Previous leaves taken: Sabbatical leave of absence with full pay 8-16-84 to 1-01-85. Sabbatical leave of absence with full pay 8-16-96 to 1-01-97. Teaching load covered by adjunct lecturers or visiting faculty.

## NEW APPOINTMENT:

Moore-Furieux, Sandra K., Graduate Research Assistant, Department of Physics and Astronomy, annualized rate of \$17,400 for 12 months (\$1,450.00 per month), 0.50 time, August 1, 2003 through May 31, 2004. Approval of Nepotism Waiver Management Plan. Average Graduate Research Assistant stipend in Physics and Astronomy is \$17,767 for 12 months (\$1,480.58 per month), 0.50 time.

## REAPPOINTMENTS:

Carter, Kevin R., reappointed to a five-year renewable term as Clinical Assistant Professor of Social Work, salary remains at annualized rate of \$46,352 for 12 months (\$3,862.67 per month), July 1, 2004 through June 30, 2009.



Friday, Elbert W., reappointed to a one-year renewable term as Professor of Meteorology; Director of the Sasaki Applied Meteorology Research Institute (SAMRI), and WeatherNews Chair in Applied Meteorology, salary remains at annualized rate of \$55,000 for 12 months (\$4,583.33 per month), 0.49 time, November 1, 2003 through October 31, 2004.

Lee, Eric M., Assistant Professor of Art, reappointed to a five-year renewable term as Director, Fred Jones, Jr. Museum of Art and Chief Curator, July 1, 2004 through June 30, 2009. Salary changed from annualized rate of \$75,000 for 12 months (\$6,250.00 per month) to annualized rate of \$80,000 for 12 months (\$6,666.67 per month), effective October 1, 2003.

Mitra, Aparna, reappointed to a three-year renewable term as Assistant Professor of Economics, salary remains at annualized rate of \$41,500 for 9 months (\$4,611.11 per month), August 16, 2003 through May 15, 2006.

Westmoreland, William L., reappointed to a five-year renewable term as Clinical Assistant Professor of Social Work at The University of Oklahoma-Tulsa, salary remains at annualized rate of \$21,853 for 12 months (\$1,821.09 per month), 0.50 time, July 1, 2003 through June 30, 2008. Joint appointment between School of Social Work, OU-Tulsa, 0.50 time and as Interim Executive Director for Student Affairs at Tulsa 0.50 time. Paid \$10,000 administrative stipend while serving as Interim Executive Director for Student Affairs at OU-Tulsa.

#### CHANGES:

Abousleiman, Younane, Professor of Civil Engineering and Environmental Science; Professor of Petroleum and Geological Engineering; Professor of Sarkeys Energy Center; Larry W. Brummet ONEOK Chair; and Director, Poromechanics Institute and Consortium, award of tenure recommended, October 17, 2003.

Ballard, Jimmy D., Associate Professor of Botany and Microbiology, given additional title Director of the BOMI Zebrafish Facility, salary changed from annualized rate of \$48,753 for 9 months (\$5,417.00 per month) to annualized rate of \$54,150 for 9 months (\$6,016.66 per month), effective November 1, 2003. \$5,397 increase for serving as Director of BOMI Zebrafish Facility.

Beard, Fred K., Professor of Journalism and Mass Communication, additional stipend of \$974.31 for temporarily serving as Director of Research and Creative Activity, August 16, 2003 through December 31, 2003.

Brotzge, Jerald A., Research Scientist, Center for the Analysis and Prediction of Storms, given additional title Director of NETRAD Operations, salary changed from annualized rate of \$55,000 for 12 months (\$4,583.33 per month) to annualized rate of \$67,000 for 12 months (\$5,583.33 per month), effective October 1, 2003. Paid from grant funds; subject to availability of funds.

Burns, Thomas J., Associate Professor of Sociology, additional stipend of \$4,200 for increased teaching duties in the Department of Sociology, September 1, 2003 through December 31, 2003.

Byers, Lisa G., title changed from Assistant Professor to Acting Assistant Professor of Social Work at Tulsa, salary changed from annualized rate of \$50,000 for 9 months (\$5,555.55 per month) to annualized rate of \$48,000 for 9 months (\$5,333.33 per month), effective August 16, 2003. Did not complete Ph.D.

Civan, Faruk, Professor of Petroleum and Geological Engineering and Associate Director, Reservoir Engineering Center, given additional title ALUMNI Professor of Petroleum and Geological Engineering, salary changed from annualized rate of \$88,241 for 9 months (\$9,804.56 per month) to annualized rate of \$93,241 for 9 months (\$10,360.12 per month), effective August 16, 2003. Paid additional \$5,000 while serving as ALUMNI Professor.

Craig, David A., Associate Professor of Journalism and Mass Communication, additional stipend of \$1,462.80 for temporarily serving as Director of Graduate Programs, August 16, 2003 through May 15, 2004.

Davis, James M., Professor of Journalism and Mass Communication, additional stipend of \$1,872.24 for temporarily serving as Director of Curriculum and Instruction, August 16, 2003 through May 15, 2004.

Franzese, Robert J., Lecturer of Sociology, additional stipend of \$3,300 for increased teaching duties in the Department of Sociology, September 1, 2003 through December 31, 2003.

Hobbs, Catherine L., Professor of English and Women's Studies, additional stipend of \$8,000 for temporarily serving as Director, First Year Composition English in the Department of English, August 16, 2003 through May 15, 2004.

Hobson, Kenneth R., title changed from Scientist/Researcher II, Zoology, to Lecturer of Zoology, salary changed from annualized rate of \$24,600 for 12 months (\$2,050.00 per month) to annualized rate of \$28,000 for 9 months (\$3,111.11 per month), August 16, 2003 through May 15, 2008. Five-year renewable term appointment.

Huffman, Alan R., Professor of Geology and Geophysics and Lissa and Cy Wagner Professor of Geology and Geophysics, salary changed from annualized rate of \$18,000 for 9 months (\$2,000.00 per month), 0.25 time, to \$1,000 for 9 months (\$111.11 per month), 0.25 time, August 16, 2003 through May 15, 2005. Two-year renewable term appointment. Salary correction to September 2003 agenda.

Jacobs, Jaclyn L., Lecturer of English, annualized rate of \$34,000 for 9 months (\$3,777.78 per month), effective August 16, 2003. Title correction to September 2003 agenda.

Kogan, Zena, Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$33,471 for 12 months (\$2,789.24 per month), 0.50 time, to annualized rate of \$66,942 for 9 months (\$5,578.48 per month), 1.00 time, effective September 15, 2003. Paid from grant funds; subject to availability of funds.

Kwan, Jonathan T., Visiting Professor of Petroleum and Geological Engineering, given additional title Curtis W. Mewbourne Visiting Chair in Petroleum Engineering, August 16, 2003 through May 15, 2004. Title correction September 2003 agenda.

Maute, Judith L., Professor of Law, salary changed from annualized rate of \$95,284 for 9 months (\$10,587.11 per month) to annualized rate of \$104,284 for 9 months (\$11,587.11 per month), effective August 16, 2003. 9.4% salary adjustment.

Miller, David P., Professor of Aerospace and Mechanical Engineering, title Lester Wilkonson Professor in Engineering changed to Lester Wilkonson Chair in Engineering, salary remains at annualized rate of \$101,617 for 9 months (\$11,290.78 per month), effective August 16, 2003. Lester Wilkonson Professorship in Engineering endowment upgraded to Lester Wilkonson Chair.

Moore, Paul R., Artist-in-Residence, annualized rate of \$70,000 for 12 months (\$5,833.33 per month), effective October 1, 2003. Extension of five-year renewable term appointment through June 30, 2009. Salary effective date correction to September 2003 agenda.

Pellebon, Dwain A., Associate Professor of Social Work and Adjunct Associate Professor of Human Relations, additional stipend of \$4,000 for supplementary teaching duties in the Department of Human Relations, August 16, 2003 through December 31, 2003.

Rhodes, Gary D., title changed from Instructor to Assistant Professor of Film and Video Studies, salary remains at annualized rate of \$40,000 for 9 months (\$4,444.44 per month), August 16, 2003 through May 15, 2005. Continue three-year renewable term appointment.

Stephenson, Kenneth D., Associate Professor of Music, given additional title Kenneth and Bernadine Russell Professor in Music Theory, salary changed from annualized rate of \$50,000 for 9 months (\$5,555.55 per month), to annualized rate of \$55,000 for 9 months (\$6,111.11 per month), effective January 1, 2004. Paid additional \$5,000 while serving as Russell Professor.

Sullivan, Regina M., Professor of Zoology and Women's Studies, given additional title Co-Director of the Neurobehavioral Institute, salary changed from annualized rate of \$55,729 for 9 months (\$6,192.11 per month) to annualized rate of \$74,305 for 9 months (\$8,256.15 per month), effective August 16, 2003. Increase paid from grant funds.

Treat, James A., Associate Professor of Honors and Reach for Excellence Professor, salary changed from annualized rate of \$51,920 for 9 months (\$5,768.89 per month) to annualized rate of \$55,920 for 9 months (\$6,213.33 per month), effective October 1, 2003. Counteroffer.

Wilson, Donald A., Professor and Assistant Chair of Zoology, given additional title Co-Director of the Neurobehavioral Institute, salary changed from annualized rate of \$54,247 for 9 months (\$6,027.45 per month) to annualized rate of \$72,328 for 9 months (\$8,036.50 per month), effective August 16, 2003. Increase paid from grant funds.

#### RESIGNATION AND/OR TERMINATION:

Levit, Jason J., Research Associate, Cooperative Institute for Mesoscale Meteorological Studies, October 20, 2003.

#### RETIREMENTS:

Evans, Rodney E., Professor of Marketing and Supply Chain Management and Ruby K. Powell Professor of Marketing, effective January 10, 2004. Named Dean Emeritus and Professor Emeritus.

Wieder, Donald L., Associate Professor of Communication; Associate Professor of Sociology and Adjunct Associate Professor of Philosophy, effective January 1, 2004. Named Professor Emeritus.

#### FACULTY COMPRESSION

Name	Months	Proposed Salary	Proposed Increase	Percent Increase
<u>University Libraries</u>				
Booker, Susan E. Assistant Professor	12	\$38,925	\$1,854	5.0
Hahn, Susan E. Associate Professor	12	\$41,612	\$1,212	3.0
Huang, Jie Assistant Professor	12	\$38,850	\$1,850	5.0

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McCain, Cheryl L. Assistant Professor	12	\$38,850	\$1,850	5.0
Murphy, Molly Assistant Professor	12	\$39,135	\$1,864	5.0
Ortega, Lina L. Assistant Professor	12	\$38,850	\$1,850	5.0
Robbins, Sarah E. Assistant Professor	12	\$38,850	\$1,850	5.0
Russell, Susan E. Assistant Professor	12	\$38,850	\$1,850	5.0
Scrivener, Laurie L. Associate Professor	12	\$42,230	\$1,230	3.0
Shorten, Jay Assistant Professor	12	\$38,850	\$1,850	5.0
Southwell, Kristina L. Assistant Professor	12	\$40,551	\$1,931	5.0
Wilhite, Jeffrey M. Associate Professor	12	\$41,676	\$1,214.	3.0
Wyatt, Anna M. Assistant Professor	12	\$38,850	\$1,850	5.0

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:

Moore, Joann I., David Ross Boyd Professor Emeritus of Cell Biology, September 25, 2003.

## **ADMINISTRATIVE AND PROFESSIONAL PERSONNEL ACTIONS**

### Health Sciences Center:

#### CHANGES:

Botchkareva, Elena, Research Associate, Department of Biochemistry & Molecular Biology, annualized rate of \$36,000 for 12 months (\$3,000.00 per month), October 1, 2003, through June 30, 2004. Approval of Nepotism Waiver Management Plan.

Bullen, Elizabeth C., Research Assistant III, Department of Cell Biology, annualized rate of \$51,228 for 12 months (\$4,268.97 per month), October 1, 2003, through June 30, 2004. Approval of Nepotism Waiver Management Plan.

Elberg, Dorit, Postdoctoral Research Fellow, Department of Pediatrics, annualized rate of \$36,684 for 12 months (\$3,057.00 per month), October 1, 2003, through June 30, 2004. Approval of Nepotism Waiver Management Plan.

Ferguson, Michael L., title changed from Assistant to the Vice President for Operations and Analysis, Department of Administrative Affairs, to Interim Director of Finance, Department of OU Physicians, salary changed from annualized rate of \$60,900 for 12 months (\$5,075.00 per month) to annualized rate of \$80,000 for 12 months (\$6,666.66 per month), September 1, 2003. Administrative Staff.

Haaksma, Carol J., Research Assistant III, Department of Cell Biology, annualized rate of \$26,595 for 12 months (\$2,216.24 per month), October 1, 2003, through June 30, 2004. Approval of Nepotism Waiver Management Plan.

Knight, John, Research Associate, Department of Biochemistry and Molecular Biology, annualized rate of \$36,250 for 12 months (\$3,020.83 per month), October 1, 2003, through June 30, 2004. Approval of Nepotism Waiver Management Plan.

Tivis, Rickey Dale, Research Biostatistician, Department of Psychiatry and Behavioral Sciences, annualized rate of \$44,069 for 12 months (\$3,672.41 per month), October 1, 2003, through June 30, 2004. Approval of Nepotism Waiver Management Plan.

Sorg, Heidi, Clinic Nurse Manager, Department of OU Physicians Faculty Clinics, salary changed from annualized rate of \$57,925 for 12 months (\$4,827.10 per month) to annualized rate of \$62,400 for 12 months (\$5,200.00 per month), September 1, 2003. Professional Staff. Market Increase.

Walker, Kathy C., title changed from Administrative Assistant to the Vice President for Administrative Affairs to Director of Administrative Support Services, Department of Administrative Affairs, salary changed from annualized rate of \$58,957 for 12 months (\$4,913.10 per month) to \$62,457 for 12 months (\$5,204.77 per month), September 1, 2003. Administrative Staff. Promotion.

Zhang, Zhi, Research Assistant II, Department of Biochemistry and Molecular Biology, salary changed from annualized rate of \$32,546 for 12 months (\$2,712.15 per month), October 1, 2003, through June 30, 2004. Approval of Nepotism Waiver Management Plan.

#### RESIGNATION AND/OR TERMINATION:

Shelton-Hong, Jennifer, Nurse Practitioner, Department of Pediatrics, August 19, 2003. Professional Staff. Personal Reasons.

#### Norman Campus:

#### NEW APPOINTMENTS:

Barnes, Neal W., Pharmacist [Health Care Professional III], Goddard Health Center, annualized rate of \$70,000 for 12 months (5,833.33 per month), October 10, 2003. Professional Staff.

Long, David A., Ph.D., Director, Expository Writing Program and Adjunct Associate Professor of Honors (Administrator II), Provost Direct, annualized rate of \$60,000 for 12 months (\$5,000.00 per month), November 1, 2003 through June 30, 2009. Administrative Staff. Five-year renewable term staff position through 6/30/09.

Wiese, Edward J., Director, Southwest Prevention Center (Program Administrator III), College of Continuing Education, annualized rate of \$70,000 for 12 months (\$5,833.34 per month), October 20, 2003. Managerial Staff. Subject to the availability of funds.

#### CHANGES:

Biggerstaff, Diana C., title changed from Manager of Compensation to Assistant Director, Employment and Compensation (remains Administrator III), Office of Human Resources, salary changed from annualized rate of \$60,000 for 12 months (\$5,000.00 per month) to annualized rate of \$65,004 for 12 months (\$5,417.00 per month), October 1, 2003. Administrative Staff. Assumption of additional responsibilities associated with reorganization of the Office of Human Resources.

Bluitt, Anthony V., Director of Project Threshold (Administrator III), salary changed from annualized rate of \$111,576 for 12 months (\$9,298.00 per month) to annualized rate of \$115,488 for 12 months (\$9,624.00 per month), September 1, 2003. Administrative Staff. Paid from grant funds.

Burgess, Donald W., title changed from Visiting Research Scientist to Special Project Associate, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$65,593 for 12 months, 0.50 time, to annualized rate of \$131,186 for 12 months, 1.00 time, October 1, 2003. Professional Staff. Changing from Academic to Administrative Staff. Paid from grant funds; subject to availability of funds.

Carter, Donald, Assistant Director (Administrator III), Engineering, Physical Plant Administration, salary changed from annualized rate of \$68,144 for 12 months (\$5,678.67 per month) to annualized rate of \$75,000 for 12 months (\$6,250.00 per month), November 1, 2003. Administrative Staff. Compression increase.

DeWitt, Donald, Curator of Western History Collections (Librarian III), University Libraries, salary changed from annualized rate of \$77,351 for 12 months (\$6,445.92 per month) to annualized rate of \$80,018 for 12 months (\$6,668.14 per month), October 1, 2003. Professional Staff. 3% salary increase for additional responsibilities.

Jensen, Lester D., Pharmacy Manager (Health Care Professional IV), Goddard Health Center, salary changed from annualized rate of \$64,074 for 12 months (\$5,339.50 per month) to annualized rate of \$72,000 for 12 months (\$6,000.00 per month), October 1, 2003. Compression increase.

Moorman, Michael K., Director, Architectural and Engineering Services and University Architect (Administrator III), salary changed from annualized rate of \$85,868 for 12 months (\$7,155.66 per month) to annualized rate of \$95,868 for 12 months (\$7,989.00 per month), November 1, 2003. Administrative Officer. Equity increase.

Palk, Laura M., Staff Attorney, Office of Legal Counsel, salary changed from annualized rate of \$63,438 for 12 months (\$5,283.46 per month), .875 time to annualized rate of \$75,000 for 12 months (\$6,250.00 per month), .875 time, November 1, 2003. Administrative Staff. Retention.

Rice, Craig E., M.D., title changed from Staff Physician to Chief of Staff (remains Health Care Professional III), Goddard Health Center, salary changed from annualized rate of \$104,265 for 12 months (\$8,688.75 per month) to annualized rate of \$114,265 for 12 months (\$9,522.08 per month), effective October 1, 2003. Special pay in the amount of \$5,000 as compensation for additional responsibilities while Chief of Staff was on leave of absence. Professional Staff.

Tippie, Martin A., title changed from Chief of Staff to Chief of Staff Emeritus (Health Care Professional IV), Goddard Health Center, salary remains annualized rate of \$115,404 for 12 months (\$9,617.00 per month), October 1, 2003. Professional Staff.

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

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.

## **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.

There being no further business, the meeting adjourned at 2:45 p.m.

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

EXHIBIT A

Schedule 1CU

Cameron University

Statement of Revenues and Expenditures - All Funds

For the Period Ended September 30, 2003 with Comparative Totals for the Period Ended September 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
<b>Revenues:</b>							
Unrestricted	28,425,901	28,425,901	8,258,744	8,565,936	29.7%	29.1%	30.4%
Restricted	9,471,355	9,471,355	3,152,181	3,238,006	36.7%	33.3%	40.2%
Auxiliary Enterprises	3,782,753	3,782,753	1,070,141	1,001,786	30.1%	28.3%	31.9%
Subtotal Revenues	41,680,009	41,680,009	12,481,066	12,805,728	31.2%	29.9%	32.5%
Budgeted Reserve	1,541,683	1,541,683	1,541,683	946,492	100.0%	100.0%	100.0%
Prior Year Carryover	4,860,839	4,860,839	4,860,839	4,320,775	100.0%	100.0%	100.0%
Total Revenues	48,082,531	48,082,531	18,883,588	18,072,995	39.9%	39.3%	40.5%
<b>Expenditures:</b>							
Instruction	18,543,611	18,543,611	2,666,965	2,910,636	15.3%	14.4%	16.2%
Research	558,728	558,728	90,302	147,371	21.9%	16.2%	27.7%
Public Service	1,143,485	1,143,485	266,381	269,100	23.3%	23.3%	23.2%
Academic Support	1,595,114	1,595,114	241,124	203,215	15.3%	15.1%	15.4%
Student Services	3,144,034	3,144,034	656,794	651,542	21.1%	20.9%	21.3%
Institutional Support	3,911,516	3,911,516	631,264	788,288	18.4%	16.1%	20.7%
Operations & Maint of Plant	4,571,135	4,571,135	932,289	836,356	19.3%	20.4%	18.2%
Scholarships & Fellowships	5,971,316	5,971,316	2,579,164	2,510,622	48.3%	43.2%	53.5%
Auxiliary Enterprises	4,069,229	4,069,229	733,395	707,211	19.7%	18.0%	21.4%
Total Expenditures	43,508,168	43,508,168	8,797,678	9,024,341	21.3%	20.2%	22.3%
Current Revenues Over/(Under) Expenditures	4,574,363	4,574,363	10,085,910	9,048,654			



Cameron University Statement of Revenues and Expenditures - Education & General, Part I - Unrestricted Schedule 2CU

For the Period Ended September 30, 2003 with Comparative Totals for the Period Ended September 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
<b>Revenues:</b>							
State Appropriations	17,638,016	17,638,016	4,616,041	4,885,099	26.1%	26.2%	26.0%
Tuition & Fees	9,720,148	9,720,148	3,428,418	3,355,782	39.2%	35.3%	43.2%
Grants, Contracts, & Reimbursements	750,087	750,087	97,609	196,418	20.5%	13.0%	27.9%
Endowment Income	82,000	82,000	0	0	0.0%	0.0%	0.0%
Organized Activity	0	0	900	1,500	0.0%	0.0%	7.5%
Other Sources	235,650	235,650	115,776	127,137	49.7%	49.1%	50.4%
<b>Total Revenues</b>	<b>28,425,901</b>	<b>28,425,901</b>	<b>8,258,744</b>	<b>8,565,936</b>	<b>29.7%</b>	<b>29.1%</b>	<b>30.4%</b>
Budgeted Reserve	1,541,683	1,541,683	1,541,683	946,492	100.0%	100.0%	100.0%
<b>Budgeted Resources</b>	<b>29,967,584</b>	<b>29,967,584</b>	<b>9,800,427</b>	<b>9,512,428</b>	<b>32.7%</b>	<b>32.7%</b>	<b>32.7%</b>
<b>Expenditures by Function:</b>							
Instruction	18,241,247	18,241,247	2,621,550	2,865,033	15.2%	14.4%	16.1%
Research	123,042	123,042	18,974	18,625	15.6%	15.4%	15.7%
Public Service	325,064	325,064	75,303	82,642	24.0%	23.2%	24.8%
Academic Support	1,568,014	1,568,014	236,063	199,721	15.2%	15.1%	15.4%
Student Services	1,834,992	1,834,992	398,642	425,907	22.8%	21.7%	23.9%
Institutional Support	3,304,090	3,304,090	625,019	777,426	21.6%	18.9%	24.3%
Operation & Maint of Plant	4,571,135	4,571,135	932,289	836,356	19.3%	20.4%	18.2%
<b>Total Expenditures</b>	<b>29,967,584</b>	<b>29,967,584</b>	<b>4,907,840</b>	<b>5,205,710</b>	<b>17.1%</b>	<b>16.4%</b>	<b>17.9%</b>
Current Revenues Over/(Under) Expenditures	0	0	4,892,587	4,306,718			
<b>Expenditures by Organizational Area:</b>							
<b>Academic Affairs:</b>							
School of Business	2,300,063	2,300,063	357,552	386,328	16.3%	15.5%	17.1%
School of Education & Behavioral Sciences	2,713,358	2,713,358	364,130	390,362	13.5%	13.4%	13.6%
School of Liberal Arts	4,770,219	4,770,219	664,008	656,455	13.6%	13.9%	13.2%
School of Science & Technology	3,608,430	3,608,430	537,784	582,182	15.1%	14.9%	15.4%
Other Instructional Expense	3,587,928	3,587,928	463,576	576,119	17.1%	12.9%	21.3%
Educational Outreach	643,116	643,116	81,423	113,055	17.4%	12.7%	22.1%
Research	123,042	123,042	18,974	18,625	15.6%	15.4%	15.7%
Broadcast & Media Svcs	325,064	325,064	75,303	82,642	24.0%	23.2%	24.8%
Athletics	618,133	618,133	153,076	160,531	24.6%	24.8%	24.4%
Libraries	1,479,143	1,479,143	213,388	181,987	14.7%	14.4%	15.0%
Ancillary Support	88,871	88,871	22,675	17,734	23.4%	25.5%	21.2%
Admission/Records	856,231	856,231	171,729	151,958	23.0%	20.1%	26.0%
Fiscal Operations	1,033,438	1,033,438	260,667	169,348	25.4%	25.2%	25.6%
Student Affairs	978,761	978,761	226,913	273,950	23.0%	23.2%	22.9%
Executive Management	1,297,115	1,297,115	192,030	348,067	19.5%	14.8%	24.3%
Development	415,775	415,775	90,810	78,376	21.8%	21.8%	21.7%
General University	5,128,897	5,128,897	1,013,802	1,017,991	19.4%	19.8%	19.1%
<b>Total Expenditures/Area</b>	<b>29,967,584</b>	<b>29,967,584</b>	<b>4,907,840</b>	<b>5,205,710</b>	<b>17.1%</b>	<b>16.4%</b>	<b>17.9%</b>

## Statement of Revenues and Expenditures - Education &amp; General, Part II - Restricted

For the Period Ended September 30, 2003 with Comparative Totals for the Period Ended September 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
<b>Revenues:</b>							
Federal Grants & Contracts	7,342,996	7,342,996	2,870,207	2,783,896	39.7%	39.1%	40.3%
State & Local Grants & Contracts	1,123,089	1,123,089	78,885	138,803	9.9%	7.0%	12.8%
Private Grants & Contracts	1,005,270	1,005,270	203,089	315,307	220.3%	20.2%	420.3%
<b>Total Revenues</b>	<b>9,471,355</b>	<b>9,471,355</b>	<b>3,152,181</b>	<b>3,238,006</b>	<b>36.7%</b>	<b>33.3%</b>	<b>40.2%</b>
<b>Expenditures by Function:</b>							
Instruction	302,364	302,364	45,415	45,603	18.4%	15.0%	21.8%
Research	435,686	435,686	71,328	128,746	23.7%	16.4%	31.1%
Public Service	818,421	818,421	191,078	186,458	23.0%	23.3%	22.6%
Academic Support	27,100	27,100	5,061	3,494	16.4%	18.7%	14.2%
Student Support	1,309,042	1,309,042	258,152	225,635	18.7%	19.7%	17.7%
Institutional Support	607,426	607,426	6,245	10,862	1.4%	1.0%	1.8%
Operation & Maint of Plant	0	0	0	0	0.0%	0.0%	0.0%
Scholarships	5,971,316	5,971,316	2,579,164	2,510,622	48.3%	43.2%	53.5%
<b>Total Expenditures by Function</b>	<b>9,471,355</b>	<b>9,471,355</b>	<b>3,156,443</b>	<b>3,111,420</b>	<b>36.0%</b>	<b>33.3%</b>	<b>38.6%</b>
<b>Current Revenues Over/(Under)</b>							
Expenditures	0	0	(4,262)	126,586			
<b>Expenditures by Organizational Area:</b>							
Student Support	449,013	449,013	103,322	87,868	21.8%	23.0%	20.6%
McNair Post-Baccalaureate	385,908	385,908	63,363	45,312	14.4%	16.4%	12.3%
AHEC Grant	218,949	218,949	47,233	50,900	21.6%	21.6%	21.7%
Poverty in Oklahoma	119	119	0	0	100.0%	0.0%	0.0%
SW OK Economic Development	74,963	74,963	19,040	20,364	25.0%	25.4%	0.0%
U S Fish & Wildlife	17,524	17,524	3,096	1,661	14.5%	17.7%	11.3%
Upward Bound	420,050	420,050	118,826	108,553	26.5%	28.3%	24.7%
Talent Search	423,470	423,470	86,297	76,813	19.9%	20.4%	19.4%
Fire Support	221,086	221,086	16,962	40,846	13.9%	7.7%	20.0%
A R I Grant	29,053	29,053	8,793	8,243	24.7%	30.3%	19.2%
National Science Foundation	39,308	39,308	5,749	8,240	24.1%	14.6%	33.6%
Perkins Vo-Tech	77,836	77,836	3,354	0	2.2%	4.3%	0.0%
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	2,800	2,800	3,164	2,635	100.0%	113.0%	62.9%
Ntl Geographic Society	235	235	0	0	100.0%	0.0%	0.0%
US Dept of Agriculture	5,445	5,445	0	23,766	100.0%	0.0%	81.4%
Technology Battle Lab	3,674	3,674	0	0	0.0%	0.0%	0.0%
CASI Research	8,933	8,933	0	27,574	100.0%	0.0%	80.7%
OCAST (Halliburton)	23,672	23,672	15,301	13,862	54.5%	64.6%	44.3%
OCAST (AST/MultiMedia)	63,497	63,497	11,435	108	58.5%	18.0%	99.1%
OCAST (Eagle Systems)	12,279	12,279	3,674	0	100.0%	29.9%	0.0%
OCAST (DRC Systems)	0	0	0	10,017	0.0%	0.0%	56.2%
OCAST (Tec-Masters)	42,620	42,620	7,214	4,175	19.8%	16.9%	22.8%
OCAST (Telos-OK)	16,163	16,163	2,986	0	50.0%	18.5%	0.0%
Ft. Sill WIDD	11,895	11,895	0	0	0.0%	0.0%	0.0%
Oklahoma Humanities	989	989	0	0	100.0%	0.0%	0.0%
Preservation Assistance	402	402	0	0	100.0%	0.0%	0.0%
Ft. Sill VoTech	31,390	31,390	0	0	0.0%	0.0%	0.0%
EPSCOT	450	450	0	150	100.0%	0.0%	18.9%
Small Business	7,840	7,840	0	0	0.0%	0.0%	0.0%
N A S A - OSU EPSCOR	2,746	2,746	0	0	0.0%	0.0%	0.0%
N A S A - Others	1,876	1,876	0	0	100.0%	0.0%	0.0%
Science/Tech Grants	380	380	0	0	100.0%	0.0%	0.0%
OK-LSAMP (Louis Stokes)	2,090	2,090	0	0	0.0%	0.0%	0.0%
Summer Bridge Program	1,910	1,910	0	9,023	100.0%	0.0%	82.5%
N A S A - OU	9,216	9,216	2,250	4,500	45.3%	24.4%	66.2%
America Counts/Reads	130	130	0	1,468	100.0%	0.0%	90.7%
Service Learning	2,137	2,137	0	924	100.0%	0.0%	30.2%
Magne Tech	8,905	8,905	0	0	0.0%	0.0%	0.0%
Federal Workstudy	200,964	200,964	35,026	43,858	20.4%	17.4%	23.3%
General University	669,304	669,304	20,194	7,865	2.2%	3.0%	1.3%
Student Aid	5,971,316	5,971,316	2,579,164	2,512,695	48.4%	43.2%	53.5%
<b>Total Expenditures by Org Area</b>	<b>9,471,355</b>	<b>9,471,355</b>	<b>3,156,443</b>	<b>3,111,420</b>	<b>36.0%</b>	<b>33.3%</b>	<b>38.6%</b>

## Statement of Revenues and Expenditures - Auxiliary Enterprise Summary

For the Period Ended September 30, 2003 with Comparative Totals for the Period Ended September 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
<b>Revenues:</b>							
Student Activities	860,603	860,603	246,182	274,963	33%	29%	38%
Misc Auxiliaries	630,100	630,100	97,949	125,111	18%	16%	20%
Housing System	1,329,900	1,329,900	369,445	353,717	28%	28%	29%
Facility Fee	845,650	845,650	320,835	208,683	42%	38%	46%
Cultural and Scholastic Lecture Fee	116,500	116,500	35,730	39,312	33%	31%	36%
<b>Total Revenues</b>	<b>3,782,753</b>	<b>3,782,753</b>	<b>1,070,141</b>	<b>1,001,786</b>	<b>30%</b>	<b>28%</b>	<b>32%</b>
<b>Expenditures:</b>							
Student Activities	859,330	859,330	183,001	178,249	22%	21%	22%
Misc Auxiliaries	614,884	614,884	132,961	171,194	23%	22%	24%
Housing System	1,297,573	1,297,573	328,690	297,561	24%	25%	23%
Facility Fee	1,199,442	1,199,442	75,564	44,546	9%	6%	11%
Cultural and Scholastic Lecture Fee	98,000	98,000	13,179	15,661	13%	13%	12%
<b>Total Expenditures</b>	<b>4,069,229</b>	<b>4,069,229</b>	<b>733,395</b>	<b>707,211</b>	<b>20%</b>	<b>18%</b>	<b>21%</b>
<b>Current Revenues Over/(Under) Expenditures</b>	<b>(286,476)</b>	<b>(286,476)</b>	<b>336,746</b>	<b>294,575</b>	<b>10%</b>	<b>10%</b>	<b>11%</b>
<b>Prior Year Carry Over</b>	<b>4,860,839</b>	<b>4,860,839</b>	<b>4,860,839</b>	<b>4,320,775</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Fund Balance</b>	<b>4,574,363</b>	<b>4,574,363</b>	<b>5,197,585</b>	<b>4,615,350</b>	<b>112%</b>	<b>114%</b>	<b>111%</b>

## Statement of Revenues and Expenditures - Student Activities

For the Period Ended September 30, 2003 with Comparative Totals for the Period Ended September 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
<b>Revenues:</b>							
Student Activity Fee	638,000	638,000	203,631	194,768	34%	32%	37%
Ticket Sales	17,183	17,183	5,299	1,191	19%	31%	7%
Camps	179,660	179,660	23,726	53,287	26%	13%	38%
Other	25,760	25,760	13,526	25,717	67%	53%	81%
<b>Total Revenues</b>	<b>860,603</b>	<b>860,603</b>	<b>246,182</b>	<b>274,963</b>	<b>33%</b>	<b>29%</b>	<b>38%</b>
<b>Expenditures:</b>							
Collegian	31,800	31,800	171	2,237	5%	1%	10%
Cheerleaders	1,000	1,000	572	939	57%	57%	56%
Intramurals	3,000	3,000	0	423	3%	0%	5%
Biological Science	1,900	1,900	72	600	6%	4%	8%
Physical Science	3,390	3,390	73	3,741	1%	2%	0%
Agriculture	3,140	3,140	0	0	0%	0%	0%
Student Government	10,700	10,700	4,407	0	21%	41%	0%
Student Activities	82,556	82,556	13,924	6,082	27%	17%	38%
Wichita	0	0	1,167	1,304	4%	0%	8%
Honors Program	2,500	2,500	1,038	11	21%	42%	0%
Military Science	7,370	7,370	224	180	6%	3%	9%
Senior Day	1,500	1,500	45	0	2%	3%	0%
Recruitment/Orientation/Placement	6,200	6,200	1,569	1,457	21%	25%	17%
CU/TV	10,000	10,000	1,230	2,036	15%	12%	17%
Mathematical Science	5,000	5,000	0	0	0%	0%	0%
School of Business	1,800	1,800	0	0	0%	0%	0%
Technology	2,350	2,350	0	0	0%	0%	0%
Library	615	615	0	0	0%	0%	0%
Athletics	424,026	424,026	19,442	12,896	4%	5%	3%
Camps	169,660	169,660	123,716	133,857	72%	73%	71%
Other	90,823	90,823	15,349	12,486	15%	17%	13%
<b>Total Expenditures</b>	<b>859,330</b>	<b>859,330</b>	<b>183,001</b>	<b>178,249</b>	<b>22%</b>	<b>21%</b>	<b>22%</b>
<b>Current Revenues Over/(Under) Expenditures</b>	<b>1,273</b>	<b>1,273</b>	<b>63,181</b>	<b>96,714</b>	<b>11%</b>	<b>8%</b>	<b>16%</b>
<b>Prior Year Carry Over</b>	<b>392,676</b>	<b>392,676</b>	<b>392,676</b>	<b>320,386</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Fund Balance</b>	<b>393,949</b>	<b>393,949</b>	<b>455,857</b>	<b>417,100</b>	<b>144%</b>	<b>116%</b>	<b>172%</b>

## Statement of Revenues and Expenditures - Misc Auxiliary

For the Period Ended September 30, 2003 with Comparative Totals for the Period Ended September 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
<b>Revenues:</b>							
KCCU	340,000	340,000	0	71,292	10%	0%	19%
Concessions	10,000	10,000	1,076	(19,695)	152%	11%	294%
Library Photocopy	20,000	20,000	9,015	4,330	39%	45%	33%
Educational Outreach	25,000	25,000	20,677	13,375	68%	83%	54%
Other	235,100	235,100	67,181	55,809	26%	29%	24%
<b>Total Revenues</b>	<b>630,100</b>	<b>630,100</b>	<b>97,949</b>	<b>125,111</b>	<b>18%</b>	<b>16%</b>	<b>20%</b>
<b>Expenditures:</b>							
Telephone	0	0	23	63	3%	0%	6%
Auxiliary Operations KCCU	38,000	38,000	1,626	20,632	67%	4%	129%
Farm Acct	340,000	340,000	59,375	114,954	24%	17%	31%
Auxiliary Operations Administrative Cost	5,000	5,000	721	856	14%	14%	14%
Educational Outreach	0	0	0	0	0%	0%	0%
Library Photocopy	25,000	25,000	4,266	746	10%	17%	3%
Post Office	20,000	20,000	3,941	4,761	28%	20%	37%
Carpool	1,500	1,500	88	213	8%	6%	11%
Maintenance Service	67,734	67,734	46,011	13,925	46%	68%	23%
Student Affairs	20,000	20,000	7,985	1,815	22%	40%	4%
Concessions	0	0	0	42	2%	0%	4%
Sports Publications	9,000	9,000	2,713	685	18%	30%	5%
Business Office	10,000	10,000	1,279	2,326	22%	13%	31%
Print Shop	400	400	0	11	1%	0%	2%
Instructional Technology	78,000	78,000	4,934	9,871	7%	6%	7%
Other	250	250	0	294	29%	0%	59%
	0	0	0	0	0%	0%	0%
<b>Total Expenditures</b>	<b>614,884</b>	<b>614,884</b>	<b>132,961</b>	<b>171,194</b>	<b>23%</b>	<b>22%</b>	<b>24%</b>
<b>Current Revenues Over/(Under) Expenditures</b>	<b>15,216</b>	<b>15,216</b>	<b>(35,012)</b>	<b>(46,083)</b>	<b>-5%</b>	<b>-6%</b>	<b>-4%</b>
<b>Prior Year Carry Over</b>	<b>776,022</b>	<b>776,022</b>	<b>776,022</b>	<b>740,283</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Fund Balance</b>	<b>791,238</b>	<b>791,238</b>	<b>741,010</b>	<b>694,200</b>	<b>98%</b>	<b>94%</b>	<b>103%</b>

## Statement of Revenues and Expenditures - Housing System

For the Period Ended September 30, 2003 with Comparative Totals for the Period Ended September 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
<b>Revenues:</b>							
Cafeteria	516,000	516,000	117,202	105,930	23%	23%	22%
Vending	73,000	73,000	37,353	47,188	65%	51%	79%
Bookstore	233,800	233,800	48,442	47,292	22%	21%	23%
Shepler Center	447,900	447,900	143,851	130,180	31%	32%	30%
Student Phones	22,500	22,500	10,144	10,081	48%	45%	50%
Cable/Computer Hookup	29,700	29,700	10,545	10,094	32%	36%	28%
Utilities	7,000	7,000	1,908	2,952	0%	0%	0%
<b>Total Revenues</b>	<b>1,329,900</b>	<b>1,329,900</b>	<b>369,445</b>	<b>353,717</b>	<b>28%</b>	<b>28%</b>	<b>29%</b>
<b>Expenditures:</b>							
Cafeteria	449,000	449,000	102,319	95,774	23%	23%	23%
Vending	23,517	23,517	9,477	3,766	28%	40%	16%
Bookstore	1,000	1,000	98	6,949	15%	10%	20%
Shepler Center	532,856	532,856	132,712	124,439	24%	25%	23%
Student Phones	22,500	22,500	1,904	5,366	22%	8%	36%
Cable/Computer Hookup	29,700	29,700	3,993	8,151	18%	13%	23%
Utilities	239,000	239,000	78,188	53,116	29%	33%	26%
<b>Total Expenditures</b>	<b>1,297,573</b>	<b>1,297,573</b>	<b>328,690</b>	<b>297,561</b>	<b>24%</b>	<b>25%</b>	<b>23%</b>
<b>Current Revenues Over/(Under) Expenditures</b>	<b>32,327</b>	<b>32,327</b>	<b>40,755</b>	<b>56,156</b>	<b>4%</b>	<b>3%</b>	<b>6%</b>
<b>Prior Year Carry Over</b>	<b>192,138</b>	<b>192,138</b>	<b>192,138</b>	<b>86,865</b>	<b>50%</b>	<b>100%</b>	<b>0%</b>
<b>Fund Balance</b>	<b>224,465</b>	<b>224,465</b>	<b>232,893</b>	<b>143,021</b>	<b>255%</b>	<b>104%</b>	<b>406%</b>

## Statement of Revenues and Expenditures - Facility Fee

For the Period Ended September 30, 2003 with Comparative Totals for the Period Ended September 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:							
Facility Fee	803,000	803,000	310,959	195,488	44%	39%	49%
Other	42,650	42,650	9,876	13,194	24%	23%	25%
Total Revenues	845,650	845,650	320,835	208,683	42%	38%	46%
Expenditures:							
Fitness Center	130,553	130,553	31,707	28,416	25%	24%	26%
Fitness Center Repair and Maintenance	43,889	43,889	5,367	7,581	16%	12%	21%
Living and Learning Center	150,000	150,000	0	0	0%	0%	0%
Parking Lot Renovation	0	0	0	8,550	2%	0%	3%
Shepler Renovation	750,000	750,000	0	0	0%	0%	0%
Student Union Project	125,000	125,000	38,491	0	15%	31%	0%
Wellness	0	0	0	0	0%	0%	0%
Total Expenditures	1,199,442	1,199,442	75,564	44,546	9%	6%	11%
Current Revenues Over/(Under) Expenditures	(353,792)	(353,792)	245,271	164,136	33%	32%	35%
Prior Year Carry Over	3,203,050	3,203,050	3,203,050	2,883,965	100%	100%	100%
Fund Balance	2,849,258	2,849,258	3,448,321	3,048,101	112%	121%	104%

## Statement of Revenues and Expenditures - Cultural and Scholastic Lecture

For the Period Ended September 30, 2003 with Comparative Totals for the Period Ended September 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
<b>Revenues:</b>							
Cultural and Scholastic Lecture Fee	110,000	110,000	34,653	37,161	34%	32%	37%
Other	6,500	6,500	1,077	2,151	21%	17%	25%
<b>Total Revenues</b>	<b>116,500</b>	<b>116,500</b>	<b>35,730</b>	<b>39,312</b>	<b>33%</b>	<b>31%</b>	<b>36%</b>
<b>Expenditures:</b>							
PAC	45,000	45,000	10,035	10,750	26%	22%	30%
Plus Program	5,000	5,000	743	303	10%	15%	5%
Festival Year	20,000	20,000	0	1,580	1%	0%	3%
Concerts and Lectures	28,000	28,000	2,401	3,028	8%	9%	8%
<b>Total Expenditures</b>	<b>98,000</b>	<b>98,000</b>	<b>13,179</b>	<b>15,661</b>	<b>13%</b>	<b>13%</b>	<b>12%</b>
Current Revenues Over/(Under) Expenditures	18,500	18,500	22,552	23,651	20%	18%	24%
Prior Year Carry Over	296,953	296,953	296,953	289,276	100%	100%	100%
<b>Fund Balance</b>	<b>315,453</b>	<b>315,453</b>	<b>319,505</b>	<b>312,927</b>	<b>110%</b>	<b>101%</b>	<b>119%</b>



Cameron University  
 Summary of Reserves  
 For the Period Ending September 30, 2003

Schedule 5CU

DISCRETIONARY RESERVES

Type/Source of Reserve

<i>Education &amp; General Part I</i>		2,606,174
<i>Education &amp; General Part II</i>		
Excess Indirect Cost		496,123
<i>Auxiliary Enterprises</i>		
Student Activities	455,857	
Less Working Capital	<u>349,259</u>	106,598
Miscellaneous Auxiliary	741,010	
Less Working Capital	<u>494,893</u>	246,117
Facility Fee	3,572,625	
Less Working Capital & Other Commitments	<u>1,275,000</u>	2,297,625
PLANT FUNDS BALANCES		
Section 13/New College		1,264,596
Section 13 Offset		38,196
Private Sources		124,073
Renewal & Replacement		1,620,596
Facility Fee Bond Fund		487,561
Total Discretionary Reserves and Plant Funds Balances		<u>9,287,659</u>

Rogers State University  
Statement of Revenues and Expenditures  
Education & General, Part I - Unrestricted  
For the Period from July 1, 2003 to September 30, 2003

Schedule 1

	7/31/2003 Original Budget	Revised Budget	Current Y-T-D	Percent of Current Revised Budget
<i>Revenues by Source:</i>				
State Appropriations	\$ 11,158,949	\$ 11,158,949	\$ 2,791,947	25.0%
Tuition and fees	6,063,004	6,063,004	2,805,187	46.3%
Other sources	292,000	292,000	64,224	22.0%
	<u>17,513,953</u>	<u>17,513,953</u>	<u>5,661,358</u>	<u>32.3%</u>
<i>Budgeted reserves</i>				
	<u>2,024,450</u>	<u>2,024,450</u>		
Total budgeted resources	<u>\$ 19,538,403</u>	<u>\$ 19,538,403</u>	<u>\$ 5,661,358</u>	
<i>Expenditures by Function:</i>				
Instruction	\$ 9,101,047	\$ 9,101,047	\$ 1,286,459	14.1%
Public Service	310,862	310,862	58,785	18.9%
Academic support	2,439,253	2,439,253	462,699	19.0%
Student services	1,500,600	1,500,600	289,639	19.3%
Institutional support	2,696,341	2,696,341	545,655	20.2%
Operation of plant	2,450,300	2,450,300	377,622	15.4%
Scholarships	1,040,000	1,040,000	450,803	43.3%
	<u>19,538,403</u>	<u>19,538,403</u>	<u>3,471,662</u>	<u>17.8%</u>
Excess revenues over (under) expenditures	<u>0</u>	<u>0</u>	<u>2,189,696</u>	
<i>Expenditures by Organizational Area:</i>				
Academic Affairs:				
Academic programs	390,500	390,500	16,150	4.1%
Bartlesville campus	111,866	111,866	22,429	20.0%
Pryor campus	142,010	142,010	33,694	23.7%
School of Liberal Arts	2,477,534	2,477,534	441,206	17.8%
School of Business & Technology	1,425,100	1,425,100	224,191	15.7%
School of Math, Science & Health Sciences	1,793,260	1,793,260	314,079	17.5%
Other instructional expense	2,760,777	2,760,777	234,710	8.5%
Libraries	894,608	894,608	164,474	18.4%
Broadcast and media services	211,237	211,237	53,944	25.5%
Other academic support	1,333,408	1,333,408	244,281	18.3%
Student services	1,500,600	1,500,600	289,639	19.3%
Executive management	1,004,796	1,004,796	200,621	20.0%
Fiscal operations	422,052	422,052	94,746	22.4%
General administration	645,672	645,672	85,088	13.2%
Public Service	310,862	310,862	58,785	18.9%
Public relations/Development	623,821	623,821	165,200	26.5%
Operation of plant	2,450,300	2,450,300	377,622	15.4%
Scholarships	1,040,000	1,040,000	450,803	43.3%
	<u>\$ 19,538,403</u>	<u>\$ 19,538,403</u>	<u>\$ 3,471,662</u>	<u>17.8%</u>

Rogers State University  
Statement of Revenues and Expenditures  
Education & General, Part II - Restricted  
For the Period from July 1, 2003 to September 30, 2003

Schedule 2

	Original Budget	Revised Budget	Current Y-T-D	Percent of Current Revised Budget
<i>Revenues by Source:</i>				
Federal grants and contracts	\$ 5,723,136	\$ 5,723,136	\$ 2,387,804	41.7%
State and local grants and contracts	671,275	671,275	221,492	33.0%
Private grants and contracts	53,959	53,959	27,134	50.3%
	<u>\$ 6,448,370</u>	<u>\$ 6,448,370</u>	<u>\$ 2,636,430</u>	<u>40.9%</u>
<i>Budgeted Reserves</i>				
	<u>\$ 1,546,677</u>	<u>\$ 1,546,677</u>		
Total Budgeted Resources	<u>\$ 7,995,047</u>	<u>\$ 7,995,047</u>		
<i>Expenditures by Function:</i>				
Instruction	\$ 465,632	\$ 465,632	\$ 90,165	19.4%
Public Service	1,373,859	1,373,859	164,059	11.9%
Academic Support	26,771	26,771	25,254	94.3%
Student Services	2,023,855	2,023,855	457,862	22.6%
Scholarships (PELL-OTAG-FWS-SEOG)	4,104,930	4,104,930	2,241,921	54.6%
	<u>7,995,047</u>	<u>7,995,047</u>	<u>2,979,261</u>	<u>37.3%</u>
<i>Expenditures by Organizational Area:</i>				
Student Aid (PELL-OTAG-FWS-SEOG)	4,104,930	4,104,930	2,241,921	54.6%
Project Aspire	323,979	323,979	40,893	12.6%
Molecular Bio Lab Equip	6,131	6,131	2,370	38.7%
Will Rogers Memorial	96,298	96,298	23,618	24.5%
Chem Lab-Founders	19,953	19,953	4,013	20.1%
OXLEY Grant	19,271	19,271	19,271	100.0%
Native American Storytelling	-	-	-	0.0%
ODWC Bat Grant	7,410	7,410	4,016	54.2%
KRSC - TV	1,366,449	1,366,449	160,043	11.7%
Carl Perkins	-	-	-	0.0%
O.D. Mayor Grant	1,517	1,517	-	0.0%
NewNet Telecommunications	25,254	25,254	25,254	100.0%
Talent Search	326,955	326,955	54,447	16.7%
Upward Bound - Math/Science	113,969	113,969	74,814	65.6%
Upward Bound	473,138	473,138	117,407	24.8%
Educational Opportunity Center	707,229	707,229	138,102	19.5%
Student Support Services	402,564	402,564	73,092	18.2%
Prior Yr Grants no longer active	-	-	-	0.0%
	<u>\$ 7,995,047</u>	<u>\$ 7,995,047</u>	<u>\$ 2,979,261</u>	<u>37.3%</u>

Rogers State University  
 Statement of Revenues and Expenditures  
 Auxiliary Enterprises  
 For the Period from July 1, 2003 to September 30, 2003

Schedule 3

	Original Budget	Revised Budget	Current Y-T-D	Percent of Current Revised Budget
<i>Revenues:</i>				
Student Fees	\$ 844,559	\$ 844,559	\$ 370,038	43.8%
Housing System	1,336,621	1,336,621	297,670	22.3%
Miscellaneous Auxiliaries	1,346,742	1,355,278	378,689	27.9%
Other	243,122	243,122	34,162	14.1%
	<u>\$ 3,771,044</u>	<u>\$ 3,779,580</u>	<u>\$ 1,080,559</u>	<u>28.6%</u>
<i>Expenditures:</i>				
Student Fees	\$ 1,290,695	\$ 1,290,695	\$ 316,945	24.6%
Housing System	1,495,029	1,495,029	421,687	28.2%
Miscellaneous Auxiliaries	1,427,803	1,427,803	288,573	20.2%
Other	242,906	242,906	73,420	30.2%
	<u>\$ 4,456,433</u>	<u>\$ 4,456,433</u>	<u>\$ 1,100,625</u>	<u>24.7%</u>

Rogers State University  
 Schedule of Reserves  
 For the Period from July 1, 2003 to September 30, 2003

Schedule 4

<u>Fund/Source of Reserve</u>	<u>Balance</u>
<i>Education &amp; General, Part I</i>	2,185,285
<i>Education &amp; General, Part II</i>	-
<i>Auxiliary Enterprises</i>	1,407,095
<i>Plant Funds</i>	
Section 13 Offset:	2,730,063
Bond Reserve:	
Cash with Trustee	158,753
Less: Required Reserve	(157,500)      1,253

**POLICY REGARDING CONFLICTS OF INTEREST  
HEALTH SCIENCES CENTER**

**I. STATEMENT OF GENERAL POLICY**

The University of Oklahoma Health Sciences Center and Cameron University are public institutions committed to the mission of teaching, research and community service. To these ends, the institutions balance an assortment of principles: maintaining an atmosphere that promotes free and open scholarly inquiry; facilitating the transfer of information and technology for the benefit of the public; and serving as a prudent steward of public and private resources entrusted to it. Faculty and staff have a primary commitment to their prescribed university duties which requires a presence on campus and places limitations on outside activities. Non-university commitments, both professional and personal, may present conflict of interest situations which should be evaluated under the auspices of this and other applicable policies. In view of the universities' status as public institutions, no employee may have any interest, engage in any business or professional activities or incur any obligation that is in substantial conflict with the proper discharge of his or her duties in the public interest. However, given the diverse nature of their mission and the variety of activities conducted to accomplish it, apparent, potential and actual conflicts of interest are inevitable. The purpose of this policy is to provide guidelines for identifying apparent, actual and potential conflicts of interest and assuring that such conflicts do not improperly affect the activities or professional conduct of the universities or their employees. For purposes of this policy, the term University shall refer to both the University of Oklahoma Health Sciences Center and Cameron University.

**II. DEFINITION**

**Appropriate Vice President:** The appropriate vice president giving oversight of the management protocols depends on the activity generating the potential conflict of interest. If the employee activity is a research activity, the vice president for research will provide oversight, regardless of where the individual is employed within the university. If the activity is not research-related, the vice president in whom authority resides over the particular unit in which the individual is employed will provide oversight.

**Business:** Any corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, holding company, joint stock company, receivership, trust, or any legal entity through which business is conducted for profit.

**Compensation:** All remuneration or other things of value received in payment for services rendered is considered to be compensation. This can include salary or other forms of payment including gifts, stocks or other items of significant financial value.

**Conflict of Interest:** A conflict of interest refers to situations in which financial or other personal considerations may compromise an employee's professional judgment in carrying out university responsibilities such as teaching, research, contract administration, purchasing and the like or in which there is potential for such compromise. In this policy the term "conflict of interest" is used to address those situations in which (1) there appears to be a conflict of interest, (2) the potential exists for conflict of interest to occur, or (3) actual conflict of interest exists. The term may also relate to a conflict of commitment, i.e., an employee's distribution of effort between obligations to official University responsibilities and obligations to one's outside activities.

**Consultant:** An employee of the University who gives advice in his/her professional field to an outside group for compensation is considered to be a consultant. Consultants could also provide services in terms of the creation of intellectual properties or products.

**Employee:** Any person possessing either a full-time or part-time faculty or staff appointment at the University who is eligible to receive benefits and receives a salary or wage for his/her defined responsibilities. This definition does not include temporary employees appointed (30) days or less or a member of the Board of Regents of the University of Oklahoma and Cameron University. For application of this policy, this definition may include students, both graduate and undergraduate, who work on a grant or contract and have responsibility, in whole or in part, for the reporting of research.

**Family:** Family includes any individual who is a spouse, parent, child, stepparent, stepchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent or grandchild of an employee or a member of the employee's household.

**Gift:** Anything of value to the extent that adequate consideration is not received. The definition of gift is included in the State Ethics Commission Rules Governing the Ethical Conduct of State Officers and Employees.

**Outside Activity:** Outside activities include:

1. all of the professional consulting activities described under the definition for consultant above as well as professional activities such as governmental service, outside employment or contractual agreements unrelated to the employee's University responsibilities for which there is no compensation; and
2. nonprofessional business activities.

Time commitments related to compensated activities are outlined in the outside activities policy for each campus and are subject to the guidelines listed therein.

**Substantial Financial Interest:** Anything of monetary value, including, but not limited to, salary or other payment for services (e.g., consulting fees or honoraria); equity interests (e.g., stocks, stock options, or other ownership interests); and intellectual property rights (e.g., patents, copyrights and royalties from such rights). The term does not include:

- (1) salary, royalties, or other remuneration from the applicant institution;
- (2) any ownership interests in the institution, if the institution is an applicant under the SBIR program;
- (3) income from seminars, lectures, or teaching engagements sponsored by public or nonprofit entities;
- (4) income from service on advisory committees or review panels for public or nonprofit entities;
- (5) an equity interest that, when aggregated for the employee and the employee's spouse and dependent children, meets all of the following tests: Does not exceed ten thousand dollars (\$10,000.00) in value as determined through reference to public prices or other reasonable measures of fair market value, does not represent a five percent (5%) or more ownership interest in any single entity, and did not yield dividends of one thousand dollars (\$1,000.00) or more during the preceding calendar year; or
- (6) salary, royalties or other payments that, when aggregated for the employee and the employee's spouse and dependent children over the next twelve months, are not reasonably expected to exceed ten thousand dollars (\$10,000.00).

University Resources: All University facilities, personnel, equipment, materials or proprietary information constitute University resources.

### **III. RULES AND PROCEDURES**

It is not possible to completely eliminate the potential for conflict of interest because there are certain rewards that are inherent in the structure of a university enterprise. For example, positive research results per se may contribute to opportunities for publication, promotion, tenure, grant renewals, and so forth. Such conflicts become detrimental when the potential rewards, financial or otherwise, cause deviation from absolute objectivity in, among other things, the design, interpretation, and publication of research; setting University policies; managing contracts; selecting equipment and supplies; involving students in sponsored projects; or having other administrative roles in which objectivity and integrity are paramount. Furthermore, since reports of conflicts based on appearances can undermine public trust in ways that may not be adequately restored even when mitigating facts of a situation are brought to light, apparent conflicts should be evaluated in the same manner as potential and known conflicts.

Any activity which presents the potential for conflict of interest should be reviewed before the employee becomes involved in the activity. The University has established the guidelines given below to assist the employee, his/her supervisor and others who may be involved in the review process in reaching a decision as to whether or not an activity would present a conflict of interest or commitment and, if so, under what circumstances, if any, it could be allowed.

### **CONFIDENTIALITY**

All information disclosed by an employee for the purpose of disclosure and management, and all official records of disclosure and management shall be considered a part of the employee's personnel file or student file and shall be deemed confidential. Any information disclosed by an employee as required by this policy shall be used solely for the purpose of administering this policy and may not be disclosed or used for any other purpose unless required by law. Unauthorized disclosure of any such information shall be deemed to be unethical behavior and a violation of this policy and subject to appropriate disciplinary action.

### **RELATIONSHIP TO OTHER UNIVERSITY POLICIES**

There are a number of University policies which govern the duties and responsibilities of University employees which, while not repeated here, nevertheless may apply to conflict of interest situations.

### **CONFLICT OF INTEREST LAWS**

In addition to this policy, the state has imposed laws and rules governing conflicts of interest in state employment. This Policy overlaps with but does not supplant University employees' responsibilities under state or federal law, which in some instances will include additional prohibitions, penalties and reporting duties. Relevant state laws/rules are available at the Office of Legal Counsel. Federal conflicts of interest laws also may be applicable to those who receive federal grants/contracts or to those employed partly by federal agencies. Further information in this regard is available at the Office of Research Administration at the University of Oklahoma Health Sciences Center and at the Office of the Vice President for Development at Cameron University. By reference thereto, this policy includes all requirements relating to conflicts of interest to which the University and/or its employees are subject under state or federal law.



## **GUIDELINES**

### **A. Use of University Resources**

#### **1. Physical Resources**

University facilities, equipment and property, including intellectual property, are maintained to carry out the education, research and public service missions of the University. Except for trivial use, an employee may not use University resources for personal or private purposes, including, without limitation, outside consulting activities, unless approved and a formal written agreement made with the University before initiating such use.

#### **2. Human Resources**

It is important that the efforts of students, staff, post-doctoral scholars and collaborators are not exploited in the course of an employee's outside obligations, including the employee's personal commercial interests. To this end, employees should be open about their involvements with and obligations to outside third parties who could benefit from the work or ideas of their students, staff and colleagues. Similarly, students, associates and staff should have access to information about the sources of funds that support their research.

Students and post-doctoral associates can be placed in particularly vulnerable positions by their participation in sponsored research projects or outside commercial or professional activities of the employee. It is the responsibility of their supervisors to ensure that their progress and academic standing are not compromised because of their participation in these projects. In addition, the terms of employment, including, among other things, disposition of intellectual property, proprietary information and publication rights, for a student or postdoctoral associate employed on a research contract should be clearly described in writing and agreed to in advance by both the involved student and/or post-doctoral associate and supervisor and approved by the department, unit or other appropriate University official.

### **B. Evaluation and Adjudication Decisions**

Conflict of interest situations may also arise in the performance of duties by University employees when personal or professional considerations compromise what is expected to be impartial review and judgment. Examples of situations with potential for this type of conflict of interest include making management decisions, hiring and evaluating personnel, teaching and evaluating students, and participating in hearing and appeal proceedings. Prior to participation in such activities, employees should determine whether there exists any close professional or personal relationship with any of the principal parties or other conflicting interests that would impair their judgment or have the appearance of or potential for affecting their ability to carry out their University duties in an equitable and objective manner. Disclosure of the activity may be sufficient, the employee may recuse him/herself, or management of the situation under relevant University policies may be necessary.

### **C. Involvement with Outside Entities**

Except as may be permitted by law or University policy, University employees may not disclose confidential information acquired by reason of their employment; use their official positions to obtain special privileges or compensation; or knowingly seek or accept gifts or other things of value that would affect their judgment in the performance of their University responsibilities.

Employee involvement in outside activities in which the employee(s) or members of the employee's family have substantial financial interests, have consulting or employment arrangements, or have executive, management or operating responsibilities raise particular questions of potential or actual conflicts of interest when these activities also involve the University. Such involvement is covered by this policy and should be disclosed to ensure separation of the employee's University role from that of his/her role in the outside activity.

Employees who are in positions where they may influence or appear to influence University financial, research or other decisions for procuring materials or services from such outside entities in ways that lead to personal gain for themselves or their families, shall remove themselves from the decision-making process as, otherwise, it may give or appear to give an improper advantage to them in ways detrimental to the University, or encourage disregard for the interests of the University.

Research agreements with such outside entities must maintain basic academic values and must not diminish the role of the University as a credible and impartial research resource. Participation in sponsored research activities, and in the technology transfer activities that may result, must not compromise (or appear to compromise) employees' objectivity and judgment in designing, conducting and reporting research.

### **IV. DISCLOSURE, REVIEW AND MANAGEMENT OF POTENTIAL CONFLICTS OF INTEREST**

It is imperative that apparent, actual and potential conflicts of interest be disclosed to the University prior to initiation of actions that might constitute such conflicts. The University may then determine whether the conflict is negligible/nonexistent and thus acceptable without modification, is material but acceptable with proper University oversight, or is irremediable and prohibited. This disclosure, review and management process provides protection from legal and ethical criticism for the employee(s) involved and for the University.

When an employee first becomes aware of a potential or actual conflict of interest in an activity (or proposed activity) in which he/she is involved, the employee should promptly disclose it to his/her unit head or supervisor in writing who will investigate the disclosure, discuss it with the employee and forward the disclosure, along with his/her written recommendations (including, if proper, a plan to manage the conflict) through regular administrative channels (copied to the employee) to the appropriate vice president for decision on how to proceed. The vice president may consult with advisory personnel, group or committee appointed for that purpose pursuant to policies and procedures established by the University or with others in connection with the review and, upon completion, shall advise the employee in writing of his or her decision to accept (with or without modifications), return for more information or reject the recommendations. If accepted, the notification shall include, among other things, requirements for immediate action and plans for continued monitoring of the potential or actual conflict.

Management options include, but are not limited to: public disclosure of all relevant information regarding the conflict of interest and how it relates to the situation under review; modification of the activity and/or agreement to minimize any negative effects of the conflict of interest; designation of an appropriate supervisor to have immediate oversight responsibility over the management plan; divestiture of relevant personal interests of the employee or his/her immediate family to the extent that the conflict is nullified; termination or reduction of involvement in the activity by the employee to minimize or eliminate the effects of any conflict that may exist; or, termination of student involvement in the project.

After development of an acceptable management plan and commencement of the work, the appropriate individuals with oversight responsibility will regularly report, in writing, to the appropriate vice president on the effectiveness of the plan. The frequency of such reports shall be determined by the vice president but shall in all events be at least annually. If, during the conduct of the work, the appropriate vice president determines that the conflict has not been properly managed or has become unmanageable, he/she will then determine if the work will cease, require further modification, or require employee divestment of the conflict. If outside agencies require notification of conflict resolution and management, they will be notified in accordance with their requirements.

The forms required for this disclosure and management process may be found in the Forms appendix to this policy. (See list following Section 13.11).

## V. SANCTIONS

Disclosure of conflicts of interest, apparent, potential and actual, is obligatory for all persons who engage in activities that may involve such conflicts. Among other acts or omissions, failure to fully disclose conflicting relationships and/or interests or to follow a prescribed management plan may be a serious breach of this policy and may itself be considered ethical misconduct and/or professional dishonesty. Persons who violate this policy shall be subject to and processed in accordance with applicable University policies relating to misconduct by faculty and staff. With due regard to whether or not violations are inadvertent, University sanctions may include, without restriction, reprimand, restitution, loss of pay, suspension or dismissal. Furthermore, persons who violate this policy also may be subject to civil and criminal penalties for violations of state or federal law, e.g., civil penalties for willful violations of state laws may reach \$50,000.00 or more per violation. Allegations against a faculty member for breach of this policy should be reported in a confidential writing to the Senior Vice President and Provost and, if against a staff employee, to the executive officer in whose area the alleged transgressor is employed.

## VI. POLICY MAINTENANCE

The provost and vice presidents of each campus shall review the applications, operation and management of this policy at least as often as annually, otherwise, as often as necessary to confer and formulate recommendations to the president of the University regarding revision of the policy. If an advisory group or committee has been appointed, that committee shall be included in the review process.

## VII. EFFECTIVE PERIOD

The effective period of this Policy Regarding Conflict of Interest shall begin when duly approved by The Board of Regents of the University of Oklahoma and Cameron University at a regular or special meeting and shall end three-hundred sixty-five (365) days thereafter unless extended or reduced by action of the Board at a regular or special meeting within said three-hundred sixty-five (365) day period.

research activities, records will be retained for at least three years from the date submission of the final expenditures report or where applicable, from other dates specified by requirements of the sponsoring agency. The above notwithstanding, all such records shall be retained for the period of time as may be required by law.

(B) Relationship to other University Policies

There are a number of University policies which govern the duties and responsibilities of University employees which, while not repeated here, nevertheless may apply to conflict of interest situations. For example, university policies regarding nepotism and consensual sexual relationships also articulate important principles restricting employee conflicts of interest.

(C) Conflict of Interest Laws

In addition to this policy, the state has imposed laws and rules governing conflicts of interest in state employment. This Policy overlaps with but does not supplant University employees' responsibilities under state or federal law, which in some instances will include additional, and sometimes different, prohibitions, penalties and reporting duties. Relevant state laws/rules are available at the Office of Legal Counsel. Federal conflicts of interest laws also may be applicable to those who receive federal grants/contracts or to those employed partly by federal agencies. Further information in this regard is available at the Office of Research Administration at the University of Oklahoma. By reference thereto, this policy includes all requirements relating to conflicts of interest to which the University and/or its employees are subject under state or federal law.

(D) Freedom of Expression and Academic Freedom

This policy does not purport to prohibit expressive conduct protected from severe sanctions, punishment or other undue burdens by the Constitutions of the United States and of Oklahoma. Specifically, nothing in this policy shall be construed to authorize the University to take adverse action against any employee for consulting or outside professional activities because of the employee's viewpoint, ideology, creed, political opinion or for any other political motivation.

### 5.10.9

#### POLICY MAINTENANCE

The provost and vice presidents of each campus shall review the applications, operation and management of this policy at least as often as annually, otherwise, as often as necessary to confer and formulate recommendations to the president of the University regarding revision of the policy. If an advisory group or committee has been appointed, that committee shall be included in the review process.

### 5.10.10

#### EFFECTIVE PERIOD

The effective period of this Policy Regarding Conflict of Interest shall begin when duly approved by The Board of Regents of the University of Oklahoma at a regular or special meeting and shall end three-hundred sixty-five (365) days thereafter unless extended or reduced by action of the Board at a regular or special meeting within said three-hundred sixty-five (365) day period.

(Regents, 10-13-88, 1-16-89, 10-14-93, 9-26-95, 12-11-96, 12-9-97, 12-9-98, 12-8-99, 9-11-2001)

## 5.10

### NORMAN CAMPUS CONFLICT OF FINANCIAL INTEREST POLICY

#### 5.10.1

##### PURPOSE OF POLICY

This policy addresses situations where there might be a potential financial conflict between a particular outside interest of a faculty or staff employee and the obligation that the employee owes to the University such that an employee's profit or advantage may come, or reasonably appear to come, at the expense of the well-being of the University

The purpose of this policy is to aid in identifying apparent, actual and potential conflicts of interest and assuring that such conflicts do not improperly affect the activities or professional conduct of the universities or their employees. For purposes of this policy, the term University shall refer to the Norman Campus of the University of Oklahoma only.

It is not the intent of this policy to restrict legitimate work appropriate to the employee's profession or discipline, but only to provide the University with authority to take action that is appropriate, proportionate and focused on substantial conflicts of interest that compromise an employee's professional judgment.

#### 5.10.2

##### STATEMENT OF GENERAL POLICY

The University of Oklahoma is a public institution committed to the mission of teaching, research and community service. To these ends, the institution balances an assortment of principles: maintaining an atmosphere that promotes free and open scholarly inquiry; facilitating the transfer of information and technology for the benefit of the public; and serving as a prudent steward of public and private resources entrusted to it. Faculty and staff have a primary commitment to their basic university duties of teaching, research and creative activity, and public service. These basic duties often limit outside activities. As a result, professional and personal activities may present conflict of interest situations which should be evaluated under the auspices of this and other applicable policies.

Faculty participation in outside professional, commercial and *pro bono publico* activities can make important direct and indirect contributions to the strength and vitality of the University. Through participation in such activities, faculty or staff employees may add to knowledge and understanding that is relevant and useful to teaching and research within the University, develop sources of funding and support for activities carried out in the University, and establish relationships valuable to the University. Because of its value to the University, its rewards for individual faculty, and its contributions to the larger society of which the University is a part, the University recognizes that employee participation in outside professional, commercial or *pro bono publico* activities is often appropriate.

Sound professional discretion is an integral part of the University's conflict of interest system. Any review of a potential conflict of interest will be undertaken in light of four general propositions. First, conflicts of interest per se are inevitable, and do not necessarily represent any impropriety by faculty or staff employees if disclosed in advance. Second, the failure to disclose a conflict of interest for administrative review and response would be a serious mistake for any faculty or staff employee, and may be a breach of this policy. Third, there is a

presumption in favor of allowing faculty or staff employees to act in dual roles once the conflict of interest has been disclosed. (Prior approval is required in cases of potential conflicts involving federal grants or contracts. See section 5.105(A), 5.10.5(B), and 5.10.5(G) below.) Fourth, conflicts of interest may be so profound or substantial under some circumstances that it would be best for all concerned if the faculty or staff employee did not participate in a particular transaction.

It is not possible to completely eliminate the potential for conflict of interest because there are certain rewards and incentives that are inherent or appropriate in the structure of a university enterprise. Such conflicts become detrimental when the potential temptations, financial or otherwise, undermine reasonable objectivity in the design, interpretation, and publication of research; setting University policies; managing contracts; selecting equipment and supplies; involving students in sponsored projects; or performing other roles in university governance in which objectivity and integrity are paramount. Furthermore, since allegations of conflicts of interest based on appearances can undermine public trust in ways that may not be adequately restored even when mitigating facts are brought to light, apparent conflicts should be avoided, when feasible and appropriate.

Other sections of this Policy notwithstanding, it is the ongoing responsibility of the employee to abide by the provisions of all other applicable federal, state, and University's laws and policies relating to conflicts of interest; to identify potential conflicts of interest; and to disclose and seek guidance on such matters from the appropriate vice president.

### 5.10.3

#### WHEN IS THERE A CONFLICT OF FINANCIAL INTEREST?

A conflict of financial interest exists when a Significant Financial Interest could substantially compromise an employee's judgment in the performance of University duties.

Faculty and staff are responsible for disclosing those Significant Financial Interests that would reasonably appear to be affected by or to affect their university duties. However, it is the responsibility of the University, not the disclosure, to determine if the disclosed interest could significantly affect the performance of University responsibilities and to require the management, reduction or elimination of the conflict.

This policy does not address conflict of commitment, which is the subject of other provisions of the faculty and staff handbooks. (See, especially, Faculty Handbook section 3.6 et seq., 3.8.3, and 4.20.2). Such conflicts may be addressed by additional policies in the future.

### 5.10.4

#### DEFINITIONS

**Appropriate Vice President:** The appropriate vice president giving oversight of the management protocols depends on the activity generating the potential conflict of interest. If the employee activity is a research activity, the vice president for research will provide oversight, regardless of where the individual is employed within the university. If the activity is not research-related, the vice president in whom authority resides over the particular unit in which the individual is employed will provide oversight.

**Compensation:** All remuneration or other things of value received in payment for services rendered is considered to be compensation. This can include salary or other forms of payment including gifts, stocks or other items of significant financial value.

**Employee:** Any person possessing either a full-time or part-time faculty or staff appointment at the University who is eligible to receive benefits and receives a salary or wage for his/her defined responsibilities. This definition does not include temporary employees appointed (30) days or less or a member of the Board of Regents of the University of Oklahoma and Cameron University. For application of this policy, this definition may include students, both graduate and undergraduate, who work on a grant or contract and have responsibility, in whole or in part, for the reporting of research.

**Family:** An employee's spouse and dependent children.

**Serious Breach:** A serious breach of this policy is a failure to disclose or prohibited action in conscious disregard of this policy. Conscious disregard is a mental state embracing either (i) intent to deceive, manipulate or defraud; (ii) guilty knowledge; or (iii) moral awareness that the alleged conduct violated the policy.

**Significant Financial Interest:** Anything of monetary value, including, but not limited to, salary or other payment for services (e.g., consulting fees or honoraria); equity interests (e.g., stocks, stock options, or other ownership interests); and intellectual property rights (e.g., patents, copyrights and royalties from such rights).

The term does not include:

- (1) salary, royalties, or other remuneration from the University of Oklahoma;
- (2) income from seminars, lectures, or teaching engagements sponsored by public or non profit entities;
- (3) income from service on advisory committees or review panels for public or nonprofit entities;
- (4) an equity interest that, when aggregated for the employee and the employee's spouse and dependent children, meets all of the following tests:
  - (a) does not exceed ten thousand dollars (\$10,000.00) in value as determined through reference to public prices or other reasonable measures of fair market value;
  - (b) does not represent a five percent (5%) or more ownership interest in any single entity; and
  - (c) did not yield dividends of one thousand dollars (\$1,000.00) or more during the preceding calendar year; or
- (5) salary, royalties or other payments that, when aggregated for the employee and the employee's spouse and dependent children over the next twelve months, are not reasonably expected to exceed ten thousand dollars (\$10,000.00).

Potential equity value should be considered in those instances where the employee has an equity interest in a privately-held company and the potential exists for bias in design, conduct, or reporting of research based on future financial benefit; the true value of that interest may not be known until the firm goes public, but the faculty or staff employee should make a reasonable assessment of the future market value of the equity.

Regardless of the above minimum requirements, a faculty or staff member, in his or her own best interest, is encouraged to disclose any other financial or related interest that could present an actual conflict of interest or be perceived to present a conflict of interest. Disclosure is a key factor in protecting one's reputation and career from potentially embarrassing or harmful

allegations of inappropriate behavior. (Faculty or staff employees are encouraged to ask for guidance from their department chair or dean or the Provost's Office even in situations that are not covered by the disclosure procedures in this policy.)

**University Resources:** All University facilities, personnel, equipment, property, materials or proprietary information constitute University resources.

### 5.10.5

#### POLICIES & PROCEDURES FOR DISCLOSURE, REVIEW AND MANAGEMENT OF POTENTIAL CONFLICTS OF INTEREST

(A) Disclosure

Every employee of the University shall make annual disclosure of any significant financial interest(s), as defined in Section 5.10.4 of this policy that would reasonably appear to be a conflict of interest. This disclosure shall be made in writing to the appropriate vice president. The vice president may consult with advisory personnel, group or committee appointed for that purpose pursuant to policies and procedures established by the University or with others in connection with the review and, upon completion, shall advise the employee in writing of his or her decision, and the reasons for the decision, to accept (with or without modifications), return for more information or reject the recommendations. If accepted, the notification shall include, among other things, requirements for immediate action and plans for continued monitoring of the potential or actual conflict.

Employees shall provide at least ten (10) working days for review of their disclosure prior to making any commitment that could reasonably lead to a conflict. However, in the event the ten (10) working daytime period is not feasible, the employee should identify the need for expedited review and submit the request to the appropriate vice president. Any changes that occur in an employee's significant financial interests during the year shall be disclosed promptly and reviewed in the manner described above.

(B) Prior approval

- (1) As required by federal law and regulations, all financial disclosures must be made, and all identified conflicts of interest must be satisfactorily managed, reduced or eliminated prior to the University's expenditure of funds under the award, in accordance with the institution's conflict of interest policy.
- (2) Although there is a presumption in favor of allowing faculty or staff employees to act in dual roles once a conflict of interest has been disclosed, an employee shall not proceed with proposed activity prior to university evaluation as detailed in paragraph 5.10.5(A).

(C) Examples of Management of Conflicts of Interest

Conditions or restrictions that might be imposed by the University to manage, reduce or eliminate actual or potential conflicts of interest include but are not limited to:

- (1) public disclosure of relevant information regarding the conflict of interest, such as all relevant significant financial interests;
- (2) monitoring of research by independent reviewers;
- (3) modification of the research plan, activity or agreement to eliminate or minimize the conflict of interest;
- (4) designation of an appropriate university representative to have immediate oversight responsibility over the management plan;
- (5) divestiture of significant financial interests;



- (6) disqualification from participation in the portion of the activity that would be affected by the significant financial interests;
- (7) severance of the relationships that create actual or potential conflicts;
- (8) termination of student involvement in the project.

Some Federal funding agencies permit research to proceed, in spite of disclosed conflicts, if the review determines that imposing restrictions or conditions would be either ineffective or inequitable, and that the potential negative impacts that may arise from a significant financial interest are outweighed by interests of scientific progress, technology transfer, or the public health and welfare. However, the University is ultimately responsible for the determination of whether a research or educational project which involves a conflict should proceed.

All management plans must be focused and narrowly tailored to minimize or eliminate improper conflicts of interest.

- (D) **Reports**  
After development of an acceptable management plan and commencement of the work, the appropriate individuals with oversight responsibility will regularly report, in writing, to the appropriate vice president on the effectiveness of the plan. The frequency of such reports shall be determined by the vice president but shall in all events be at least annually.
- (E) **Modification of Management Plans**  
If, after sufficient experience to assess the effectiveness of the management plan and after notice to and full consultation with all appropriate parties, the appropriate vice president determines that the conflict has not been properly managed or has become unmanageable, he/she may modify the plan. If outside agencies require notification of conflict resolution and management, they will be notified in accordance with their requirements.
- (F) **Forms**  
The forms suggested for this disclosure and management process are at the end of this policy. The Provost shall provide annual notice and explanation of the forms to be used in the disclosure process for the coming year.
- (G) **Retrospective Sanctions**  
It is understood that faculty and staff employees shall clearly, fully, and truthfully disclose, in writing, all activities, relationships, or interests that might present conflicts of interest. Nevertheless, there shall be no retrospective sanctions under this policy for the period of time after the ten day review period, detailed in paragraph 5.10.5(A), when the appropriate vice president knew of such activities, relationships, or interests and, acting in good faith, took no action to manage, minimize, or eliminate them.

#### 5.10.6

#### UNIVERSITY ADMINISTRATOR RESPONSIBILITIES

- (A) Because of the special role that chairmen of departments and committees, deans of divisions and schools, the Provost, the President, and other senior academic officials play in administering the affairs of the University, it is especially important that faculty or staff employees serving in these administrative positions avoid involvements in outside professional or commercial activities that pose potential conflicts of interest with the fulfillment of their responsibilities to the University. The necessary involvement of these

administrative officials in the appointment and promotion process, in decisions concerning students, and in the supervision of other faculty requires that they be especially sensitive to potential conflicts of interest and that they uphold a particularly rigorous standard for avoiding such conflicts.

- (B) The appropriate vice president should report periodically to the President, the Research Council, the Faculty Senate, the Staff Senate and other appropriate governing bodies on the status of conflict of interest issues among the faculty and staff and on major issues concerning faculty and staff involvement in such activities.

### 5.10.7

#### PROCEDURES FOR REVIEWING ALLEGED POLICY VIOLATIONS

- (A) Faculty or staff employees are subject to the ordinary disciplinary process of the University if they fail to fully and truthfully disclose activities or relationships that could reasonably be viewed as conflict of interest situations or fail to comply with any stipulated plan for managing the disclosed conflict. They may be subject to criminal sanctions or civil liability under federal and/or state law as well.
- (B) Failure to disclose known conflicts of interests or to follow an appropriate prescribed management plan may be a serious breach of this policy and may itself be considered ethical misconduct or professional dishonesty.
- (C) University sanctions for serious breaches of this policy may include, without restriction, reprimand, restitution, loss of pay, suspension, expulsion or dismissal. Furthermore, persons who violate this policy also may be subject to civil and criminal penalties for violations of state or federal law.
- (D) Allegations against a faculty or staff employee for breach of this policy should be reported in a confidential writing to the Provost and, if against a staff employee, to the executive officer in whose area the alleged transgressor is employed.

### 5.10.8

#### MISCELLANEOUS PROVISIONS

- (A) Confidentiality  
All information disclosed by an employee for the purpose of disclosure and management, and all official records of disclosure and management shall be considered a part of the employee's personnel file or student file and shall be deemed confidential. Any information disclosed by an employee as required by this policy shall be used solely for the purpose of administering and/or executing this policy and may not be disclosed or used for any other purpose unless required by law. Unauthorized disclosure of any such information shall be deemed to be unethical behavior and a violation of this policy and subject to appropriate disciplinary action.

The University is required to make information available, upon request, to Federal agencies sponsoring work at the University regarding all conflicting interests associated with the funded project identified by the University and how those interests have been managed, reduced or eliminated to protect the research from bias. The University maintains records of all financial disclosures and all actions taken by the University with respect to each conflicting interest for a reasonable period of time. For sponsored

**Classroom and Laboratory Supplies Fees**  
**Course Fee Modifications --Norman Campus**

<b><u>College</u></b>	<b><u>Department</u></b>	<b><u>Course</u></b>	<b><u>FY 2004 Fee</u></b>	<b><u>FY2005 Fee Request</u></b>
GEOS	METR	3113	10.00	15.00
GEOS	METR	3213	10.00	15.00
GEOS	METR	3613	10.00	30.00
GEOS	METR	4123	10.00	15.00
GEOS	METR	4623	10.00	25.00
GEOS	METR	5113	10.00	15.00
GEOS	METR	5123	20.00	15.00

\* Only applies if it is a Biological Station field based course, sections 50-59

\*\* Only applies if it is a film course.

**Classroom and Laboratory Supplies Fees**  
**Course Fee Additions --Norman Campus**

<b><u>College</u></b>	<b><u>Department</u></b>	<b><u>Course</u></b>	<b><u>FY2005 Fee Request</u></b>
A&S	ANTH	4023	15.00
A&S	ANTH	4103	3.00
A&S	ANTH	4553	5.00
A&S	ANTH	4973	5.00
A&S	ANTH	5653	3.00
A&S	FR	3083	15.00
A&S	FVS	2123	30.00
A&S	FVS	2213	100.00
A&S	FVS	3233	30.00
A&S	FVS	3243	30.00
A&S	HSCI	3423	6.00
A&S	HSCI	3433	6.00
A&S	NAS	3113	20.00
A&S	ZOO	6970	25.00
ENGR	AME	4273	30.00
ENGR	AME	4373	30.00
ENGR	AME	5740	30.00
ENGR	C E	4803	15.00
ENGR	C E	5693	10.00
ENGR	C E	5753	20.00
ENGR	E S	4813	15.00

**APPENDIX  
ITEMIZATION OF FEES**

**TYPE A. SPECIAL FEES FOR INSTRUCTION AND ACADEMIC SERVICES**

Special Instruction Fees

Includes private instruction, private applied music lessons, aviation and physical education courses. Changes in special instruction fees do not require State Regents' item-by-item approval; institutions may assess these fees up to the actual cost of the special instruction.

The **College of Continuing** Education is requesting increases to six Aviation courses. These increases are required to cover increasing simulator costs, and costs associated with increasing flight time hours and ground training hours as required to meet standards.

The **College of Fine Arts** requests increasing the fee for the **Applied Music courses** listed below from \$25.00 to \$35.00 per credit hour. These increases are required due to increased cost of providing special one-on-one instruction, increased cost of piano tuning and maintenance, and instrument rental maintenance. The College of Fine Arts is also requesting increasing five MUNM course fees to provide and maintain the use of technology in the classroom and for associated costs of live performance presentations.

**Course Fee Modifications – (Special Instructions Fees) - Norman Campus**

<b>COLLEGE</b>	<b>DEPT</b>	<b>COURSE</b>	<b>FY 2003 FEE</b>	<b>FY 2004 REQUEST</b>
CCE	AVIA	1222	3,665.00	3,984.00
CCE	AVIA	3111	462.00	674.00
CCE	AVIA	3572	2,988.00	3,059.00
CCE	AVIA	4313	3,696.00	4,000.00
CCE	AVIA	4552	3,539.00	3,892.90
CCE	AVIA	4602	2,486.00	2,734.60
CCE	AVIA	4613	1,571.00	1,860.00
CCE	AVIA	4622	3,696.00	4,055.00
F A	Applied Music	Listed*	25.00 PCH	35.00 PCH
F A	MUNM	1100	70.00 PCH	80.00 PCH
F A	MUNM	3113	35.00	40.00
F A	MUNM	3100	70.00	80.00 PCH
FA	MUNM	3213	35.00	40.00
FA	MUNM	5100	70.00	80.00 PCH

\*(Bass, Basn, Celo, Clar, Comp, Euph, Flut, Fr H, Gtar, Harp, Hpcd, Oboe, Pcus, Pian, Sax, Trom, Tuba, Vioa, Viol, and Voice taught in 2000, 2010, 2020, 4000, 4010, 4020, 5000, 5010, 5020, 6000, 6010, and 6020)

**Classroom/Laboratory Supplies Fees**

**Classroom/Laboratory Supplies Fees – Health Sciences Center**

The Health Sciences Center requests changes to classroom/laboratory supply fees as listed below:

**CLASSROOM/LABORATORY SUPPLY FEES  
ACADEMIC YEAR 2004-2005  
HEALTH SCIENCES CENTER**

<u>CURRENT</u>	<u>PROPOSED</u>	<u>COLLEGE</u>	<u>COURSE</u>
50.00	100.00	Allied Health	CSD 5510
6.00	None	Nursing	NURS 3025
6.00	None	Nursing	NURS 4143

**Classroom/Laboratory Supplies Fees – Norman Campus**

The Norman Campus requests changes to classroom/laboratory supplies fees as outlined in the table below. Student input was solicited on all fees at the Departmental or College level. An itemized list of the changes requested is provided below.

<b>CLASSROOM AND LABORATORY SUPPLIES ACADEMIC YEAR 2004-2005 NORMAN CAMPUS</b>					
<b>COLLEGE</b>	<b>(Current)</b>	<b>ADDITIONS</b>	<b>DELETIONS</b>	<b>INCREASES</b>	<b>DECREASES</b>
ARCHITECTURE	6	0	0	0	0
ARTS & SCIENCES	307	14	0	27	2
BUSINESS	0	0	0	0	0
CONTINUING ED	0	0	0	0	0
EDUCATION	24	0	0	0	0
ENGINEERING	88	7	0	2	0
FINE ARTS	195	19	0	42	0
GEOSCIENCES	111	0	0	6	1
JOURNALISM	79	0	0	0	0
INTL.PROGRAMS	5	0	0	0	0
HONORS	0	0	0	0	0
LAW	0	0	0	0	0
PROVOST DIRECT	0	0	0	0	0
UNIVERSITY COLLEGE	17	1	0	0	0
<b>TOTAL</b>	<b>832</b>	<b>41</b>	<b>0</b>	<b>75</b>	<b>3</b>

**Classroom and Laboratory Supplies Fees**  
**Course Fee Modifications --Norman Campus**

<u>College</u>	<u>Department</u>	<u>Course</u>	<u>FY 2004 Fee</u>	<u>FY2005 Fee Request</u>
A&S	BOT	3342	30.00	40.00
A&S	BOT	4990*	25.00	40.00
A&S	BOT	5990*	25.00	40.00
A&S	COMM	1113	20.00	30.00
A&S	COMM	2003	10.00	15.00
A&S	COMM	2513	10.00	15.00
A&S	COMM	2613	20.00	30.00
A&S	COMM	2713	10.00	15.00
A&S	COMM	3113	10.00	15.00
A&S	COMM	3713	10.00	15.00
A&S	COMM	4713	10.00	15.00
A&S	FR	1235	15.00	20.00
A&S	P SC	4013	50.00	2.00
A&S	P SC	4023	50.00	2.00
A&S	RUSS	3073	10.00	15.00
A&S	RUSS	3313	10.00	15.00
A&S	ZOO	2094	25.00	40.00
A&S	ZOO	2124	15.00	20.00
A&S	ZOO	2204	35.00	45.00
A&S	ZOO	2255	45.00	60.00
A&S	ZOO	3342	30.00	40.00
A&S	ZOO	3403	25.00	35.00
A&S	ZOO	4034	25.00	40.00
A&S	ZOO	4044	35.00	40.00
A&S	ZOO	4243	20.00	35.00
A&S	ZOO	4493	25.00	40.00
A&S	ZOO	4970*	25.00	40.00
A&S	ZOO	5494	20.00	30.00
A&S	ZOO	5970*	25.00	40.00
F A	ART	1013	40.00	50.00
F A	ART	1023	45.00	50.00
F A	ART	2313	60.00	80.00
F A	ART	2323	60.00	80.00
F A	ART	2413	70.00	80.00
F A	ART	2423	70.00	80.00

**Classroom and Laboratory Supplies Fees**  
**Course Fee Modifications --Norman Campus**

<b>College</b>	<b>Department</b>	<b>Course</b>	<b>FY 2004 Fee</b>	<b>FY2005 Fee Request</b>
FA	ART	2513	60.00	90.00
FA	ART	2523	60.00	90.00
FA	ART	2803	30.00	50.00
FA	ART	2813	120.00	150.00
FA	ART	2873	100.00	120.00
FA	ART	3313	60.00	80.00
FA	ART	3323	60.00	80.00
FA	ART	3413	70.00	80.00
FA	ART	3423	70.00	80.00
FA	ART	3513	60.00	90.00
FA	ART	3523	60.00	90.00
FA	ART	3813	130.00	200.00
FA	ART	3873	130.00	150.00
FA	ART	4313	60.00	80.00
FA	ART	4323	60.00	80.00
FA	ART	4413	70.00	80.00
FA	ART	4423	70.00	80.00
FA	ART	4513	60.00	90.00
FA	ART	4523	60.00	90.00
FA	ART	4533	60.00	90.00
FA	ART	4543	60.00	90.00
FA	ARNM	1003	40.00	60.00
FA	ARNM	2003	40.00	60.00
FA	ARTC	1003	20.00	40.00
FA	ARTC	1103	20.00	40.00
FA	ARTC	2010**	20.00	40.00
FA	ARTC	5013	40.00	60.00
FA	DANC	1411	60.00	65.00
FA	DRAM	1114	30.00	40.00
FA	DRAM	1713	45.00	50.00
FA	MUED	1262	40.00	45.00
FA	MUED	1272	40.00	45.00
FA	MUTE	1130*	40.00	50.00
FA	MUTE	3130*	40.00	50.00
FA	MUTE	5130*	40.00	50.00



**Classroom and Laboratory Supplies Fees**  
**Course Fee Additions --Norman Campus**

<u>College</u>	<u>Department</u>	<u>Course</u>	<u>FY2005 Fee Request</u>
F A	ART	3533	90.00
F A	ART	3543	90.00
F A	ART	3553	90.00
F A	ART	4913	70.00
F A	ART	4923	45.00
F A	ART	4933	60.00
F A	ART	4943	70.00
F A	ART	4953	90.00
F A	ART	4963	120.00
F A	ART	4973	120.00
F A	ART	4993	120.00
F A	DRAM	5013	5.00
F A	MTHR	1111	50.00
F A	MTHR	3143	50.00
F A	MTHR	3171	50.00
F A	MTHR	3173	50.00
F A	MTHR	4174	50.00
F A	MTHR	4183	50.00
F A	MTHR	4190	50.00
UNIV	UCOL	2002	25.00

**Testing/Clinical Service Fees Modification**  
**Health Sciences Center**

<u>Current</u>	<u>Proposed</u>	<u>College</u>	<u>Course</u>
\$ 27.95	\$ 40.95	Nursing	NURS 4020
15.00	None	Nursing	NURS 3182
15.00	None	Nursing	NURS 4143
15.00	None	Nursing	NURS 4152
None	\$ 250.00	Nursing-ClinEd	NURS 4020
None	\$ 350.00	Nursing-ClinEd	NURS 4126

**Facility and Equipment Utilization Fee  
Course Fee Modifications --Norman Campus**

<u>College</u>	<u>Department</u>	<u>Course</u>	<u>FY 2004 Fee</u>	<u>FY2005 Fee Request</u>
ENGR	ECE	4173	45.00	DELETE
FA	A HI	4603	15.00	25.00
FA	A HI	5603	15.00	25.00
FA	DANC	1212	60.00	65.00
FA	DANC	1312	60.00	65.00
FA	DANC	2212	60.00	65.00
FA	DANC	2312	60.00	65.00
FA	DANC	3214	90.00	110.00
FA	DANC	3314	90.00	110.00
FA	DANC	4214	90.00	110.00
FA	DANC	5224	90.00	110.00
FA	DANC	5324	90.00	110.00
FA	JRRE	3021	60.00	75.00
FA	UGRE	4011	60.00	75.00
FA	UGRE	4013	60.00	75.00
FA	SRRE	4021	60.00	75.00
FA	SRRE	4023	60.00	75.00
FA	GRRE	5042	60.00	75.00
FA	GCRE	5051	60.00	75.00
FA	GMER	5052	60.00	75.00
FA	RPHD	6022	60.00	75.00
FA	GDMA	6042	60.00	75.00
FA	LDMA	6052	60.00	75.00
FA	MUED	3783	35.00	40.00
FA	MUED	3793	35.00	40.00
FA	MUED	5612	25.00	40.00
FA	MUED	5622	25.00	40.00
FA	MUED	5662	25.00	40.00
FA	MUNM	1022	35.00	40.00
FA	MUNM	1032	35.00	40.00
FA	MUNM	1113	35.00	40.00
FA	MUNM	3022	35.00	40.00
FA	MUNM	3032	35.00	40.00
FA	MUTE	1120	40.00	50.00

**Facility and Equipment Utilization Fee**  
**Course Fee Modifications --Norman Campus**

<u>College</u>	<u>Department</u>	<u>Course</u>	<u>FY 2004 Fee</u>	<u>FY2005 Fee Request</u>
FA	MUTE	1140	40.00	50.00
FA	MUTE	1160	40.00	50.00
FA	MUTE	1170	40.00	50.00
FA	MUTE	1180	40.00	50.00
FA	MUTE	1190	40.00	75.00
FA	MUTE	1311	20.00	40.00
FA	MUTE	1321	20.00	40.00
FA	MUTE	1332	35.00	40.00
FA	MUTE	1342	35.00	40.00
FA	MUTE	2311	20.00	40.00
FA	MUTE	2321	20.00	40.00
FA	MUTE	3120	40.00	50.00
FA	MUTE	3130	40.00	50.00
FA	MUTE	3140	40.00	50.00
FA	MUTE	3160	40.00	50.00
FA	MUTE	3170	40.00	50.00
FA	MUTE	3180	40.00	50.00
FA	MUTE	3190	40.00	75.00
FA	MUTE	5120	40.00	50.00
FA	MUTE	5130	40.00	50.00
FA	MUTE	5140	40.00	50.00
FA	MUTE	5160	40.00	50.00
FA	MUTE	5170	40.00	50.00
FA	MUTE	5180	40.00	50.00
FA	MUTE	5190	40.00	75.00
FA	MUTH	1511	25.00	30.00
FA	MUTH	1522	25.00	30.00
FA	MUTH	1611	25.00	30.00
FA	MUTH	1622	35.00	30.00
FA	MUTH	2512	25.00	30.00
FA	MUTH	2522	25.00	30.00
FA	MUTH	3763		DELETE
FA	MUTH	3783		DELETE
FA	MUTH	4922		DELETE

**Facility and Equipment Utilization Fee  
Course Fee Additions --Norman Campus**

<b>College</b>	<b>Department</b>	<b>Course</b>	<b>FY2005 Fee Request</b>
A&S	ANTH	5703	25.00
A&S	NAS	4933	20.00
FA	ALL*	All	7.00
FA	A HI	3133	25.00
FA	A HI	4113	25.00
FA	A HI	4123	25.00
FA	A HI	4143	25.00
FA	A HI	4273	25.00
FA	A HI	5113	25.00
FA	A HI	5123	25.00
FA	A HI	5143	25.00
FA	A HI	5273	25.00
FA	DANC	2242	65.00
FA	DANC	2314	110.00
FA	DANC	4990**	10.00
FA	DANC	4990***	50.00
FA	MUED	4752	50.00
FA	MUTE	1010	50.00
FA	MUTE	1130****	25.00
FA	MUTE	2271	25.00
FA	MUTE	2280	25.00
FA	MUTE	3130****	25.00
FA	MUTE	4271	25.00
FA	MUTE	4280	25.00
FA	MUTE	5130****	25.00
FA	MUTE	5271	25.00
FA	MUTE	5280	25.00
FA	MUTK	2263	50.00
FA	MUTK	3263	50.00
FA	ORGN	ALL	75.00
FA	PCUS	ALL	75.00
FA	PIAN	ALL	75.00

\* All courses with Fine Arts Designators.

\*\* Only Ballroom Dancing Courses

\*\*\* Only Pilates Class

\*\*\*\* Marching Band

EXHIBIT F

October 27-28, 2003

