

**MINUTES OF A REGULAR MEETING
THE UNIVERSITY OF OKLAHOMA BOARD OF REGENTS
December 1-2, 2003**

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THE UNIVERSITY OF OKLAHOMA

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**MINUTES OF A REGULAR MEETING
THE UNIVERSITY OF OKLAHOMA BOARD OF REGENTS
December 1-2, 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 South Commons Area, Second Floor of The Gaylord Family - Oklahoma Memorial Stadium on The University of Oklahoma campus in Norman, Oklahoma, on Monday, December 1, 2003 at 4:25 p.m.

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

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

Those attending the meeting from Cameron University were Dr. Cindy Ross, President of the University, and Vice President Glen Pinkston.

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

Notice of the time, date and place of this meeting were submitted to the Secretary of State, and the agenda was posted in the Office of the Board of Regents on or before 4:00 p.m. on October 24, both as required by 25 O.S. 1981, Section 301-314.

ROGERS STATE UNIVERSITY

REPORT OF THE PRESIDENT OF THE UNIVERSITY

President Wiley had a few things to report in the area of fundraising. About a year ago RSU initiated a planned giving campaign with Oklahoma Military Academy graduates. During the previous 30 days, a little over \$150,000 came to the scholarship program from three former OMA students that each left RSU something in their estate. In addition, two weeks prior to the meeting, the Founders and Associates group gave about \$50,000 to help with science equipment and the University is very appreciative. Dr. Wiley, along with Presidents Boren and Ross, are part of a committee of seven state university presidents that are assisting the State Regents in putting together a comprehensive capital improvement plan for public higher education that they intend to submit by the beginning of the legislative session. Higher Education in the state is in dire need. For example, at RSU the average age of an academic building is 57 years. Finally, at the Thanksgiving break, pre-enrollment for the spring semester was 20% ahead of last year, so it looks like another record enrollment for spring.

REGENTS' POLICY MANUAL

Revisions to the Policy Manual are attached hereto as Exhibit A.

President Wiley recommended the Board of Regents approve the Policy Manual sections submitted with this agenda.

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

ACADEMIC CALENDAR 2004-2005

The Oklahoma State Regents for Higher Education authorize the President to approve the institution's academic calendar each year. The calendar is then submitted to the State Regents by January 1 prior to the summer semester to which the proposed calendar applies. The academic calendar, attached hereto as Exhibit B, is for information only and will be submitted to the State Regents.

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

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 deletions, 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 DELETIONS:

<u>PREFIX/NO.</u>	<u>TITLE</u>
CS 4433	Cross-Platform Development (with Java)

COURSE ADDITIONS:

<u>PREFIX/NO.</u>	<u>TITLE</u>
ENGL 3443	Studies in Poetry
ENGL 4223	Shakespeare
HUM 4413	Women in Literary and Visual Arts

COURSE MODIFICATIONS:

<u>PREFIX/NO.</u>	<u>TITLE</u>	<u>COMMENTS</u>
ART 3313	Art Theory I	Change in course description.
ART 4313	Art Theory II	Change in course description and prerequisite.
ART 2713 (old) (new)	Western Art History to 1400	Change in course number and ART 3003 description.

<u>PREFIX/NO.</u>	<u>TITLE</u>	<u>COMMENTS</u>
CS 1213	Introduction to Computers (old)	Change in course title and description.
	Introduction to Computing (new)	
TECH 3203	Introduction to Safety Management (old)	Change in course title and description.
	Introduction to Risk Management (new)	

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

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

- PROGRAM: BA in Liberal Arts (109)
Concentration: English

PROPOSED MODIFICATION:

Addition of the following to the course distribution:
ENGL 3443 Studies in Poetry
ENGL 4223 Shakespeare

COMMENTS: Based on department review and student need.

- PROGRAM: Minor in Technical Writing

PROPOSED COURSES:

Requirements:
18 hours, 9 of which must be upper-division
ENGL 2333 Technical Writing
ENGL 3113 Advanced Technical Writing
ENGL 3123 Advanced Topics in Composition
BADM 2523 Business Communications
BADM 3913 Communications Skills for Managers and Professionals
HUM 4003 Multi-Media Communications
or CS 3213 Multimedia Development

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

3. PROGRAM: AA in Art (001)
Options: General
Art History
Graphics

PROPOSED MODIFICATION:

Change in Program Core Requirements (12 hours) to:
ART 1103 Art Foundations I
ART 1203 Art Foundations II
ART 3313 Art Theory I
Choose three credit hours from the following:
ART 3003 Western Art History to 1400
ART 3013 Western Art History 1400-1850
ART 3213 Western Art History 1850-Present

COMMENTS: Based on department review, student need, and curricula enhancement.

4. PROGRAM: AA Art (001)
Option: Art History

PROPOSED MODIFICATION:

Change in Program Selected Electives (9 hours) to:
ART 1113 Art Appreciation
ART 2733 History of Non-Western Art
ART 2910 Individual Studio (Art History)
ART 3910 Directed Studies
ART 3003 Western Art History to 1400
ART 3013 Western Art History 1400-1850
ART 3213 Western Art History 1850-Present
HUM 2893 Cinema

COMMENTS: Based on department review and student needs.

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

AUTHORITY TO INITIATE ARCHITECT SELECTION FOR CENTER FOR ECONOMIC AND COMMUNITY DEVELOPMENT

In response to the growing needs in northeastern Oklahoma, the University initiated a new program to support its mission relating to economic development in July of 2002. The goals of the new program included establishing a one-stop shop, creating a small business development center, constructing and operating a technology incubator and developing a regional research center to conduct economic, demographic and social research related to economic development. The program has made significant advances toward all these goals. Construction of a new center will facilitate fulfillment of the University's mission of supporting economic development. The University has secured private and federal matching funds to assist in the construction of the new facility.

The University has identified a site on Campus for construction of the facility. The institution is ready to proceed with the process of selecting an architect to design the facility. After the selection process is complete, the President will bring the recommendation from the architect selection process to the Board for approval.

President Wiley recommended the Board of Regents authorize the President to initiate the process of selection of an architect for a Center for Economic and Community Development.

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.

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.

CAMERON UNIVERSITY

REPORT OF THE PRESIDENT OF THE UNIVERSITY

Dr. Ross chose to exercise her Presidential prerogative to brag on Cameron students, faculty and alumni. *60 Minutes* recently featured a Cameron alumnus named Ed Huffine. The segment focused on technology used in Iraq to identify victims from the early 1990s and the unsuccessful revolt against Saddam Hussein. Mr. Huffine is currently the chief specialist for the International Commission on Missing Persons. Since 1990 he has been working in Bosnia identifying the remains of literally tens of thousands of people who were killed during the breakup of Yugoslavia. He was also part of the team that identified the US flyer from the Tomb of the Unknown in Arlington National Cemetery and was one of 20 scientists who went to New York City after the September 11 attacks. Mr. Huffine received a degree from Cameron in 1983 and the University is very proud of him.

The fifth annual Research Day for regional universities was held at the University of Central Oklahoma in mid-November. This day provides an opportunity for universities to showcase faculty and students in research areas. Cameron was one of eighteen colleges and universities represented. Cameron had 82 students and faculty participate and won more awards than any other school present. Of the fifteen monetary awards given, Cameron received eight. The Speech and Debate team recently joined ten other university teams at a tournament hosted by Central Missouri State University and brought home 41 awards. These included first place in individual event sweepstakes, second place in debate sweepstakes, first in overall sweepstakes and all ten of the students received an award. Three theatre students at Cameron have been nominated for the Irene Ryan acting award. Irene Ryan played Granny on the television program *Beverly Hillbillies*. The students will compete at the Regional American College Theatre Festival held at the University of Arkansas in February. Also recognized were Scott Hofmann, associate

professor of music and theatre arts, for lighting and scenic design, and Marilyn Ragan, assistant professor of music and theatre arts, for excellence in costume and makeup design. The Hackler Teaching awards were recently presented to T. K. Bhattacharya, professor in business, and Ted Snider, professor in physical science. The awards were established by the Hacklers, both Cameron alums, with a \$50,000 endowment. Each faculty member receives a \$2,000 stipend plus a \$1,500 award for professional development. Students and faculty determine the award recipients.

Two further announcements: a new computer lab has been opened in Shepler Center. It is the first on campus with 24-hour, 7 days-a-week access. The lab has the latest computer technology, was funded through student technology fees and all students have access through their valid ID cards. Lastly, Dr. Ross has been appointed as the newest member of the State Chamber of Commerce Board of Directors. The State Chamber represents over 2,000 businesses, trade associations and local chambers. Serving on the Board will allow President Ross to hear from businesses about the skills and competencies they need in the graduates they hire, but it will also give her the opportunity to share the excitement of Cameron University.

REGENTS' POLICY MANUAL

Revisions to the Policy Manual are attached hereto as Exhibit A.

President Ross recommended the Board of Regents approve the Policy Manual submitted with this agenda.

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.

LIVING/LEARNING CENTER REVENUE BONDS

Section 4002.1 of Title 70 of the Oklahoma Statutes requires Legislative approval expressed by Concurrent Resolution prior to commencing any action in anticipation of the issuance of revenue bonds or other bonds authorized by law to be issued by the Board of Regents.

The University administration is currently evaluating the possible issuance of revenue bonds in support of constructing a Living/Learning Center. This action is the first step in the process of issuing revenue bonds, and does not commit the University to this issuance.

President Ross requests authorization to proceed with submission of the resolution to the legislature.

President Ross recommended the Board of Regents authorize the University administration to prepare and submit the Concurrent Resolution, attached hereto as Exhibit C, to the Oklahoma Legislature in support of the Living/Learning Center project.

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.

RENOVATION OF FOOD SERVICE AREA IN STUDENT UNION

During open meetings and lunches held by President Ross, students expressed the desire to upgrade the Student Union's appearance, creating a more pleasing atmosphere and increasing its functionality for both traditional and non-traditional students.

At the May 2003 meeting, the Board of Regents approved the renovation of the Student Union. The renovation detailed adding a canopy over the front main patio area, furnishing the patio to create an outdoor café concept, painting a portion of the exterior, replacing interior wall finishes, replacing and increasing interior lighting, replacing the ceiling and flooring, and replacing and upgrading the building entrance doors to meet ADA requirements. This work is proceeding according to schedule and is within the approved budget.

At the June 2003 meeting, the Board of Regents approved awarding a contract to Sodexo Services, Inc., for Campus food services. One provision of the contract was for Sodexo to provide \$85,000 for capital improvements for food service operations. These capital improvement funds provided by Sodexo will partially pay for installing a mini food court in the Student Union.

Existing food services in the Student Union are out of date and do little to attract and retain students. Sodexo has proposed adding two of their branded concepts, SkyRanch Grill and Sub-Connection, to Cameron University's existing Pizza Hut concept. By agreement with Sodexo Services, Inc., all furniture, fixtures and equipment become the property of Cameron University. A mini food court would be created, significantly upgrading the appearance and functionality of the Student Union. With the recruitment of students for fall 2004 already begun, it is very important this project be completed early in the spring 2004 semester. If approved, work will begin at the conclusion of classes in December 2003 and will be completed in early February 2004.

If approved, the total cost of the food service renovation, assuming the maximum amount approved for removing existing equipment and preparing the food service area, would be \$217,766 with a net cost to Cameron University of \$132,766. Funding is currently available from Student Facility Fees.

President Ross recommended the Board of Regents:

- I. Authorize the President to award competitive contracts in a total amount not to exceed \$50,000 to remove existing food preparation equipment and upgrade existing electrical, plumbing and HVAC services to current standards to prepare the Student Union for a new food court concept; and
- II. Authorize the President or her designee to fund \$82,766 as partial payment of a total of \$167,766 to be expended by Sodexo Services, Inc. to install and equip the Student Union with Sodexo's branded food concepts, SkyRanch Grill and Sub-Connection.

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.

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

**ACADEMIC AND ADMINISTRATIVE PERSONNEL ACTIONS
LITIGATION
PRESIDENT'S COMPENSATION AND RETIREMENT PACKAGE**

The executive session was held in Suite 125 and began at 4:45 p.m.

The meeting reconvened in regular session in the South Commons Area at 5:20 p.m.

ACADEMIC AND ADMINISTRATIVE PERSONNEL ACTIONS

**RECOMMENDATIONS:
CHANGE:**

Buckley, Gary, Ph.D., title changed from Dean, School of Science and Technology to Professor, Department of Physical Science, salary changed from annualized rate of \$80,000 for 12 months (\$6,666.66 per month) to annualized rate of \$60,000 for 9 months (\$6,666.66 per month), August 9, 2004.

RETIREMENTS:

Harrison, Wade, Ph.D., Professor, Department of Psychology and Human Ecology, March 1, 2004.

Hawk, Ira L., Ph.D., Professor, Department of Physical Science, May 9, 2004; named Professor Emeritus of Physics.

Huckabay, Gary, Ph.D., Professor, Department of Mathematical Sciences, January 1, 2004; named Professor Emeritus of Mathematical Sciences.

Stanton, Jimmy, Ph.D., Professor, Department of Physical Science, June 30, 2004; named Professor Emeritus of Chemistry.

President Ross recommended approval of the academic and administrative personnel actions listed above.

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

LITIGATION

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

PRESIDENT'S COMPENSATION AND RETIREMENT PACKAGE

This item was included in the agenda for a possible executive session for the purpose of a discussion of President Ross's performance, compensation and retirement package.

Chairman Blankenship recommended a review of and possible action on the President's performance, compensation and retirement package.

Regent Bentley moved that, effective immediately, President Ross' salary be increased from \$163,000 to \$180,000, and consistent with her hiring as President of Cameron University in June 2002, her supplemental retirement benefit formula remain substantially unchanged, and ratified, from her date of transfer to Cameron University from her previous position, and that the Chair of the Board of Regents be authorized to negotiate, approve and execute any necessary plans or other documents that meet the requirements of IRC section 401(a) and/or IRC section 415(m). The Chair of the Board of Regents will transmit the final documents to the Board of Regents. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

President Ross thanked the Board for their support. She stated, "Cameron has a very ambitious agenda spelled out in our Plan 2008, and with the support of the Board we will achieve all of the hard work ahead." She also said that she would follow President Wiley's example that he set at the last Board meeting in that the amount of her raise for the academic year will be donated to the Cameron University Foundation to be used for teacher support. She closed her remarks by thanking each Board member individually and collectively.

The meeting adjourned at 5:25 p.m.

The meeting reconvened on December 2, 2003 in the same location at 10:50 a.m.

THE UNIVERSITY OF OKLAHOMA

REPORT OF THE PRESIDENT OF THE UNIVERSITY

President Boren announced that the University was ranked in the top ten of all public and private universities in the nation for the quality of the freshman year experience. The wonderful recognition came from the National Center for the Freshman Year Experience. The University has everything from Camp Crimson, our orientation program, to the faculty-in-residence programs where faculty actually live in the residence halls with the students. Dean Doug Gaffin provides a tremendous amount of Gateway Seminars through the University College as well. In addition, the University has been given the leadership role in a \$5 million grant. Three other colleges will be working with OU's College of Education to restore public education in Iraq. This is a real tribute to Dr. Tom Owens of the College of Education and the faculty to be given the leadership role of restoring a public school system in Iraq. Two years ago the College of Engineering launched a \$100 million campaign to mark the 100th anniversary of the College. With three years still to go, they have reached \$51,200,000 in gifts and pledges. This is an exciting announcement to make, especially in light of the recent problems with the economy as it means all the more to have private giving in this environment.

This campaign will help build endowed faculty positions, add faculty positions, provide more endowed scholarships, provide funding for research, and a new engineering technology center will be built between the engineering college and the Sarkeys Energy Center. Two of the recent gifts included a \$450,000 gift from Charlie Blackburn of Dallas, to be added to his earlier gift of \$150,000. This money will endow a faculty chair for interdisciplinary engineering physics programs. Another half a million dollar gift from Douglas and Hilda Born of Houston will endow a faculty chair in chemical engineering. The drive has so far received eight individual gifts and pledges in excess of \$1 million. There have been numerous other foundation and corporate gifts as well.

MINUTES

Regent Austin moved approval of the minutes of the Regular Meeting held on October 27-28, 2003, as printed and distributed prior to the meeting. The following voted yes on the motion: Regents Bentley, Everest, Austin, Clark, Stuart and Weitzenhoffer. The Chair declared the motion unanimously approved.

REGENTS' POLICY MANUAL

Revisions to the Policy Manual are attached hereto as Exhibit D.

President Boren recommended the Board of Regents approve the Policy Manual revisions submitted with this agenda.

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.

PROFESSIONAL SERVICE AGREEMENT - 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 contract with an outside vendor for professional services performed by OUHSC faculty.

Renewal - Oklahoma Department of Mental Health and Substance Abuse (ODMH)

To provide outpatient substance abuse services. This contract represents the same amount as for the FY03 contract. Agreement received from ODMH October 6, 2003, signed and returned to HCA for signature on October 22, 2003.

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

Renewal – Oklahoma Department of Mental Health and Substance Abuse \$125,000
College of Medicine/Department of Pediatrics
Term of Agreement 07/01/03 to 06/30/04
Early Intervention Services for Children with Prenatal Substance Exposure
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.

FAMILY MEDICINE CLINIC - MIDWEST CITY LOCATION - LEASEHOLD IMPROVEMENTS - HSC

During March 1 through June 15, 2003, Clyde Riggs Construction of Oklahoma City was engaged, via apparent but not bona-fide University authority, to effect certain leasehold improvements, in the amount of \$126,713.92, to the OU Physicians clinic located at 351 North Air Depot Boulevard, Suite BB, Midwest City.

The improvements were engaged outside of the University's competitive process, and without prior authorization from the Board. Appropriate administrative action has been taken with respect to the individuals who requested and allowed this work to take place, and appropriate corrective action has been taken to preclude recurrence.

Inasmuch as the University was legally required to make payment for work actually performed, formal Board action is requested to accept that the payments made represent a negotiated settlement between the University and Clyde Riggs Construction.

President Boren recommended the Board of Regents authorize the President or his designee to accept as a negotiated settlement, payments totaling \$126,713.92, made by the University to Clyde Riggs Construction of Oklahoma City, for leasehold improvements made during the period March 1 through June 15, 2003, to the site known as OU Physicians at Midwest City, located at 351 North Air Depot Boulevard, Suite BB, Midwest City.

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.

UTILITY SYSTEM REVENUE BONDS - HSC

Section 4002.1 of Title 70 of the Oklahoma Statutes requires Legislative approval expressed by Concurrent Resolution prior to commencing any action in anticipation of the issuance of revenue bonds or other bonds authorized by law to be issued by the Board of Regents of The University of Oklahoma.

At this time, the University's Administration is evaluating the possible issuance of revenue bonds to support a Steam and Chilled Water Plant expansion project. This action is the first step in the process of issuing revenue bonds, and does not commit the University to the issuance of them. Approval of the Concurrent Resolution by the Legislature simply allows the University to proceed with the planning for such an issue.

President Boren recommended the Board of Regents authorize the University's Administration to submit the Concurrent Resolution attached as Exhibit E to the Oklahoma Legislature in support of the Steam and Chilled Water Plant expansion project.

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.

STEAM AND CHILLED WATER PLANT 2004 ADDITION - HSC

The Steam and Chilled Water Plant Addition project was approved by the Board of Regents and included in the May 2003 comprehensive Campus Master Plan of Capital Improvements Projects. Increased chilled water capacity is needed to support development of new facilities at the Oklahoma Health Sciences Center, including the Biomedical Research Center, Phase II. This project involves construction of an approximately 10,000-gross-square-foot building adjacent to the Steam and Chilled Water Plant and improvements to the existing plant. The project includes two 2,000-ton electric high-efficiency chillers, cooling towers and water wells. Existing plant improvements will include the addition of energy-efficient heat recovery equipment, replacement of two boiler feedwater pumps, upgrade of existing transformers and electrical service, and the possible installation of a 2,000 KW emergency generator.

The consultant team selected for the project will provide the professional architectural, structural, mechanical, electrical and civil engineering services required to produce the design, the contract documents and administer the construction contract.

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

Harley Campbell, Campus Architect-HSC, Architectural and Engineering Services,
Chair
Dustin Bozarth, Assistant Director of Operations, Data Management
Don Cail, Director of Operations
Brent Everett, Staff Engineer, Architectural and Engineering Services
Tom Godkins, Assistant Vice President for Facilities Management
Bill Martin, Manager, Steam and Chilled Water Plant
Mike Morgan, Vice President of Business Operations, Oklahoma Medical
Research Foundation
Pete Ray, Assistant Director of Operations, Environmental Systems

Proposals were received from 19 firms. Based on these proposals, information provided by the State of Oklahoma Department of Central Services and client references, 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. Architectural Design Group, Inc., Oklahoma City
2. Beck Associates Architects, Oklahoma City
3. The Benham Companies, Inc., Oklahoma City
4. Lockwood Greene Engineers, Inc., Dallas, Texas

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

The approved total project budget is \$8,614,000 with funding to be provided from Utility System Revenue Bonds.

STEAM AND CHILLED WATER PLANT 2004 ADDITION, HSC
ARCHITECTURAL AND ENGINEERING FIRM EVALUATION SUMMARY

	<u>Architectural Design Group, Inc.</u>	<u>Beck Associates Architects</u>	<u>The Benham Companies, Inc.</u>	<u>Lockwood Greene Engineers, Inc. *</u>
Acceptability of Design Services	136	134	124	122
Quality of Engineering	140	138	124	120
Adherence to Cost Limits	67	62	59	62
Adherence to Time Limits	68	65	62	53
Volume of Changes	63	67	64	57
Financial Stability	68	61	58	69
Total Points	542	527	491	483
Total Points with 5% Preference	569	553	516	N/A*

* Out-of-State firm

President Boren recommended the Board of Regents:

- I. Rank in the order presented below architectural and engineering firms that are under consideration to provide professional services required for the Steam and Chilled Water Plant 2004 Addition project, at the Health Sciences Center Campus in Oklahoma City;
- II. Authorize the University administration to negotiate the terms of an agreement and a fee starting with the highest-ranked firm; and
- III. Authorize the President or his designee to execute the contract.

Regent 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.

PEOPLESOFT DATABASE SERVICES ENVIRONMENT - HSC

The University of Oklahoma Health Sciences Center utilizes PeopleSoft as the information systems backbone to support administrative functions in Human Resources, Financial Services and Student Services. Although a new infrastructure was implemented to upgrade these applications to the Web-based PeopleSoft Internet Architecture, database services supporting these applications represent obsolete (five-year-old) technology and have reached end of life. Utilization of these applications is expanding from 1000 core and end users to a self-service model supporting every student and employee, as well as addressing the need to reach prospective students and employees. Because existing systems no longer have the capacity to support the user community in an effective manner, replacement of these services with new production, development and disaster recovery database environments is necessary.

In response to Purchasing solicitations, the following firms responded:

Company	Location
Sun Microsystems, Inc	St. Louis, MO
Dell Computers, Inc.	Round Rock, TX

The evaluation committee comprised the following individuals:

Scott Pitts, Assistant Director Enterprise Systems
 Daniel Fairless, Technical Architect
 Donna Edwards, Sr. Systems Analyst
 Cung Nguyen, Sr. Database Administrator
 Robert Lathrop, Database Administrator
 Becki Trepagnier, Director, Information Technology
 Florian Giza, Technology Team Manager, Purchasing
 Joan Howeth, Administrator II, Sponsored Programs (Independent Evaluator)

Evaluation criteria were optimal technology solution, pricing, vendor support, product ease of use, and strength/stability of the vendor. The committee rated the responding companies as follows:

SERVER ENVIRONMENT	Optimal technology solution	Pricing	Vendor support	Product ease of use	Strength and stability	Total score
Sun Microsystems, Inc	4	2	2	1	1	10
STORAGE AREA NETWORK	Optimal technology solution	Pricing	Vendor support	Product ease of use	Strength and stability of vendor	Total score
Sun Microsystems, Inc	2.67	1.23	1.5	.67	.62	6.69
Dell Computers, Inc.	3.67	1.73	1.63	.82	.88	8.73

Sun Microsystems, Inc. is the only vendor that responded to the server environment needs. Currently, all PeopleSoft applications throughout the University are running on Solaris servers from Sun Microsystems, with the exception of the obsolete database servers that are to be replaced. Technical staff members possess the technical skills required to support Sun Solaris platform. The price is competitive compared to past purchases from Sun, OSRHE pricing and the State contract.

Both Sun Microsystems, Inc. and Dell Computers, Inc. responded to storage needs. Existing storage includes Dell/EMC SANs. Technical staff members possess the technical skills required to support the Dell/EMC SANs. Dell/EMC is the top-rated provider in the industry per a May 7, 2003 published report from Gartner Group, "Magic Quadrant for SAN Integrated Solution, 1H03." The Dell unit operates faster, has more than twice the storage, and far superior controllers as compared with the Sun Microsystems offering, and provides the best value to the University.

The committee recommends award of the database server environment to Sun Microsystems, Inc. in the amount of \$574,978. The committee also recommends award of the SAN storage to Dell Computers, Inc. in the amount of \$762,247.

The Oklahoma State Regents for Higher Education (OSRHE) implemented the Master Lease-Purchase program to facilitate for Oklahoma colleges and universities acquisitions of long-lived assets using the lease-purchase method. OSRHE submits funding requirements periodically through the Council of Bond Oversight and the Oklahoma Development Finance Authority, the conduit-financing agency, and assists in developing and executing an appropriate plan of financing. Institutions service the bond debt using current operating funds. Certain dollar limits and useful life requirements must be met for an acquisition to qualify for the program. This service provided by OSRHE greatly reduces the time and effort that would otherwise be required for an institution to finance the acquisition of a major asset. A Reimbursement Resolution by the Board is required in the event, because of timing, University funds must be used for the original acquisition, and reimbursement is needed from the lease proceeds. This Resolution constitutes a declaration of official intent as is required by the reimbursement regulations set forth in Regulation Section 1.150-2 of the Internal Revenue Code.

Funds for repayment under the Master Lease-Purchase program have been identified and are available from Information Technology Department accounts.

President Boren recommended the Board of Regents:

- I. Authorize the President or his designee to negotiate and award contracts to Sun Microsystems, Inc. in the amount of \$574,978 for the purchase of server hardware and to Dell Computers, Inc. in the amount of \$762,247 for SAN (Storage Area Network) storage hardware along with the associated software, installation services and technical support needed from both vendors to support Oracle database services for PeopleSoft applications.
- II. Authorize the President or his designee to submit the above project for acquisition under the Oklahoma State Regents for Higher Education Master Lease-Purchase Program.
- III. Recognize and acknowledge that the University may fund certain costs of the above project prior to delivery of purchase proceeds from its own funds and, to the extent the University utilizes its own funds for said purposes, it is intended that proceeds of the Master Lease-Purchase Program will be utilized to reimburse the University.

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 CONTRACTS IN CONNECTION WITH APPROVED AFFILIATION AGREEMENTS - HSC

In previous meetings, the Board has authorized the Health Sciences Center to enter into affiliation agreements with agencies and organizations located nearby to enable and facilitate the teaching, research and public service missions in the health sciences.

Also for the same purposes, the Health Sciences Center has purchased from affiliated entities the following goods and services:

Seller Entity	Begin Date	End Date	Description	Amount
Dean McGee Eye Institute	07-01-03	06-30-04	Secretarial Services	\$264,907.80
Dean McGee Eye Institute	07-01-03	06-30-04	Administrative Services of Matthew Bown	\$41,600.04
Dean McGee Eye Institute	07-01-03	06-30-04	Ophthalmic Technician Services	\$139,736.88
Dean McGee Eye Institute	07-01-03	06-30-04	Billing Services for the Department of Ophthalmology	\$118,178.16
Heart Center of Tulsa, Inc.	07-01-03	06-30-04	Physician Services to oversee the resident Cardiology rotation at St. John Medical Center	\$97,500
OU Medical Center	07-01-03	06-30-04	Autopsy Services	\$40,000
OU Medical Center	07-01-03	06-30-04	Pediatric Echocardiography technical services	\$57,096
Dean McGee Eye Institute	07-01-03	06-30-04	Histotech support services of Paula Pierce Lab animal technician services of Mark Dittmer for research on the grant entitled 'Core Grant for Vision Research'	\$59,007
Oklahoma Medical Research Foundation	07-01-03	06-30-04	Subcontract for Dr. Kenneth Jackson to continue to maintain the Protein Identification Center for OMRF, OUHSC and the Medical Research Institute	\$141,026
Oklahoma Medical Research Foundation	07-01-03	06-30-04	Subcontract for the services of Pheal Towner, Ph.D. in support of a research project entitled 'Oklahoma Biomedical Research Infrastructure Network'	\$400,000

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

SCHUSTERMAN CENTER PHARMACY PRACTICE LAB REMODEL - HSC TULSA

The Board of Regents approved the Schusterman Center Academic and Administrative Renovations project at the May 2003 meeting. The project includes the renovation of space for various academic and administrative units and involves the necessary development of academic and research laboratory space for the College of Pharmacy. Additional classrooms and class laboratories will provide the instructional space necessary until the Classroom and Library Facility is funded and complete.

This project element, with an estimated total cost of \$225,000, involves the development of approximately 2,900 square feet in Building 1 as general academic and instructional laboratory space for the College of Pharmacy.

In June 2003, the Board ranked architectural firms who were interviewed to provide professional services for the Academic and Administrative Renovations project, and authorized the University administration to negotiate the terms of an agreement and a fee starting with the highest-ranked firm and to execute the consultant contract. Subsequently an Agreement for Architectural Services between the University and J. W. McSorley Architect, P.C. was executed, and preparation of design and construction documents proceeded.

I. AWARD CONTRACT FOR CONSTRUCTION

On November 18, 2003, bids for the Pharmacy Practice Lab project element were received from four firms. The bids have been evaluated by the project architect and the following representatives of the University administration:

Wilton Berry, Associate Campus Architect-HSC,
 Architectural and Engineering Services
 Nancy Lewis, Vice President, OU-Tulsa
 Michael Moorman, Director, Architectural and Engineering Services
 William Ray, Dean, OU-Tulsa

It is recommended that a contract in the amount of \$169,613 be awarded to Builders Unlimited, Inc. of Tulsa, 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.

Funding for this project element will be provided from private gifts.

TABULATION OF BIDS SCHUSTERMAN CENTER PHARMACY PRACTICE LAB REMODEL

	Builders Unlimited, Inc. <u>Tulsa</u>	Peevy Construction, Inc <u>Tulsa</u>	Lassiter Richey Co., Inc. <u>Tulsa</u>	Key-Davis Construction, LLC <u>Tulsa</u>
Base Proposal	\$ 169,613	\$ 172,300	\$ 172,900	\$ 174,000

President Boren recommended the Board of Regents:

- I. Award a contract in the amount of \$169,613 to Builders Unlimited, Inc. of Tulsa, the low bidder, for construction of the Schusterman Center Pharmacy Practice Lab Remodel project; 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, Everest, Austin, Clark, Stuart and Weitzenhoffer. 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 2004, and current month and year-to-date, are shown on the graphs and tables attached hereto as Exhibit F.

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

	FY03 Total Expenditures	FY04 Projection		FY03 Year-to-Date Expenditures	FY04 Year-to-Date Expenditures
UNIVERSITY OF OKLAHOMA	\$192,886,704	\$197,642,857		\$33,805,008	\$34,676,482
NORMAN CAMPUS	\$116,378,991	\$115,014,557		\$20,663,666	\$21,960,359
HEALTH SCIENCES CENTER	\$76,507,713	\$82,628,300		\$13,141,342	\$12,716,123

President Boren recommended the Board of Regents ratify the awards and/or modifications for August 2003 submitted with this Agenda Item.

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.

SUBSTANTIVE PROGRAM CHANGES - NORMAN CAMPUS

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 itemized in the attached list have been approved by the appropriate faculty, academic units and deans, the Academic Programs Council, and the Senior Vice President and Provost. They are being submitted to the Board of Regents for approval prior to submission to the State Regents.

Substantive Program Changes
Approved by Academic Programs Council, October 1, 2003

Addition of New Program:

College of Geosciences

Geophysics, Ph.D. in Geophysics. (RPC 354, MC to be assigned): addition of a Doctor of Philosophy degree in Geophysics. The degree will require original research that significantly contributes to the body of knowledge in the discipline. The field of geophysics broadly involves the non-invasive characterization of the subsurface. Publication can include case studies where data acquired at a particular site is processed using standard techniques and then interpreted to present an image of the underground. A Ph.D. in geophysics is a demonstration of a candidate's capacity for creative thought, and appropriate research topics would include new approaches to the processing of data, quite novel methods for applying commonly used techniques, or the synergistic fusion of information from multiple techniques. Requirements for admission into the Ph.D. program in Geophysics will be a Masters of Science degree from an accredited university in a discipline of physical science, mathematics or engineering. A total of 60 hours above an M.S. degree is required for the Ph.D. degree in Geophysics. Of these 60 hours, 18 hours will be core courses and 42 hours will be a combination of course work and dissertation. The number of coursework and dissertation hours will be determined by the student's dissertation committee. There will be no new costs for additional faculty or support resources are required for the proposed program.

Reason for requested action: The School of Geology and Geophysics currently offers B.S. and M.S. degrees in both geology and geophysics, but a Ph.D. only in geology. The absence of a Ph.D. degree in geophysics reflects the history of the school where, for almost a century, geophysics faculty were underrepresented in the school, and geophysics assumed a supporting role to geology. For at least a decade the school has been functionally granting Ph.D. degrees in geophysics, but issuing diplomas for a Ph.D. in geology. A formal Ph.D. degree in geophysics is desirable and can be implemented without a commitment of additional financial or personnel resources.

A factor limiting the school's ability to become preminent as a research institution in geophysics is its ability to attract a sufficient number of quality Ph.D. candidates. There have been frequent instances where funding opportunities have been foregone, particularly large programs, because of the lack of a reliable stream of graduate students. It is impossible to quantify the number of potential graduate students in geophysics who have not applied to OU. However, a recurring reason for students choosing not to come to OU for a Ph.D. has been the lack of a Ph.D. degree in geophysics. There are some candidates who simply want their degree to reflect their area of study. In other cases, outstanding prospective students who are employed as geophysicists and desire to pursue a Ph.D. at OU are prohibited by employers who require the Ph.D. to be in geophysics. The existence of a Ph.D. in geophysics will do more than elevate the

number and quality of applicants. It will also aid in the long-term hiring of new faculty. More than one applicant for a faculty position has noted the absence of this degree. The creation of a Ph.D. degree in geophysics will enhance the school's reputation and increase the magnitude and quality of its educational endeavors.

President Boren recommended the Board of Regents approve the proposed changes in Norman Campus 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 - NORMAN CAMPUS

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

Non-Substantive Program Changes
Approved by Academic Programs Council, October 1, 2003

Changes in Program Requirements:

College of Architecture

Landscape Architecture, M. Landscape Arch. (RPC 244, MC 0204M): course requirement changes. Previously, the Research Methods requirement was met by choosing one course from an approved list of courses. Now the Research Methods requirement will be met by taking L A 5403 (Research Methods). Also, change the requirement and maximum credit of L A 5970 from three, one-hour enrollments to one, one-hour enrollment.
Reason for requested action: These modifications reflect current accreditation requirements.

College of Liberal Studies

Liberal Studies, M. Liberal Studies. (RPC 232, MC 4901M): course requirement changes. The general MLS degree is changing to reflect course number and title changes in the required coursework area. The changes are: LSTD 5503 to LSTD 5003; LSTD 5513 to LSTD 5013; LSTD 5534 to LSTD 5904; LSTD 5533 to LSTD 5903; LSTD 5543 to LSTD 5943. In all instances the CLS can approve equivalent coursework for a required course. The following course substitutions will be made to the MLS/AL option: LSTD 5623, LSTD 5633 and LSTD 5643 will replace the earlier required enrollments in LSTD 5313; LSTD 5654 will replace LSTD 5534; and LSTD 5663 will replace 5543. In all instances the CLS can approve equivalent coursework for a required course.
Reason for requested action: To align course numbers with course content and to have titles more accurately reflect content. To designate the Administrative Leadership Option courses with the LSTD 56XX series of course numbers.

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

COURSE CHANGES - NORMAN CAMPUS

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

Course Changes

Approved by Academic Programs Council, October 1, 2003

COURSE DELETIONS

College of Arts and Sciences

ZOO	6113	Neurobiology of Memory
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COURSE CHANGES

College of Architecture

CNS	2713	Construction Materials and Procedures. Change prerequisite
CNS	4613	Soils and Foundations. Change prerequisite

College of Arts and Sciences

MBIO	5863	Geomicrobiology. Change course number to 5864
HIST	2013	Ancient Near Eastern Civilizations. Delete crosslist
HIST	3413	Hebrew Civilization in Ancient Times. Change title to The History of Ancient Israel

Price College of Business

MIS	3023	Advanced COBOL. Change title to COBOL
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College of Engineering

AME	4442	Internal Combustion Engines Laboratory. Change prerequisite
AME	4832	Nondestructive Evaluation of Materials. Change prerequisite
AME	5023	Elastic Stress Analysis. Change prerequisite
AME	5053	Elastic Plate Structures. Change prerequisite
AME	5063	Composite Materials. Change prerequisite
AME	5333	Thermodynamics and Combustion. Change prerequisite
AME	5413	Processes in Fluid Mechanics. Change prerequisite
AME	5553	Mechanical Behavior of Materials. Change prerequisite
AME	5573	Advanced Engineering Analysis I. Change prerequisite
AME	5663	Matrix Methods in Structural Analysis. Change prerequisite
AME	5803	Principles of Heat Transfer. Change prerequisite
AME	5823	Principles of Heat Convection. Change prerequisite
AME	5833	Radiative Heat Transfer. Change description
AME	5853	Principles of Heat Conduction. Change prerequisite
AME	5933	Aeroelasticity. Change prerequisite

AME	5953	Turbulence I. Change description
AME	5962	Experimental Methods in Fluid Dynamics. Change description
AME	5983	Computational Fluid Dynamics. Change description

College of Fine Arts

DRAM	2214	Basic Stage Lighting. Change course number to 1134
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College of Geosciences

GEOG	5253	Remote Sensing II. Change course number to 5233
GEOG	5343	Global Climate Change. Change title to Climate, History, and Society (Slashlisted with 4343)
GEOL	5863	Geomicrobiology. Change course number to 5864
GPHY	5013	Near-Surface Geophysical Imaging. Change course number to 6013
GPHY	5174	Advanced Seismic Exploration. Change course number to 6174
GPHY	5523	Advanced Seismic Processing. Change course number to 6523
GPHY	5623	Advanced Seismic Stratigraphy. Change course number to 6623

College of Liberal Studies

LSTD	5503	Introduction to Research and Methods of Inquiry. Change course number to 5003
LSTD	5513	Interdisciplinary Foundations I. Change course number to 5013
LSTD	5533	Interdisciplinary Foundations II. Change course number to 5903
LSTD	5534	MLS Colloquium II. Change course number to 5904
LSTD	5543	MLS Advanced Seminar II. Change course number to 5943

NEW COURSES

College of Arts and Sciences

NAS	5050	Directed Readings in Native American Studies
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College of Engineering

C S	4023	Introduction to Intelligent Robotics (Slashlist with 5023)
C S	5023	Introduction to Intelligent Robotics (Slashlist with 4023)
C S	5823	Cryptography
C S	6143	Wireless and Mobile Networks
TCOM	5223	Optical Systems and Networks

College of Geosciences

GEOG	5133	Fundamentals of Remote Sensing (Slashlisted with 4133)
GEOG	5543	Advanced Digital Analysis of Remotely Sensed Data
GPHY	4243	Computational Geosciences (Slashlisted with 5243)
GPHY	5243	Computational Geosciences (Slashlisted with 4243)

College of Liberal Studies

LSTD	5623	Theories of Management and Leadership
LSTD	5633	Cultures of Organizations
LSTD	5643	The Individual and Leadership
LSTD	5654	Ethics and Leadership
LSTD	5663	Perspectives on Leadership
LSTD	5673	Special Problems in Leadership
LSTD	5790	Advanced Topics in Interdisciplinary Studies.
LSTD	5890	Investigative Interdisciplinary Studies
LSTD	5960	Directed Readings in Interdisciplinary Studies

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

INTERNATIONAL EXCHANGE AGREEMENTS

At the meeting on October 15, 1991, the Board of Regents approved the request of President Van Horn that in the future the President of the University be authorized to enter into agreements for educational and scientific cooperation between The University of Oklahoma and universities in other countries without prior approval by the Board.

The following agreements, signed in 2002 and 2003, are hereby presented for your information:

Universidade para o Desenvolvimento
do Estado e da Regiao do Pantanal (Brazil)
Universidade Federal do Rio de Janeiro (Brazil)
Universidade Santa Ursula (Brazil)
Universidad de los Andes (Colombia)
University of Gloucestershire (England)
Mekelle University (Ethiopia)
The University of Burgundy (France)
The Studio Entropia Institute (Greece)
Ritsumeikan Asia Pacific University (Japan)
Philadelphia University (Jordan)
University of Princess Sumaya (Jordan)
National Seoul University (Korea)
The American University of Technology (Lebanon)
Universidad Popular Autonoma Del Estado de Puebla (Mexico)

This report was presented for information. No action was required

CHANGE THE NAME OF THE DEPARTMENT OF HEALTH AND SPORT SCIENCES TO THE DEPARTMENT OF HEALTH AND EXERCISE SCIENCE - NORMAN CAMPUS

The faculty of the Department of Health and Sport Sciences has made a concerted effort over the past ten years to shift the curricular and research emphasis to health and exercise sciences. As a result, the department has a minimal emphasis on sport and sport-related research. Additionally, the Academic Programs Council approved the department's request to eliminate

the Sport Management graduate concentration, which is the only remaining curricular link to sport sciences. Academic Programs Council also recently approved the College of Education (EDAH) adding an option in Collegiate Athletic Administration, which will enable an academic option in this area to continue to be available on the Norman Campus.

Changing the name of the Department to Health and Exercise Science will represent the academic focus of the unit, reflect the unit's curricular and research emphasis, make the department's name consistent with the degree name of the new Ph.D. program, and assist the department in its efforts to recruit quality students and faculty to the program. Further, it is requested that the course designator be changed from HSS to HES.

This proposal has been approved by the faculty of the department, the Dean of the College of Arts and Sciences and the Senior Vice President and Provost.

After approval by The University of Oklahoma Board of Regents, the request will be forwarded to the Oklahoma State Regents for Higher Education, for information only.

President Boren recommended the Board of Regents approve changing the name of the Department of Health and Sport Sciences to the Department of Health and Exercise Science.

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.

AMENDMENT TO THE UNIVERSITY OF OKLAHOMA DEFINED CONTRIBUTION RETIREMENT PLAN

The Plan is qualified under Section 401(a) of the Internal Revenue Code of 1986, as amended (the "Code"), and provides retirement benefits to benefits-eligible employees. Final regulations under Section 401(a)(9) of the Code promulgated by the Internal Revenue Service require the Plan to incorporate a model amendment incorporating the required minimum distribution requirements of the Code and Treasury regulations. This amendment must be adopted before the end of the 2003 plan year. The amendment incorporates the required IRS model language and is attached hereto as Exhibit G.

President Boren recommended the Board of Regents adopt an amendment to The University of Oklahoma Defined Contribution Retirement Plan (the "Plan") to be effective January 1, 2003.

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.

STUDENT HOUSING RESIDENCE HALL IMPROVEMENTS, HVAC AND FIRE SUPPRESSION 2004 - NC

The Student Housing Residence Hall Improvements project was initially approved by the Board of Regents and included in the May 2002 comprehensive Campus Master Plan of Capital Improvements Projects. At the May 2003 meeting, the Board approved the project as a

part of the Campus Master Plan, with a total project budget of \$32 million. This project will include fire suppression systems and alarms throughout the University's residence halls, general renovation, critically needed roof replacements, and replacement of HVAC systems in Adams, Couch and Walker Centers.

Installation of HVAC fan coil units in Adams Center was completed over the summer of 2003. A contract for the first element of fire suppression, sprinkler system infrastructure (standpipes and alarm upgrades) in Adams, Walker and Couch centers, was awarded to Willowbrook Construction at the June meeting of the Board of Regents, and work is now underway. Fire protection water mains from the pump installed in 2000 will be extended to Couch Center as part of this contract. This project element will also provide a completely updated fire alarm system in Adams Center, and some fire alarm work in Walker and Couch centers will be done as required to support the infrastructure improvements.

The HVAC and Fire Suppression 2004 phase of the project includes installation of 948 HVAC fan coil units, three air-handling units, and completion of the fire suppression system in all four wings of Walker Center. It is anticipated that procurement of certain equipment that requires long lead time for delivery and a substantial portion of the shop drawing development and approvals will be accomplished by the contractor prior to the conclusion of the spring 2004 semester. At the conclusion of the spring semester, work will commence on site and will be completed over the summer and prior to the arrival of students for the fall 2004 semester.

Future phases of HVAC and fire suppression work in Couch, Adams, Cate, Cross and Sooner Housing centers will be undertaken during the summer months of 2005 through 2007. Additional future work to be undertaken in the residence halls will include roof replacement and other interior and general renovations in Adams, Walker, Couch and Kraettli.

I. AWARD CONTRACT FOR CONSTRUCTION

On October 21, 2003, construction bids for the Student Housing HVAC and Fire Suppression 2004 project were received from two firms. The bids have been evaluated by the project architects and engineers, Elliott + Associates Architects and Allen Consulting, Inc., and the following representatives of the University administration:

Amy Holt, Director, Housing and Food Services
 Michael Moorman, Director, Architectural and Engineering Services
 Brent Everett, Staff Engineer, Architectural and Engineering Services

It is recommended that a contract in the amount of \$5,005,019 be awarded to United Mechanical, Inc. of Oklahoma City, the low bidder, as follows:

Base Proposal	\$ 4,383,600
Alternate No. 1, Replace Piping Risers and Reverse Return Loop on 12 th Floor	621,419
Total Proposed Contract Amount	\$ 5,005,019

II. SIGN THE AGREEMENT

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

The estimated total cost for this portion of the project is \$5,660,000, to be funded from the proceeds of the Multiple Facility Revenue Bond, Series 2003.

**TABULATION OF BIDS
STUDENT HOUSING RESIDENCE HALL IMPROVEMENTS, HVAC AND FIRE
SUPPRESSION 2004**

	United Mechanical, Inc. Oklahoma City	Willowbrook Construction Company, Inc. Chickasha
Base Proposal	\$ 4,383,600	\$ 5,740,000
Alternate No. 1, Replace Piping Risers and Reverse Return Loop on 12th Floor	621,419	1,430,000
Alternate No. 2, Replace Sprinkler Enclosure with Soffit-Steel	471,647	74,200
Total Base Proposal + Alternate No. 1	\$ 5,005,019	\$ 7,170,000

President Boren recommended the Board of Regents:

- I. Award a contract in the amount of \$5,005,019 to United Mechanical, Inc. of Oklahoma City, the low bidder, for the HVAC and Fire Suppression 2004 phase of the Student Housing Residence Hall Improvements project; and
- II. Authorize the president or his designee to sign the agreement for construction and the necessary change orders during construction within the statutory and project budget limitations.

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

FURNITURE FOR THE STEPHENSON RESEARCH AND TECHNOLOGY CENTER - NC

In connection with construction of the Stephenson Research and Technology Center, furniture is needed to prepare for use of the space. Those familiar with the research to be conducted in the Center determined that the Herman Miller brand office system provided the environment that best matched the building's intended uses. The Center will offer an exciting environment for inter-disciplinary discovery. The workspace design will best promote and enable this stimulating and unique environment.

In response to a competitive solicitation, three responses were received. One of the three was received after the deadline and was, therefore, not considered. The remaining two were:

<u>Company (Brand of Furniture)</u>	<u>Location</u>
Office Interiors, Inc. (Herman Miller)	Oklahoma City
Scott Rice (Steelcase)	Oklahoma City

The solicitation specified Herman Miller “or equal” furniture. When a distributor of a given line asks the manufacturer for quotes in responding to an RFP, that manufacturer typically will not quote subsequent requests from different distributors against the same RFP. If it happens that the manufacturer is a respondent to the RFP, then it will not quote to distributors for that same RFP. For this reason, it is not unusual to receive a limited number of responses.

The requested award is split between two lines of furniture (Herman Miller and Steelcase). They are two of the largest suppliers of office furniture to the University.

To ensure that the University receives competitive pricing on furniture purchases, each year the University establishes discount levels on over 120 brands of furniture through an RFP process. Using the discount levels established in that process for the Herman Miller and Steelcase furniture purchased in this item, the total purchase price for the furniture acquisition described in this item would be nearly \$700,000. In this way, the competitive process that culminated in this \$598,912 award is believed to have been effective in providing attractive pricing for the University.

The evaluation committee comprised the following individuals:

Melanie Dickens, Facilities Coordinator, Stephenson Research and Technology Center
 Pam Jordening, Assistant to the Vice President, Information Technology
 Mark Keesee, Senior Buyer, Purchasing
 Tom Knotts, Campus Planner, Architectural and Engineering Services
 Rick Skaggs, Interior Designer, Architectural and Engineering Services

Evaluation criteria were compliance with specifications and price. Evaluation results are summarized in the following table.

<u>Type of Furniture</u>	<u>Meet Specs?</u>	Scott Rice (Steelcase)	<u>Meet Specs?</u>	Office Interiors, Inc. (Herman Miller)
		<u>Price (Award in Ital.)</u>		<u>Price (Award in Ital.)</u>
Modular Wall Systems	Yes	<i>\$100,881</i>	Yes	\$116,464
Workstation Seating	No	91,614	Yes	99,933
Lab Seating	Yes	80,388	Yes	140,917
Workstations	No	<u>228,701</u>	Yes	<u>287,709</u>
Award Total		<i>\$181,270</i>		<i>\$387,642</i>

The evaluation committee determined dual award to both Office Interiors, Inc. and Scott Rice represents the best value to the University.

Funds have been identified, are available and set-aside within the Stephenson Research and Technology Center project account.

President Boren recommended the Board of Regents authorize the President or his designee to award purchase orders in the amount of \$387,642 to Office Interiors, Inc. and \$181,270 to Scott Rice, both of Oklahoma City, for furniture in connection with construction of the Stephenson Research and Technology Center on the Norman Campus.

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.

LIBRARY ACQUISITION OF DIGITAL BOOKS - NC

18th Century Digital Collections include approximately 150,000 English- and foreign-language books, in digital format, that were published in the United Kingdom during the eighteenth century. Acquisition of the Collections will allow all OU students and faculty, including Advanced Programs students throughout the world, to have 24-hour online access to the books. Students and faculty in the fields of History, English, Political Science, History of Science, Anthropology and Journalism will particularly benefit from this acquisition.

Gale is the sole provider of these digitally formatted publications. Currently, the *18th Century Collections* microform set has 385 units published. Each microform unit's discounted purchase price is \$2,940, making the extended cost of the complete set \$1,131,900. The digital product will include all current and future units for a price that is considerably less.

Funds have been identified, set-aside and are available within the University Libraries budget.

President Boren recommended the Board of Regents authorize the President or his designee to award a purchase order in the amount of \$260,000 to Gale of Farmington Hills, Michigan, on a sole-source basis, for the acquisition of *18th Century Digital Collections*.

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.

POST-SEASON ATHLETIC CONTEST

Arrangements necessary for the University's participation in a bowl game must be made prior to the next Regents' meeting; therefore, it is necessary to seek authorization for the President, the Athletic Director or their designee to award purchase orders and sign contracts associated with the University's participation in a bowl game. Provisions outlined in Regents' policies regarding post-season athletic contests will be followed. Additionally, an agreement with The University of Oklahoma Foundation to advance bowl-related expenses is required to facilitate the contracts, purchase orders and arrangements necessary for the University's participation in a post-season bowl game.

President Boren recommended the Board of Regents:

- I. Authorize the President, the Athletic Director or their designee to award purchase orders and sign contracts associated with The University of Oklahoma's participation in a post-season bowl game; and
- II. Authorize the President, the Athletic Director or their designee to negotiate an agreement with The University of Oklahoma Foundation to advance bowl-related expenses as required.

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.

AMENDMENT TO THE UNIVERSITY OF OKLAHOMA SOONER OPTIONS PLAN

The Plan is a cafeteria plan qualified under Section 125 of the Internal Revenue Code of 1986, as amended, and provides pre-tax benefits to benefits eligible employees. The Plan's plan year has been the fiscal year beginning July 1 and ending June 30. The State of Oklahoma's Health Choice Plan has a calendar plan year. Due to the University's adoption of the State of Oklahoma's Health Choice Plan effective July 1, 2003, it is necessary to amend the Plan to conform the Plan's plan year with that of the Health Choice Plan and to reflect the coordination between the Plan and the Health Choice Plan.

President Boren recommended the Board of Regents authorize the Vice President for Executive and Administrative Affairs to:

- I. Execute on behalf of the University an amendment to The University of Oklahoma Sooner Options Plan (the "Plan") to be effective July 1, 2003, providing for the conformance of the Plan's plan year with that of the State of Oklahoma's Health Choice Plan and reflecting the coordination between the Plan and the Health Choice Plan; and
- II. Take any necessary actions to implement such amendment.

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

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

QUARTERLY FINANCIAL ANALYSIS for the three months ended September 30, 2003

EXECUTIVE SUMMARY

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

ALL FUNDS, COMBINED

- Available resources of \$353.7 million exceeded expenditures of \$323.3 million, resulting in a net increase of \$30.4 million.

NORMAN CAMPUS

- Total available resources of \$181.7 million exceeded expenditures of \$153.9 million, resulting in a net increase of \$27.8 million.
- Education and General resources of \$106.8 million exceeded expenditures of \$75.1 million, resulting in a net increase of \$31.7 million.
- Of the fifteen major auxiliary enterprises and services units (those generating year-to-date revenues of \$500,000 or more), eight are reporting net increases to the bottom line. The seven reporting decreases have, with the exception of the Athletic Department and University Golf Course, accumulated sufficient reserves to fund their respective losses. The losses are primarily due to normal (i.e., seasonal) sales fluctuation patterns.

HEALTH SCIENCES CENTER

- Total available resources of \$172.0 million exceeded expenditures of \$169.4 million, resulting in a net increase of \$2.6 million.
- Education and General resources of \$34.4 million exceeded expenditures of \$27.3 million, resulting in a net increase of \$7.1 million.
- Of the three major auxiliary enterprises and service units (those generating year-to-date revenues of \$500,000 or more) all are reporting net increases to the bottom line.
- Professional Practice Plan (PPP) resources of \$42.5 million trailed expenditures of \$51.2 million, resulting in a net decrease of \$8.7 million.
- Heartland Health Plan resources of \$59.1 million exceeded expenditures of \$56.2 million, resulting in a net increase of \$2.9 million.

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

REGENTS' FUND QUARTERLY FINANCIAL REPORT

This summary report is provided in accordance with University of Oklahoma Board of Regents policy. The summary highlights all of the financial activity within the Regents' Fund during the three months ended September 30, 2003. Detailed schedules are attached hereto as Exhibit I.

REGENTS' FUND
QUARTERLY FINANCIAL REPORT
September 30, 2003

EXECUTIVE SUMMARY

Highlights from the Regents' Fund Quarterly Financial Report for the three months ended September 30, 2003 are presented below for information only.

- As of September 30, 2003, the Regents' Fund consisted of 158 individual funds with a combined net market value of approximately \$65.3 million.

CONSOLIDATED INVESTMENT FUND (CIF)

- Cash and investments held by the CIF at September 30, 2003, had a net market value of \$44.9 million, which is up \$4.8 million (12.0%) from June 30, 2003.
- During the quarter ended September 30, 2003, the CIF realized a total return of 4.0%, exceeding the benchmark return of 2.8% by 120 basis points.
- During the year ended September 30, 2003, the CIF realized a total return of 19.3%, which exceeded the benchmark return of 17.5% by 180 basis points.

SHORT-TERM INVESTMENT FUND (STIF)

- Cash and investments held by the STIF at September 30, 2003, had a net market value of \$18.1 million, which was up \$272,000 (1.5%) from June 30, 2003.
- During the quarter ended September 30, 2003, the STIF realized a total return of 0.4%, which exceeded the benchmark return of 0.2% by 20 basis points.
- During the year ended September 30, 2003, the STIF realized a total return of 1.8%, which exceeded the benchmark return of 1.3% by 50 basis points.

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

ON-CALL ARCHITECTS AND ENGINEERS QUARTERLY REPORT

In June 1999, the Board of Regents authorized a group of architectural and engineering firms to provide professional services required for small projects; and in July 2001, twelve additional architectural firms and seven additional civil engineering and surveying firms were added to the pool of on-call consultants. The work completed during the first quarter of fiscal year 2004 by on-call architectural and engineering firms is summarized below.

For the Norman Campus:

<u>Firm Name</u>	<u>Date Initiated</u>	<u>Work Performed</u>	<u>Fee</u>
Kirkpatrick, Forest, Curtis, Inc. (formerly Kirkpatrick Engineering Company) Oklahoma City	August 26, 2003	Observation and Documentation (Gaylord Family-Oklahoma Memorial Stadium, West Upper Deck Concrete)	\$1,076
Cardinal Engineering/ Lemke Land Surveying Norman	August 14, 2003	Topographic Survey (Football Practice Fields, Fencing)	\$3,300
Frankfurt Short Bruza Associates, P.C. Oklahoma City	June 24, 2003	Mechanical and Electrical Engineering (Hester Hall, HVAC Addition)	\$7,000

For the Health Sciences Center:

Kirkpatrick, Forest, Curtis, Inc. (formerly Kirkpatrick Engineering Company) Oklahoma City	July 23, 2003	Structural Investigation (Basic Sciences Education Building, Room 200A Filing System)	\$ 660
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For the Schusterman Center:

Zebrowski Architecture & Planning, PLLC (assigned from Urban Design Group) Tulsa	December 16, 2002	Construction Documents, Presentation Drawings (Schusterman Center, Entry Vestibules)	\$17,850
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This was reported for information only. No action was required.

ON-CALL CONSTRUCTION-RELATED SERVICES QUARTERLY REPORT

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

Work completed during the first quarter of fiscal year 2003/04 by Warden Construction is summarized below.

<u>Building/Location</u>	<u>Project Description</u>	<u>Cost of Work</u>
For the Norman Campus:		
Cate Center Dining Hall	Install New Carpet	\$ 21,704
Couch Center Residence Hall	Upgrade Finishes in Several Rooms on the Second and Third Floors	\$ 19,455
Barry Switzer Center	Replace a Line of Ceramic Tile in the Football Locker Room	\$ 2,955
Couch Center Residence Hall	Clean and Repair Exhaust Ventilation, Patch Walls, and Paint Bathrooms and Second and Third Floors of West Wing	\$ 22,373
Sarkeys Energy Center	Modify Lighting and Relocate Equipment in Room E105	\$ 2,613
Oklahoma Memorial Union	Remodel Former Goodie Shop to House University One Card Office	\$ 20,275
Bizzell Memorial Library	Recarpet the Stairwell and Two Elevators in the Neustadt Addition	\$ 18,284

December 1-2, 2003		28891
Couch Center Residence Hall	Convert Four Rooms into Lounges	\$ 9,168
Couch Center Residence Hall	Clean Lower Bathroom Vents in Entire Building	\$ 51,411
Barry Switzer Center	Install New Carpet in the Hallway of the First Floor	\$ 14,065
Sarkeys Energy Center	Install New Carpet and Baseboard in Room M206	\$ 1,692
OCCE Forum Building	Install New Carpet in the Forum Room	\$ 22,007
Adams Center Residence Hall	Patch Carpet in 407 Locations and Clean Entire Building	\$ 27,839
Adams Center Residence Hall	Replace Carpet in Various Locations Throughout the Building	\$103,353
Physical Sciences Center	Relocate Chalkboard and Paint Three Rooms on the Fifth Floor	\$ 3,409
Physical Sciences Center	Renovate Lab 135	\$ 4,141
3200 Marshall Avenue	Paint and Carpet 1,800 Square Feet of Office Space	\$ 10,669

For the Health Sciences Center:

No activity for first quarter of fiscal year 2003/04.

For the Schusterman Center:

No activity for first quarter of fiscal year 2003/04.

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

QUARTERLY REPORT OF PURCHASES

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

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

Said quarterly report is attached hereto as Exhibit J.

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

ACADEMIC PERSONNEL ACTIONS

Health Sciences Center:

LEAVE OF ABSENCE:

Gathers, Angela, Special Instructor in Otorhinolaryngology, annualized rate of \$41,000 for 12 months (\$3,416.67 per month), medical leave of absence with pay, October 2, 2003 through January 7, 2004.

NEW APPOINTMENTS:

Aggarwal, Vishal, M.D., Assistant Professor of Internal Medicine, Tulsa, annualized rate of \$65,000 for 12 months (\$5,416.67 per month), December 1, 2003 through June 30, 2004. New consecutive term appointment.

CHANGES:

Gooden, Alexa Jo, Assistant Professor of Nursing, annualized rate of \$44,000 for 12 months (\$3,666.67 per month), September 16, 2003 through June 30, 2004. Changed from tenure track to a consecutive term appointment.

Jarolim, Dala R., title changed from Professor to Clinical Professor of Internal Medicine, Tulsa, salary changed from annualized rate of \$39,000 for 12 months (\$3,250.00 per month), 0.60 time, to annualized rate of \$41,681 for 12 months (\$3,473.42 per month), 0.65 time, August 1, 2003 through June 30, 2004. Tenure status relinquished. Change in FTE.

Rajala, Raju V. S., title changed from Assistant Professor of Research, Department of Ophthalmology to Assistant Professor of Ophthalmology, annualized rate of \$71,789 for 12 months (\$5,982.42 per month), July 1, 2003 through June 30, 2004. New tenure track appointment.

Rougas, Stacie, Clinical Instructor of Pediatrics, given additional titles Assistant Residency Director, Department of Pediatrics and Clinical Instructor in Medicine, July 1, 2003.

Sacra, John C., Clinical Associate Professor of Internal Medicine, Tulsa, appointment start date changed from September 1, 2003 to November 1, 2003. Correction to previous action.

Sezginsoy, Banu, Assistant Professor of Geriatrics and The Donald W. Reynolds Endowed Chair in Geriatric Medicine, appointment start date changed from September 1, 2003 to October 6, 2003. Correction to previous action.

Wolfla, Christopher E., Associate Professor of Neurosurgery, given additional title The Esther and Ted Greenberg Chair, salary changed from annualized rate of \$82,741 for 12 months (\$5,914.99 per month) to annualized rate of \$107,741 for 12 months (\$8,978.41 per month), July 1, 2003 through June 30, 2004. Tenurable base \$66,979. Includes supplement of \$11,762 while holding chair. Correction to previous action.

RESIGNATIONS AND/OR TERMINATIONS:

Bennett, Sevim, Clinical Assistant Professor of Psychiatry and Behavioral Sciences, November 15, 2003.

Morales, Kari L., Clinical Instructor in Medicine, October 1, 2003.

Norman Campus:

LEAVES OF ABSENCE:

Morrissey, Mark L., Associate Professor of Meteorology, leave of absence without pay, January 1, 2004 through December 31, 2004. Assume position of Pacific Island Science Officer for the Global Climate Observation System (GCOS) in Apia, Samoa.

Okediji, Olutade O., Associate Professor of Economics, leave of absence without pay August 16, 2003 through December 31, 2003, extended January 1, 2004 through December 31, 2004. To continue research work at the Hubert H. Humphrey Institute of Public Affairs at the University of Minnesota.

Okediji, Ruth L., Professor of Law, leave of absence without pay August 16, 2003 through December 31, 2003, extended January 1, 2004 through December 31, 2004. Personal reasons.

NEW APPOINTMENTS:

Kosturov, Nikolay K., Instructor of Finance, annualized rate of \$60,000 for 9 months (\$6,666.66 per month), August 16, 2004 through May 15, 2005.

McCarty, Gloria M., Instructor of Anthropology, annualized rate of \$25,000 for 9 months, (\$2,777.78 per month), August 16, 2004 through May 15, 2007. Three-year renewable term appointment.

REAPPOINTMENT:

McMillen, Kenneth D., reappointed to a five-year renewable term as Assistant Professor of Journalism and Mass Communication, salary remains at annualized rate of \$45,125 for 9 months (\$5,013.89 per month), August 16, 2003 through May 15, 2008.

CHANGES:

Hubbard, Robert A., Senior Research Associate and Adjunct Instructor of Petroleum and Geological Engineering, title changed to Visiting Senior Research Associate and Adjunct Instructor of Petroleum and Geological Engineering; given additional title Curtis W. Mewbourne Visiting Chair #2 in Petroleum Engineering, salary remains at annualized rate of \$80,000 for 12 months (\$6,666.66 per month), effective October 1, 2003.

Kogan, Zena, Research Scientist, Cooperative Institute for Mesoscale Meteorological Studies, salary changed from annualized rate of \$66,942 for 9 months (\$5,578.48 per month) to annualized rate of \$66,942 for 12 months (\$5,578.48 per month), effective September 15, 2003. Correction to October agenda.

Krumholz, Lee R., Assistant Professor of Botany and Microbiology, given additional title Director, Center for Study of Microbial Interactions with the Environment, salary changed from annualized rate of \$42,734 for 9 months (\$4,748.22 per month) to annualized rate of \$47,482 for 9 months (\$5,275.80 per month), effective November 1, 2003. Additional research title.

Leslie, Lance M., Professor of Meteorology and Robert Lowry Chair in Meteorology, salary changed from annualized rate of \$108,150 for 9 months (\$12,016.66 per month) to annualized rate of \$118,150 for 9 months (\$13,127.77 per month), effective November 1, 2003. 9.2% retention increase.

Luo, Yiqi, Professor of Botany and Microbiology, given additional title Interim Director of the OU Global Change Center, salary changed from annualized rate of \$69,997 for 9 months (\$7,777.44 per month) to annualized rate of \$77,775 for 9 months (\$8,641.64 per month), effective November 1, 2003. Additional research title.

Warnken, Charles G., Assistant Professor of Regional and City Planning, annualized rate of \$46,000 for 9 months (\$5,111.11 per month), appointment start date changed from August 16, 2002 to August 16, 2003. Completed Ph.D., entering tenure-track. Appointed as Visiting Assistant Professor, August 16, 2002 through May 15, 2003.

White, Anderson G., Senior Research Associate of Meteorology; Associate Director of Sasaki Applied Meteorology Research Institute (SAMRI); and Adjunct Professor of Meteorology and Industrial Engineering, salary changed from annualized rate of \$83,500 for 12 months (\$6,958.33 per month) to annualized rate of \$107,000 for 12 months (\$8,916.66 per month), effective October 1, 2003. 28% salary increase for additional responsibilities within the School of Meteorology and SAMRI.

RESIGNATION:

Portniaguine, Oleg, Research Associate, Institute for Exploration and Development Geosciences, November 1, 2003.

RETIREMENTS:

Schaub, Laura L., Associate Professor of Journalism and Mass Communication, January 2, 2004. Named Professor Emeritus of Journalism and Mass Communication.

Swisher, Robert D., Professor of Library and Information Studies and Director, Instructional Technology Program, January 1, 2004. Named Professor Emeritus of Library and Information Studies.

Whitely, William T., Professor of Management and Psychology, January 1, 2004.

President Boren recommended the Board of Regents approve the academic 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.

ADMINISTRATIVE AND PROFESSIONAL PERSONNEL ACTIONSHealth Sciences Center:

NEW APPOINTMENTS:

Elledge, Kevin R., OU Physicians Director of Operations, Department of OU Physicians, annualized rate of \$85,000 for 12 months (\$7,083.33 per month), October 31, 2003. Administrative Staff.

Eubanks, Jimmy L., General Accounting Manager, Department of OU Physicians, annualized rate of \$63,765 for 12 months (\$5,313.75 per month), November 10, 2003. Managerial Staff.

Whitney-Proctor, Cynthia, Assistant Director, OU Physicians Information Systems, Department of OU Physicians, annualized rate of \$66,000 for 12 months (\$5,500.00 per month), November 14, 2003. Managerial Staff.

CHANGES:

Curtis, Tammy, title changed from Assistant Director of Operations to Associate Director of Finance, Department of OU Physicians, salary changed from annualized rate of \$63,000 for 12 months (\$5,250.00 per month) to annualized rate of \$70,000 for 12 months (\$5,833.33 per month), September 1, 2003. Administrative Staff. Internal Promotion.

Daniel, Fred, title changed from Assistant Director of HSC Benefits to Assistant Director of Human Resources Information Systems and Administration, salary changed from annualized rate of \$60,609 for 12 months (\$5,050.82 per month) to annualized rate of \$65,004 for 12 months (\$5,417.00 per month), November 1, 2003. Administrative Staff. Assumption of additional responsibilities associated with the reorganization of the Office of Human Resources.

Fraim, Pam, title changed from Clinic Administrator to Assistant Director of Operations, Department of OU Physicians, salary changed from annualized rate of \$61,150 for 12 months (\$5,095.83 per month) to annualized rate of \$70,000 for 12 months (\$5,833.33 per month), October 20, 2003. Administrative Staff. Internal Promotion.

Greenlee, Jenielle Sue, title changed from Assistant to the Dean to Associate Dean for Finance, College of Allied Health, salary changed from annualized rate of \$59,115 for 12 months (\$4,926.25 per month) to annualized rate of \$70,000 for 12 months (\$5,833.33 per month), November 1, 2003. Administrative Officer. Internal Promotion.

Size, Lynne M., Cardiac Sonographer, Department of OU Physicians, salary changed from annualized rate of \$70,720 for 12 months (\$5,893.33 per month) to annualized rate of \$74,256 for 12 months (\$6,188.00 per month), October 1, 2003. Professional Staff. Probationary Increase.

White, James R., title changed from Director of Financial Services to Director of Strategic Business Development, Department of OU Physicians, October 1, 2003. Administrative Staff.

Norman Campus

NEW APPOINTMENTS:

Marzban, Caren, Temporary Employee Without Benefits, Center for the Analysis and Prediction of Storms, annualized rate of \$42,000 for 12 months (\$3,500.00 per month), 0.50 time, December 1, 2003. Managerial Staff. Paid from grant funds; subject to availability of funds.

Snelling, William R., Information Technology Analyst II, Information Technology, annualized rate of \$62,000 for 12 months (\$5,166.67 per month), December 1, 2003. Managerial Staff.

Stafford, Steven, R. Executive Director, Information Technology, Tulsa, annualized rate of \$90,000 for 12 months (\$7,500.00 per month), October 30, 2003. Administrative Officer.

CHANGES:

Burton, Paul W., title changed from Assistant Director for Business Services to Director for Business Services [Administrator II to Administrator III], Housing and Food Services, salary remains annualized rate of \$66,300 for 12 months (\$5,525.00 per month), October 16, 2003. Administrative Staff.

Gurney, Gerald, Associate Athletic Director for Academic Affairs [Administrator III], salary changed from annualized rate of \$99,700 for 12 months (\$8,308.34 per month) to annualized rate of \$109,700 for 12 months (\$9,141.67 per month), December 1, 2003. Administrative Staff. Equity increase.

Huebsch, Milton E., title changed from Information Technology Analyst III to Director of Projects, Information Technology, salary remains annualized rate of \$85,000 for 12 months (\$7,083.33 per month), November 1, 2003. Administrative Officer.

Jensen, Jerry E., University Equal Opportunity Officer, salary changed from annualized rate of \$93,600 for 12 months (\$7,800.00 per month) to annualized rate of \$103,600 for 12 months (\$8,633.33 per month), December 1, 2003. Executive Officer. Compensation for additional responsibilities.

Kelly, Nicholas J., title changed from Manager to Assistant Director [Administrator III], Benefits, Office of Human Resources, salary changed from annualized rate of \$60,060 for 12 months (\$5,005.00 per month) to annualized rate of \$65,004 for 12 months (\$5,417.00 per month), November 1, 2003. Administrative Staff. Compensation for additional responsibilities assumed with the reorganization of the Office of Human Resources.

Snow, Jeralyn J., title changed from Information Technology Analyst III to Director of Operations, Information Technology, salary remains annualized rate of \$85,000 for 12 months (\$7,083.33 per month), November 1, 2003. Administrative Officer.

Weeks, Calvin W., Lead Technical Security Officer [broadband title changed from Information Technology Analyst II to Information Technology Analyst III], Information Technology, salary remains annualized rate of \$60,000 for 12 months (\$5,000.00 per month), November 1, 2003. Managerial Staff.

Wiese, Edward J., Director, Southwest Prevention Center [Program Administrator III], College of Continuing Education, salary changed from annualized rate of \$70,000 for 12 months (\$5,833.34 per month) to annualized rate of \$75,000 for 12 months (\$6,250.00 per month), October 20, 2003. Managerial Staff. Correction to starting salary. Was approved at \$70,000 on the October Agenda.

Younkins, Matthew W., title changed from Information Technology Analyst III to Director of Technology, Information Technology, salary changed from annualized rate of \$95,000 for 12 months (\$7,916.66 per month) to annualized rate of \$105,000 for 12 months (\$8,750.00 per month), January 1, 2004. Administrative Officer. Compensation for additional responsibilities.

RETIREMENT:

Lacewell, Randall M., Special Assistant to the Vice President, Administrative Affairs, January 5, 2004. Administrative Staff.

RESIGNATIONS AND/OR TERMINATIONS:

Horn, Jeffrey D., Information Technology Analyst III, Cooperative Institute for Mesoscale Meteorological Studies, November 17, 2003. Managerial Staff.

Kennedy, Douglas W., Information Technology Analyst III, Cooperative Institute for Mesoscale Meteorological Studies, November 17, 2003. Managerial Staff.

Morrow, Brett A., Information Technology Analyst III, Cooperative Institute for Mesoscale Meteorological Studies, November 17, 2003. Managerial 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.

President Boren regretted to report the following death:

Drummond, Judi, Director of the Writing Center [Administrator II], November 9, 2003.

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.

HONORARY DEGREES

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

The University Regents and administration request that the names of the nominees and alternates be kept confidential until final arrangements are made for the nominees to be present.

President Boren recommended that an updated list of nominees indicated in his letter of November 19, 2003 to the Board of Regents, attached hereto as Exhibit K, be approved for honorary degrees.

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

There being no further business, the meeting adjourned at 11:35 a.m.

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

1.1—FUNCTIONS OF THE UNIVERSITIES

The broad functions of Cameron University and Rogers State University as assigned by the Oklahoma State Regents for Higher Education include:

- a) Both lower and upper-division undergraduate study in several fields leading to the associate degree and the bachelor's degree;
- b) A limited number of programs leading toward the first-professional degree when appropriate to an institution's strengths and the needs of the state;
- c) Graduate study below the doctor's level, primarily in teacher education but moving toward limited comprehensiveness in fields related to Oklahoma's manpower needs;
- d) Extension and public service responsibilities in the geographic regions in which they are located;
- e) Responsibility for institutional and applied research in those areas related closely to their program assignments; and
- f) Responsibility for regional programs of economic development.

1.2—BOARD OF REGENTS

1.2.1—ADMINISTRATION

The Board of Regents of The University of Oklahoma, thereafter, ("The Board of Regents") shall adopt such rules and regulations, as it deems necessary, to govern its proceedings and the conduct of its business. It shall annually elect a Chair, a Vice Chair and an Executive Secretary, each of whom shall serve a term of one year and until a successor is elected and qualified, and who shall have such powers and duties as may be prescribed by the Board. The Executive Secretary of the Board, who need not be a member of the Board, shall keep a record of all transactions of the Board. The Board shall adopt an official seal.

1.2.2—AGENDA FOR MEETINGS

The Chair of the Board of Regents will prepare and approve all items to be placed on the agenda for the Board of Regents' meetings, which authority may be delegated to the presidents of the universities and Executive Secretary of the Board of Regents for preliminary preparation. Other items requested by any three Regents will be placed on the agenda.

1.2.3—EDUCATION PROGRAM

Unless otherwise prohibited by law, each person appointed on or after January 1, 1991, as a member of the Board of Regents for an institution or group of institutions within The Oklahoma State System of Higher Education shall be required to attend a minimum of fifteen (15) clock hours of continuing education during the first two (2) years of the term of office of the member. At least two of the fifteen hours must be in ethics. The continuing education courses, which shall satisfy the continuing education requirement, shall be held within this State and shall be selected by the Oklahoma State Regents for Higher Education. The Attorney General shall advise the Oklahoma State Regents for Higher Education on the selection of continuing education courses.

It is the intent of the Oklahoma Legislature that the failure by a member of the Board of Regents to satisfy the continuing education requirements of this section shall disqualify such member from being reappointed to the membership of the Board of Regents to which such a person is a member or from being appointed to the membership of any other Board of Regents of any institution or group of institutions within The Oklahoma State System of Higher Education.

The Oklahoma State Regents for Higher Education shall provide opportunities for Regents to complete said continuing education at various locations within the State. At least half of said opportunities shall be scheduled outside of the major population centers. (O.S. 1991, Title 70, § 3228)

1.2.4—ESTABLISHMENT

- a) The Board of Regents provided for by Section 8, Article XIII, Oklahoma Constitution, shall constitute a body corporate by the name of Regents of The

University of Oklahoma and shall be the government of The University of Oklahoma, Cameron University, and Rogers State University. It shall consist of seven members to be appointed by the Governor by and with the advice and consent of the Senate.

- b) Appointments shall be to numbered positions on the Board.
- c) No member of the Board shall be employed upon any work to be performed in connection with The University of Oklahoma, Cameron University, or Rogers State University, nor shall any member of said Board enter into any contract or business transaction involving a financial consideration with The University of Oklahoma, Cameron University, or Rogers State University.
- d) Members of the Board shall be subject to removal from office as provided by law for the removal of elective officers not liable to impeachment.
- e) Vacancies on the Board shall be filled by the Governor, for the unexpired term, by and with the advice and consent of the Senate.
- f) Each member of the Board of Regents of The University of Oklahoma shall take and subscribe to the oaths required of State officials generally. (O.S. Supp. 1999, Title 70, § 3302, 3303[a])

1.2.5—OFFICIAL COMMUNICATIONS

- a) The proper channel through which recommendations concerning the policies and/or administration of its governed entities, as a whole or in any of its parts, should be communicated to the Legislature or other State officials are the presidents of the universities and the Board. Further, any official statement made on behalf of the Board to the public through the press or otherwise, shall be made only by the Chair of the Board; provided, the presidents of the universities or their designees may publicly explain prior Board action as deemed necessary and proper.
- b) Nothing in the preceding subsection “a” is intended to or should be construed to abridge the rights and privileges of Regents to publicly express their personal opinions on any matter or to abridge constitutional rights of employees to comment on matters of public concern or to prohibit any other rights of communication established by law.

1.2.6—POWERS AND DUTIES

The Board of Regents have been constitutionally and statutorily vested (hereafter, “vested”) with the supervision, management and control of Cameron University and of Rogers State University and shall have the following additional powers and duties:

- a) Adopt such rules and regulations, as it deems necessary, to govern Cameron University and Rogers State University.

- b) Employ and fix the compensation and duties of such personnel, as it deems necessary, including architects, attorneys, engineers and other professional and technical persons, for its operation and for the operation of Cameron University and Rogers State University. Any of such personnel having custody of public funds or other public property may be required to furnish corporate surety bonds in such amounts as may be deemed necessary by the Board, payable to the State of Oklahoma and conditioned upon a faithful accounting of all such funds and property.
- c) Enter into contracts, purchase supplies, material and equipment, and incur such other expenses as may be necessary to make any of its powers effective.
- d) Authorize officials of Cameron University and of Rogers State University to act in its behalf in the making of contracts, or in carrying out the powers conferred upon it.
- e) Receive and make disposition of moneys, grants, and property from Federal agencies, and administer the same in accordance with Federal requirements.
- f) Accept gifts of real and personal property, money, and other things, and use or dispose of the same in accordance with the directions of the donors or grantors thereof.
- g) Direct the disposition of all moneys appropriated by the Legislature or by the Congress or derived from the sale of bonds or received from any other source by Cameron University and Rogers State University.
- h) Acquire and take title to real and personal property in its name, on behalf of Cameron University and on behalf of Rogers State University and convey, exchange or dispose of, or otherwise manage or control, such property in the interest of Cameron University and Rogers State University including the granting of leases, permits, easements and licenses over or upon any such real property. The Board shall have the power to institute legal action in the name of the Board before any court having jurisdiction of such actions. The Board shall have the custody and control of abstracts of title and instruments affecting the ownership of or title to real property belonging to the Board, and being held by the Board on behalf of Cameron University, and on behalf of Rogers State University.
- i) Have supervision and charge of the construction of all buildings at Cameron University and Rogers State University.
- j) Determine the need for and cause to be constructed, residence halls and other buildings, on a self-liquidating basis, at Cameron University and at Rogers State University.
- k) Establish and maintain plans for tenure and retirement of employees of the Board and of Cameron University and Rogers State University, and for payment of deferred compensation of such employees; and make available health, vision, dental, life, and accidental death and disability benefits for such employees and their dependents. The Board may pay for all or a part of the cost thereof for employees, with funds available for the operation of the institution. Amounts payable by an employee for such insurance or annuity contracts may, with the consent of the employee, be deducted from payroll.

- l) Audit all accounts against the funds appropriated for the use and maintenance of Cameron University and Rogers State University and the State Treasurer shall issue warrants for the amount of all accounts, including salaries and expenses of said Board, which shall have been audited and allowed by the Board of Regents and attested by the Secretary of the Board, the President of Cameron University and the President of Rogers State University.
- m) Provide penalties and forfeitures by way of damages and otherwise for the violation of rules and regulations of the Board, which may be sued for and collected in the name of the Board before any court having jurisdiction in such actions.
- n) Do all things necessary and convenient to carry out the powers expressly granted to it by the Constitution and the laws of the State, or to make Cameron University and Rogers State University effective for the purposes for which they are maintained and operated and the enumeration herein of certain powers and immunities of the Board of Regents of the University shall not be construed as in derogation or as a limitation of the powers and immunities properly belonging to the Board in the government of Cameron University and Rogers State University by virtue of Section 8, Article XIII of the Constitution. (O.S. Supp. 1999, Title 70, § 3305)

1.2.7—TRAVEL EXPENSES

Members of the Board shall be allowed necessary travel expenses as may be approved by the Board and as are reasonably incurred in the discharge of their obligations on behalf of any governed entity and will be reimbursed in accordance with the applicable State Travel Reimbursement Act. (O.S. 1999, Title 70, § 3303[b])

1.3—ACTING PRESIDENT

On occasion the President of Cameron University and/or the President of Rogers State University, on account of official business, vacation, illness, or other unavoidable cause, are absent from their respective campuses. During such absences it is essential that provision be made so that official business may proceed. Therefore, in the temporary absence of the president, the order of succession for Cameron University and Rogers State University will be as follows:

CAMERON UNIVERSITY

Provost

Vice President for Business and Finance

ROGERS STATE UNIVERSITY

Vice President for Academic Affairs

Vice President for Business Affairs

In the event any of the above named positions are filled by persons in an acting or interim capacity, the line of succession shall automatically be directed to the next position.

In the event the presidents of the universities shall resign, be incapacitated, be on an extended leave of absence, or otherwise be unable to perform the duties for a period in excess of 30 days, an Acting or Interim President shall be designated by the Board of Regents. The Acting or Interim President shall have all powers, duties and responsibilities normally held by the presidents of the universities.

1.4—ADMINISTRATIVE SEARCH COMMITTEES

The selection of the presidents and other administrators is the responsibility of the Board of Regents, and any process leading to that selection is the prerogative of the particular Board in office at the time the selection process is to be initiated. It is suggested that administrative search committees make nominations and recommendations concerning candidates and that the presidents of the universities and the Board of Regents be guided by them in most instances, but it is understood that the presidents of the universities and the Board of Regents shall not be bound by nor limited to nominations and recommendations of administrative search committees.

PRESIDENTS OF THE UNIVERSITIES

It is recommended that presidential search committees have representation by faculty, student(s), and staff. The Board of Regents would appoint these members from nominees selected by the official faculty, staff and student governance organizations on each campus. Faculty members shall constitute a majority of those members chosen from the faculty, staff and students.

There shall be twice as many nominees as there are positions. The Board of Regents shall designate other members as deemed appropriate.

PROVOSTS, VICE PRESIDENTS AND VICE PROVOSTS

The committee shall have faculty, student, and staff representation. The presidents of the universities shall appoint these members from nominees selected by the official faculty, staff and student governance organizations on each campus. There shall be twice as many nominees as there are positions. The presidents of the universities may designate other members as deemed appropriate.

DEANS

The committee shall have faculty, student, and staff representation. The presidents of the universities shall appoint these members from nominees selected by the official faculty, staff and student governance organizations on each campus. Upon requesting nominations by faculty members, the presidents of the universities shall designate the number of positions to be filled from (1) the general faculty of the particular school or unit involved and (2) the university faculty at large. There shall be at least one position filled from the university faculty at large from nominations made by the Faculty Senate. In all cases, there shall be twice as many nominees as there are positions. The presidents of the universities shall make all appointments.

1.5—COMPLIANCE CERTIFICATION

The presidents of the universities or the presidents' designees are authorized to sign assurances of compliance with regulations of such Federal agencies as may be required.

1.6—INTERIM OFFICERS

At the time of appointment to the position of Interim President, Interim Provost, Interim Vice President, or Interim Academic Dean, it will be stated whether or not the appointee is a candidate for the permanent position.

1.7—PRESIDENTIAL PREROGATIVES

The Board has left to the institutional president and/or administration broad responsibilities for internal development of policies and procedures for the conduct of affairs not specifically addressed by board policy.

5.1—FRATERNITIES AND SORORITIES

5.1.1—MEMBERSHIP RECRUITMENT

Panhellenic Association - Formal membership recruitment for the organizations of the Panhellenic Association shall take place during the fall and/or spring semesters at the discretion of the Panhellenic Association. The Panhellenic Association shall follow the recruitment guidelines and "Unanimous Agreements" of the National Panhellenic Conference (NPC). Chapter size shall be based on the "Quota-Total" system recommended by NPC, and used in combination with the "Preferential Bidding System" and "Continuous Open Bidding."

Interfraternity Council - Formal membership recruitment for the organizations of the Interfraternity Council shall take place during the fall and/or spring semesters at the discretion of the Interfraternity Council. Open membership recruitment may take place throughout the fall and spring semesters.

5.2—PRESERVATION OF PEACEFUL ENVIRONMENT

The President of the University and other appropriate University officials are authorized to take whatever actions are necessary to preserve a peaceful and orderly environment on the campus and to protect the safety and welfare of members of the University community.

5.3—CAMERON UNIVERSITY AND ROGERS STATE UNIVERSITY STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

The Constitutions of the Cameron University Student Government Association and the Rogers State University Student Government Association are printed in full and available in the office of the Vice President for Student Services at Cameron University and in the office of the Dean of Student Affairs at Rogers State University.

6—ATHLETICS

All policies contained in Chapter 6 apply only to Cameron University.

6.1—INTERCOLLEGIATE ATHLETICS COMMITTEE

The Intercollegiate Athletics Committee serves in an advisory capacity to the Director of Athletics and the President. On request, the Committee reviews, interprets, and recommends policies and regulations regarding the conduct of the intercollegiate athletics program.

Membership:

Faculty – One elected by and from the Faculty Senate; two elected at large by the faculty.

Students – Two recommended by the Student Government Association President and approved by the Vice President for Student Affairs/Dean of Student Affairs.

Administrators – Faculty Athletic Representative; Director of Athletics (ex-officio, non-voting)

6.1.1—BUSINESS MATTERS

Annual budgets of the Department of Athletics shall be prepared with active participation of the Vice President for Business and Finance. This process shall include an annual review of major capital improvement needs as recommended by the Athletics Department, and recommendations shall be made to the President assigning priorities to such needs and, as appropriate, assigning resources. There shall be made available to the Athletics Committee full information on annual income and expenses of the Department of Athletics.

The Vice President for Development shall review the marketing and fund-raising policies of the Athletics Department for adequacy and to ensure that all such activities are consistent with University policy. Any fund-raising activities must be approved by the President.

The Vice President for Business and Finance annually will review Athletics Department financial operations. Findings, suggestions and recommendations as appropriate will be made to the President and the Athletics Director.

6.1.2—PERSONNEL MATTERS

The Athletic Director shall advise on personnel policy relating to key administrators and head coaches, including policies for salaries, bonuses, terminations, hirings, and definition of duties. One or more members of the Athletics Committee will be included on any search or screening committee for a head coach.

6.1.3—NCAA AND LONE STAR CONFERENCE

The Faculty Athletic Representative from the Faculty Senate and Athletic Director shall review proposed and actual NCAA and Conference legislation and decisions that may affect athletic matters at Cameron University. The President shall be informed by the Faculty Athletics Representative of any pending legislation or decision that may affect athletics at Cameron University. For items of concern, the Faculty Athletic Representative from the Faculty Senate and Athletic Director will advise the President of their position.

6.1.4—ATHLETIC COMPETITION

The Faculty Athletic Representative from the Faculty Senate annually shall review intercollegiate sports competition and make suggestions or recommendations as appropriate on facilities, scheduling, recruiting, rule changes, or other matters.

6.1.5—STUDENT SERVICES

The Faculty Athletic Representative from the Faculty Senate and Athletic Director annually will review how the athletics program fits as part of the overall student activities program of the university and make suggestions and recommendations on how to better serve the needs and interests of the student body, the faculty, staff, alumni, and community.

6.2—ATHLETIC DEPARTMENT

All financial activities of the Athletic Department, including ticket sales, accounting, budget preparations, purchasing, and payroll shall be under the management of the Athletic Director. In addition, all financial areas of the business office and ticket office shall follow University policies and procedures.

The Athletic Director shall be responsible to the President of the University for all phases of intercollegiate athletics, including business management.

6.2.1—CONCESSIONS

The Athletic Director shall be responsible for operation of concessions and merchandise sales at all athletic events and surrounding areas. The Athletic Department in consultation with the Vice President for Business and Finance may contract for such services.

6.2.2—USE OF ATHLETIC FACILITIES

The Athletic Director may establish fees for use of University Athletic Department facilities. The President and Athletic Director are authorized to establish modest annual fees for use of athletic facilities by University employees.

6.2.3—TERMS OF APPOINTMENTS OF ASSISTANT COACHES

Any terms of appointments of an assistant coach shall automatically terminate upon the termination of the appointment of the head coach as the head coach of the sport.

6.2.4—SOLICITATIONS IN ATHLETIC VENUES

No solicitations of cash donations are permitted in athletic event venues.

6.2.5—ATHLETIC SCHEDULES

The Director of Athletics shall have authority to approve schedules for all athletic events.

6.2.6—POST-SEASON ATHLETIC CONTESTS

GUIDELINES FOR POST-SEASON PARTICIPATION

PURPOSE

The primary reason for participation in post-season competition shall be as a reward for the student/athlete and Athletic Department personnel at the conclusion of a successful regular season. Post-season participation is a means to further recognize and promote, through national exposure, Cameron University and its athletic program. Postseason participation should involve as many alumni, fans, friends and supporters as possible. The planning, execution and follow-up of post-season activities shall be accomplished in a manner consistent with State law, Regents' policy, conference and NCAA rules and prudent management.

6.3—ATHLETIC POLICIES

6.3.1—PURPOSE OF INTERCOLLEGIATE ATHLETICS

Since it is a major purpose of the University to provide the opportunity for all students to develop to the fullest possible degree all desirable abilities and skills, it shall be the purpose of intercollegiate athletics to provide the opportunity for each student to attain proficiency in athletic endeavors. The program shall be conducted in the realization that athletics is not an end in itself, but merely one of the contributing factors in the total education of the student.

The responsibility for the program of intercollegiate athletics shall rest upon the chief executive of the University with the same faculty participation in the formulation of athletic policies that exists in the formulation of policies in other fields.

The amateur status of intercollegiate sports shall be carefully maintained. To this end every athlete should be required, as a condition of eligibility, to proceed normally in academic work toward the attainment of a university degree. A policy of providing financial aid to students, who participate in athletics, when carefully regulated and limited in extent, is approved.

The University shall promote and insist upon sportsmanlike conduct on the part of those who participate in its sports, as well as those of the student body who support its teams. (Any Athletics Department staff member who knowingly commits a major violation of an NCAA or conference rules or who conceals or attempts to cover up the violation of an NCAA or conference rule will be fired immediately and all contract rights terminated). Staff members found in violation of any NCAA rules shall be subject to disciplinary or corrective action set forth in NCAA enforcement procedures. This provision shall be included in all Athletics Department letters of employment.

Any student athlete who is knowingly involved in a major NCAA or conference rule violation will be subject to disciplinary, eligibility, or corrective action as set forth in the provisions of the NCAA enforcement procedures.

The President will meet yearly with the Athletics Department staff and emphasize compliance with NCAA and Conference legislation.

The University notifies its alumni and other representatives of its athletics interests of the absolute necessity of complying with NCAA and conference rules. The University's Guide to Rules Compliance is distributed to active representatives of its athletics interests to aid in compliance with NCAA and conference rules.

6.3.2—DIRECTOR OF ATHLETICS

Since the Director of Athletics reports directly to the President, the Director shall meet with the President's staff on a regular basis. If this is done, the Director can become familiar with the overall goals and priorities of the University and work with the rest of the Executive Officers in meeting those goals and priorities.

The Director of Athletics shall be responsible for the conduct of the athletic programs at Cameron University.

The Director of Athletics shall be directly responsible for the implementation of all Athletics Department regulations and policies.

All head coaches shall report directly to the Athletic Director. All communications from head coaches within the Athletic Department to the President or to the Regents concerning the operations of the Athletic Department for a particular sport or department shall be made through the Director of Athletics.

6.3.3—GENERAL STUDENT/ATHLETE REGULATIONS

A Student Athlete Handbook sets forth written procedures for the discipline of student athletes for conduct both on and off the athletic field. The procedures carry the clear intent and expectation of a structured and consistent discipline plan for student athletes, which will be demanded and enforced by the coaches or the Director of Athletics where appropriate.

Any student athlete charged with a crime (except traffic offenses or offenses not involving moral turpitude) will not participate on an athletic team while the charges are pending. If there is any question as to whether a student should continue to participate in a sport, that decision shall be made by the President upon the recommendation of the Director of Athletics. The student athlete's scholarship will be continued unless it is determined for the immediate health and safety of the University that the student athlete should be suspended. If an immediate suspension is ordered, the student athlete is entitled to a hearing within 15 days to determine if that administrative action was appropriate.

6.3.4—ACADEMIC STANDARDS

The academic plan for the Athletic Department is established to ensure the academic standards of the university are maintained by all athletic department personnel and all student athletes to ensure the graduation rate for student athletes shall continue to be equal to or better than the graduation rate for all other students at the University.

An individual academic plan for each student athlete entering Cameron University shall be developed. Each student athlete's progress in meeting that plan shall be monitored. Each academic plan should be devised so the student athlete who enters as a freshman can anticipate graduation within a period of five years. Plans for transfer students should be devised so a student athlete should graduate within an appropriate period of time after enrollment.

The grade performance of all student athletes shall be monitored. A reporting system for class attendance shall be maintained. A report of the academic progress of all student/athletes including graduation rates shall be prepared each semester and delivered to the Athletic Director and the Faculty Athletic Representative from the Faculty Senate. In advance of the signing of any letter of intent or the awarding of any scholarship in all sports the Faculty Athletic Representative from the Faculty Senate shall make a determination that the prospective student/athlete can meet the

academic standards of the University. High school officials and counselors shall be consulted regarding the prospective student/athlete's potential for personal and academic success.

6.3.5—COMPLIANCE

Written policies assign specific responsibilities in areas of rules compliance. The President through the Athletic Director has direct responsibility for rules compliance and the overall responsibility for the athletic program.

An instructional program for all coaches and other Athletic Department personnel is ongoing and provides NCAA and conference rules education.

An instructional program for all student/athletes and prospective student/athletes is ongoing and provides with NCAA and conference rules education.

An instructional program for all alumni and other supporters who participate with the Athletic Department in the recruiting of student/athletes has been established and is ongoing. They shall be provided a copy of the conference and NCAA rules where appropriate or with the compliance handbook.

Critical areas of institutional compliance include the regular participation of persons outside of Athletics including without limitation Director of Financial Aid, Director of Admissions, the Registrar, Faculty Athletic Representative from the Faculty Senate, University General Counsel and others as appropriate.

The rules compliance program is the subject of annual evaluation by the Athletics Committee.

6.3.6—COACHES AND ATHLETIC DEPARTMENT PERSONNEL

The annual evaluation of each coach to determine merit salary increases shall include not only the successes of the athletic team he or she coaches, but the academic performance of the student/athletes participating in the sport coached. The same rule shall apply to the Director of Athletics.

6.3.7—PRESIDENTIAL AUTHORITY TO MODIFY CERTAIN ATHLETIC POLICIES

The Board of Regents authorized the President of the university to approve changes in athletic policies and to report any such changes to the Board.

7.1—GIFTS RECOGNITION PROGRAM

Annual gifts by alumni and friends of Cameron University and Rogers State University provide important enrichment funds to all programs of the universities and assist in strengthening ties and communication between donors and the universities. To acknowledge and show appreciation for this important source of continuing support, the universities will recognize donors through events, activities and publications. All requests for anonymity will be honored.

7.1.1—GIFT RESTRICTIONS

Gifts may be unrestricted or restricted to the university, school, department or program of the donor's choice.

7.1.2—FUND YEAR

Credit toward gift recognition levels is awarded for gifts made during the Annual Fund year. The Annual Fund year begins July 1 and ends June 30.

7.1.3—DONOR GIFT CREDIT

If requested, donor and spouse may be jointly listed with one gift. If a joint or preferred listing has not been indicated on the gift remittance form, only the individual receipted for the gift (check signer) will receive gift credit.

Individuals may be credited within the recognition levels. Individual gifts paid with company or business checks will be credited to the individual(s) who received the original solicitation or the individual assigned to receive donor credit on the gift remittance form if requested.

7.1.4—GIFT CREDIT

Donors will receive credit for cumulative gifts made during the fund year. Individuals also will receive credit for the total value of gifts matched through corporate matching gift programs. Spouses making separate gifts will receive separate recognition unless they request to be jointly listed.

Pledges are not credited toward a specific gift recognition level until the paid portion or entire paid balance exceeds the minimum gift level requirement. If the Annual Fund year concludes before a pledge is fulfilled, credit will be given for the amount of the paid portion.

7.2—GIFTS TO THE UNIVERSITY

Cameron University and Rogers State University actively encourage and appreciate gifts to the University that benefit students and the mission of the University. The purpose and conditions for gifts are expected to conform to the Regents' policy, State Regents' policy and all applicable laws.

The President of the university will announce major gifts (over \$100,000) at meetings of the Board of Regents. Special action by the Board of Regents is required when gifts involve the naming of buildings and major facilities and the naming of Schools and major programs.

The Cameron University Foundation, Inc. and Rogers State University Foundation, Inc. are independent organizations with their own governing boards and their own policies on accepting gifts. In certain situations that require action by the University – for example establishing and filling a chair – the Foundation asks the University to join with it in accepting a gift and the acceptance of such gifts is covered by this policy.

The Regents will look favorably on gifts to the University unless there are clear and compelling reasons to decline. Possible reasons to decline a gift include (a) the funds were obtained from questionable sources or (b) the purpose for or conditions on the gift are illegal or not in accord with the mission and goals of the University or the policies of the Regents. The Regents reserve the right to decline gifts if in their sole judgment not accepting the gift is in the best interest of the University and the State of Oklahoma.

7.3—NAMES OF BUILDINGS AND OTHER GIFTS SELECTED BY DONORS

The following policies and guidelines for endowed funds facilitate the processing of major gifts, which are to be used primarily for endowment purposes:

- 1) Donors, the University, and/or the Foundation, must agree on terms before a gift is accepted, either as an endowment or an expendable account.
- 2) The Development Office should be notified immediately when a prospective donor inquires into establishing an endowment. The Development Office or designated development officer will work with the academic dean, department head and Foundation in establishing the endowed fund and developing the terms of the agreement.
- 3) Each endowment will have specific guidelines that detail the purpose(s) of the endowment and provide a method for obtaining approval of changes in the endowment guidelines and procedures.
- 4) The University, or the Foundation will seek changes through probate to any bequeathed endowment that has guidelines that are in violation of University policy and/or statutory regulations.
- 5) Investment of endowment funds will be administered by the officially designated boards. Investment of endowment funds in Cameron University Foundation and/or R.S.U. Foundation will be administered by the Trustees of the Foundation in compliance with the Foundation's investment policy.

A donor may express his/her preference for investment of assets, but final determination will be made by the appropriate governing board.

- 6) The principal may be deposited as the initial gift or accumulated over a period of time, determined at the time the gift is accepted.
- 7) Unless otherwise stipulated by the terms of the gift, earnings on the endowment fund shall be made available for expenditure in accordance with the spending policies of the appropriate board. Endowments in Cameron University Foundation and R.S.U. Foundation will be administered according to the guidelines adopted by the Trustees of the Foundations. It is the intent of the spending policies to maintain the purchasing power of endowment income and to protect the real value of the endowment for future generations.

An endowed chair or professorship enables the universities to strengthen its academic programs by recruiting, recognizing or retaining nationally renowned educators, scholars and researchers and to provide them with enrichment funds that support and strengthen their academic activities. It is proposed, therefore, that each endowed faculty position will be supported in part by a State-funded faculty line.

Earnings from the endowed positions also may be used to support travel, equipment, supplies and staffing needs of the position. When the position is not filled, all or a part of the annual earnings will be returned to the principal. Earnings not returned to the principal may be encumbered to provide monies for recruiting, start-up funding, equipment or supplies for the appointee.

Endowed faculty positions will be effective when the full donor-funding component is received.

Named Endowed Chair — Requires a minimum endowment of \$500,000, which can be provided entirely from private sources or through \$250,000 in private funding, matched by \$250,000 from the Oklahoma State Regents' Endowment Program.

Named Endowed Professorship — Requires a minimum endowment of \$250,000, which can be provided entirely from private sources or through \$125,000 in private funding matched by \$125,000 from the Oklahoma State Regents' Endowment Program.

Named Endowed Lectureship — Recommended endowment of \$50,000, which can be provided entirely from private sources or through \$25,000 in private funding matched by \$25,000 from the Oklahoma State Regents Endowment Program.

7.3.5—ENDOWED UNDERGRADUATE SCHOLARSHIPS

Named Endowed Scholarship Funds — May be established with a recommended endowment of \$10,000. This generally will support one scholarship on an annual basis. The amount of the scholarship will be limited by the annual earnings.

A constant effort will be made to keep scholarship guidelines flexible to alleviate any possible difficulties that would make it impossible to administer the scholarship in any one year.

Scholarship guidelines cannot exclude students on the basis of race, color, sex, religion, creed or national origin.

In compliance with the Internal Revenue Code, donors will not be permitted to select the recipients of the scholarships, which they sponsor.

All criteria for endowed scholarships should be predetermined and outlined prior to approval and acceptance by the university and the university's Foundation.

Scholarship recipients will communicate annually with the donors of the endowed scholarships.

7.4—NAMES OF CAMPUS FACILITIES

The Board of Regents will formally approve the naming of major campus buildings or additions. The Board also reserves the right to approve or deny the naming of any campus facility, other than that which designates the type of work done therein, as a way to ensure that no name is given to a campus facility that does not reflect the ideals of the institution; and no facility shall ordinarily be named after individuals who are members of the active faculty or staff of the University.

7.5—PRIVATE FUND-RAISING

The Presidents of the institutions are responsible to the Regents for all private fund-raising for the institutions. The Presidents may delegate responsibility for the function but such delegation does not diminish his/her responsibility. This policy applies to all elements of the university and is designed to assist the President in coordinating and directing this very important function in the operation of the university.

7.6—ALUMNI/DONOR RECORDS

7.6.1—MAINTENANCE OF RECORDS

University Development is committed to maintaining an updated, current listing of alumni and friends. Therefore, any information received by any campus division regarding name, address, family history, degree, etc., of any alumnus should be forwarded to University Development. Although alternative or parallel databases may be created in other campus locations, these are to be considered ancillary, and any information regarding alumni records should be transferred to University Development.

7.6.2—REQUESTS FOR INFORMATION

All requests for alumni information from any university division should be directed to the Vice President for Development.

7.7—APPROVAL OF ALL FUNDRAISING ACTIVITY

The Vice President for University Development has the authority regarding the raising of private funds at the universities. Any fundraising activity, whether on behalf of students, faculty/staff, colleges, or programs, must be approved by the President of university. Any communication developed for potential donors, whether individuals, corporations, or foundations, must be approved by the Vice President for Development. This includes proposals, letters, brochures, and pledge or gift cards. This policy is designed to protect the universities' friends and alumni from multiple solicitations by colleges and programs. If multiple university entities seek to solicit the same prospective donor, the President of the university may be asked to make the ultimate decision on which entity might move forward with a solicitation.

7.8—ORGANIZATION OF UNIVERSITY DEVELOPMENT

The Vice President of Development will have sole authority with the President of the institution to oversee all aspects of development and alumni affairs. The Vice President will oversee management of the alumni association and assume responsibility for annual, major, corporate and foundation giving. In addition, the Vice President also will regulate fundraising efforts within all schools and programs of the universities.

5.?--PENALTIES SET BY ORGANIZATIONS

No student in the University shall be penalized by any student organization of which the student is a member for an infraction of rules and regulations of such organization which would tend to deny such student privileges ~~or increments~~ normally accorded to the student ~~body of the University~~ without sanction and approval of the Vice President for Student Affairs and Dean of Students; for eExample, A: A student who has purchased a season athletic ticket is entitled to attend a scheduled contest without interference by any student organization. (RM, 2-13-52, p. 4254)

5.5—PRESERVATION OF PEACEFUL ENVIRONMENT

The President of the University and other appropriate University officials are authorized to take whatever actions are reasonably necessary to preserve a peaceful and orderly environment on the campus and to protect the safety and welfare of members of the University community. (RM, 3-18-82, p. 16904)

Campus police are hereby authorized to remove from campus persons who are neither University employees nor students who interfere with or who enter the campus to interfere with the conduct of University activities; provided, this authority does not apply to University employees or students, all of whom are covered under other University policies. Persons so removed may appeal in accordance with the Notice to Vacate.

NOTICE TO VACATE

This is a written notice to vacate the property and grounds of all of the University of Oklahoma campuses due to the behavior described below. This notice was served on (name) _____ on the ___ day of _____, 20__ . If the recipient of this notice fails to leave the University's grounds or returns within six (6) months of the issuance of this notice without permission from the Vice President for Administrative Affairs or his designee, recipient shall be deemed to be trespassing pursuant to 21 O.S. 2001, § 1376, and Board of Regents' policy. Any person found to be trespassing pursuant to that statute is guilty of a misdemeanor and subject to arrest.

This citation may be appealed in writing within ten (10) business days of this issuance. All such appeals should be directed to the Vice President for Administrative Affairs and should state the basis for the appeal. The Vice President for Administrative Affairs shall have fifteen (15) business days to review the appeal. The decision of the Vice President for Administrative Affairs shall be mailed to the address below and will be final, without further right of appeal.

By my signature, I affirm that I am not a student, officer, or employee of the University and that I have been requested to leave University grounds.

Signature of Recipient Date

Officer's Name Badge # Case Number

Call/Case No. _____ Juvenile Arrested
 Issuing Officer: _____ Badge Number: _____
 Date: _____ Time: _____ Location: _____

Circumstance of contact:

Recipient Name: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: () _____ Parent, if Juvenile: _____
 Race: _____ Sex: _____ DOB: _____ Age: _____
 Height: _____ Weight: _____ Hair: _____ Eyes: _____
 Other: _____

5.? -----SCHOLARSHIP AND FINANCIAL AID INFORMATION

To facilitate the responsibilities charged to the University's Scholarship Committee, all scholarship and financial aid information and resources, wherever located, are to be reported to the Scholarship Committee in a complete and timely fashion. (RM, 3-22-88, p. 20152)

~~SECRET ORGANIZATIONS~~
~~LOYAL KNIGHTS OF OLD TRUSTY~~

5.6—STUDENT ACTIVITY FEE, NORMAN CAMPUS

The Student Activity Fee is that portion of the University's budget which is earmarked by the State Regents for Higher Education for student governmental, recreational, social, and entertainment programs; for health care services; and student publications. It is the responsibility of the Board of Regents to see that the Student Activity Fee is utilized to support needs in these extracurricular areas.

The President of the University, as its chief executive officer, presents recommendations to the Board of Regents on the distribution of all University funds, including the Student Activity Fee.

As the officer of the University most directly related to non-academic matters of student life, the University Vice President for Student Affairs and Dean of Students has immediate administrative responsibility for the Student Activity Fee portion of the University budget, and the budget units funded from this source.

In 1969, actions of the Regents gave a significant delegation of responsibility to the University of Oklahoma Student Association (UOSA) in planning the budgets for all of those activities traditionally labeled as student activities. Since this time, UOSA has had a special role within the University. Its officers are not staff of the University—in the usual sense—but they exercise traditional staff functions and responsibilities. They plan programs, determine priorities, and prepare budget recommendations for very significant annual allocations. Many of the operating procedures involving UOSA have developed as personal agreements rather than clearly written policy, and the turnover of student government has made continuity in record keeping and procedural agreements difficult to maintain. It is now important to clarify administrative relationships as established, written policy.

The UOSA Constitution was approved by the Regents on April 17, 1969, with the following resolution:

~~That under Article VIII (the article dealing with UOSA Congressional responsibility for appropriations) the action of the Student University of Oklahoma Student Association ("UOSA") Undergraduate Student Congress and the Graduate Student Senate shall be considered a recommendation to the President and to the Board of Regents in the same manner as other budget requests from the various colleges are recommendations.~~

Student Activity Fee Committee recommendations from UOSA are forwarded through the University Vice President for Student Affairs and Dean of Students to the President. All policy recommendations should follow the same administrative route.

Additionally ~~the Board of Regents resolved that it was the intention under Article VIII to~~ shall allocate to UOSA "that portion of the Student Activity Fee which has not been otherwise obligated by the Regents..."

It was not the intention of the Regents to delegate to UOSA the budget responsibility for those services of the University such as the Goddard Health Center, *The Oklahoma Daily*, *Sooner* yearbook, CART, Recreational Services, and other student services. It was the intention of the Regents to increase the involvement and the responsibility of student government in administering entertainment, recreational, organizational, educational and social programs consistent with the purpose of the Student Activity Fee. The Regents reaffirm this intent.

No agency of state government has autonomy, and the use of state money (the Student Activity Fee is so defined) must have statutory and institutional University controls. The policy statement on the handling of agency and auxiliary accounts which has been developed by the office of the Vice President for Executive Affairs and Administrative Affairs is an effective step in remedying some of the accounting and administrative shortcomings which have existed, but it should not diminish the participation and the responsibility of students in planning and carrying out the activities of student government within reasonable guidelines. In order to provide assistance with the preparation of and adherence to the UOSA budget, and to insure that all transactions are in conformance with University and State policies and requirements, a full-time professional staff member from the Student Affairs area selected by the University Vice President for Student Affairs and Dean of Students shall serve as sponsor of all UOSA student government accounts selected by the University Vice President for Student Affairs and Dean of Students. Additionally, the Office of Student Affairs shall maintain a set of accounting records for each of the UOSA government accounts and provide this information to the account sponsor. The account sponsor will not be authorized to withhold any disbursements that meet State and institutional University requirements.

The following guidelines shall govern the distribution of the Student Activity Fee and shall supersede any previous conflicting action of the Board of Regents concerning the role of the UOSA Undergraduate Student Congress with regard to appropriations:

- 1) The officer of the University Vice President for Student Affairs and Dean of Students who is charged with the administrative responsibility for those services and programs funded from the Student Activity Fee and is the University Vice President for Student Affairs and Dean of Students. He/she is expected to recommend to the President the budgets for those services and programs, including but not limited to, the Goddard Health Center, Counseling and Testing Services, *The Oklahoma Daily*, *Sooner Yearbook*, Recreational Services, and Campus Transportation, ~~other student services and the facilities bond~~. Because of the obvious student interest in these budget units, the following budget procedure is established to insure student input from the UOSA:
 - An Executive Budget Committee of the UOSA will be established consisting of the Student Body UOSA President, Chair of the Undergraduate Student Congress, and Chair of Graduate Student Senate. Before recommendations regarding the allocation to UOSA are finalized, input from the Chair of the Ways and Means Committees

~~of Undergraduate Student Congress and Graduate Student Senate is required.~~

- As soon as possible ~~after~~ in the Spring UOSA elections, the Executive Budget Committee will meet with the University Vice President for Student Affairs and Dean of Students for the purpose of reviewing the proposed budget for the following year and the probable distribution of that amount to the various units, so that the budget preparations for the UOSA can begin.
- The University Vice President for Student Affairs and Dean of Students has the basic responsibility for the preparation of budget recommendations for those portions of the Student Activity Fee going to regularly committed budgets.
- In accordance with University policy, it is the primary responsibility of the UOSA Executive Budget Committee to prepare budget recommendations for the uncommitted portions of the Student Activity Fee, which will support the activities of student government, activities and services sponsored by student government, and registered student organizations in existence for more than one year in accordance with university policy.
- The UOSA Executive Budget Committee and the University Vice President for Student Affairs and Dean of Students will then prepare the final budget recommendations for the total Student Activity Fee distribution. Neither shall submit budget recommendations for further review until agreement has been reached. ~~As a last resort, should agreement not be reached, between the Budget Committee and the University Vice President for Student Affairs and Dean of Students, the President of the University shall refer the matter to the Norman Campus Student Affairs Committee of the Board of Regents, to hear the separate views, and the Student Affairs Committee which shall formulate and present the Student Activity budget directly to the Board of Regents. directly to the Regents the Student Activity budget.~~
- The UOSA Executive Budget Committee will submit the UOSA portion of the budget for the review of the Undergraduate Student Congress and Graduate Student Senate prior to the end of the Spring semester. ~~It is the intent to identify in the Spring budget those amounts allocated to the budget sub-divisions (UOSA administrations joint operations, and legislative allocations).~~ A line item budget will be presented to the Board of Regents for approval each fall.

- The recommendations of the Undergraduate Student Congress and Graduate Student Senate shall be submitted to the President through the Office of the University Vice President for Student Affairs and Dean of Students for submission to the Board of Regents for approval.
- 2) Each year, 2% of the total Student Activity Fee shall be placed in a reserve account prior to any distribution in order to be used by the administration throughout the year for necessary services, facilities, and programs relevant to the intended use of the Student Activity Fee (repairing recreational facilities, assisting campus-wide program, solving unanticipated budget problems, funding long-range projects such as the construction of outdoor basketball courts, etc.). The University Vice President for Student Affairs and Dean of Students shall be the sponsor of this reserve account, and shall chair a committee composed of them/him/her, the President of UOSA, Chair of UOSA Undergraduate Student Congress, Chair of the Graduate Student Senate, and Chair of the Campus Activities Council in recommending disbursements. In the event of disagreement, separate views will be presented to the President of the University for decision. The reserve shall not be used to fund the program of student organizations or those activities for which it is the proper function of UOSA Undergraduate Student Congress and Graduate Student Senate to fund. This should in no way preclude UOSA from establishing its own reserve account from its allocated funds.
- 3) The remaining portion of the Student Activity Fee shall be used to fund the Student Government and those programs recommended by the UOSA Undergraduate Student Congress and Graduate Student Senate, so long as they are within the guidelines created by the State Regents and the Board of Regents of The University of Oklahoma.

Although the Board of Regents have has the responsibility to commit the Student Activity Fee where it is most needed within the student community, it is intended that this uncommitted portion appropriated to UOSA will not be less than \$350,000 per year.

The UOSA Budget Committee will present to both legislative bodies recommended budget allocations in the following categories for the next year prior to the end of the Spring semester:

- 1) Administrative costs of all salaried individuals of the UOSA. The University's Human Resources department will assist in the formulation of job descriptions, employment practices, and recommend salary levels.
- 2) Joint operations costs for student government infrastructure and those costs deemed to be of common interest to graduate and undergraduate students (e.g., Archie W. Dunham Conoco Student Leadership Wing,

UOSA Executive, and Judicial Branches, Commuter Student Association, etc.) as determined by the Student Activity Fee Committee. These funds, then, shall be allocated by the Undergraduate Student Congress.

- 3) Legislative Allocations shall be divided between the Undergraduate Student Congress and the Graduate Student Senate ratably divided based upon the previous academic year enrollment, as determined by the Office of Institutional Research. Undergraduate Student Congress and Graduate Student Senate will then be responsible for funding those student organizations which are composed of enrolled undergraduate or graduate students.

The Budget will be presented to the Board of Regents through the proper administrative channels as soon as it has been reviewed by the Undergraduate Student Congress and Graduate Student Senate.

The following guidelines shall pertain to those funds budgeted by the UOSA:

- 1) No Student Activity Fee money shall be used to pay the legal fees of any student or students in a criminal or civil court action. Programs of legal service to the student community (public defenders for intra-University matters, legal aids, etc.) and legal assistance for the UOSA are permissible. However, no student Activity Fee money may be used in any court action against the University. Authorization for the use of UOSA legal assistance funds must come from the UOSA President, Undergraduate Student Congress Chair and Graduate Student Senate Chair.
- 2) The highest priority in disbursing the program portion of the Student Activity Fee should be those student activities (educational, social, and recreational) which have substantial campus-wide effects. The funding of student organizations shall be discontinued except in those instances in which projects sponsored by a certain organization are deemed to have great significance for a substantial segment of the student community.
- 3) The Undergraduate Student Congress and the Graduate Senate, should ~~it~~ they ascertain that certain needs exist which cannot be resolved within a single budget year, may recommend to the President and to the Board of Regents that an amount be obligated for a period of time (2 or more years) in order to fulfill the existing need. Through such action, very significant projects (recreational equipment and facilities, for example) may be achieved. It is recommended that a standing committee of the Undergraduate Student Congress and of the Graduate Student Senate be established to work with the University Vice President for Student Affairs and Dean of Students in identifying such needs and in determining priorities.

- 4) No UOSA funds ~~should~~ may be utilized in funding the Student Traffic Court. Since the Student Traffic Court operates as an administrative arm of the University, it should be separately funded. ~~The clearest way of accomplishing the funding would be from the collection of fines.~~
- 5) A ~~specific policy should be formulated~~ shall be established and maintained to permit student organizations to deposit non-state funds in private bank accounts, consistent with state law and University accounting and auditing practices. (RM, 3-8-73, pp. 11991-98, edited; 1-15-76, pp. 13706-08; 7-22-76, p. 14034; 5-14-87, pp. 19739-40; 12-4-92, pp. 23166-70)

STUDENT CODE

To see the most updated version of the Student Code for the Norman Campus, please go to the website www.ou.edu/studentcode.

5.7—STUDENT HEALTH INSURANCE

The Board of Regents authorizes the President to offer a health insurance program for University students. Voluntary student health insurance is authorized by the Regents, and the University President is vested with the authority to determine details of the program. Students enrolled at the Health Sciences Center are required to show proof of health insurance upon enrollment. Those without medical health insurance can purchase a plan through the University.
(RM, 1-13-55, p. 5066)

5.8—STUDENT PUBLICATIONS

Student Media is designated as an auxiliary enterprise of ~~The University of Oklahoma~~.

All income from Student Media shall be deposited in the Controller's Office in appropriate official depository accounts, in accordance with the University's general policies for handling funds of auxiliary enterprises.

The business operations of ~~the~~ Student Media are subject to the same administrative supervision as business activities of other auxiliary enterprise of the University.

The relations of ~~the~~ Student Media to the instructional function of the University, particularly with respect to the Gaylord College of Journalism and Mass Communication, are subject to the same administrative supervision as other organized activities or auxiliary enterprises related to the instructional function of the University. (RM, 2-13-52, p. 4247)

5.9—STUDENT PUBLICATIONS CHARTER

The Charter Governing Student Publications may be found at this website:
<http://www.studentmedia.ou.edu/PublicationsBoard.htm>.

~~UNIVERSITY APPROVED PRIVATE~~
~~HOUSING~~

5.10—UNIVERSITY OF OKLAHOMA
STUDENT ASSOCIATION
CONSTITUTION

The Constitution of The University of Oklahoma Student Association can be found at <http://www.ou.edu/uosabudget/documents.htm>.

5.11—UNSCHEDULED HOLIDAYS

Undergraduate Student Congress and Graduate Student Senate shall have authority to recommend to the University President one ~~otherwise~~ unscheduled school holiday in the fall semester of each academic year with the understanding the recommendation of a holiday must be made to the University President at least two weeks before the recommended date in order to allow time for adjusting teaching schedules and the like. (RM, 3-9-78, p. 14874)

~~WILL ROGERS MEMORIAL SCHOLARSHIPS AND GRANTS~~

~~The same procedure for appointment of Will Rogers Scholarships and Grants will be followed as for other service scholarships and general scholarships. (RM, 6-14-62, p. 7103-04, edited)~~

~~The University will award the Will Rogers Grants in conformity with the terms of the agreement between the University and the Will Rogers Memorial Commission dated January 6, 1939. The agreement stated:~~

~~“By use of the term ‘handicapped’ it is intended to include boys and girls handicapped physically or mentally or handicapped by reason of environment or lack of opportunity or such related causes and thereby incapacitated to take advantage of the opportunities that the Government of the United States hold open to all of its citizens.” (RM, 7-11-68, pp. 9451-52, edited)~~

6.1—ATHLETICS COUNCIL

The Athletics Council is the official group at The University of Oklahoma designated by the President which meets the requirements set forth in NCAA Bylaws Constitution 6.0.1.1, 6.1.2, and Big Eight Rule 1.401, specifying that such a board be composed of a majority of faculty and administrative staff.

6.1.1—ADVICE TO THE PRESIDENT AND DIRECTOR OF ATHLETICS

The charge to and responsibility of the Athletics Council ("Council") is to advise the President and Athletics Director on athletics policy matters. The Council is invited and encouraged to make recommendations directly to the President regarding athletics policies and programs whenever the Council deems it appropriate. Council recommendations, reviews and reports will be made in writing to the President and Director of Athletics. The specific responsibilities of the Council are outlined in this charter section.

To ensure that deliberations are full and free, laws on open meetings and open records give advisory groups the option of meeting in closed sessions. Accordingly, unless otherwise directed by the President, no media representatives may be present at Council meetings. Council minutes and documents shall be for internal use only, and Council members will hold confidential all matters discussed and information received in Council meetings.

Reports to the Council on academic, financial aid, and other personnel matters will not disclose identities of individual student-athletes.

6.1.2—COMPLIANCE MATTERS

In accordance with Regents' policy and NCAA rules, the Council and its Governance and Commitment to Rules Compliance Subcommittee annually shall review the University's activities and procedures regarding compliance with NCAA and "Conference" (defined in Section 6.2.10, below) and Big Eight rules and report any concerns to the President and Director of Athletics. The Council annually will review the procedures, policies, and resources applied to recruiting, the granting of financial aid to student-athletes, awards to student-athletes and others, and the scheduling of intercollegiate games and contests and other matters related to compliance.

6.1.3—ACADEMIC MATTERS

The Council annually shall review the admission and academic performance of student/athletes. Reports to the Council and/or its Academic Integrity and Student Welfare Subcommittee will include information on admissions, retention, graduations, academic performance probations, and academic services to student/athletes including counseling, tutoring, and the monitoring of classroom attendance and grades. The Council shall report its findings and recommendations to Department of Athletics Department personnel and to the President.

Annual budgets of the ~~Department~~ of Athletics Department shall be prepared with active participation of the Council and presented to the Council at such time and in such detail as permits the Council to make recommendations to the President along with the budget submission. This process shall include an annual review of major capital improvement needs, as recommended by the Athletics Department, and recommendations shall be made to the President assigning priorities to such needs and, as appropriate, assigning resources. There shall be made available to the Council or the Fiscal Integrity and Personnel Subcommittee full information on annual income and expenses of the ~~Department~~ of Athletics Department.

The Council shall review the marketing and fund-raising policies of the Athletics Department for adequacy and to ensure that all such activities are consistent with University policy. The Council shall review and make recommendations concerning policies for additions to the facilities of the Athletics Department and for contractual arrangements for the use of facilities not owned by the University.

The Council annually will review Athletics Department financial operations. Findings, suggestions, and recommendations, as appropriate, will be made to the President and the Athletics Director.

6.1.5—PERSONNEL MATTERS

The Council shall advise on personnel policy relating to key administrators and head coaches, including policies for salaries, bonuses, terminations, hirings, and definition of duties. One or more members of the Council will be included on any search or screening committee for a head coach.

6.1.6—NCAA AND ~~EIGHT~~ CONFERENCE

The Council and its Governance and Commitment to Rules Compliance Subcommittee shall review proposed and actual NCAA and Conference ~~Big-Eight~~ legislation and decisions that may affect athletics matters at ~~the University of Oklahoma~~. The Faculty Athletics Representative shall present to the Council a summary of activities at meetings of the NCAA and the ~~Eight~~ Conference. When possible, the Council shall be informed by the Faculty Athletics Representative of any pending legislation or decision that may affect athletics at ~~the University of Oklahoma~~. For items of concern, the Council will advise the President of its position. The recommendations of the Council shall be considered when the final position of ~~the University of Oklahoma~~ on such legislation is established.

6.1.7—ATHLETIC COMPETITION

The Council and its Equity and Sportsmanship Subcommittee annually shall review intercollegiate sports competition and make suggestions or recommendations, as appropriate, on facilities, scheduling, recruiting, rule changes, or other matters.

6.1.8—STUDENT AFFAIRS

The Council and its Student Athletic Advisory Council Subcommittee annually will review how the athletics program fits as part of the overall student activities program of the University and make suggestions and recommendations on how to better serve the needs and interests of the student body, the faculty, staff, alumni, and community.

6.1.9—COMPOSITION OF THE ATHLETICS COUNCIL

MEMBERSHIP

The Athletics Council shall consist of members apportioned in the following manner:

<u>Membership</u>	<u>Method of Selection</u>	<u>Term</u>
1 Faculty Athletics Representative	Appointed by the President (Serves as Continuous continuing Executive Secretary)	Ex officio, non-voting
6 Norman Campus Faculty	The Norman Campus Faculty Senate appoints 4 members, and the President appoints 2 Members.	3 years
2 HSC Faculty Members	The HSC Faculty Senate appoints 1 member, and the President appoints 1 member	3 years
2 Staff Representatives	1 each Appointed by the EEC and ELC	3 years
2 Student Members	One each Sselected by the Vice President for Student Affairs (NC) Services (HSC) with the and the advice of student government (1 from Norman Campus and Affairs (NC) or Vice Provost for Educational Services (HSC), with advice of the respective student government organization 1 from HSC)	1 year
2 Student Athletes	Selected by the President with the advice and consent of the Athletic Director	1 year Ex officio, non-voting
2 Alumni Members	Appointed by the President with the advice of the OU Alumni Association	2 years
Director of Athletics		Ex officio, non-voting
Other Athletics Department Representatives *		Ex officio, non-voting

* The Director of Athletics is welcome to bring any representatives from the Athletics Department to Mmeetings of the Council.

Faculty members appointed to the Athletics Council must be tenured or tenure-track faculty members with the rank of Assistant Professor or higher. Staff representatives must be full-time employees. Students must be enrolled in at least nine hours during each of the ~~F~~fall and ~~S~~spring ~~terms~~semesters. Terms for faculty, staff, and alumni members will be arranged so that approximately one-half or one-third will terminate each year. When any member does not complete a term, the President shall appoint a replacement for the balance of the term.

The Council Chair shall be elected from the membership of the Council and shall serve for a term of one year. The Chair may be re-elected. The Faculty Athletics representative shall serve as the Executive Secretary of the Council. The Chair is the presiding officer of the Council and together with the Executive Secretary has primary responsibility for liaison with the President. The Chair and the Executive Secretary will develop a schedule to see that the prescribed Council responsibilities are accomplished each year. The Chair either will appoint or select in another manner a Vice Chair. The Vice Chair assumes the duties of the Chair upon his/her absence. The Executive Secretary prepares agendas for meetings, keeps records of actions taken by the Council, and prepares written reports, reviews, and recommendations of the Council.

6.1.10—MEETINGS

The Athletics Council shall meet at least four times during the academic year. Meetings may be called by the President, the Chair, or the Director of Athletics, normally by notification in writing at least seven days in advance of the scheduled meeting. Any member of the Council may place items on the Council agenda. Written agendas of meetings will be distributed to members and the President at least seven days in advance of each meeting, along with the minutes of the Council's previous meeting, if possible. Copies of Council agendas and minutes will be provided regularly to the Norman Campus Senior Vice President and Provost, Vice President for Administrative Affairs, ~~the~~ Vice President for Student Affairs, ~~and to the~~ President, and the Executive Secretary of the Board of Regents. (RM, 4-9-53, pp. 4577-78; 3-24-70, p. 10262; 2-13-75, p. 13355; 6-18-81, pp. 16468-9; 2-10-89, pp. 20908-9; 6-13-91, pp. 22462-66)

6.2 — ATHLETICS DEPARTMENT

Intercollegiate athletics activities shall be designated as an auxiliary enterprise of ~~The~~ the University of Oklahoma, under the title “Athletics Department.”

All income from intercollegiate athletics shall be deposited as directed by in the Controller's Office in appropriate accounts, in accordance with the University's general policies for handling the funds of auxiliary enterprises.

The Controller of the University shall be responsible for determining procedures to be used in the Athletic Department for accounting, control of cash, disbursements, and control of and accounting for all tickets to intercollegiate events.

All business activities of the Athletic Department, including ticket sales, bookkeeping, budget preparations, handling of cash receipts, requisitioning of supplies, and soon, shall be consolidated in an office identified as the Athletic Business Office, under the management of an Athletic Business Manager.

All financial activities of the Athletics Department, including ticket sales, accounting, budget preparations, purchasing, and payroll, shall be under the management of an Athletics Business Manager. In addition, all financial areas of the business office and ticket office shall follow University policies and procedures as outlined in the *University Guide to Services*.

The position of Athletic Council Treasurer shall be abolished, and all cash receipts of the Athletic Office shall be deposited daily in the Controller's Office; the cash receipts in the Athletic Business Office shall be handled by a cashier responsible to the Athletic Business Manager for general duties but responsible to the Controller for all procedures in handling of cash.

The Athletic Business Office staff shall include a bookkeeper responsible to the Athletic Business Manager for general office duties but responsible to the Controller's Office for accounting procedures.

The Athletics Business Manager shall be responsible report to the Athletic Director of Athletics and be responsible for general duties in planning and executing the business aspects of the intercollegiate athletics program, and authorized to act for the Athletic Director on business matters requiring action during the absence of the Athletic Director

The Athletic Director of Athletics shall be responsible to the President of the University for all phases of intercollegiate athletics, including business management; the line of responsibility for business management shall be through the Financial Vice President of the University. (RM, 3-8-50, pp. 3425-26)

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The Athletic Business Office staff shall include a bookkeeper responsible to the Athletic Business Manager for general office duties but responsible to the Controller's Office for accounting procedures.

The Athletics Business Manager shall be responsible report to the Athletic Director of Athletics and be responsible for general duties in planning and executing the business aspects of the intercollegiate athletics program, and authorized to act for the Athletic Director on business matters requiring action during the absence of the Athletic Director

The Athletic Director of Athletics shall be responsible to the President of the University for all phases of intercollegiate athletics, including business management; ~~the line of responsibility for business management shall be through the Financial Vice President of the University.~~ (RM, 3-8-50, pp. 3425-26)

6.2.1—CONCESSIONS

The Athletic Director of Athletics shall be responsible ~~The Athletic Department shall assume responsibility~~ for operation of concessions and merchandise sales at all athletics events and in surrounding areas. The Athletics Department may contract for such services. (RM, 4-9-53, p. 4575; 4-30-53, p. 4590)

6.2.2—USE OF ATHLETICS FACILITIES

In compliance with University policy, ~~The Athletic Director of Athletics~~ may establish fees for use of University Athletics Department facilities. ~~by professional sports promoters and teams is prohibited.~~ (RM, 11-2-61, p. 6951)

The President and ~~Athletic~~ the Director of Athletics are is authorized to establish modest annual fees for use of athletics facilities by University employees. Such fees shall apply to all persons on the University payroll, but shall not affect courtesy use by certain distinguished individuals not associated with the University. (RM, 3-11-59, p. 6222, edited)

6.2.3—INCOME

Intercollegiate athletics shall not be subsidized ~~7.18.3~~ through student fee income. (RM, 1-8-53, p. 4521)

6.2.4—TRIP INSURANCE

The Athletics Department is authorized to secure trip insurance for all athletic teams and staff members to provide coverage while they are traveling to ~~contests events~~ away from ~~home campus~~. (RM, 9-12-57, pp.5785-86, edited)

~~CONTRACTS FOR FOOTBALL COACHES~~

~~The contract year for football 7.18.5 coaches shall be July 1 through June 30 each year. (RN, 1-19-67, p. 8797; amended 7-18-85, p. 18498)~~

6.2.5—TERMS OF APPOINTMENTS OF ASSISTANT COACHES

Any ~~The~~ terms of appointments of an assistant coaches shall automatically terminate upon the termination of the appointment ~~expire with the term~~ of the head coach as the head coach of the sport, ~~either upon death or resignation.~~ (RM, 3-3-41, p. 994)

6.2.6—SOLICITATIONS IN THE STADIUM

No solicitations of cash donations are permitted in athletics event venues. ~~the Stadium at football games.~~ (RM, 11-12-64, p. 8005)

6.2.7—ATHLETICS DEPARTMENT SUPPLEMENTAL COMPENSATION BONUS POLICY

Athletics Department personnel who achieve special recognition or perform extraordinary duties may be considered for supplemental compensation subject to the availability of funding, ~~and applicable Board of Regents' policies, and NCAA and Big Eight Conference rules.~~ ~~Recommendations shall be made by the Athletic Director of Athletics and forwarded to the Office of the President. For employees earning in excess of \$20,000, Regents' policy requires Board approval for the payment of supplemental compensation.~~ All extra supplemental compensation shall be considered a one-time salary supplement and the normal payroll process shall be followed.

All Athletics Department recommendations for bonus supplemental compensation payments shall set forth factual support information, the amount of ~~bonus~~ payment, the source of payment, and the overall impact of such payment on the annual operating budget. For coaching and academic support personnel, the academic performance of the student-athletes in that sport will be evaluated.

~~As a basic guideline, bonus supplemental compensation to any employee should not exceed one month's salary except in special circumstances (i.e., national championships or other accomplishments which result in favorable regional or national recognition to the University). In all cases, sufficient funds must be identified for all recommended supplemental compensation payments.~~ (RM, 11-20-86, pp. 19361-2)

6.2.8—ATHLETICS SCHEDULES

The President and the Director of Athletics shall have authority to approve schedules for all athletics events. ~~except football games with non conference institutions; the latter shall be submitted to the Regents for approval.~~ (RM, 9-10-58, p. 6094)

6.2.9—POST-SEASON ATHLETICS CONTESTS

~~Post-season athletic contests must be approved by the Board of Regents.~~ (RM, 2-11-65, p. 8070)

 GUIDELINES FOR POST-SEASON PARTICIPATION

PURPOSE

The primary reason for participation in post-season competition shall be as a reward for the student-athletes and Athletics Department personnel at the conclusion of a successful regular season. Post-season participation is a means to further recognize and promote, through national exposure, the University of Oklahoma and its Athletics programs. Post-season participation should involve as many alumni, fans, friends, and supporters as possible. The planning, execution and follow-up of post-season activities shall

be accomplished in a manner consistent with State law, Board of Regents' policy, Conference/ Big Eight/NCAA rules, and prudent management.

6.2.10—UNIVERSITY REPRESENTATION AND AUTHORIZED TRAVEL

The following groups will constitute University representation for purposes of post-season travel.

TEAM PARTY

This group shall include only those individuals essential to the actual participation and representation in the postseason event as listed below:

Student/Athlete — This includes such student/athletes as the Head Coach deems necessary to conduct practices and the ~~contest event~~, subject to the approval of the Director of Athletics Director. Additional players may be included upon recommendation of the Athletic Director of Athletics based on full and complete participation throughout the season. Spouses and dependents (defined below) of student/athletes may be included upon recommendation by the Head Coach with the approval of the Athletic Director of Athletics.

Coaching Staff — This includes all full-time and part-time coaches. Spouses and dependents (those children claimed as such on the employee's last Federal Income Tax ~~Return~~) may be included if recommended by the Head Coach or appropriate administrative staff officer and approved by the Athletic Director of Athletics.

Essential Athletic Support Staff — This includes the Director of Athletics and such athletic support staff as the Athletic Director of Athletics deems necessary (i.e., trainers, medical staff, managers, weight ~~training~~ trainers, secretarial, equipment, Sports Information, Business Office, Ticket Office) to accomplish the planning and execution of post-season competition events. Spouses and dependent children (those children claimed as such on the employee's last Federal Income Tax ~~Return~~) of essential support staff may be included upon the approval of the Athletic Director of Athletics.

Additional personnel to accomplish the necessary planning and execution of post-season competition ~~to~~ may be included as approved by the Athletic Director of Athletics. Normal inclusion would be the Executive Associate Athletic Director, Senior Woman Administrator (SWA), Director of Development, Director of Business Services, secretarial support, and personnel necessary to service the team practice functions. Spouses and dependent children (children claimed as such on the employee's last ~~year's~~ Federal Income Tax ~~Return~~) ~~living at home~~ may be included with approval of the Director of Athletics.

Costs ~~to~~ that may be covered in full or in part for the Team Party include air transportation, lodging, meals or meal allowances, and incidental expenses as prescribed by the Athletic Director of Athletics. All costs shall be in conformity with State travel laws and University policies.

OFFICIAL PARTY STUDENT SPIRIT PARTY

This party includes ~~students that provide spirit support for the team's post-season efforts as listed below.~~

Band — This includes members of the University Marching Band or Pep Band, as recommended by the Band Director. Review and approval by the Athletic Director of Athletics will be based on available funding and need for spirit party support. Band travel shall be scheduled to accommodate necessary post-season event activities. Group size could range from maximum to a minimal pep band to hiring on-site bands. Expenses which may be covered in full or part include transportation, lodging, meal allowance, and necessary event tickets.

Cheerleaders/Pom Poms — This includes students and sponsors recommended by the Spirit Coordinator. Review and approval by the Athletic Director of Athletics will be based on available funding and the need for student spirit party support. Costs which may be covered in full or in part for the student spirit party would include transportation, lodging, and meals as prescribed by the Athletic Director of Athletics. All costs shall be processed by the University consistent with State travel laws and University policies.

UNIVERSITY DELEGATION OFFICIAL PARTY

~~This party~~ The University Delegation shall include those University officials deemed necessary for official representation of the University at post-season events as follows:

- Current members of the Board of Regents, ~~a spouse and two dependents~~, the Executive Secretary of the Board of Regents to coordinate activities, their spouses, and ~~those~~ their dependent children (children claimed as dependents such on their last Federal Income Tax Return).
- The President, the President's designee for coordinating ~~Official Party~~ University Delegation arrangements, ~~A~~administration liaison, the Conference Faculty Representative, their spouses, and their dependent children (i.e., ~~those~~ children claimed as such on the employee's last Federal Income Tax Return).

~~Costs to be covered for the above members of the Official Party include transportation, lodging, meals or meal allowances, and appropriate event tickets.~~

- The Executive Officers and a spouse or guest may be included in the ~~Official Party~~ University Delegation if their participation is deemed necessary by the President. Required funding for these Executive Officers must be identified. Required funds that are not provided within the established Official Party-University Delegation budget from the travel allowance must be identified and provided from sources outside of the travel allowance and/or a Athletics Department budget. — and if the required funding is available. Costs to be covered for the Executive Officers include transportation, lodging, and appropriate event tickets.
- Athletics Department Representation – Athletics Department staff who have had a vital role in success of the team may be included. Selected personnel could be chosen from academic support, media relations, administrative staff, full-time clerical staff, security assistance, medical support, student workers, and development office representation. This group could also include personnel eligible to be a part of the Team Party but not traveling with the Team Party. Spouses may be included with approval of the Director of Athletics.

Members of the Official Party University Delegation are present at the post-season event to represent the University. If they reserve tickets for an event, they are expected to attend that event.

Expenses to be covered for the members of the Official Party University Delegation mentioned above include transportation, lodging, meals or meal allowances, and appropriate event tickets.

All costs shall be processed by the University consistent with State travel laws and University policies.

A suite (one bedroom and a sitting room) will be provided to the Chairman of the Board of Regents and the President, as representatives of the Official Party University Delegation.

For Executive Officers and their spouse/guest, official University representation begins the day that arranged group travel commences for this group and ends the day after the game. Air transportation (group rate) and lodging expenses will be covered during that period. Should an Executive Officer choose an earlier arrival or later departure, the additional expenses will be ~~their~~ his/hers responsibility.

TRAVEL ARRANGEMENTS

Team Plane — Only the Team Party, and those individuals designated by the Athletic Director of Athletics, and those members of the Official Party listed in paragraph C1 and C2 may travel on the Team Plane.

OFFICIAL PARTY UNIVERSITY DELEGATION

Other Air Travel — A commercial flight or seats on a charter flight will be obtained for those members of the Official Party University Delegation listed in C1 and C2 who are ~~choose~~ not to travel on the Team Plane. ~~and for the Executive Officers.~~ This commercial or charter air travel will be arranged at a group rate. Should an Executive Officer choose to arrange his/her own air travel, ~~they~~ he/she will be responsible for payment of that air travel expense.

Special Notes. Depending on location and budget, the Athletics Department will use best judgment to select options of air vs. versus bus travel for members of the Team Party Official Party University Delegation, or the Student Band/Spirit Party Squad. If members of the various groups decide to select other modes of travel, they will be responsible for the expense.

DUTIES AND RESPONSIBILITIES

ATHLETIC DIRECTOR OF ATHLETICS

The Athletic Director of Athletics must approve all activities scheduled for the Team Party, as well as all other terms and conditions of the post-season event which affect the Team Party. Authority for assigning all duties and responsibilities relating to any post-season athletic event for the Team Party is vested with the Athletic Director of Athletics. The Athletic Director of Athletics will coordinate all contacts with post-season event representatives.

REGENTS

The Board of Regents shall retain final authority in accepting those post-season events that are optional. The Board of Regents shall authorize the Athletic Director of Athletics and Head Coach to negotiate and recommend to the President the acceptance of any invitation to participate. Members of the Board of Regents will be kept fully informed. The Board of Regents shall authorize the President or his authorized designee to award purchase orders and negotiate other terms/conditions necessary to successfully complete post-season event arrangements.

PRESIDENT

The President or his designee is responsible for administering post-season participation by the Official Party University Delegation and will coordinate this function through the appropriate offices.

BUDGETING PROCESS

Participation in a post-season athletics events will be conducted within the Conference and/or event expense allotment unless otherwise authorized by the Board of Regents.

The Athletic Director of Athletics will forward a preliminary budget for review and approval by the Board of Regents at the next meeting of the Board of Regents after acceptance of optional post-season competition. The Athletic Director of Athletics shall forward to the Administration a final report of all financial post-season event activity after all financial activity for the event is processed.

Expenditures for event participation must be processed in a manner consistent with all applicable State laws, Conference/NCAA rules, and University policies/and procedures.

The top priority in funding post-season athletics event activity shall be the student/athlete's reasonable and necessary expenses. Second priority shall be the cost for coaches and essential support staff.

The Athletic Director of Athletics will work with the Administration in establishing a reasonable "Official Party" University Delegation budget. The President or his designee will be responsible for working within this budget. Funding for any overage must be identified by the Administration. All expenditures shall be handled in a manner consistent with applicable State law, and University policy, and procedures.

The Student Spirit Party Group budget for post-season athletics events will be derived from funds either available in an existing Foundation account dedicated specifically to band support or to Cheerleader/Pom Pom support and/or from the post-season budget allotment to the Student Spirit Group Party. The budgets for all post-season costs (transportation, lodging, meals, insurance, etc.), will be submitted by the Band Director and Student Spirit Group Party Coordinator and must be reviewed/approved by the Athletic Director of Athletics. If sufficient funding is not available, any special solicitation must be coordinated by the Band Director or Student Spirit Party Coordinator in conjunction with the Vice President for University Affairs Development.

Those University employees assigned budgetary responsibilities under these guidelines will be responsible for maintaining a full and complete set of records and documentation of expenditures which may be subject to internal and external audit. (RM, 12-11-86, p. 19394; 12-8-88, p. 20803)

TICKET ALLOCATION

All persons included in the Team Party and Official Party University Delegation will be provided admission or tickets to the game and events requiring their participation. The remaining tickets bowl tickets or event tickets will be allocated for sale under the direction of the Athletic Director of Athletics, in coordination with the Senior Associate Athletics Director, Ticket Manager, Director of Alumni Relations, and Director of Athletics Development. A specified number of tickets will be allocated for University of Oklahoma students.

6.2.10—CONFERENCE RULES

The University shall observe the rules of the athletics conference in which the University holds membership.

6.2.11—PHYSICAL EXAMINATIONS FOR ATHLETES

Physical examinations shall be required for all students participating in intercollegiate athletics. A copy of the physical examination report shall be on file in the ~~Office of the Director of the Charles B. Goddard Health Center,~~ and clearance shall be granted by the Team Physician ~~Director of the Health Center~~ prior to a student's being permitted by the Director of Athletics to participate in intercollegiate athletics.

The athletic ~~Team~~ Physician shall have the full responsibility for the medical care, evaluation, consultation, and referral for all students participating in intercollegiate athletics. (RM, 3-25-44, p. 1560; 7-14-55, p. 5193, edited; amended 9-2-76, p. 14153)

Whenever in the judgment of the athletic ~~Team~~ Physician a student-~~prospective athlete~~ should not be certified to participate in intercollegiate athletics for medical reasons, the student-~~prospective athlete~~ may, on request, appeal that decision to a consulting specialist, chosen from an approved list which shall be provided by the ~~Team~~ Physician. There shall be at least one approved consultant from each of the following areas: internal medicine, urology, orthopedics, neurology, ophthalmology, and ~~ear-nose-and-throat~~ otorhinolaryngology. In cases of differing opinions between the team physician and the consultant, the consultant's opinion will be followed and shall be final.

The approved list of consultants shall be on file ~~in the Office of the President.~~

In cases of an student-athlete permitted to play with a physical anomaly, the Administration may require an appropriate parental or student-athlete waiver before the student-athlete is permitted to play. (RM, 3-10-77, p. 14318)

6.3—ATHLETICS POLICIES

6.3.1—PURPOSE OF INTERCOLLEGIATE ATHLETICS

Since it is a major purpose of the University to provide the opportunity for all students to develop to the fullest possible degree all desirable abilities and skills, it shall be the purpose of intercollegiate athletics to provide the opportunity for each student to attain proficiency in athletics endeavors. The program shall be conducted in the realization that athletics is not an end in itself, but merely one of the contributing factors in the total education of the student.

The responsibility for the program of intercollegiate athletics shall rest upon the ~~chief~~ President executive of the University with the same faculty participation in the formulation of athletic policies that exists in the formulation of policies in other fields.

The amateur status of intercollegiate sports shall be carefully maintained. To this end, every student-athlete should be required, as a condition of eligibility, to proceed normally in his academic work toward the attainment of a University degree, ~~and financial grants in aids should not exceed an amount which is reasonably calculated to defray the costs which are incident to university residence.~~

A policy of providing financial aid to students who participate in athletics, when carefully regulated and limited in extent, is approved.

The University shall promote and insist upon sportsmanlike conduct on the part of those who participate in its sports, as well as those of the student body who support its teams. (RM, 4-9-53, pp. 4578- 79)

6.3.2 Mission Statement

The current Mission Statement of the Athletics Department:

The mission of the University ~~of Oklahoma Department of~~ Athletics ~~Department~~ is to inspire champions today and prepare leaders for tomorrow by providing an excellent nurturing environment to enable student-athletes to achieve their highest academic, athletic and personal aspirations. The ~~Department of Athletics Department~~:

- is dedicated to the educational mission of the University ~~of Oklahoma~~;
- maintains an appreciation of and support for the equitable opportunities for all student-athletes and staff, including women and minorities;
- adheres to and encourages principles of good conduct and sportsmanship including respect for self and others at all times; **and**
- emphasizes excellence and commitment to integrity in all its endeavors.

6.3.3 Rules Compliance

Any Athletics Department staff member who knowingly commits a major violation of an violates an NCGAA or Conference Big Eight rules or who conceals or attempts to cover up the violation of an NCAA or Conference Big Eight rule will be ~~freed~~ terminated immediately and all contract rights will be terminated. Athletics Department Sstaff members found in who commit violations of any NCAA or Conference rules shall be subject to disciplinary or corrective action as set forth in NCAA or Conference enforcement procedures. This provision shall be included in all Athletics Department letters of employment.

Any student-athlete who is knowingly involved in a major NCGAA or Conference Big Eight rule violation will be subject to disciplinary, eligibility, or corrective action, as set forth in the provisions of the NCAA or Conference enforcement procedures. ~~declared ineligible and will not be permitted to compete in any sport.~~

The ~~University~~ President will meet yearly with the Athletics Department staff and emphasize the importance of compliance with NCAA and Conference Big Eight legislation rules.

The Athletics Department shall establish ~~Aan~~ Athletics Department Ceompliance Hhandbook, Recruiting Manual, and Booster Guide, have been ~~will be developed by the Athletics Department, and approved by which shall be subject to the approval of the President; and are maintained on file in the Athletics Department.~~

A rules education program ~~is~~ shall be provided ~~will be implemented~~ for all Athletics Department staff, student/-athletes, and representatives of the University's athletics interests. The eCompliance hHandbook ~~will~~ plays a significant role in this educational effort. The Associate Assistant Athletics Director for Compliance and Enforcement will be responsible for the rules education program.

The University's Hlegal eCounsel will conduct regular meetings with Athletics Department staff regarding on the current rules eompliancee education program ~~interpretation.~~

The University shall notifiesy ~~will notify~~ its alumni and other representatives of its athletics interests of the absolute necessity of complying with NCAA and Conference Big Eight rules. The University's Guide to Rules Compliance is eompliancee handbook ~~will be~~ distributed to active representatives of its athletics interests to aid in compliance with NCAA and Conference Big Eight rules.

(RM, 12-8-88, p. 20802)6.3.4—DIRECTOR OF ATHLETICS

The Director of Athletics **shall** report directly to the President. The Director shall meet with the President's staff on a regular basis. ~~If this is so as to done,~~ become familiar with the overall goals and priorities of the University and work with the rest of the Executive Officers in meeting those goals and priorities.

The Director of Athletics shall be responsible for the conduct of the athletics programs at ~~the~~ University of Oklahoma.

The Director of Athletics shall be directly responsible for the implementation of all Athletics Department regulations and policies.

All head coaches and department directors within the Athletics Department shall report directly to the Athletic Director of Athletics. All communications from head coaches or department directors within the Athletics Department to the President or to the Board of Regents concerning the operations of the Athletics Department for a particular sport or department shall be made through the Director of Athletics.

The Director of Athletics shall be responsible for establishing appropriate procedures for Athletics Department staff to work with the Athletics Council in recommending appropriate policies.

~~At the present time~~ The University shall ~~is conducting~~ a drug testing program for all student-athletes. ~~The drug testing program shall be re-examined and necessary changes for improving and strengthening the program shall be made by the Director within 30 days.~~ in accordance with policies approved by the Athletic Director of Athletics.

6.3.5—GENERAL STUDENT/ATHLETE REGULATIONS

A Student-Athlete Handbook shall sets forth A-written procedures for the discipline of student-athletes for conduct both on and off the athletic field. ~~should be developed immediately.~~ The procedures ~~should~~ shall carry the clear intent and expectation of having a structured and consistent discipline plan for student-athletes, which will be demanded and enforced by the coaches or the Director of Athletics where appropriate.

A written code of conduct for all student-athletes shall be developed. It must includes a dress code for student-athletes traveling to athletic ~~contests~~ events or participating in any event in which the student-athletes represent ~~the University of Oklahoma.~~ The code shall be included in the present Student Athlete Handbook. A copy shall be given to each student-athlete at the beginning of each year and shall be discussed with the student-athletes by the Executive Associate ~~Assistant~~ Director of Athletics for Compliance and the Associate Athletics ~~Assistant~~ Director ~~of Athletics~~ for Academic Affairs ~~Standards~~.

A public relations and communications program for student-athletes ~~is provided~~ shall be established. Student-athletes often serve as representatives of the University. Many of them are unprepared for those responsibilities and need guidance and training to prepare them for this role.

A mentor program for ~~all freshman~~ student-athletes ~~has been~~ shall be established ~~with.~~ ~~An alumnus or alumna and a junior or senior student/athlete in the same sport shall be assigned to act as a mentor for each new freshman student/athlete.~~ ~~g~~Guidelines for the mentors ~~have been~~ will be developed by the Associate Athletics Director ~~for Academic Affairs~~ of Athletics.

A liaison from the Athletics Department shall be named to works with the Office of Career Services Planning and Placement. ~~Every~~ All student-athletes ~~is~~ ~~should be~~ shall be afforded the opportunity to determine the occupations or professions for which ~~he or she~~ they are ~~is~~ best suited. ~~This person should and should work with the Career Services Office Planning and Placement to find assist~~ for assistance with employment ~~for athletes after~~ after graduating or leaving the athletic program, if they are not transferring to another college or university.

Any student-athlete charged with a crime (except traffic offenses or offenses not involving moral turpitude) will not participate on an athletics team while the charges are pending. ~~If there is any question~~ **The student-athlete may request a review** as to whether ~~he/she~~ should continue to participate **on an athletics team while the charges are pending.** That decision shall be made by the President, upon the recommendation of the Director of Athletics and the Athletics Council. The student-athlete's scholarship will be continued unless it is determined for the immediate health and safety of the University that the student-athlete should be **immediately** suspended from the University. **The Director of Athletics shall meet with the student-athlete and if** an immediate suspension from the University is ordered, the student-athlete **shall be** entitled to a hearing within 15 days to determine if that administrative action was appropriate. Even if the scholarship is continued, the student-athlete may be removed from athletics dormitory facilities.

6.3.6—ACADEMIC STANDARDS

~~The An~~ academic plan for the Athletics Department is shall be established to ensure the academic standards of the University are maintained by all ~~a~~Athletics ~~d~~Department personnel and all student-athletes. ~~It shall be developed~~ to ensure the graduation rate for student-athletes shall continue to be equal to or better than the graduation rate for all other students at the University.

An individual academic plan for each student-athlete entering ~~the~~ University of ~~Oklahoma~~ shall be developed. Each student-athlete's progress in meeting that plan shall be monitored. Each academic plan should be devised so the student-athlete who enters as a freshman can anticipate graduation within a period of five years. Plans for transfer students-~~athletes~~ should be devised so a student-athlete should graduate within an appropriate period of time after enrollment. ~~Within every student/athlete's plan of study there will be included appropriate courses in communication and writing skills.~~

The academic counseling of student-athletes shall be coordinated under the Associate Athletics Assistant Director for Academic Affairs Standards. All academic counselors within the Athletics Department, regardless of sport, shall report to and be under the direct supervision of the Associate Athletics Assistant Director Academic Affairs. The academic counseling within the Athletics Department shall be coordinated with other University academic counselors. Faculty members from throughout the University shall be encouraged to assist in the academic counseling of student-athletes.

The grade performance of all student-athletes shall be monitored. ~~At mid-term each student/athlete must meet appropriate academic standards as determined by the Athletics Council. A plan shall be developed to ensure student/athlete's class attendance.~~ A reporting system for class attendance shall be maintained. ~~When any student/athlete misses more classes than permitted under the Athletics Council's policy, the student/athlete shall be no longer eligible for competition. A report of the academic progress of all student/-athletes, including graduation rates, shall be prepared each semester and delivered to the President and to the Athletics Council.~~ Necessary study facilities for all student-athletes shall be established so students-~~athletes~~ can attain their full academic potential.

In advance of the signing of any letter of intent or the awarding of any scholarship in ~~all~~ any sport, the Associate Athletics ~~Assistant~~ Director for Academic Affairs Standards shall make a determination that the prospective student-athlete can meet the academic standards of the University. High school officials and counselors ~~may~~ be consulted regarding the prospective student-athlete's ~~character and~~ potential for personal and academic success. Any prospective student-athlete who is not **approved by the Associate Athletics Director for Academic Affairs** or the Director of Athletics shall not be signed to a letter of intent or offered a scholarship by any Athletics Department personnel. Individuals **must** be eligible for admission under the **regular or** Alternate Admissions Standards of the University **prior to enrollment**. ~~Appropriate forms for such certification process should be developed by March 31, 1989.~~

~~No athletic competition will be permitted during the scheduled final examination periods or for at least three days before the beginning of any final examination period. Practice sessions including weight training shall be limited during the examination period. Special permission for conference and NCAA competition may be granted by the President.~~

6.3.6—ACADEMIC STANDARDS

The ~~An~~ academic plan for the Athletics Department ~~is~~ shall be established to ensure the academic standards of the University are maintained by all ~~a~~Athletics ~~d~~Department personnel and all student-athletes. ~~It shall be developed~~ to ensure the graduation rate for student-athletes shall continue to be equal to or better than the graduation rate for all other students at the University.

An individual academic plan for each student-athlete entering ~~T~~the University of Oklahoma shall be developed. Each student-athlete's progress in meeting that plan shall be monitored. Each academic plan should be devised so the student-athlete who enters as a freshman can anticipate graduation within a period of five years. Plans for transfer students-~~athletes~~ should be devised so a student-athlete should graduate within an appropriate period of time after enrollment. ~~Within every student/athlete's plan of study there will be included appropriate courses in communication and writing skills.~~

The academic counseling of student-athletes shall be coordinated under the Associate Athletics Assistant Director for Academic Affairs Standards. All academic counselors within the Athletics Department, regardless of sport, shall report to and be under the direct supervision of the Associate Athletics Assistant Director Academic Affairs. The academic counseling within the Athletics Department shall be coordinated with other University academic counselors. Faculty members from throughout the University shall be encouraged to assist in the academic counseling of student-athletes.

The grade performance of all student-athletes shall be monitored. ~~At mid-term each student/athlete must meet appropriate academic standards as determined by the Athletics Council.~~ A plan shall be developed to ensure student/athlete's class attendance. A reporting system for class attendance shall be maintained. ~~When any student/athlete misses more classes than permitted under the Athletics Council's policy, the student/athlete shall be no longer eligible for competition.~~ A report of the academic progress of all student/-athletes, including graduation rates, shall be prepared each semester and delivered to the President and to the Athletics Council. Necessary study facilities for all student-athletes shall be established so students-~~athletes~~ can attain their full academic potential.

In advance of the signing of any letter of intent or the awarding of any scholarship in ~~all~~ any sport, the Associate Athletics ~~Assistant Director for Academic Affairs Standards~~ shall make a determination that the prospective student-athlete can meet the academic standards of the University. High school officials and counselors ~~may~~ be consulted regarding the prospective student-athlete's ~~character and~~ potential for personal and academic success. Any prospective student-athlete who is not **approved by the Associate Athletics Director for Academic Affairs or the Director of Athletics** shall not be signed to a letter of intent or offered a scholarship by any Athletics Department personnel. Individuals **must** be eligible for admission under the **regular or Alternate Admissions Standards of the University prior to enrollment.** ~~Appropriate forms for such certification process should be developed by March 31, 1989.~~

No athletic competition will be permitted during the scheduled final examination periods or for at least three days before the beginning of any final examination period. Practice sessions including weight training shall be limited during the examination period. Special permission for conference and NCAA competition may be granted by the President.

6.3.7---POLICY ON MISSED CLASS TIME

A. No intercollegiate athletics competition will be scheduled without the advance approval of the Director of Athletics (or the Director=s designee(s)), as follows:

1. No athletics competition is permitted during scheduled final examination periods with exceptions for Conference and NCAA post-season competition. Practice sessions, including strength and conditioning, shall be limited during examination periods, unless the participating student-athletes have completed all their scheduled examinations.

2. No team schedule or individual schedule will be approved if it provides that the team or individual will miss more than the equivalent of 10 full class days in any semester, computed as follows:

(a) when a competition or travel associated with it is scheduled to commence prior to 1:00 p.m., **one full day will be considered missed;**

(b) **when** commencement is after 1:00 p.m., no class days are considered missed because of the way in which student-athletes schedule their classes during their competitive seasons;

(c) **when** the return travel from a competition is scheduled to terminate on any day after 1:00 a.m. but before 7:00 a.m., one-half day will be considered missed; **and**

(d) **when** the return travel is scheduled to terminate after 7:00 a.m., one full day will be considered missed.

3. Exceptions are permitted for good cause, with justification documented, and satisfactory academic performance by the individual(s) involved.

4. In a questionable situation, the **Director of Athletics** is encouraged to consult with the Athletics Council.

B. The **Director of Athletics** ~~Director~~ or **his/her** designee will report to the Athletics Council at its first meeting of each academic year on exceptions under **Paragraph A, above**, occurring during the previous academic year.

C. An evaluation of compliance with **Paragraph A, above**, will be provided by the Academic and Student Life Subcommittee by an annual review and report to the Council not later than November each year on the previous academic year. Attention will be given to all the sports schedules and the worksheets showing time away from campus for all sports. Specifically, the worksheets will show the opposing team or name of the contest, the city and state where it **took** place, and the date(s) (and starting time, if appropriate). In addition, the worksheet will show clearly each instance in which one-half or a whole day of classes **were** missed. Any issue(s) regarding full compliance with this policy will be brought to the attention of the Council as a whole.

D. No class time shall be missed for practice activities except in conjunction with away-from-home competition.

E. Student-athletes are responsible for arranging with their instructors for making up any course work missed while participating in athletics competitions, including making arrangements with their instructors for making up missed tests and examinations **in accordance with faculty policies established by the faculty as set forth in the Norman Campus Faculty Handbook.**

6.3.8—COMPLIANCE

The ~~An~~ Athletics Department ~~Ceompliance~~ ~~hH~~andbook ~~Manual~~ shall be prepared. It shall ~~be completed no later than May 15, 1989. This compliance handbook shall~~ summarize Conference ~~Big Eight~~ and NCAA rules and ~~as well as~~ includes other provisions with which Athletics Department personnel, student-athletes, and other supporters of the athletics program should be familiar.

Written policies shall assign specific responsibilities in areas of rules compliance. The President, through the Athletic Director of Athletics, shall have direct responsibility for rules compliance and the overall responsibility for the athletics program.

An instructional program for all coaches and other Athletics Department personnel ~~is ongoing and provides~~ shall be established and maintained so they are aware of the NCAA and ~~Big Eight~~ Conference rules education.

An instructional program for all student-athletes and prospective student-athletes ~~is ongoing and provides~~ shall be established and maintained so they are aware of their responsibility ~~as student/athletes to comply with NCAA and Big Eight Conference rules~~ education.

An instructional program for all alumni and other supporters who participate with the Athletics Department in the recruiting of student-athletes ~~has been~~ shall be established and maintained, and is ongoing. They ~~s~~Such alumni and other supporters shall be provided a copy of the ~~Conference Big Eight~~ and NCAA rules, where appropriate, or with the Guide to Rules ~~e~~Compliance ~~hH~~andbook.

Critical areas of ~~institutional~~ University compliance include the regular participation of persons outside of the Athletics Department including, without limitation, the Director of Financial Aid, Director of Admissions, the Registrar, Faculty Athletic Representative, University General Legal Counsel, and others as appropriate.

The rules compliance program is the subject of annual evaluation by the Athletic Council consistent with the required evaluation under NCAA rules by an authority outside of the Athletics Department.

~~The rules compliance program is the subject of annual evaluation by the Athletics Council.~~

6.3.9—~~ATHLETIC DORMITORY~~ SOONER HOUSING SECURITY REGULATIONS

There will be one or more resident advisors in each ~~the~~ Sooner Housing Center residential facility. ~~athletic dormitory~~. Each resident advisor will receive the same training as resident advisors in all other University dormitories.

Each resident advisor ~~and CSO~~ shall report all incidents through the normal reporting channels. No person shall interfere with the resident advisor's ~~or CSO's~~ responsibility in carrying out this action.

~~There shall be established within the athletic dormitory complex a student/athlete dormitory council. There shall be a representative from each sport living within the dormitories on the council. The council may make recommendations to the Athletic Director for the adoption of rules and regulations within the athletic dormitories.~~

~~Because there is an on-going investigation of activities occurring in Wilkinson Dormitory, all female visitation in that dormitory shall be prohibited. Re-establishment of visitation privileges will be reviewed at an appropriate time.~~

~~The Sooner Housing Center Wilkinson Dormitory is shall be redesigned to limit and control access to the Center dormitory.~~

~~Jefferson House shall become a dormitory for female student/athletes. All males living on the first floor of the dormitory will be moved at the end of this semester into other athletic dormitories or University housing.~~

6.3.10—COACHES AND ATHLETICS DEPARTMENT PERSONNEL

The annual evaluation of each coach to determine merit salary increases shall include not only the successes of the athletics team he or she coaches, but the academic performance of the student-athletes participating in the sport coached. The same rule shall apply to the Director of Athletics and the Assistant/Associate Directors of Athletics.

Incentive payments for outstanding athletic success, such as a national championship, will not be made without a full evaluation not only of the athletic success of the team, but also of the academic performance of the team members.

Because of the national exposure of the athletics programs at The University of Oklahoma, the coaches, and other Athletics Department personnel will be expected to conduct themselves in an exemplary manner. (RM, 2-10-89, pp. 20905-8)

6.3.11—PRESIDENTIAL AUTHORITY TO MODIFY CERTAIN ATHLETICS POLICIES

The Board of Regents authorized the President of the University to may approve changes in athletics policies adopted by the Board at the February 1989 meeting (codified here as 7.20.1 through 7.20.6) and to shall report any such changes to the Board of Regents. (RM, 3-8-90, p. 21628, edited)

6.4—ATHLETICS TICKETS

FOOTBALL TICKETS

6.4.1—ATHLETICS DONORS PROGRAM

The donor seating program for men's football or and men's basketball is shall be established by action of the Board of Regents of the University of Oklahoma.

Revenue from donations for the suites, east side club seating, and the west side chairback seating in football and sections from LE1 through LE6 in men's basketball shall be dedicated to Athletics Department Capital needs and projects. Revenues from donations for the other locations in the Athletics Donor Program will continue to be dedicated to the general operational support of the Athletics Department, including such areas as academics, compliance, and gender equity.

STEP seating priorities are extended for a ten-year period, 1985-1994, as follows: (1) \$5,000 per seat for underdeck priority, and (2) \$2,000 per seat for deck priority. (RM, 11-8-84, p. 18169, edited)

6.4.2—TICKET PROCEDURES HOME GAMES

Consistent with any action of the Board of Regents concerning priority seating, the Director of Athletics Director is authorized, with approval of the President, to develop procedures for implementation of the priority seating program. Holders of 1955 season tickets for home football games shall have the prior right to hold the same, or better, seats in the stadium in subsequent years, provided that they reorder within the period designated by the Athletic Department Business Manager.

The Director of Athletics, with approval of the President is authorized to develop a policy to be integrated with the donor and longevity priorities established by the Board of Regents. in March, 1974. (RM, 12-12-74, p. 13279)

No preference will be shown to any group or the members of any group in improving seat locations, and the improvement of seat locations in the stadium shall be based solely upon policies and procedures developed by the Athletics Department, as approved by the President and consistent with Board of Regents action. the length of time season tickets have been continuously purchased by the ticket holder, except that the University football lettermen shall be given preference to the extent that they shall be allowed to purchase season tickets seated between the 10 and 35 yard lines on the east side upon their first season ticket purchases.

The right opportunity to reorder season tickets shall be transferable on death of the season ticket holder only to the surviving spouse, or immediate family member of the decedent, ~~and in~~ the event there is no surviving spouse or immediate family member of the decedent, such season tickets shall be made available to applicants for season tickets possessing priority as prescribed in the current football ticket policy of the Board of Regents.

A ten-year priority seating plan, 1982-1991, is established for Rows 29 and 30 in Sections three through eight on the west side of Oklahoma Memorial Stadium as follows: \$5,000 per seat with donors annually rotated across Sections 3, 4, and 5, or 6, 7, and 8 so that all will have access to the most desirable sections. (RM, 5-13-82, p. 17002, edited; amended 5-27-82, p. 17012, edited)

ANNUAL DONORS PROGRAM

A donors program is adopted allowing priority seating in Oklahoma Memorial Stadium for those making annual contributions to the University within the following guidelines:

- ~~No change in the present ticket policy will be made prior to the season ticket distribution for the fall 1975.~~
 - ~~No current season ticket holder who reorders tickets at the appropriate time will be denied seats at the regular price, and longevity in the continuous purchasing of season tickets will continue to be honored after donor priorities are met.~~
 - ~~The intent of this phase is to stimulate private giving which is essential to the future of the University and its athletic programs. We wish people to donate because they wish to support our programs, and offering priority in the sale of season tickets to such donors is at once an expression of appreciation and a stimulus for further giving. We are also aware that those who do not wish to donate or who are unable to do so should have every right to the purchase of a ticket, and to this end over 90% of the total seats in the stadium will be available to non-donors.~~
- ~~In order to accomplish the two fold goal of priority seating for donors and maximum availability of seats for regular purchasers, the following guidelines are recommended for those donating to the athletic programs:~~
- ~~Those donating \$250 will have first priority to purchase one season ticket; those donating \$150 will receive second priority for one seat; and those donating \$100 will be~~

- ~~—assigned third priority. Priority actually means choice of location as to an area of the~~
~~— stadium (not a particular seat). Donors may actually be in several sections. No~~
~~section~~
~~— will be exclusively reserved for donors; however, it is anticipated that the center~~
~~— sections of the west side are considered the most favored.~~
- ~~—~~ ➤ Any donation which is to be considered in the priority system for the following
~~season~~
~~— must be received prior to April 1 of each year. Present ticket holders have first~~
~~priority~~
~~— in the annual donors program to retain their seats.~~
- ~~—~~ ➤ No donor may receive priority on more than 20 tickets.
- ~~—~~ ➤ Members of the faculty, 2-5-0 members, and those who have made substantial
~~contributions to the University in the past should not be relocated unless they so~~
~~request.~~
- All funds donated to the Athletic Department through the annual donors program
~~will be earmarked for scholarships. Earmarking these funds to help defray the~~
~~\$500,000 annual scholarship expenses of the Athletic Department will make~~
~~available a like amount from other revenues of the Department to meet~~
~~operational and capital needs. (RM, 3-14-74, pp. 12770-3, edited)~~

6.4.3—PRIORITY SEATING FOR DONORS TO NON-ATHLETICS PROGRAMS

A defined number of tickets ~~are provided~~ shall be **provided** to the University for general University development for securing donations to non-athletics programs. The value of the tickets and the applicable donor component for all such tickets shall be transferred to the Athletics Department.

~~Priorities will be granted to individuals and not to businesses and corporations.~~

~~Priorities will be granted on an annual basis.~~

~~Priorities for those donating \$1,000 or above will be the same as for those who donate \$1,000 to the Athletic Department (four Priority I seats).~~

~~Priorities for those donating less than \$1,000 will be granted for the total amount donated if an additional contribution of \$100 or more is made to the Athletic Department. For instance, a \$100 donor may receive priority for two Priority III seats by an additional \$100 contribution to~~

the Athletic Department. It is understood that many new deck seats will be considered priority seats and donors may be assigned seats in this area. An additional 1,000 in the deck have already been designated as priority seats (beyond those committed to the STEP campaign).

Of the priority seats, a number not to exceed 500, 300 of which will be in the deck, will be designated for the use of the Vice President for University Affairs to be used in the Law Center campaign. (RM, 7-26-74, pp. 13 123-24, edited)

6.4.4—TICKET SURCHARGE

~~A Beginning with the 1975 season a~~ ticket surcharge, excluding the tickets of students, faculty, staff, and fans of visiting teams, ~~will which~~ may be instituted upon recommendation of the Athletic Director of Athletics with approval of the President. (RM, 10-18-74, p. 13218)

PRIORITY FOR AWAY FROM HOME GAME TICKETS

Courtesy Tickets

At the beginning of the 1975 football season, the University Board of Regents will discontinue the practice of offering courtesy football tickets at the price of \$1.00 per seat per game. This revised policy supersedes and amends all previous Regents' policies regarding courtesy tickets.

For the purpose of implementation of this policy, the courtesy ticket list shall be defined as it exists at the completion of the 1974 football season. This list shall include newspapers in the State of Oklahoma with under 1,500 circulation which have been extended courtesy tickets on an individual basis. Those individuals who have received this courtesy will be given this same option as other courtesy ticket holders with the exception that their regular seating priority will date from 1969, the date of implementation of this procedure.

To accomplish this transition, the administration of the University is directed to develop the details for implementation of this policy and to contact all present courtesy ticket holders on or before the date of mailing for the regular season ticket applications. They shall be extended the option of placing the tickets in either their individual names or the name of the institution or firm they represent. Those people who do not respond by the deadline for regular season ticket applications will forfeit their right to establish a seating priority under this policy.

6.4.5—COURTESY TICKET GUIDELINES

~~It in addition, it shall be the policy of the Board of Regents to make available sufficient seats to accommodate the Governor, the members of the Congressional Delegation, the Lieutenant Governor, the Attorney General, and members of the Legislature of the State of Oklahoma. The Administration is further directed to develop guidelines for the locations of these tickets and to distribute them to the individuals holding these offices on August 1 of each year. These seats will not be within the areas originally presently included in the "Annual Donors Program," nor shall any seating priority accrue to individuals accepting these seats.~~

STATE OFFICIALS

~~Each year tThe Athletics Ticket Office will set aside each year for the University 378 tickets to be used as courtesy tickets for State officials.~~

~~From these tickets the University will offer two tickets each to the Governor, members of the Oklahoma Congressional Delegation, the Lieutenant Governor, the Attorney General, and members of the Legislature of the State of Oklahoma, and as well as six tickets for the Governor, all at no cost to the individual.~~

~~326 seats for these purposes are to be located in the upper deck immediately behind the "donors seating area" in a single continuous block. The location shall be in the sections located immediately on either side of the 50 yard line and beginning on row 11.~~

~~52 seats for these purposes are to be located in the lower section of the stadium below the "annual donors area". The location shall be Section 5, Row 5, seats 7-22, Row 6, seats 1-20, Row 7, seats 1-4 and 7-10, Row 8, seats 5-12. These seats were used as legislative courtesy tickets in the past and will not require relocation of regular ticket holders.~~

~~These tickets will be provided without offsetting payments or transfers of funds from University accounts to the Athletics Department for the value of the tickets and the donor component of the sections closest to the courtesy seat locations. account.~~

~~Assistants in the State Attorney General's Office shall be permitted to purchase tickets at the same price as University employees. (RM, 5-10-56, pp. 5406-5411; 10-11-56, p. 5515; 2-14-57, p. 5593; 5-13-71, p. 10924)~~

~~Other State officials who have received courtesy tickets in the past will be extended the option of purchasing season tickets at the regular price and shall be assigned a 19 year seating priority. These individuals must place the tickets in their individual names if they continue to purchase tickets and they will be subject to the same regulations regarding the "Annual Donors Program" as other regular season ticket holders.~~

MEDIA TICKETS

Those news media representatives who participated in the courtesy ticket program during 1974 shall be extended the option of purchasing season tickets at the regular price and can place the tickets either in the name of the company or individual names.

In addition to being assigned a 19-year seating priority, the seats held by these individuals during the last football season shall be exempted from consideration as a part of the "annual donors program" relocation procedures for a period of not less than five years. Each courtesy ticket holder in this category will be given the option of being assigned their previous seat locations.

In isolated instances, a 19-year seating priority may enable individuals to improve their location and they should be offered this option consistent with procedures for other regular season ticket holders.

In those instances, where the seat location of a media courtesy ticket holder is being replaced as a part of the stadium expansion program, these individuals shall be offered comparable seats in the new deck and these seat locations shall be exempted for a period of not less than five years.

Those newspapers with less than 1,500 circulation will receive no special privileges above those accorded to other season ticket holders with a 6-year priority.

COLLEGE AND UNIVERSITY PRESIDENTS

The presidents of Oklahoma colleges and universities shall be given the same options as those State officials referred to in paragraph 6 under "State Officials."

STATE REGENTS FOR HIGHER EDUCATION

The Athletics Ticket Office will set aside each year for the University 20 tickets to used as courtesy tickets for the Chancellor and members of the Oklahoma State Board of Regents for Higher Education. From these tickets, the President will offer two tickets each to each members of the Board Oklahoma State Regents for Higher Education at no cost to the individuals. The seating location and details for implementation of this procedure are to be determined by the President prior to August 1, 1975.

These tickets will be provided without offsetting payments or transfers of funds from University accounts to the Athletics Department account for the value of the tickets and applicable donor component.

BOARD OF REGENTS

The Athletics Ticket Office will set aside each year for the University a number of tickets sufficient to provide each present member of the Board of Regents with four tickets and the

Executive Secretary of the Board and all living former Regents with two tickets each. All former Regents shall be allowed to purchase two additional seats, next to their courtesy seats, transferable only to a surviving spouse.

Each year prior to August 1, the Executive Secretary of the Board of Regents will certify to the President the number of tickets required to meet these commitments.

The University will offer the tickets to the persons mentioned above at no cost to the individual. The face value of tickets and any applicable donor component shall be transferred to the Athletics Department for any and all tickets provided for University development or as courtesy tickets.

These tickets will be provided with offsetting payments or transfer of funds from University accounts to the Athletics Department account for the value of the ticket and applicable donor component.

~~These tickets will be provided without offsetting payments or transfers of funds from University accounts to the Athletic Department account. [Note: As of 1993, then President Richard Van Horn and then Board chair E. Murray Gullatt agreed that Auxiliary Funds would be used to reimburse the Athletic Department for Regents' tickets.]~~

The President of the University shall develop additional details for implementation of this policy and the number of courtesy tickets required to do so shall be delivered by the Athletics Department to him or his designee by August 1 each year for distribution. (RM, 2-13-75, p. 13356, edited)

EMERGENCY CASES

~~The Business Manager of Athletics Athletic Director of Athletics, with the approval of the President, of the University is authorized to deviate from any of the policies hereby established to take care of cases of unusual emergency. (RM, 5-10-56, pp. 5406-5411; 10-11-56, p. 5515)~~

BASKETBALL TICKETS

SEAT OPTION PLAN

~~A new seat option plan for home basketball games at Lloyd Noble Center is established. Monies generated from the plan will be used (1) to improve Lloyd Noble Center by the expansion and improvement of concession areas and rest rooms and by upgrading of the basketball facilities, and (2) to establish an endowment for the basketball program. Earnings from the endowment will be used to provide a secure financial base for the future of the program.~~

The new seat option plan will be in effect for 10 years, ending with the 1994-95 season. The options are available in pairs or in blocks on both the lower and upper seating levels. The options will be in effect for basketball games only, not other athletic, academic, or cultural events in Lloyd Noble Center.

The original seat option donors will have the right of first refusal for the seats they currently hold. In areas which are not currently seat option areas but will be so designated under the new plan, season ticket holders will have the right of first refusal. The current student seating area will continue to be designated for OU students. Faculty and staff members will be allowed to retain the season tickets they currently hold in the Center.

Tip In Club members and season ticket holders who elect not to participate in the seat option plan will be reassigned to other areas on a priority system based on the number of years they have been Tip In Club members and/or have held season tickets.

Priority I Options require a donation of \$2,500 per seat, with the exception that original seat option donors may retain their seats with a gift of \$1,500 per seat. Priority II Options require a donation of \$1,500 per seat.

Donors may make a one-time gift or may spread the contribution over a five-year period. The contribution for a seat option does not include the price of season or single game tickets. (RM, 11-8-84, pp. 18168-9, edited)

BASKETBALL SCHOLARSHIP DONOR PROGRAM

A Basketball Scholarship Donor Program (BSDP) is established as an annual program to fund basketball scholarships through private donations. Basketball seating priorities in Lloyd Noble Center will be extended to participants in this program as follows:

- PRIORITY I — \$250 PER SEAT PER YEAR — FIRST CHOICE OF LOCATION
- PRIORITY II — \$150 PER SEAT PER YEAR — SECOND CHOICE OF LOCATION
- PRIORITY III — \$100 PER SEAT PER YEAR — THIRD CHOICE OF LOCATION

The location choices exclude Section LE 1 through LE 6 and the 14 student sections. It is anticipated that priority seating areas will be as follows:

- SECTIONS LE 1 THROUGH LE 6 — TEN YEAR SEAT OPTIONS
- Sections LW 2, LW 3 and E 3 through E 5 — BSDP Priority I
- SECTIONS LW 1, E 2 AND E 6 — BSDP PRIORITY II
- SECTIONS LS 1, LS 8, LN 8, E 1, E 7 AND W 1 THROUGH W 4 — BSDP PRIORITY III

All current seat assignments will remain in effect until July 1, 1985 in order to give the present seatholder the first opportunity to retain his/her seat through the BSDP program. On July 1, all seating not retained through BSDP by the current seatholder will be subject to reassignment. New seating assignments will be made in the following order:

- > To patrons participating in BSDP Priority I
- > To patrons participating in BSDP Priority II
- > To patrons participating in BSDP Priority III
- > To non-BSDP patrons based on longevity/support.

In the event their current seat assignments are encompassed by BSDP priority seating, certain individuals will be exempted from the program and may retain limited current seats as follows:

- Faculty/staff personnel—exempt on two seats (faculty/staff benefits are limited to two seats per family where both husband and wife have faculty/staff status).
- Any sport letterman prior to 1940—exempt on two seats.
- Basketball lettermen 1940 and later—exempt on two seats. (RM, 5-9-85, p. 18404)

Complimentary Tickets

A complimentary ticket policy for basketball is established:

- > Current members of The University of Oklahoma Board of Regents—four each in LE 3, 4 or 5 with the option of purchasing additional tickets in other locations as available.
- > Former members of The University of Oklahoma Board of Regents—two each in best location available plus the option of purchasing two in the best seating available.
 - The Governor of the State of Oklahoma—six tickets in LE 3.
 - President of the University—eight tickets in LE 4.
 - Former basketball lettermen—one each.
 - Basketball coach—120 in various locations in LE 1 through LE 6 and 80 on the west side.
 - Other basketball coaches and staff—limit of two each, all of which will be paid for out of unrestricted private monies.
 - University Affairs—20 non-complimentary tickets for fund raising purposes. (RM, 9-4-85, pp. 18564-5)

6.4.6—~~STUDENT ATHLETES~~ COMPLIMENTARY ADMISSIONS AND TICKETS POLICY

Complimentary admissions or tickets **may be** provided to **Athletics Department staff and to** participating and nonparticipating student-athletes; **provided, such tickets to student-athletes shall comply with current NCAA and Conference rules. Senior staff and coaches of the sport involved may receive up to four tickets each. All other full-time Athletics Department staff may receive up to two tickets each.** Implementation of this policy shall be reviewed annually by the Associate Athletics Department's Director, Director of Compliance Officer, University Legal Counsel, and the Faculty Athletics Representative. (RM, 3-10-77, p. 14343; 6-15-78, p. 15092; 9-4-85, p. 18597; 7-19-90, p. 21938)

~~The purpose of the Academy of University Fellows is to honor those individuals who have distinguished themselves by unusual commitment to the building of the University through giving or securing major resources for University development.~~

~~The title of "Fellow" is a mark of distinction and recognition with a history dating from the Fifteenth Century. Bestowed only by action of the Regents, it ranks with the highest honors awarded by the institution.~~

~~Nominees for appointment to the Academy of University Fellows will meet one or more of the following criteria:~~

- ~~▪ Distinguished service to the University on one or more of the following boards: The Board of Regents, the University Foundation Board of Trustees, the Board of University Development Fund, the Board of the University of Oklahoma Association, the Board of Visitors of the University.~~
- ~~▪ Recipient of the Distinguished Service Citation of the University.~~
- ~~▪ Donor of a major gift to the University.~~
- ~~▪ Demonstrated effectiveness in securing for the University a gift, grant, or resource of major significance to the development of the University. (RM, 12-13-69, pp. 10130-31)~~

{No appointments to the Academy have been made since 1973.}

7.1 — GIFTS RECOGNITION PROGRAM

Annual gifts by alumni and friends of the University of Oklahoma provide important enrichment funds to all programs of the University and assist in strengthening ties and communication between donors and the University. To acknowledge and show appreciation for this important source of continuing support, the University will ~~annually publish the names of donors and show appreciation to them through events, communication and other activities~~ recognize donors through events, activities, and publications. All requests for anonymity will be honored.

~~Recognition will be awarded based on cumulative giving within one fiscal year and through special donor programs. The following University Wide Recognition Levels are proposed:~~

Century Circle	\$	100	—\$	499
Crimson Circle	\$	500	—\$	999
College Fellows	\$	1,000	—\$	2,499
University Fellows	\$	2,500	—\$	4,999
Second Century Council	\$	5,000	—\$	9,999
Leadership Council	\$	10,000	—\$	24,999
The Vernon Parrington Society	\$	25,000	—\$	99,999
The Everett E. DeGolyer Society	\$	100,000	—\$	249,999
The R. Boyd Gunning Society	\$	250,000	—\$	999,999
The David Ross Boyd Society	\$	1,000,000	AND ABOVE	

~~Credit toward annual recognition levels will be awarded based on the cumulative value of gift(s) made within the Annual Fund year.~~

~~UNIVERSITY OF OKLAHOMA ROLL OF DISTINGUISHED BENEFACTORS~~

~~A Roll of Distinguished Benefactors will be maintained recognizing individuals, foundations, corporations and estates for lifetime contributions exceeding \$1 million.~~

~~DEFERRED GIFT RECOGNITION PROGRAM~~

~~The George Lynn Cross Society recognizes individuals who make irrevocable deferred gifts of \$50,000 and greater to the University.~~

December 1-2, 2003

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION
State Capitol Complex, Oklahoma City

Institution: Rogers State University

ACADEMIC CALENDAR FOR 2004-2005

Summer Session (2004):

Semester begins (first day of classes)	<u>June 2</u>
Please list dates of all holidays and breaks	<u>July 5</u>

Semester ends (including final exams)	<u>July 28</u>
Commencement date (graduation ceremony)	_____

Fall Semester (2004):

Semester begins (first day of classes)	<u>Aug 19</u>
Please list dates of all holidays and breaks	<u>Sept 6</u>
	<u>Oct 14-15</u>
	<u>Nov 24,25,26</u>

Semester ends (including final exams)	<u>Dec 17</u>
Commencement date (graduation ceremony)	_____

Second Semester (Spring 2005):

Semester begins (first day of classes)	<u>Jan 10</u>
Please list dates of all holidays and breaks	<u>March 14-18</u>

Semester ends (including final exams)	<u>May 6</u>
Commencement date (graduation ceremony)	<u>May 7</u>

Intersession (classes that meet between regularly scheduled semesters or that meet between spring semester and summer session or between fall session and spring session):

Intersession begins May 10, 2004 December 20, 2004 through December 23, 2004

Intersession ends May 21, 2004 January 3, 2005 through January 8, 2005

Alternative Schedules (please describe any alternative schedules)

December 1-2, 2003

Selected courses will be offered in a shortened format. Each sixteen-week regular semester will be divided into two eight-week blocks. Similarly the eight-week summer session will be divided into two four-week blocks enabling students to take selected courses in a shortened format. Other courses requested by business or industry may be taught in intensive shortened formats to accommodate the need of the employer and the employee.

Signature of President _____ **Date** _____

CONCURRENT RESOLUTION

A Concurrent Resolution authorizing The Board of Regents of The University of Oklahoma, acting on behalf of Cameron University, to issue certain revenue bonds pursuant to Sections 4001-4018 of Title 70 of the Oklahoma Statutes; and directing distribution.

WHEREAS, Section 4002.1 of Title 70 of the Oklahoma Statutes requires legislative approval expressed by concurrent resolution prior to commencing any action in anticipation of issuance by a board of regents of revenue bonds authorized by Sections 4001-4018 of Title 70 of the Oklahoma Statutes, or any other bonds authorized by law to be issued by such boards; and

WHEREAS, The Board of Regents of The University of Oklahoma, acting on behalf of Cameron University, may desire to construct and equip a Living/Learning Center on the campus of Cameron University, Lawton, Oklahoma, to include, but not be limited to, furnishings, equipment, and related landscaping and exterior amenities; and

WHEREAS, the amount of borrowed funds necessary for constructing and equipping the above named facility shall not exceed the sum of Fifteen Million Dollars (\$15,000,000); and

WHEREAS, The Board of Regents of The University of Oklahoma, acting on behalf of Cameron University, may desire to issue its revenue bonds to provide funds for constructing, furnishing, and equipping the Living/Learning Center to include, but not be limited to, furnishings, equipment, and related landscaping and exterior amenities; and

WHEREAS, the revenue bonds issued by The Board of Regents of The University of Oklahoma, acting on behalf of Cameron University, are not a general obligation or an indebtedness of the State of Oklahoma, Cameron University, or The Board of Regents of The University of Oklahoma; and

WHEREAS, the Oklahoma State Legislature shall not be obligated to appropriate funds for the repayment of the revenue bonds and shall be under no obligation to pay principal of or interest on the revenue bonds; and

WHEREAS, the revenue bonds are limited and special obligations of The Board of Regents of The University of Oklahoma payable solely from the pledged revenues; and

WHEREAS, by law The Board of Regents of The University of Oklahoma is authorized to issue its revenue bonds pursuant to Section 4001 et seq. of Title 70 of the Oklahoma Statutes; and

WHEREAS, by law The Board of Regents of The University Oklahoma is authorized to provide for the repayment of the above described debt obligations from the pledged revenues; and

WHEREAS, neither the faith and credit nor the taxing power of the State of Oklahoma or any political subdivision thereof is obligated to pay the principal of or interest on the revenue bonds; and

WHEREAS, by law as stated in Sections 4003 and 4004 of Title 70 of the Oklahoma Statutes, such revenue bonds issued pursuant to Sections 4001-4018 of Title 70 of the Oklahoma Statutes shall never become obligations of the State of Oklahoma.

NOW, THEREFORE, BE IT RESOLVED BY THE SENATE OF THE 2ND SESSION OF THE 49TH OKLAHOMA LEGISLATURE, THE HOUSE OF REPRESENTATIVES CONCURRING THEREIN:

THAT, the Oklahoma State Legislature hereby authorizes The Board of Regents of The University of Oklahoma to issue revenue bonds authorized by Sections 4001-4018 of Title 70 of the Oklahoma Statutes in the sum of not to exceed Fifteen Million Dollars (\$15,000,000), said bonds never to become obligations of the State of Oklahoma, for the purpose of constructing, furnishing, and equipping the Living/Learning Center to include, but not be limited to, furnishings, equipment, and related landscaping and exterior amenities; and

THAT, the revenue bonds authorized pursuant to this resolution are not a general obligation or an indebtedness of the State of Oklahoma, Cameron University, or The Board of Regents of The University of Oklahoma. The Legislature shall not be obligated to appropriate funds for the repayment of the revenue bonds and shall be under no obligation to pay principal of or interest on the revenue bonds. The revenue bonds are limited and special obligations of The Board of Regents of The University of Oklahoma. The revenue bonds are payable solely from the pledged revenues. Neither the faith and credit nor the taxing power of the State of Oklahoma or any political subdivision thereof is obligated to pay the principal of or interest on the revenue bonds.

THAT, copies of this resolution be distributed to The Board of Regents of the University of Oklahoma and to the Oklahoma State Regents for Higher Education.

Adopted by the Senate the _____ day of _____, 2004.

President of the Senate

Adopted by the House of Representatives the ___ day of _____, 2004.

Speaker of the House of Representatives

~~MISSION AND 1.1—FUNCTIONS OF THE~~ UNIVERSITIES

The broad functions of The University of Oklahoma, Cameron University and Rogers State University, as assigned by the Oklahoma State Regents for Higher Education, include:

FOR THE UNIVERSITY OF OKLAHOMA

- a) Both lower- and upper-division undergraduate study in a number of fields leading to the bachelor's or first professional degree;
- b) Graduate study in several fields of advanced learning leading to the master's degree;
- c) Graduate study in selected fields leading toward the ~~doctor's~~ doctoral degree;
- d) Organized basic and applied research;
- e) Statewide programs of ~~continuing education~~ extension study and public service;
- f) Statewide programs designed to promote the economic development of Oklahoma; and
- g) To the extent resources are available, to carry out limited programs and projects on a national and international scale.

FOR CAMERON UNIVERSITY AND ROGERS STATE UNIVERSITY

- a) Both lower- and upper-division undergraduate study in a several fields leading to the bachelor's degree;
- b) A limited number of programs leading toward the first professional degree when appropriate to an institution's strengths and the needs of the state;
- c) Graduate study below the ~~doctor's~~ doctoral level, primarily in teacher education but moving toward limited comprehensiveness in fields related to Oklahoma's manpower needs;
- d) Extension and public service responsibilities in the geographic regions in which they are located;
- e) Responsibility for institutional and applied research in those areas related closely to their program assignments; and
- f) Responsibility for regional programs of economic development.

1.2—BOARD OF REGENTS

1.2.1—ADMINISTRATION

As provided by law, the Board of Regents of The University of Oklahoma (hereafter "Board of Regents" or "Board," as the context permits) shall adopt such rules and regulations as it deems necessary to govern its proceedings and the conduct of its business. It shall annually elect a Chair, a Vice Chair, and an Executive Secretary, each of whom shall serve a term of one year and until a successor is elected and qualified, and who shall have such powers and duties as may be prescribed by the Board of Regents. The Executive Secretary of the Board, who need not be a member of the Board of Regents, shall keep a record of all transactions of the Board of Regents. The Board of Regents shall adopt an official seal. (O.S. 1991, Title 70, § 3304)

1.2.2—AGENDA FOR MEETINGS

The Chair of the Board of Regents will prepare and approve all items to be placed on the agenda for the Board of Regents' meetings, which authority may be delegated to the presidents of the universities and Executive Secretary of the Board of Regents for preliminary preparation. Other items requested by any three Regents will be placed on the agenda. (RM, 3-19-87, p. 19506; 1-16-89, p. 20835; 3-21-95, p. 24290)

1.2.3—EDUCATION PROGRAM

Unless otherwise prohibited by law, each person appointed on or after January 1, 1991, as a member of the Board of Regents for an institution or group of institutions within The Oklahoma State System of Higher Education shall be required to attend a minimum of fifteen (15) clock hours of continuing education during the first two (2) years of the term of office of the member. At least two of the fifteen hours must be in ethics. The continuing education requirement shall be governed courses, which shall satisfy the continuing education requirement, shall be held within this State and shall be selected by the Oklahoma State Regents for Higher Education. The Attorney General shall advise the Oklahoma State Regents for Higher Education on the selection of continuing education courses.

It is the intent of the Oklahoma Legislature that the The State Regents' Education Program is mandated by state law. Failure by a member of the Board of Regents to satisfy the continuing education requirements of this section shall may disqualify such member from being reappointed to the membership of the Board of Regents to which such a person is a member or from being appointed to the membership of any other Board of Regents of any institution or group of institutions within The Oklahoma State System of Higher Education.

The Oklahoma State Regents for Higher Education shall provide opportunities for regents to complete said continuing education at various locations within the State. At least half of said opportunities shall be scheduled outside of the major population centers. (O.S. 1991, Title 70, § 3228)

1.2.4—ESTABLISHMENT

- a) The Board of Regents, provided for by Article XIII, Section 8 of the Section 8, Article XIII, Oklahoma Constitution, shall constitute a body corporate by the name of Regents of The University of Oklahoma and shall be the government of The University of Oklahoma, Cameron University, and Rogers State University. ~~It~~The Board Regents shall consist of seven members to be appointed by the Governor by and with the advice and consent of the Senate.
- b) Appointments shall be to numbered positions on the Board of Regents.
- c) No member of the Board of Regents shall be employed upon any work to be performed in connection with The University of Oklahoma, Cameron University, or Rogers State University, nor shall any member of said Board of Regents enter into any contract or business transaction involving a financial consideration with The University of Oklahoma, Cameron University, or Rogers State University.
- d) Members of the Board of Regents shall be subject to removal from office as provided by law for the removal of elective officers not liable to impeachment.
- e) Vacancies on the Board of Regents shall be filled by the Governor, for the unexpired term, by and with the advice and consent of the Senate.
- f) Each member of the Board of Regents of The University of Oklahoma shall take and subscribe to the oaths required of State officials, as provided by law, generally. (O.S. Supp. 1999, Title 70, § 3302, 3303{a})

1.2.5—OFFICIAL COMMUNICATIONS

- a) The proper channels through which recommendations concerning the policies and/or administration of its governed entities, as a whole or in any of its parts, should be communicated to the Legislature or other State officials are the ~~p~~Presidents of the ~~u~~Universities and the Board of Regents. Further, any official statement made on behalf of the Board of Regents to the public through the press or otherwise, shall be made only by the Chair of the Board of Regents; provided, the ~~p~~Presidents of the ~~u~~Universities or their designees may publicly explain prior Board of Regents action as deemed necessary and proper.
- b) Nothing in the preceding subsection “a” is intended to or should be construed to abridge the rights and privileges of individual Regents to publicly express their personal opinions on any matter or to abridge constitutional rights of employees to comment on matters of public concern or to prohibit any other rights of communication established by law. (RM, 12-7-36, p. 661; 12-17-45, p. 1951; 3-9-49, p. 3054; 10-13-88, p. 20595; 3-21-95, p. 24290; 3-29-00, p. 26909)

1.2.6—POWERS AND DUTIES

The Board of Regents ~~of The University of Oklahoma~~ shall have the supervision, management, and control of The University of Oklahoma and all its integral parts, of Cameron University, and of Rogers State University and shall have the following additional powers and duties:

- a) Adopt such rules and regulations as it deems necessary to govern The University of Oklahoma, Cameron University, and Rogers State University.
- b) Employ and fix the compensation and duties of such personnel as it deems necessary, including architects, attorneys, engineers, and other professional and technical persons, for its operation and for the operation of The University of Oklahoma, Cameron University, and Rogers State University. Any of such personnel having custody of public funds or other public property may be required to furnish corporate surety bonds in such amounts as may be deemed necessary by the Board of Regents, payable to the State of Oklahoma and conditioned upon a faithful accounting of all such funds and property.
- c) Enter into contracts, purchase supplies, material, and equipment, and incur such other expenses as may be necessary to make any of its powers effective.
- d) Authorize officials of The University of Oklahoma, Cameron University, and Rogers State University to act in its behalf in the making of contracts; or in carrying out the powers conferred upon it.
- e) Receive and make disposition of moneys, grants, and property from Federal agencies; and administer the same in accordance with Federal requirements.
- f) Accept gifts of real and personal property, money, and other things, and use or dispose of the same in accordance with the directions of the donors or grantors thereof.
- g) Direct the disposition of all moneys appropriated by the Legislature or by the Congress or derived from the sale of bonds or received from any other source by The University of Oklahoma, Cameron University, and Rogers State University.
- h) Acquire and take title to real and personal property in its name, on behalf of The University of Oklahoma ~~or any agency thereof, and on behalf of~~ Cameron University, and ~~on behalf of~~ Rogers State University and convey, exchange, or dispose of, or otherwise manage or control, such property in the interest of The University of Oklahoma ~~or agency thereof, and~~ Cameron University, and Rogers State University including the granting of leases, permits, easements, and licenses over or upon any such real property. The Board of Regents shall have the power to institute legal action in the name of the Board of Regents before any court having jurisdiction of such actions. The Board of Regents shall have the custody and control of abstracts of title

and instruments affecting the ownership of or title to real property belonging to the Board of Regents, and being held by the Board of Regents on behalf of The University of Oklahoma or any agency thereof and on behalf of Cameron University, and on behalf of Rogers State University.

- i) Have supervision and charge of the construction of all buildings at The University of Oklahoma, Cameron University, and Rogers State University.
- j) Determine the need for and cause to be constructed, residence halls and other buildings, on a self-liquidating basis, at The University of Oklahoma or any branch or facility thereof, at Cameron University, and at Rogers State University.
- k) Establish and maintain plans for tenure and retirement of employees of the Board of Regents and of The University of Oklahoma, Cameron University, and Rogers State University, and for payment of deferred compensation of such employees; and provide health, dental, life, and accidental death and disability benefits for such employees and their dependents. The Board of Regents may pay for all or a part of the cost thereof for employees, with funds available for the operation of the institution. Amounts payable by an employee for such insurance or annuity contracts may, with the consent of the employee, be deducted from payroll.
- l) Audit all accounts against the funds appropriated for the use and maintenance of The University of Oklahoma, Cameron University, and Rogers State University, and The State Treasurer shall issue his a warrant for the amount of all accounts, including salaries and expenses of said Board of Regents, which shall have been audited and allowed by the Board of Regents and attested by the President and Secretary of The University of Oklahoma, the President of Cameron University, and the President of Rogers State University.
- m) Provide penalties and forfeitures by way of damages and otherwise for the violation of rules and regulations of the Board of Regents, which may be sued for and collected in the name of the Board of Regents before any court having jurisdiction in such actions.
- n) Do all things necessary and convenient to carry out the powers expressly granted to it by the Constitution and the laws of the State, or to make The University of Oklahoma, Cameron University, and Rogers State University effective for the purpose for which they are maintained and operated and the enumeration herein of certain powers and immunities of the Board of Regents of the University shall not be construed as in derogation or as a limitation of the powers and immunities properly belonging to the Board of Regents in the government of The University of Oklahoma, Cameron University, and Rogers State University by virtue of Article XIII, of Section 8 Section 8, Article XIII of the Oklahoma Constitution. (O.S. Supp. 1999, Title 70, § 3305)

1.2.7—TRAVEL EXPENSES

Members of the Board of Regents shall be allowed necessary travel expenses as may be approved by the Board of Regents and as are reasonably incurred in the discharge of their obligations on behalf of any governed entity and will be reimbursed in accordance with the applicable State Travel Reimbursement Act. (O.S. 1999, Title 70, § 3303[b]; RM, 3-21-95, p. 24290; 5-9-85, pp. 18382-3)

1.3—ACTING PRESIDENT

On occasion, the President of The University of Oklahoma, the President of Cameron University, and/or the President of Rogers State University, on account of official business, vacation, illness, or other unavoidable cause, are absent from their respective campuses. During such absences, it is essential that provision be made so that official business may proceed. Therefore, in the temporary absence of the president, the order of succession for The University of Oklahoma, Cameron University, and Rogers State University will be as follows:

THE UNIVERSITY OF OKLAHOMA

Senior Vice President & and Provost, Norman Campus

Senior Vice President & and Provost, Health Sciences Center

Vice President & and General Chief Legal Counsel

Vice President, Administrative Affairs, NC

Vice President, Development

Vice President, Administrative Affairs, HSC

Vice President, Student Affairs

CAMERON UNIVERSITY

Provost

Vice President for Business and Finance

ROGERS STATE UNIVERSITY

Vice President, Academic Affairs

Vice President, Business Affairs

In the event any of the above named positions are filled by persons in an acting or interim capacity, the line of succession shall automatically be directed to the next position.

In the event any of the presidents of the universities shall resign, be incapacitated, be on an extended leave of absence, or otherwise be unable to perform the duties of President for a period in excess of 30 days, an Acting or Interim President shall be designated by the Board of Regents. The Acting or Interim President shall have all powers, duties, and responsibilities normally held by the Presidents of the that universities. (RM, 2-8-79, pp. 15373-74; 3-21-95, p. 24290)

1.4—ADMINISTRATIVE SEARCH COMMITTEES

The selection of the presidents and other administrators is the responsibility of the Board of Regents and any process leading to that selection is the prerogative of the particular Board in office at the time the selection process is to be initiated. It is suggested that administrative search committees make nominations and recommendations concerning candidates and that the pPresidents of the uUniversities and the Board of Regents be guided by them in most instances, but it is understood that the pPresidents of the uUniversities and the Board of Regents shall not be bound by nor limited to nominations and recommendations of administrative search committees.

PRESIDENTS OF THE UNIVERSITIES

It is recommended that presidential search committees shall have representation by faculty, student(s), and staff. The Board of Regents ~~would~~ appoints these members from nominees selected by the official faculty, staff and student governance organizations on each campus. ~~following organizations: for The University of Oklahoma—faculty members by the Norman Campus and Health Sciences Center Faculty Senates, student member(s) by The University of Oklahoma Student Association or the Health Sciences Center Student Association, and staff member(s) by the Staff Senate or the Employee Liaison Council; for Cameron University—faculty members by the Faculty Council, student member(s) by the Student Government Association and staff member(s) by Cameron University staff.~~ Faculty members shall constitute a majority of these search committee members chosen from the faculty, staff and students.

There shall be twice as many nominees as there are positions. The Board of Regents ~~shall~~ may designate other members as deemed appropriate.

SENIOR VICE PRESIDENT AND PROVOSTS, VICE PRESIDENTS, AND VICE PROVOSTS

The senior executive search committee shall have faculty, student, and staff representation. The pPresidents of the uUniversities shall appoint these members from nominees selected by the official faculty, staff, and student governance organizations on each campus. ~~following organizations: faculty members, by the appropriate Faculty Senate or Faculty Council; student member(s), by The University of Oklahoma Student Association or the Health Sciences Center Student Association or the Cameron Student Government Association; and staff member(s), by the Staff Senate or the Employee Liaison Council or by Cameron University staff.~~ There shall be twice as many nominees as there are positions. The pPresidents of the uUniversities may designate other members as deemed appropriate; provided, designees from outside the uUniversities shall be subject to the approval of the Board of Regents.

DEANS

The Deans search committee shall have faculty, student, and staff representation. The procedure for selecting student and staff representation shall be as outlined above. ~~in subsection "b"~~. Upon requesting nominations by faculty members, the pPresidents of the uUniversities shall designate the number of positions to be filled from (1) the general faculty of the particular college or unit involved and (2) the uUniversity faculty at large. There shall be at least one position filled from the uUniversity faculty at large from nominations made by the ~~Faculty Senate or Faculty Council~~ appropriate official faculty governance organization. In all cases, there shall be twice as many nominees as there are positions. The pPresidents of the uUniversities shall make all appointments. (RM, 5-12-83, pp. 17493-95; 3-21-95, p. 24290; 3-29-00, p. 26909)

1.5—COMPLIANCE CERTIFICATION

The ~~p~~Presidents of the ~~u~~Universities or the ~~p~~Presidents' authorized designees ~~are authorized to~~ may sign assurances of compliance with regulations of such Federal agencies as may be required. (RM, 2-11-65, p. 8067, edited; amended 3-20-75, p. 13382; 3-21-95, p. 24290)

1.6—INTERIM OFFICERS

~~It is the policy of the Board of Regents to appoint~~ At the time of appointment to the position of Interim President, Interim Senior Vice President and Provost, Interim Vice President, or Interim Academic Dean, ~~it the Board of Regents will be stated whether or not the appointee is eligible to be a candidate for the permanent position.~~ persons who will not be candidates for the permanent positions. ~~In the instance where the person appointed to an interim position is eligible to be a candidate, it shall be so stated at the time of their interim appointment.~~ (RM, 1-20-86, p. 18820; 3-21-95, p. 24290)

5.2 -- ACADEMIC APPEALS BOARDS, NORMAN CAMPUS

~~In~~ Each college of the University, there shall be established an Academic Appeals Board ("Board") consisting of an equal number of students and faculty. (1) Faculty members of the Board will be chosen by the faculty of the college for a term determined by the faculty. (2) Student members of the Board will be appointed for a term of one year by the dean of the college upon recommendations from the UOSA Student President.

Each Academic Appeals Board will hear cases in which the issue to be resolved is that of prejudiced or capricious evaluation, or alleged inability to speak the English language ~~in~~ to the extent necessary to adequately instruct students.

Except for those cases which arise in the College of Law, the following procedures shall apply. (For the procedures in the College of Law, contact the Office of the Dean.)

1. A Board will hear a case only after a student has notified an instructor of a dispute over an academic evaluation and after the student has made an unsuccessful attempt to resolve differences with the instructor, ~~if necessary~~ in consultation with the department chair if necessary. In cases of end-of-term evaluations, a student must notify an instructor of a dispute over an academic evaluation and must attempt to resolve differences no later than February 15 for the previous fall semester or winter intersession, and no later than September 15 in cases of end-of-term evaluations for the previous spring semester, spring intersession, or summer ~~session~~ term. In cases of an evaluation made known to a student during the semester ~~term~~, the student must notify an instructor of a dispute over an academic evaluation and must attempt to resolve differences no later than 15 calendar days (excluding Saturdays, Sundays, and University holidays from classes) after the results of evaluation are made known to the student. If a student fails to notify an instructor or fails to attempt resolution within the appropriate time limit, the Board shall deny any request for a hearing on the claim unless, in the view of the Board, the student has been prevented from complying with the appropriate time limit for reasons beyond his/her control (as, for example, in the case of a student being called into military service).
2. The filing of a written request for a hearing on a claim before the appropriate Academic Appeals Board shall be within 10 calendar days (excluding Saturdays, Sundays, and University holidays from classes) following the day when the attempts at resolution in paragraph (1) above are completed. The Board shall deny any request for a hearing on a claim which does not meet this deadline unless, in the view of the ~~Board~~, exceptional circumstances exist whereby the student is prevented from filing the claim for reasons beyond his/her control. Furthermore, if in the judgment of the Board, the case is deemed to be without merit or has already been satisfactorily resolved in the department, the Board may refuse ~~the student a hearing to hear the matter~~.
3. To avoid a jurisdictional impasse, the appeal shall be heard by the ~~Appeals~~ Board in the undergraduate college in which both the course and the instructor are located. Any thesis and dissertation appeals shall be heard by the Graduate College Appeals Board.
4. It shall be the primary function of a Board to adjudicate disputes which have not been satisfactorily resolved on the department level.

5. Each Board shall be given the responsibility of establishing its own rules of procedure. Such rules as it establishes must be consistent with the full protection of the rights of all parties involved.
6. Meetings of a Board may be closed to the public.
7. Decisions of the Board shall be communicated in writing to the Board's dean, the student's dean, the student, and the instructor. The Board's decisions shall be final and shall be implemented unless either the student or the instructor makes written appeal to the Executive Committee (or comparable body) of the degree-recommending college within 10 calendar days (excluding Saturdays, Sundays, or University holidays from classes) after being notified of the Board's decision. The decision of the Executive Committee (or comparable body) shall be final and shall be implemented unless either the student or the instructor makes written appeal to the faculty of the degree-recommending college within 10 calendar days (excluding Saturdays, Sundays, or University holidays from classes) after being notified of the Committee's decision. In the case of an appeal to the faculty of the degree-recommending college, the faculty's decision shall be final and shall be implemented. The faculty of a degree-recommending college, however, may delegate their authority to consider appeals under this policy to the Executive Committee (or equivalent body) of the degree-recommending college, in which case the decisions of ~~the Executive Committee~~ said body shall be final and shall be implemented without appeal to the faculty.
8. Revisions to this policy shall be reviewed by the Faculty Senate and the Student Code Revision Committee. (RM, 7-23-87, pp. 19840-43)

THE UNIVERSITY OF OKLAHOMA
COLLEGE OF LAW
CODE OF ACADEMIC RESPONSIBILITY

Will be moved to an appendix.

TITLE I
THE PURPOSE AND SCOPE OF THE CODE

Sec. 101 — Purpose of Code

The purpose of this Code of Academic Responsibility is to define academic misconduct and other ethical violations, to prescribe penalties and procedures for enforcement of academic discipline, and to provide for appellate review.

Sec. 102 — Scope of Code

(a) The Code of Academic Responsibility applies to all students of the College of Law of The University of Oklahoma.

(b) Each student shall sign a pledge to comply with this Code at the time of enrolling in the College of Law. The pledge shall notify students that the College may be required to notify bar associations when a student is found guilty of violating this Code.

TITLE II
PRINCIPLES OF ACADEMIC RESPONSIBILITY

Sec. 201 — Accepted Principles of Honesty

(a) It shall be a violation of this Code for a student to act in conscious disregard of accepted principles of honesty in any academic pursuit or prize competition.

(b) **Conscious Disregard** — To establish a violation of this section, the Council must present proof of a student's conscious disregard of accepted principles of honesty.

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 known or accepted principles of honesty.

(c) **Specific Intent** — Nothing in this Code shall be construed to require proof of specific intent in addition to proof of conscious disregard. Specific intent is the offender's active and conscious desire to achieve certain prohibited consequences by acting or failing to act.

(d) **Proof of Conscious Disregard** — Nothing in this Code shall be construed to require a confession by the accused or any other direct evidence of conscious disregard, which may be inferred from the conduct of the accused and other circumstantial evidence.

Commentary to § 201

Definition of Principles of Honesty

Fraud and dishonest conduct appear in many forms. Legislatures and courts have avoided attempts to provide fixed and comprehensive definitions of fraudulent conduct, in part because the term "fraud" is not definable except in the most general terms and usually by reference to the

state of mind of the person accused of dishonesty. In the words of the Supreme Court of Oklahoma, *Singleton v. LePak*, 425 P.2d 974 (Okla. 1967), fraud is a generic term, which embraces all the multifarious means which human ingenuity can devise and all resorted to by one individual to get an advantage over another. No definite and invariable rule can be laid down as a general proposition defining fraud, as it includes all surprise, trick, cunning, disassembling and unfair ways by which another is cheated... *Id.* at 978 (quoting *Bigpond v. Mutaloke*, 105 p.2d 408 (Okla. 1940)). *See also, e.g.*, *Commonwealth v. Monumental Properties*, 329 A.2d 812 (Pa. 1974); *Barquis v. Merchants Collection Ass'n*, 496 P.2d 817, 830 (1972) (sweeping legislative ban on fraud and deception is designed "to enable judicial tribunals to deal with the innumerable 'new schemes which the fertility of man's invention would contrive'" (quoting *American Philatelic Soc'y v. Claibournè*, 45 P.2d 135, 140 (1935); *Kugler v. Romain*, 279 A.2d 640 (N.J. 1971)).

As a result, no comprehensive list of such principles is possible. The following examples are designed to provide fair notice to the students of the College of Law of the breadth and scope of the Code's prohibitions against dishonesty. A student is presumed to have guilty knowledge or moral awareness by engaging in the conduct listed below:

1. No student shall give, secure or exchange any information about the contents of or answers to an examination, in advance of or during such examination, except as authorized by the instructor.
2. No student shall consult books, papers, computer files, other electronic data or notes of any kind during an examination, except as authorized by the instructor.
3. A student who has taken an examination and a student who will take the same examination may not discuss its contents with each other.
4. A student may not retain a copy of any examination for the purpose of preserving questions for use by another student, except as expressly authorized by the instructor; nor may a student take notes during an examination on the contents of an essay or objective examination for the purpose of preserving questions for use by another student, except as expressly authorized by the instructor.
5. No student shall fail to stop writing an examination with knowledge that the time allotted for writing the examination has elapsed.
6. No student shall hide, steal or mutilate any materials belonging to the library, the University, another student, a faculty member or other member of the law school or University community.
7. No student shall submit plagiarized work in an academic pursuit or prize competition (plagiarism being the incorporation of written work, either word for word or in substance from any work of another, unless the student writer credits the original author and identifies the original author's work with quotation marks, notes or other appropriate written designation).
8. No student shall make any material misrepresentation to faculty or administration respecting law school matters.
9. A student shall not falsely accuse another student of violating this Code, either with knowledge that the accusation is false or in reckless disregard of the accusation's truth.
10. A student may not offer for credit any work prepared by another.
11. A student may not offer for credit work that has been previously offered for credit, except as authorized by the instructor.
12. A student may not offer for credit work prepared in collaboration with another, except as authorized by the instructor.
13. A student may not take an examination for another student; nor may a student permit his or her own examination to be taken by another.

14. A student may not invade the security maintained for the preparation and storage of examinations.
15. A student who learns that he or she has come in contact with an examination subject to security must immediately inform the Dean or Associate Dean or the instructor.
16. A student shall not falsify attendance sheets.
17. A student shall not sign an attendance sheet for another student.
18. A student shall not use Lexis, Westlaw or other library services for unauthorized work or activities.

Conscious Disregard & Scienter

The requirement of conscious disregard is intended to be identical to the legal requirement of scienter as commonly defined. *See, e.g.*, DAVID WALKER, OXFORD COMPANION TO THE LAW 1107 (1980) (defining scienter as "knowingly"); *Aaron v. Securities and Exchange Comm'n*, 446 U.S. 680, 686 n.5 (1980) (scienter means "a mental state embracing intent to deceive, manipulate, or defraud"). The term "conscious" often has a similar meaning RANDOM HOUSE DICTIONARY OF THE ENGLISH LANGUAGE (1968) defines "conscious" to mean "2. fully aware of or sensitive to something...4. known to oneself; felt; conscious guilt. 5. aware of what one is doing: a conscious liar... 8. Obs. Inwardly sensible of wrong doing." In notes at the end of this definition, the authors of the RANDOM HOUSE DICTIONARY added that "knowing" was a synonym, along with the following commentary: "Conscious, aware, cognizant refer to an individual sense of recognition of something within or without oneself. CONSCIOUS implies to be awake or awakened to an inner realization of a fact, a truth, a condition, etc."

Sec. 202 — Accepted Principles of Good Faith.

- (a) It shall be a violation of this Code for a student to act in conscious disregard of accepted principles of good faith.
- (b) Accepted principles of good faith include but are not limited to the following:
 - (i) No student shall harass any other member of the law school community on account of the member's race, color, religion, creed, gender, national origin, sexual preference or disability.
 - (ii) No student shall harass or retaliate or threaten to harass retaliate against any other member of the law school community because the community member made a charge, testified, assisted or participated in any manner in an investigation, proceeding or hearing under this Code.
 - (iii) For purposes of this subsection, harassment is:
 - (A) Personal insults or "fighting words" addressed to a specific individual or individuals, which are designed to and likely to provoke an immediate breach of the peace; or
 - (B) Severe and pervasive verbal or physical conduct which is directed at a specific member or members of the law school community and which is designed to inflict and is likely to inflict emotional or psychological distress on the targeted individual or individuals; or
 - (C) Severe and pervasive verbal or physical conduct directed at a specific member or members of the law school community that unreasonably interferes with the work or educational performances of the targeted individual or individuals; or
 - (D) Severe and pervasive verbal or physical conduct directed at a specific member or members of the law school community that creates an intimidating, hostile, or offensive environment for the targeted individual or individuals.
- (c) It is the intent of this section to ensure that each member of the law school community shall have the fair and equal opportunity to enjoy the benefits of association with the College without being hindered by invidious discrimination or prejudice.

(d) **Expressive Liberty** — This section does not prohibit: (i) any person's expression of views and opinions on matters of public interest unless it is proved that the expressive conduct is a sham or mere pretext for inflicting the harms or injuries identified by subsection (b); or (ii) expressive conduct protected from severe sanctions, punishment or other undue burdens by the Constitution of the United States or the Constitution of Oklahoma. The College reserves its rights to express views, including the right to post or publish reprimands, critical of expressive conduct believed to be unreasonable and discriminatory in character even if such conduct is otherwise protected by the Constitutions of the United States or of Oklahoma from severe sanctions, punishment and other undue burdens.

Sec. 203 — Misconduct Obstructing Administration of Examinations

A student taking an examination must not obstruct the administration of an examination. A student must comply with all reasonable instructions and regulations of the professor and the College respecting an examination.

Commentary to § 203

It is impossible to list all possible applications of the principles stated in Sec. 203. Each regulation or rule shall provide notice to the student of prohibited conduct. If a student is guilty of conscious disregard of a rule or regulation, the student may have violated § 201 of this Code. This section is designed to authorize sanctions in the absence of scienter or conscious disregard.

Compliance with the principles of § 203 includes but is not limited to the following:

1. A student shall not fail to turn in examination materials at the appointed time.
2. A student shall not talk in any room during an examination except to, or at the direction of, a faculty member or other individuals administering an examination.
3. A student shall not deliberately create an unreasonable distraction during an examination.
4. A student shall not eat or smoke during an examination, except in rooms or areas designated.
5. A student shall not remove an examination or examination answers from the College of Law, except with prior approval of the instructor.
6. A student shall not violate the rules designed to ensure that all grading of examinations is anonymous.
7. A student shall not bring into any examination room any materials, including books, papers or notes, or any other aid of any kind, except that expressly permitted by the instructor.
8. A student shall not violate the rules established by the administration and the faculty of the College of Law regarding the use of computers or memory typewriters during an examination.

Sec. 204 — Misconduct Obstructing Enforcement of the Code

(a) Each student has an ethical responsibility to report any known or suspected violation of this Code to a member of the Council of Academic Responsibility or to another appropriate faculty member or administrator of the College of Law. Failure on the part of any student to satisfy this responsibility for enforcement of the Code is a violation of the Code.

(b) No student shall improperly obstruct enforcement of this Code. Compliance with this principle includes but is not limited to the following:

- (i) All students shall cooperate with the preliminary inquiry of the Associate Dean.
- (ii) A summoned student other than a defendant may not, without a reasonable excuse, fail to appear and give testimony before the Council of Academic Responsibility or the Hearing Tribunal.
- (iii) A student may not knowingly misrepresent material facts to the Associate Dean during a preliminary inquiry, or before the Council of Academic Responsibility or the Hearing Tribunal.

- (iv) A student may not fail to comply with a final order of the Hearing Tribunal.
- (v) No student shall request a person to refrain from voluntarily giving relevant testimony in an investigation, proceeding or hearing under this Code unless: (a) the student is acting as representative of an accused student pursuant to § 304(d)(ii) or §401; (b) the person is a relative or an employee or other agent of the accused student; and (c) the representative reasonably believes that person's interests will not be adversely affected by refraining from giving such information.
- (vi) No student, whether or not acting as representative of an accused student pursuant to §304(d)(ii) or § 410(d), shall improperly obstruct access to evidence or unlawfully alter, destroy or conceal a document or other material having potential evidentiary value or counsel or assist another person to do any such act.

Sec. 205 — Misconduct in Pursuit of Employment

- (a) A student may not seek to obtain unfair advantage in pursuit of employment by means of misrepresentations respecting the student's academic or professional record.
- (b) Conscious disregard. To establish a violation of this section, the Council must present proof of conscious disregard of accepted principles of honesty. 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 known or accepted principles of honesty.
- (c) Specific intent. To establish a violation of this section, the Council must present proof that the offender actively and consciously desired to obtain unfair advantage.
- (d) Proof of conscious disregard and specific intent. Nothing in this Code shall be construed to require a confession by the accused or any other direct evidence of conscious disregard or specific intent. Conscious disregard and specific intent may be inferred from the proven conduct of the accused and other facts and circumstances.

Sec. 206 — Attendance Records

A student shall sign the attendance roll in a class only if present for the entire class period, except with the express permission of the professor. A student shall not sign the attendance roll for another student.

Sec. 207 — Miscellaneous Principles

- (a) A student may not possess, transfer or duplicate keys to the College of Law or to any office in the College of Law, including the law library, without proper authorization.
- (b) A student violates this Code when he or she attempts or conspires to violate the Code.

Sec. 208 — Library

No other violations of library rules shall be covered by this Code, but each student shall remain subject to the rule-making authority of the law librarian, the Dean, or such other authority at the University created or empowered to deal with violations of library rules.

Title III

The Council of Academic Responsibility

Sec. 301 — Preliminary Inquiry.

- (a) Upon receipt of an allegation of a Code violation or for other good cause, the Associate Dean may elect to conduct a preliminary inquiry. During the preliminary inquiry, the Associate Dean may proceed informally to gather information and to seek possible ways to resolve allegations prior to and in lieu of formal investigation.
- (b) The Associate Dean may also elect to present allegations to the Council of Academic Responsibility without preliminary inquiry.
- (c) The Associate Dean shall report any preliminary inquiry as well as the results of such inquiry to the Council of Academic Responsibility.

(d) After receiving the report of the Associate Dean respecting a preliminary inquiry, the Council of Academic Responsibility may (i) issue a letter of admonition, (ii) decide to conduct a formal investigation, or (iii) dismiss the allegation without further action.

Sec. 302 — Duties of the Council of Academic Responsibility

The Council of Academic Responsibility shall take care that this Code is fully enforced. The Council's enforcement duties are to:

- (a) decide whether to issue a letter of admonition after preliminary inquiry of the Associate Dean;
- (b) conduct a formal investigation of alleged violations of this Code;
- (c) decide whether an allegation of a Code violation shall be presented to the Hearing Tribunal;
- (d) appoint a representative of the Council to prosecute a case before the Hearing Tribunal;
- (e) offer such recommendations as the Council believes appropriate to the Hearing Tribunal or to the faculty respecting the matters covered by this Code;
- (f) notify any faculty member who has reported an alleged violation of (i) the results of the Council's investigation, (ii) the Council's decision whether to present an allegation to the Hearing Tribunal, (iii) the Council's recommendations to the Hearing Tribunal, and (iv) any compromise or settlement proposed by or approved by the Council pursuant to § 309 of this Code; and
- (g) notify the appropriate faculty member (i) of any allegation of a Code violation in the faculty member's course, and (ii) of all other information required by subsection (f) of this section.

Sec. 303 — Membership of the Council of Academic Responsibility

- (a) The Council shall consist of three members. The members are:
 - (i) the Associate Dean of the College of Law or other faculty member to represent the Dean's office, except for the Dean;
 - (ii) a tenured or tenure-track member of the faculty elected by the faculty;
 - (iii) one second-year law student appointed by the Dean from among three nominees of the Student Bar Association to serve for one year from January of the student's second year through December of the student's third year.
- (b) The Associate Dean or other faculty member representative of the Dean's office shall serve as chair of the Council, unless the Dean elects to designate the faculty representative as chair.
- (c) Notwithstanding the expiration of his or her term, a member of the Council may continue to serve until final judgment is rendered in any proceeding in which that member has actively participated.
- (d) An alternate for each member of the Council shall be selected in the same manner as prescribed in § 303(a). If the Associate Dean cannot serve with the Council in a particular case, the Dean may appoint another faculty member to represent the Dean's office.

Sec. 304 — Formal Investigation

- (a) The Council shall meet in closed session. The members shall keep in confidence the content and nature of the meetings, except to the extent the Hearing Tribunal or another adjudicative body compels disclosure.
- (b) When the Dean, Associate Dean, faculty member or Council member receives an allegation of a Code violation, he or she has the ministerial duty to notify the chair of the Council on Academic Responsibility.
- (c) The chair has the ministerial duty to present any report of alleged violations to the Council. The Council shall decide by majority vote whether to conduct a formal investigation of allegations. The Council shall notify the accused student of its decision to conduct a formal investigation.
- (d) During the Council's formal investigation, an accused student has no right to appear in person or by representative at any meetings of the Council unless the Council determines that such

appearance is useful to its deliberations. If the Council determines that the response of the student is useful or appropriate to complete a formal investigation, and upon the request of the Council, the accused student shall make a written response which contains a full and fair disclosure of all the facts and circumstances pertaining to the respondent student's alleged misconduct unless the respondent's refusal to do so is predicated upon expressed constitutional grounds. Deliberate misrepresentation in such response shall be grounds for discipline. The failure of an accused student to answer within twenty (20) days after service of the Council's notice or inquiries, or such further time as may be granted by the chair of the Council, shall be grounds for discipline. The Council shall make such further investigation as the Council may deem appropriate before taking any action. If and only if the Council orders a response or appearance, the accused student shall have the following rights:

- (i) the right to a statement of the allegations.
- (ii) if the Council decides to permit an appearance, the right to be represented by counsel or some other representative, though not the right to have counsel or a representative supplied by the College of Law;
- (iii) the right to present evidence.
- (e) The Council, after formal investigation shall either (i) dismiss the case, (ii) decide to prosecute the case before the Hearing Tribunal; (iii) issue a letter of admonition; or
- (iv) after negotiations, enter into a settlement or compromise agreement. This decision shall be made at a formal meeting closed to the public with all members required to be present. A majority vote is required to prosecute an alleged violation before the Hearing Tribunal.
- (f) The Council must decide to prosecute, if at all, and give notice as hereinafter prescribed, within ninety days of receiving an allegation of a Code violation or specific information that identifies a specific student as an alleged violator, unless the student consents to an extension of time.
- (g) The Council, if decides to prosecute, shall give actual notice by delivering a formal complaint in writing to the alleged offender. This complaint shall include statement of the allegations, but need not be in any particular form. A copy of this complaint shall also be forwarded to the chair of the Hearing Tribunal.
- (h) If the Council decides not to prosecute and to dismiss a case, the Council may post a notice of its decision, but shall not disclose the identity of any accused student or witness.
- (i) The Council may adopt rules of procedure to supplement this section.

Sec. 305 — Duties of the Chair

- (a) The chair shall call and preside over all meetings of the Council.
- (b) The chair shall also:
 - (i) present all reports of alleged violations to the Council;
 - (ii) serve written notice to alleged offenders of the time and place of appropriate hearings and of the alleged offenders' rights during a formal investigation and during proceedings before the Hearing Tribunal;
 - (iii) have the power to summon witnesses from among the University and to subpoena documents from members of the University community, subject to other applicable laws and policies governing the University.
 - (iv) do such other things as may, in his or her judgment, be needed to enforce this Code and to effectuate the spirit and intent of this Code; and
 - (v) notify the Council of all actions taken by the chair.
- (c) All orders, decisions and actions by the Chair shall be subject to review by the Council.

Sec. 306 — Disqualifications

No member of the Council shall participate in any case if that member is disqualified because of a conflict of interest or any other appropriate reason.

Sec. 307 — Vacancies

Vacancies on the Council shall be filled in the manner prescribed for the position which is vacant under the terms of sections 303(a) and 303(d).

Sec. 308 — Representative of the Council of Academic Responsibility

The Council of Academic Responsibility shall select an individual to represent the Council and to prosecute the case alleging Code violations before the Hearing Tribunal. The Council's representative may or may not be a member of the Council.

Sec. 309 — Compromise or Settlement of a Complaint

(a) Nothing in this Code shall be construed to prohibit compromise or settlement of complaints alleging violations of this Code.

(b) The Council shall have the power to approve or reject proposed compromises or settlements negotiated by the Council's representative and the representative of an accused student. If the Council's representative and the representative of an accused student agree to such a compromise or settlement, the agreement must be approved by a majority of the Council of Academic Responsibility. The Council's settlement authority exists at all stages of a case, but is subject to the following limitations: (i) after the Hearing Tribunal has rendered a judgment and prior to a decision by the Appeals Board, any compromise or settlement must be approved by the Hearing Tribunal; (ii) after the Appeals Board had rendered a judgment, any compromise or settlement must be approved by the Appeals Board.

(c) Evidence of offering to compromise or settle a complaint is not admissible to prove or disprove a violation of this Code. Evidence of conduct or statements made in compromise or settlement negotiations is likewise not admissible.

Title IV**The Hearing Tribunal****Sec. 401 — Jurisdiction**

The Hearing Tribunal shall have jurisdiction over all cases involving allegations of Code violations. Pursuant to this jurisdiction, the Hearing Tribunal shall hold a hearing to determine whether or not this Code has been violated and to prescribe penalties or remedies of any violations.

Sec. 402 — Membership

(a) The Hearing Tribunal shall have six members. The members are:

(i) one member of the faculty appointed by the Dean to serve as chair for two academic years or until a replacement is appointed by the Dean;

(ii) two members of the faculty elected by the faculty to serve for two academic years or until replacements are elected by the faculty;

(iii) three students appointed by the Dean from among six second-year law students nominated by the Student Bar Association to serve for one year from January 1 of the student's second year until January 1 of the student's third year, or until replacements are appointed by the Dean.

(b) The Dean shall arrange appointments and terms of service for faculty members other than the chair so that one member is appointed for a full two year term each academic year.

(c) An alternate for each member of the Hearing Tribunal shall be selected in the manner prescribed by § 402(a).

(d) Under no circumstances shall a member or alternate of the Hearing Tribunal also be a member or alternate of the Council or the Appeals Board.

(e) Notwithstanding the expiration of his or her term, a member of the Hearing Tribunal may continue to serve until final judgment is rendered in any proceeding in which that member has actively participated.

(f) Vacancies on the Hearing Tribunal shall be filled in the manner prescribed for the position which is vacant under the terms of this section.

Sec. 403 — Disqualifications

(a) No member of the Hearing Tribunal shall review any case if that member is disqualified because of conflicts of interest or other appropriate reasons.

(b) Either the representative of the Council or the accused student may request disqualification of a member of the Hearing Tribunal.

(c) Each member of the Hearing Tribunal must decide whether he or she can judge the case with fairness and objectivity.

(d) The Hearing Tribunal may, by majority vote of all members of the Hearing Tribunal other than the challenged member, disqualify a member of the Hearing Tribunal for appropriate reasons.

Sec. 404 Confidentiality of Tribunal Proceedings

The Hearing Tribunal shall meet in closed session unless the student charged with violating the Code requests an open hearing. The members shall keep in confidence the contents and nature of the meeting unless the Appeals Board or other adjudicative body compels disclosure.

Sec. 405 — Scheduling of Hearing

The Hearing Tribunal shall hold its initial hearing on any formal written complaint within thirty calendar days of its receipt by the chair unless reasonable cause for delay is shown by the accused student or the Council's representative.

Sec. 406 — Hearing Procedures

In conducting a hearing the Hearing Tribunal:

(a) shall proceed informally and provide reasonable opportunities for witnesses to be heard;

(b) shall receive all probative oral, documentary, and real evidence without regard to the legal rules of evidence, except that the Hearing Tribunal may exclude irrelevant, immaterial, and unduly repetitious evidence, and shall give effect to the rules of privilege recognized by law;

(c) shall, on request of either the accused student or the Council's representative, exclude witnesses from the hearing when not testifying.

(d) shall engage a court reporter to make a record of its hearings so as to enable review of its proceedings in the event of appeal;

(e) shall presume an accused student innocent of the alleged violation until the Hearing Tribunal, four members concurring, is convinced that the student violated the Code by clear and convincing evidence;

(f) shall decide the issue of guilt or innocence and an appropriate penalty solely on the basis of admitted evidence;

(g) shall decide the issue of guilt before determining an appropriate penalty, and shall offer the student adjudged to be guilty, at a separate hearing after a decision on the issue of guilt, an opportunity to offer evidence or argument regarding an appropriate penalty;

(h) shall not be bound to follow penalty recommendations made by the Council, and may impose any penalty authorized by this Code upon majority vote, taking into consideration the Council's recommendation, the facts of the case, the gravity of the offense, and any prior misconduct;

(i) shall state in writing, signed by each concurring member of the Hearing Tribunal, each finding of guilt or innocence and the penalty determined, if any;

(j) may write an opinion giving reasons for its decision in cases warranting an opinion; and

(k) shall deliver a copy of the findings and opinions, if any, to the Dean, to the chair of the Council and to the accused student.

Sec. 407 — Clear and Convincing Evidence

To prove a fact by clear and convincing evidence means to demonstrate that the existence of a disputed fact is highly probable and free from serious doubt.

Commentary to § 407

The adoption of the clear and convincing evidence standard by the College of Law is recognition of the importance that is placed on high ethical standards by the legal profession. A law student's interest in maintaining a reputation of honesty and integrity and, therefore, not being found to have violated this Code of Academic Responsibility is an important and substantial interest. Therefore, the Council bears the burden of proving by "clear and convincing evidence" sufficient facts to persuade the Hearing Tribunal that a violation of this Code occurred. The definition of clear and convincing evidence is taken from Oklahoma Uniform Jury Instruction (OUJI)-Civil (2d) No. 3.2. clear and convincing evidence is more demanding than proof by the typical civil standard of preponderance of the evidence, which is proof that the fact is more probable than not. It is less demanding than proof by the standard of "beyond a reasonable doubt," which is the standard in criminal cases. *See Addington v. Texas*, 441 U.S. 418 (1979). When determining whether the Council has presented clear and convincing evidence of guilt, the Hearing Tribunal must have a greater degree of confidence in the correctness of its factual conclusions than under the preponderance of evidence standard, but the Hearing Tribunal may have less confidence than that confidence required for decision under the beyond reasonable doubt standard. Under Oklahoma law, clear and convincing evidence "is that measure or degree of proof which will produce in the mind of the trier of fact the firm belief or conviction as to the truth of the allegations sought to be established." *In re C.G.*, 637 P. 2d 66, 71 n.12 (Okla. 1981). This standard requires proof not only that the existence of a disputed fact is probable, but that it is highly probable. *See also* LEO H. WHINERY, 2 OKLAHOMA EVIDENCE: COMMENTARY ON LAW OF EVIDENCE, §§ 8.20, 8.23 (West 1994).

Sec. 408 — Finality of Tribunal Decisions

The Hearing Tribunal's decision is final in any case not appealed.

Sec. 409 — Default Judgments

The Hearing Tribunal may proceed with a hearing and render a default judgment in any case where a student defendant fails to appear after receiving reasonable notice of a hearing of allegations. Such a default judgment may be appealed as this Code provides, but is final if no appeal is taken.

Sec. 410 — Rights of the Student Before the Hearing Tribunal

A student accused of violating the Code has the following rights in all proceedings before the Hearing Tribunal:

- (a) the right to a statement of allegations;
- (b) the right to a fair hearing;
- (c) the right to appear personally before the Hearing Tribunal;
- (d) the right to counsel or a representative of the accused's choice (although not the right to be supplied with an attorney-at-law at the expense of the College of Law), or a representative chosen by the Hearing Tribunal from among the student body;
- (e) the right to present oral, documentary or real evidence;
- (f) the right to examine and cross-examine witnesses;
- (g) the right to choose whether the hearing shall be open to the public, or closed and confidential;

- (h) the right to be presumed innocent until the Hearing Tribunal has considered all evidence and is convinced that the student violated the Code by clear and convincing evidence;
- (i) the right to a copy of the Hearing Tribunal's written decision and opinion, if any, to be delivered or mailed as soon as practicable;
- (j) the right to waive any of these rights by notice of such waiver in writing to the Hearing Tribunal, or by failure to appear after being duly served.

Sec. 411 — Duties of the Chair

The chair of the Hearing Tribunal shall:

- (a) receive written complaints from the Council alleging violations of the Code;
- (b) set the date, time and place for hearings of the Hearing Tribunal;
- (c) notify the members of the Hearing Tribunal, the Council, the accused student and other appropriate individuals, such as witnesses known to the chair, of the date, time and place of hearings;
- (d) notify the accused student of all rights before the Hearing Tribunal as provided by Section 410;
- (e) appoint a representative from among the student body at the request of the accused student, if the accused student is not otherwise represented, as provided in Section 410(d);
- (f) have the power to summon witnesses from within the University community, and to subpoena relevant documents in the possession of members of the University community, subject to other applicable laws and policies governing the University;
- (g) have the power to order a prehearing conference, to be scheduled no later than five days prior to a scheduled hearing, at which the parties may be required to exchange a list of witnesses;
- (h) preside over Tribunal hearings;
- (i) direct the course of hearings;
- (j) instruct the members of the Hearing Tribunal on the principles of law to be applied to a particular case;
- (k) take care that a court reporter is employed to develop a written record of tribunal proceedings;
- (l) rule on challenges, motions, pleas, and admissibility of evidence and testimony;
- (m) assign the duty of preparing decisions and opinions and approve the final product;
- (n) notify the proper persons, including the Dean, the Associate Dean and the tenured and tenure-track faculty of the Hearing Tribunal's decisions and of any penalties imposed; and
- (o) take care that the final orders and decisions of the Hearing Tribunal are executed, including but not limited to directing the change of official records of a student adjudged to be guilty of a violation where such change is required by a final decision and penalty.

Sec. 412 — Ex Parte Communications

Ex parte communications with the members of the Hearing Tribunal by any party, by any member of the Council or alternate, by any student, by any witness or by any faculty member or administrative officer of the college concerning matters relevant to a case before the Hearing Tribunal are strictly prohibited. All such communications shall be disclosed by the Hearing Tribunal to the parties. Every pleading, motion or other paper filed with the Hearing Tribunal shall be served on all other parties.

Title V

Penalties

Sec. 501 — Penalties.

The Hearing Tribunal may impose any of the following penalties in light of the facts, the severity of the offense, mitigating circumstances and the dictates of fairness.

- (a) a reprimand;

- (b) probation;
- (c) a monetary penalty not to exceed \$250 over and above the value of any property damage or value of any property destroyed or taken and not returned;
- (d) temporary or permanent suspension of rights or privileges deriving in whole or in part from the University;
- (e) temporary or permanent suspension of eligibility for official extracurricular activities;
- (f) temporary or permanent suspension of eligibility for any student office or honor;
- (g) cancellation of credit for scholastic work done;
- (h) reduction of the grade assigned in a course, unless the professor or instructor has exercised the right to specify a grade penalty pursuant to § 703;
- (i) suspension from the College of Law or the University;
- (j) prevention of an individual adjudged to be guilty of a violation from resuming student status in appropriate cases;
- (k) expulsion;
- (l) recommendation that the Regents withdraw recognition of the student's degree, and that the Dean and the President take all actions appropriate upon official withdrawal of recognition;
- (m) such alternative penalties or remedies as are appropriate to a particular case, including but not limited to restitution and community service;
- (n) any combination of the foregoing penalties which, in the judgment of the Hearing Tribunal, is deemed appropriate to punish the student for the offense or offenses committed.

Sec. 502 — Penalties – Definitions and Miscellaneous Provisions

- (a) An admonition consists of a formal written warning by the Council of Academic Responsibility to be included in the student's file. The letter of admonition is a warning to the student. It is not a finding of probable cause, a finding of guilt, a penalty, or any other form of disciplinary action. Letters of admonition are not reported to bar associations or other similar entities.
- (b) A reprimand is a formal written censure to be included in the student's file. The reprimand is a penalty or remedy for a violation of this Code. A reprimand is reported to bar associations or other similar entities.
- (c) The College recognizes its legal duty to notify bar associations and other appropriate similar entities when a student has been found to have violated any provision of this Code.
- (d) Disciplinary probation is for a definite period and indicates that further violations may result in suspension or expulsion.
- (e) Cancellation of credit for scholastic work done and reduction of a grade assigned in a course are imposed only for courses in which the defendant was found guilty of academic dishonesty.
- (f) A money penalty is assessed in cases such as those involving misappropriation of University property, use of University property without authorization, or abuse of or destruction of University property or of the property of a member of the law school community.
- (g) Suspension from the University means that a suspended student may not receive credit at the University for work done at either this or any other educational institution during the period of suspension, except when allowed by the Hearing Tribunal;
- (h) Preventing an individual adjudged to be guilty of a violation of the Code from resuming student status is the minimum penalty that shall be imposed on a person subject to this Code who is not a student at the time disciplinary proceedings are instituted and who fails to appear before the Hearing Tribunal for the hearing of a complaint against that person. This penalty is the same as the penalty of suspension from the University except that the period of the penalty continues until the affected individual submits to the jurisdiction of the Hearing Tribunal. Submission to

this jurisdiction involves either accepting the adjudication of violation made earlier or requesting a new hearing by the Hearing Tribunal for the purpose of contesting that adjudication of violation.

(i) Expulsion from the University means permanent severance from the University.

Sec. 503 — Removing Records of Minor Infractions from Student's File

The Hearing Tribunal may specify that records of penalties imposed for infractions adjudged to be minor shall be removed from a student's file after a time specified by the Hearing Tribunal.

Title VI

Appeals Board

Sec. 601 — Right of Appeal

(a) A student adjudged to be guilty of a violation of the Code has the right to appeal to the Appeals Board of the College of Law. The Appeals Board may affirm, modify or set aside the judgment of the Hearing Tribunal.

(b) If a student is found guilty of violating the Code, the Council of Academic Responsibility may appeal or cross-appeal the judgment of the Hearing Tribunal regarding remedies ordered or penalties imposed.

Sec. 602 — Membership of Appeals Board

(a) The Appeals Board shall consist of five members.

(b) The Dean shall appoint four members of the Appeals Board from the faculty of the College of Law. Each faculty member shall serve three years. The Dean shall arrange appointments and terms of service so that one or two members are appointed each academic year for full three-year terms. The Dean shall appoint replacements for additional vacancies for either the remainder of unexpired terms or for a particular case if faculty members are unable to serve or are recused.

(c) The Student Bar Association shall designate fifteen second-year law students to serve as potential members of the Appeals Board for one year running from January 1 of the student's second year to January 1 of the student's third year. The Dean shall appoint the student representative on the Appeals Board for a particular case by random selection from among the potential members designated by the Student Bar Association.

(d) The Dean shall appoint one person to serve as chair from among those faculty members who served on the Appeals Board during the immediately preceding academic year. The chair shall serve for one academic year or until a replacement is appointed by the Dean.

(e) Notwithstanding the expiration of his or her term, a member of the Appeals Board may continue to serve in any case in which that member has actively participated until final judgment is rendered.

Sec. 603 — Disqualifications on Appeal

(a) No person who is serving on the Council or the Hearing Tribunal shall be a member of the Appeals Board.

(b) No person who participated in the proceedings of the Council or the Hearing Tribunal in a particular case may be a member or potential member of the Appeals Board in the same case.

(c) No member of the Appeals Board shall review any case if that member is disqualified because of conflicts of interest or other appropriate reasons.

(d) Either the representative of the Council or the accused student may request disqualification of a member of the Appeals Board.

(e) Each member of the Appeals Board must decide whether he or she can judge the case with fairness and objectivity.

(f) The Appeals Board may, by majority vote of all members of the Appeals Board, disqualify a member of the Appeals Board for appropriate reasons.

Sec. 604 — Notice of Appeal

Appeal is taken by giving written notice to the chair of the Appeals Board, the chair of the Hearing Tribunal and the chair of the Council within ten school days after the date on which the Hearing Tribunal issues its written decision under § 406(i). The written notice need not be in any particular form, but must identify the student's name and the grounds for appeal.

Sec. 605 — Effect of Timely Appeal

(a) Notice of appeal timely given does not suspend the imposition of penalty until the appeal is finally decided, except as follows:

- (i) A student may not be suspended or expelled while an appeal is pending;
- (ii) A student may not be required to complete community service while an appeal is pending;
- (iii) A student may not be prevented from continuing studies or assigned work while an appeal is pending.

(b) The College shall delay graduation and other recognition of work of a student adjudged to be guilty of violating the Code despite a pending appeal, if the Hearing Tribunal has assessed a penalty delaying graduation or other recognition of work completed.

Sec. 606 — Preparation of Record on Appeal

If notice of appeal is timely, the chair of the Hearing Tribunal shall prepare the record of Tribunal proceedings and deliver copies of the record to the Dean, the student appellant, the chair of the Council of Academic Responsibility and the chair of the Appeals Board. If the decision is affirmed, the appellant shall pay the cost of preparing a transcript, unless the chair of the Appeals Board determines that the student is unable to pay.

Sec. 607 — Contents of Record on Appeal

The record on appeal is the record of all proceeding before the Hearing Tribunal. This record is confidential and consists of:

- (a) a copy of all notices to the accused student and to the Council's representative;
- (b) any transcription of the hearing record, and all documentary and other evidence offered and admitted in evidence;
- (c) written motions, pleas, and any other materials considered by the Hearing Tribunal;
- (d) the Hearing Tribunal's written decision; and
- (e) the Hearing Tribunal's opinion, if any.

Sec. 608 — Standard of Review

- (a) The Appeals Board shall consider an appeal on the basis of the record on appeal.
- (b) **Factual Issues** — The Appeals Board shall sustain the Hearing Tribunal's findings regarding disputed factual issues, unless the Appeals Board concludes that the findings were clearly erroneous. When reviewing factual determinations on the basis of the record on appeal, the Appeals Board shall consider all evidence in the light most favorable to the prevailing party and it shall not disturb the factual findings, unless the Appeals Board reaches the definite and firm conviction that a mistake has been committed. The Appeals Board may not conduct a trial de novo regarding factual issues in any case.
- (c) **Review of sufficiency of evidence.** When the Appeals Board reviews the sufficiency of evidence supporting the Hearing Tribunal's judgment that a student violated this Code, the Appeals Board shall determine whether it was clearly erroneous for the Hearing Tribunal to conclude that all essential allegations were proven by clear and convincing evidence. The critical inquiry required by this subsection is whether a reasonable trier of fact could have found that the facts constituting the essential elements of the offense were highly probable.
- (d) **Legal Issues** — The Appeals Board shall consider all issues of law, including interpretation of the Code, de novo.

(e) **Remedies or Penalties** — The decision of the Hearing Tribunal regarding penalties or remedies shall be affirmed, unless the Appeals Board concludes that the penalties and remedies constituted an abuse of discretion.

(f) **Mixed questions of law and fact.** If the Appeals Board reviews a mixed question of law and fact, the clearly erroneous standard of subsection (b) is appropriate, if the Appeals Board concludes that the question involves primarily a factual inquiry. If, however, the Appeals Board concludes the mixed question primarily involves the consideration of legal issues, then de novo review is appropriate.

Sec. 609 — Oral Argument on Appeal

The student appellant and the Council's representative may request in writing an opportunity to appear and present argument before the Appeals Board. Oral argument on appeal before the Appeals Board shall be scheduled no more than twenty school days following a timely notice of appeal, unless the chair of the Appeals Board grants an extension of time for good cause. The student appellant may appear by a representative consistent with §410(d). Ordinarily, oral argument for a party appearing before the Appeals Board should last no longer than one-half hour.

Sec. 610 — Finality

The decision of the Appeals Board shall be final within the College of Law. There is no appeal to the faculty of the College of Law or to the Dean of the College of Law.

Sec. 611 — Appeal to the President

A decision of the Appeals Board may be appealed to the President of The University of Oklahoma, if the Appeals Board's decision affirms or approves any penalty or remedy under §501 other than reprimand. The President's decision shall be final. Pending appeal to the President, the decision of the Appeals Board may be stayed in whole or in part by the Dean.

Sec. 612 — Confidentiality of Appeals Board Proceedings

The Appeals Board shall meet in closed session unless the student charged with violating the Code requests an open hearing. The members shall keep in confidence the contents and nature of the meetings unless the President or other adjudicative body compels disclosure.

Title VII

Powers and Duties of the College of Law

Sec. 701 — Jurisdiction

(a) The Associate Dean, the Council of Academic Responsibility, the Hearing Tribunal and the Appeals Board shall have subject matter and personal jurisdiction to investigate and resolve any and all allegations of Code violations brought against students and former students according to the provisions of this Code.

(b) A student who is discovered to have made misrepresentations to law school officials during the process of applying for admission to law school shall not be subject to the provisions of this Code, but shall be subject to expulsion or other appropriate discipline by the Dean and Admissions Committee of the College of Law.

Sec. 702 — Academic Regulations

Nothing in this Code shall be construed to restrict the powers and duties of the faculty, the administration and the College of Law to adopt reasonable rules and regulations to protect the integrity and fairness of all examinations, academic programs, academic evaluations and competitions.

Sec. 703 — Faculty Duties

(a) A professor or instructor who observes or is notified of an alleged violation of this Code in a particular course shall have the academic freedom to specify a grade penalty to be imposed after

and only if the student involved is found guilty by the Hearing Tribunal, defaults in the responsibility to respond to allegations, or admits the allegations. The professor or instructor may specify a grade penalty by notifying the Associate Dean in writing at any appropriate time prior to the final decision of the Hearing Tribunal.

(b) A professor or instructor shall assign a grade, to be effective after an accused student has been found not guilty of violating this Code, on the basis of legitimate and adequate academic grounds independent of any allegation or belief that a student violated the Code. Ordinarily and to the extent feasible, while a case involving allegations of Code violations is pending, a professor or instructor should complete grading of an accused student's examination or other academic work. Also, to the extent feasible, the College and professor should take care to attempt to preserve the anonymity of the student's examination in compliance with the College's grading policy. It is understood that the discovery of an alleged violation may compromise the anonymity of grading. The professor or instructor should assign a grade other than a specified grade penalty governed by subsection (a) of this section according to the College's schedule for reporting grades.

(c) The College may implement any reasonable procedure for reporting and recording a grade for a student accused of violating this Code while proceedings are pending.

Sec. 704 — Notice to the Law School Community

Each academic year, the office of the Dean shall publish or post a list of cases occurring in the previous five academic years. The list shall include cases in which students were found guilty of violations of this Code, cases in which students were found not guilty of violations, and cases which were settled by negotiated agreement. This list shall include a summary description of penalties imposed or remedies ordered for violations. The office of the Dean shall take care to redact any information that would identify students accused or adjudged guilty, but the College assumes no responsibility for unintended identification of students beyond that imposed by law.

Title VIII

Miscellaneous Definitions

Sec. 801. "Dean" means the Dean of the College of Law or the Dean's delegate or representative.

Sec. 802. "Associate Dean" means the associate dean, or the associate dean's delegate or representative.

Sec. 803. "Student" means a person enrolled at the College of Law of The University of Oklahoma, or a person who was enrolled at the College of Law, or a person accepted for admission at the College of Law at the time he or she is alleged to have violated this Code.

Sec. 804. "School days" are days Monday through Friday in which the College of Law is in session during the fall and spring semesters.

Sec. 805. "Prize Competition" includes any competition for an extracurricular award, honor or prize, including but not limited to competition for scholarships, intra-school moot court and trial competitions, competition for financial aid and competition in relation to law review. (RM, 7-27-95, p. 24512)

5.1—FRATERNITIES AND SORORITIES

RM, RM, 5.1.1—MEMBERSHIP RECRUITMENT

PANHELLENIC ASSOCIATION

Formal membership recruitment for the organizations of the Panhellenic Association shall be held before the start of the fall semester. The Panhellenic Association shall follow the recruitment guidelines and “Unanimous Agreements” of the National Panhellenic Conference (NPC). Chapter size shall be based on the “Quota-Total” system recommended by NPC, and used in combination with the “Preferential Bidding System” and “Continuous Open Bidding.” The Panhellenic Association may exceed the 5% NPC recommendation of “Quota Additions.”

INTERFRATERNITY COUNCIL

Formal membership recruitment for the organizations of the Interfraternity Council shall take place during the first week of the fall and the third week of the spring semester[s]. Open membership recruitment may take place throughout the fall and spring semesters.

NATIONAL PAN-HELLENIC COUNCIL

Membership intake for the organizations of the National Pan-Hellenic Council shall take place during the fall and/or spring semesters at the discretion of the individual organizations. Guidelines and regulations of the National Pan-Hellenic Council shall be followed.

LATINO GREEK COUNCIL

Membership recruitment for the Latino Greek Council will take place between the second and third weeks of each semester. Guidelines and regulations of the Latino Greek Council shall be followed.

5.1.2—GREEK HOUSING

Fraternalities and sororities maintaining a chapter house must have a full-time, live-in House Director or Graduate Resident Advisor.

~~GODDARD HEALTH CENTER~~5.2—HEALTH REQUIREMENTS FOR
NEW STUDENTS

Every new student, whether undergraduate or graduate, is required to have an acceptable personal health history form on file with Goddard Health Center in the Student Health Service before enrolling in ~~The University of Oklahoma~~ and to show proof of required immunizations prior to receiving approval to enroll. (RM, 7-11-68, p. 9422, 7-23-87, pp. 19819-20)

5.3—HOUSING POLICY FOR FRESHMEN

Regents' policy provides that certain students are required to live in University housing. All single freshmen students who are not 20 years of age, who do not have at least 24 hours of college credit from an accredited institution (advance placement or CLEP hours do not apply to this 24 hour requirement), or who have not lived in University residence halls for at least two semesters must live in a University residence hall for the two semesters, academic year. Exception from this policy is by special permission only, granted in writing by the University Vice President for Student Affairs and Dean of Students or his/her delegate(s). Special permissions are granted for a period of one semester only and are subject to review prior to renewal. (RM, 3-29-79, p. 15449; 3-8-84, p. 17861)

5.3.1—NOISE CONTROL — DORMITORIES ~~The Regents authorized the development of a separate set of~~ The Vice President for Student Affairs and Dean of Students shall establish and maintain policies and guidelines regarding the control of noise in the University dormitories, ~~to be administered by the Vice President for Student Affairs and Dean of Students as the Regents' delegated officer under Section XXIII of the Student Code for use during 1978-79. The Regents authorized the President of the University to approve further requests for extension of the program after appropriate review and recommendation by the Vice President for Student Affairs.~~ (RM, 6-9-77, p. 14480; amended 6-15-78, pp. 15091-2)

~~5.4 OKLAHOMA MEMORIAL UNION~~

The Oklahoma Memorial Union was initially funded by 250 donors in order to celebrate and honor those active members of the uUniversity community that who gave their lives for their country. A lease between the Board of Regents and the Board of Governors of the Oklahoma Student Union, Inc., allowed the University to manage the building from 1949 until 1993. Effective July 1, 1993, ownership of the Oklahoma Memorial Union was transferred to the University. The Union Board of Trustees continues to serve as an Advisory Board to the University. In October 2000, student groups were able to move into the Archie W. Dunham Conoco Student Leadership Wing of the Memorial Union. The new offices and cubicles housed in the wing allow student groups as well as student government to be housed in one area of campus. (RM, 10-12-49, pp. 3284 et seq., edited; 1-26-93, p. 23196, edited)

5.? -- PENALTIES SET BY ORGANIZATIONS

No student in the University shall be penalized by any student organization of which the student is a member for an infraction of rules and regulations of such organization which would ~~tend to~~ deny such student privileges ~~or increments~~ normally accorded to the student ~~body of the University~~ without sanction and approval of the Vice President for Student Affairs and Dean of Students; for example, A student who has purchased a season athletic ticket is entitled to attend a scheduled contest without interference by any student organization. (RM, 2-13-52, p. 4254)

7.1.4—GIFT CREDIT

Donors will receive credit toward a specific gift recognition level for all gifts, regardless of designation, for cumulative gifts made during the annual fund year. Individuals also will receive credit for the total value of gifts matched through corporate matching gift programs. Spouses making separate gifts will receive separate recognition unless they request to be jointly listed.

Pledges are not credited toward a specific gift recognition level until the paid portion or entire paid balance exceeds the minimum gift level requirement. If the Annual Fund year concludes before a pledge is fulfilled, credit will be given for the amount of the paid portion.

RECOGNITION

~~Recognition credit will be given at the time a gift is made or at the time a subsequent gift or gifts moves the donor(s) to a higher recognition category (during the same fund year). Recognition will be awarded based on the cumulative gift total during the fund year. (RM, 6-10-92, p. 22961)~~

7.2—GIFTS TO THE UNIVERSITY

The University of Oklahoma actively encourages and appreciates gifts to the University that benefit students and the mission of the University. The purpose and conditions for gifts are expected to conform to the Board of Regents' policy, Oklahoma State Regents' for Higher Education policy and all applicable laws.

All gifts are accepted subject to the approval of the Regents. The Regents quarterly or at other times as appropriate will consider in total all gifts recorded since their last action. Certain gifts will be accepted individually by specific action including (1) all gifts in an amount equal to or greater than \$50,000 that involve a permanent named fund—i.e., named scholarships, chairs, professorships, endowments, etc., or (2) gifts in an amount equal to or greater than \$100,000 or (3) other gifts selected by the Vice President for University Affairs.

The President of the University will announce major gifts (over \$250,000) at meetings of the Board of Regents. Special action by the OU Board of Regents is required when gifts involve the naming of OU University buildings and major facilities and the naming of OU University Colleges, Schools, and major programs.

The University of Oklahoma Foundation, Inc., is an independent organization with its own governing board and its own policies on accepting gifts. In certain situations that require action by the University— for example, establishing and filling a chair— the Foundation asks the University to join with it in accepting a gift and the acceptance of such gifts is covered by this policy.

The Board of Regents will look favorably on gifts to the University unless there are clear and compelling reasons to decline. Possible reasons to decline a gift include (a) the funds were obtained from questionable sources or (b) the purpose for or conditions on the gift are illegal or not in accord with the mission and goals of the University or the policies of the Board of Regents. The Board of Regents reserves the right to decline gifts if in their its sole judgment not accepting the gift is in the best interest of the University and the State of Oklahoma. (RM, 6-16-93, p. 23390)

~~MURRAY CASE SELLS BUILDING FUND AND FOUNDATION~~

~~The will of Murray Case Sells directed that the University "use not to exceed thirty per cent of the amount so received in the erection of permanent improvements on its main grounds or campus and that a suitable and permanent appropriate plaque be placed thereon bearing my name."~~

~~The will further provided that the remainder of the bequest be set aside, designated and known as the "Murray Case Sells Foundation" and shall be used "in making loans at not to exceed four per cent per annum to deserving and needy persons in their attendance of such institution as a student therein."~~

~~The Board of Regents approved the establishment of the "Murray Case Sells Foundation" account and the "Murray Case Sells Building Fund" account and directed that each distribution from the Sells Estate be deposited seventy per cent in the Foundation account and thirty per cent in the building account. (RM, 10-10-57, pp. 5810-11, edited)~~

7.3—NAMES OF BUILDINGS AND OTHER GIFTS SELECTED BY DONORS

The following policies and guidelines for endowed funds facilitate the processing of major gifts which are to be used primarily for endowment purposes:

- 1) Donors, the University, and if applicable, the University of Oklahoma Foundation, Inc., must agree on terms before a gift is accepted, either as an endowment or an expendable account.
- 2) The Development Office should be notified immediately when a prospective donor inquires into establishing an endowment. The Development Office or designated development officer will work with the academic dean, department head, and a representative of the University of Oklahoma Foundation, Inc., or Regents' Fund in establishing the endowed fund and developing the terms of the agreement.
- 3) Each endowment will have specific guidelines that detail the purpose(s) of the endowment and provide a method for obtaining approval of changes in the endowment guidelines and procedures.
- 4) The University ~~of Oklahoma~~ or the University of Oklahoma Foundation, Inc., will ~~may~~ seek changes through probate to any bequeathed endowment that has guidelines that are in violation of University policy and/or ~~statutory regulations~~ law.
- 5) Investment of endowment funds will be administered by the officially designated governing boards. (The ~~University of Oklahoma~~ Board of Regents will approve the investment policies for the Regents' Fund. Investment of endowment funds in the University of Oklahoma Foundation, Inc., will be administered by the Trustees of the Foundation in compliance with the Foundation's investment policy.) A donor may express his/her preference for investment of assets, but final determination will be made by the appropriate governing board.
- 6) The principal may be deposited as the initial gift or accumulated over a period of time, determined at the time the gift is accepted.
- 7) Unless otherwise stipulated by the terms of the gift, earnings on the endowment fund shall be made available for expenditure in accordance with the spending policies of the appropriate board. Endowments in the Regents' Fund will be administered according to the Regents' Fund Spending Policy as approved by the Board of Regents. Endowments in the University of Oklahoma Foundation, Inc., will be administered according to the guidelines adopted by the Trustees of the University of Oklahoma Foundation, Inc. It is the intent of the spending policies to maintain the purchasing power of endowment income and to protect the real value of the endowment for future generations.

7.3.1—ACADEMIC PROGRAMS

To name a college, school, or department will require a significant endowment that will generate resources to strengthen and build excellence in academic and research programs. All naming requests require approval by the President and the Board of Regents.

7.3.2—BUILDINGS

Buildings included in the University's list of priority needs may be named in recognition of a major gift for construction. Generally a building may be named for one-half of the private funds required for the project or for one-half of the estimated cost of construction, unless otherwise stipulated as part of a University-approved fund-raising campaign with naming guidelines. New buildings to be constructed with a combination of private, State and federal monies may suggest different naming requirements that will be established with approval by the President and Board of Regents.

Other new buildings may be named by a donor for the cost of construction.

Existing unnamed buildings on campus (i.e., buildings not named for an individual) may be named for a significant endowment that will generate sufficient resources to strengthen and enrich programs housed in the facility or that will provide for continued maintenance and operations of the building.

SPECIAL FACILITIES WITHIN BUILDINGS

Laboratories, auditoriums, classrooms, and other special rooms or facilities within existing or future buildings may be named for one-half of the estimated value (~~to be placed in an endowment~~) of the facility or the full cost of renovation.

7.3.3—NAMED GARDEN OR LANDMARKS

Existing gardens or landscaped areas of campus may be named with the establishment of an endowment to support annual plantings and upkeep.

Creation of new gardens or campus landmarks may be named for the donor for the cost of construction and an arrangement for annual upkeep.

7.3.4—ENDOWED FACULTY POSITIONS

The establishment of endowed faculty positions is encouraged for the opportunities they provide to enrich and strengthen the teaching and research programs of the University in perpetuity.

An endowed chair or professorship enables the University to strengthen its academic programs by recruiting, recognizing, or retaining nationally renowned educators, scholars, and researchers and to

provide them with enrichment funds that support and strengthen their academic activities. It is proposed, therefore, that each endowed faculty position will be supported in part by a State-funded faculty line.

Earnings from the endowed positions also may be used to support travel, equipment, supplies, and staffing needs of the position. When the position is not filled, all or a part of the annual earnings will be returned to the principal. Earnings not returned to the principal may be encumbered to provide monies for recruiting, start-up funding, equipment, or supplies for the appointee.

Endowed faculty positions will be effective when the full donor funding component is received.

~~For all endowed faculty positions, the dean will be the principal account sponsor and a the appropriate provost appropriate University of Oklahoma or The University of Oklahoma Foundation Inc., representative, as appropriate, will be second account sponsor, for all endowed faculty positions.~~

~~**Named Endowed Deanship** — Requires a minimum endowment of \$2.5 million. Earnings may be used to support the salary and professional activities of the dean and/or for the academic enrichment of the college.~~

Named Endowed Chair — Requires a minimum endowment of \$1 million, which can be provided entirely from private sources or through \$500,000 in private funding matched by \$500,000 from the Oklahoma State Regents' Endowment Program.

Named Endowed Professorship — Requires a minimum endowment of \$500,000, which can be provided entirely from private sources or through \$250,000 in private funding matched by \$250,000 from the Oklahoma State Regents' Endowment Program.

Named Presidential Professorship — Recommended endowment of \$150,000.

Named Endowed Lectureship — ~~Requires a minimum~~ Recommended endowment of \$100,000.

Annually Funded Named Professorship — Requires a minimum annual gift of \$50,000.

Named Research Endowment — Requires a minimum of \$50,000. Earnings will provide research stipends and/or grants for faculty.

Named Endowed Research Award — Requires a minimum endowment of \$50,000 and will be used to recognize and encourage excellence in scholarly or scientific research.

Named Endowed Superior Teaching Award — Requires a minimum endowment of \$50,000 and will be used to honor excellence in teaching.

7.3.5—~~ENDOWED AND ANNUAL~~ GRADUATE STUDENT POSITIONS

A strong, competitive graduate program is important to the University's mission as a major comprehensive research university. An important component in attracting outstanding graduate students is the University's ability to provide competitive stipends and fellowships.

Named Endowed Graduate Research Fellowship — ~~Requires a minimum~~ Recommended endowment of \$150,000.

Named Endowed Graduate Fellowship — ~~Requires a minimum~~ Recommended endowment of \$100,000.

Named Endowed Graduate Scholarship — ~~Requires a minimum~~ Recommended endowment of \$50,000.

7.3.6—~~ENDOWED AND ANNUAL~~ UNDERGRADUATE SCHOLARSHIPS

The University of Oklahoma is committed to providing a high quality undergraduate education to a diverse student body. To recruit outstanding undergraduates and/or assist needy students, a wide variety of scholarships are is required.

Named Endowed Scholarship Funds — ~~m~~May be established ~~for a minimum~~ with a suggested recommended endowment of \$10,000. This generally will support one scholarship on an annual basis. The amount of the scholarship will be limited by the annual earnings.

Named Four-Year Scholarship Funds — ~~m~~May be established ~~for a minimum~~ with a recommended suggested endowment of \$40,000. This generally will enable the scholarship recipient to maintain the award for four years, contingent upon maintaining minimum standards of academic performance and progress toward a degree. The fund will generate earnings to award one four-year scholarship each year, allowing for a maximum of four students to hold the named scholarship at one time.

Named Endowed Alumni Scholarship — ~~Requires a minimum~~ May be established with a recommended suggested endowment of \$15,000.

SCHOLARSHIP GUIDELINES

A constant effort will be made to keep scholarship guidelines flexible to alleviate any possible difficulties that would make it impossible to administer the scholarship in any one year.

Scholarship guidelines cannot exclude students on the basis of race, color, ~~sex, religion, creed or~~ national origin, sex, age, religion, disability, political beliefs, or status as a veteran.

In compliance with the Internal Revenue Code, donors will not be permitted to select the recipients of the scholarships which they sponsor.

All criteria for endowed scholarships should be predetermined and outlined prior to approval and acceptance by the University and ~~the~~ The University of Oklahoma Foundation, Inc., if applicable.

Scholarship recipients ~~will~~ should communicate annually during the term of the scholarship with the donors of the endowed scholarships.

ANNUAL UNDERGRADUATE SCHOLARSHIPS

Named National Merit Scholarship — Requires ~~an~~ a minimum annual gift of \$2,000.

Alumni Scholars — Requires ~~an~~ a minimum annual gift of \$1,000, although smaller contributions may be pooled with other gifts to make annual awards.

Named Dean's Scholarship — Requires ~~an~~ a minimum annual gift of \$1,000.

Named Upperclass Dean's Scholarship — Requires ~~an~~ a minimum annual gift of \$1,500.

7.3.7—ENDOWED LIBRARY COLLECTIONS

The University of ~~Oklahoma~~ Libraries are the largest and most comprehensive in the State. To continue the ~~the~~ Libraries' development as a major research libraryies, the University encourages the creation of endowed library collections which aim at achieving national eminence.

- 1) New named collections require a minimum endowment of \$50,000 to \$2 million, depending on the requirements for achieving national eminence in a selected field.
- 2) A Named Library Acquisitions Endowment Fund requires a minimum endowment of \$10,000.
- 3) Named endowed library collections will be established with the approval of the Dean of University Libraries on the Norman Campus, the Senior Vice President and Provost of the Health Sciences Center Campus, or the Director of the Law Center, as appropriate.
- 4) The use of income will be determined by the Dean of University Libraries, Senior Vice President and Provost of the Health Sciences Center, ~~Provost~~ or Director of the Law Center, as appropriate, after consultation with a prospective donor.
- 5) Gifts of books, manuscripts, artifacts, and other materials are subject to the guidelines established by the University of ~~Oklahoma~~ Libraries and require no minimum. Donors will be properly identified and acknowledged on or in each item. (RM, 9-18-69, pp. 10054-55; 1-20-86, pp. 18809-10; 1-21-88, pp. 20082-3; 6-10-92, p. 22962; 11-10-92, p. 23140)

THE UNIVERSITY OF CALIFORNIA
REGENTS' POLICY MANUAL
SECTION 7 — UNIVERSITY DEVELOPMENT
CHAPTER 7.1 — UNIVERSITY DEVELOPMENT
ARTICLE 7.1.1 — UNIVERSITY DEVELOPMENT
SECTION 7.1.1.1 — UNIVERSITY DEVELOPMENT

7.4—NAMES OF CAMPUS FACILITIES

The Board of Regents will formally approve the naming of major campus buildings or additions. The Board also reserves the right to approve or deny the naming of any campus facility, other than that which designates the type of work done therein, as a way to ensure that no name is given to a campus facility that does not reflect the ideals of the ~~institution~~University; and no facility shall ordinarily be named after individuals who are members of the active faculty or staff of the University. (RM, 7-10-62, p. 7139)

Faint, illegible text, possibly bleed-through from the reverse side of the page.

In order to acquire property for The University of Oklahoma and to provide a vehicle for financing capital improvements through the issuance of tax exempt bonds, the Trustees of The University of Oklahoma Foundation, Inc., created a public trust authority.

The Regents accepted the beneficial interest in the new trust. (RM, 4-17-69, pp. 9802-13, edited)

7.5—PRIVATE FUND-RAISING

The President of ~~The University of Oklahoma~~ is responsible to the Board of Regents for all private fund-raising for the ~~institution~~University. The President may delegate responsibility for the function, but such delegation does not diminish his responsibility. This policy applies to all elements of the University and is designed to assist the President in coordinating and directing this very important function in the operation of the University. (RM, 9-2-76, p. 14089)

7.6—REQUEST FOR FUNDS FROM THE UNIVERSITY OF OKLAHOMA FOUNDATION, INC.

7.6.1—LOANS

No University official may request or receive a loan from The University of Oklahoma Foundation, Inc., unless said request has been authorized by ~~The University of Oklahoma~~ Board of Regents. Requests must be submitted to the Board of Regents and must include as a minimum, (1) the rationale for the loan, (2) the amount of the loan request, (3) the proposed term of the loan, (4) the source of funds for the repayment of the loan, and (5) the recommendation of the appropriate campus executive officer and the President. Upon authorization of the Board of Regents, the Chairman of the Board of Regents shall forward the loan request to the President of The University of Oklahoma Foundation, Inc., for action.

7.6.2—GRANTS AND AWARDS

No University official may request or receive any money from The University of Oklahoma Foundation, Inc., unless said request has been authorized by the President of ~~The University of Oklahoma~~. Requests for such funds shall be reviewed and approved by the appropriate dean or director, the appropriate campus executive officer, and the President. Upon authorization by the President, the request shall be forwarded to the President of The University of Oklahoma Foundation, Inc., for action.

This policy does not prohibit cash advances that are contractual arrangements between ~~The University of Oklahoma~~ and The University of Oklahoma Foundation, Inc., which are covered by contracts approved by University Legal Counsel and authorized by ~~The University of Oklahoma~~ Board of Regents, nor does it prohibit short term (180 days or less) cash advances that The University of Oklahoma Foundation, Inc., might provide a University department or college to meet a temporary cash flow requirement (e.g., football bowl game expenses pending receipt of conference allocation, immediate settle up with promoters for concerts held at Lloyd Noble Center, international travel, student group travel, etc.).

Additional information is available through ~~The University of Oklahoma Foundation Inc.~~'s printed and online publication, "Guidelines For Use Of Foundation Funds."

(RM, 3-21-95, p. 24298)

~~SOONER ASSOCIATES FOR EXCELLENCE~~

The Regents endorsed the formation of Sooner Associates for Excellence and directed the President and his staff to work out the details of such an organization, which would provide a contingency fund for the University through membership fees. (RM, 9-18-69, pp. 10055-56, edited)

7.7—OKLAHOMA STATE REGENTS' FOR HIGHER EDUCATION ENDOWMENT TRUST FUND PROGRAM

The President of the University is authorized to submit appropriate requests to the Oklahoma State Regents for Higher Education to participate in the State Regents' Endowment Trust Fund Program. (RM, 10-12-88, p. 20587)

7.8 — THE UNIVERSITY OF OKLAHOMA PRESIDENT'S ASSOCIATES

The ~~OU~~President's Associates ~~p~~Program is the University's principal source of unrestricted enrichment funds dedicated to academic purposes. The President manages and administers the distribution of the unrestricted Associates Program funds to accomplish the goals of the University, to address important needs, and to take advantage of special opportunities that will benefit the academic mission of the University.

The President's Associates Program includes the following levels:

~~Young Associates~~ be allowed to designate one-half of their annual gift (minimum \$500.00) to a college, school, department or academic program of the donor's choice. Currently, donors at all other annual levels may restrict one-half.

~~\$1,000 annual Associate participation, which will recognize an individual donor.~~

~~\$2,500 annual gift, designated as an Honored Associate, which may carry the name(s) of a couple, individual or company.~~

~~\$5,000 annual gift, designated as a Distinguished Associate, which may recognize an individual, couple or company.~~

~~Life Associate, which will recognize an unrestricted gift of \$25,000 to the Associates Endowment. Only the earning will be expended. A Life Associate listing will bear the name of a single individual and will remain on the active list throughout the individual's lifetime.~~

~~Endowed Associate, which will recognize an unrestricted gift of \$50,000 to the Associates Endowment. Only the earnings will be expended. The Endowed Associate listing will bear the name of an individual or couple, or may be listed in memory of an individual or couple. The designation is carried on the active list in perpetuity.~~

~~The Deferred Associate and Corporate Associate designations have been eliminated. Deferred donors, who make irrevocable gifts through a will or trust, will be acknowledged through a new recognition program. Corporate donors will be recognized under the expanded categories.~~

- 1) Young Associate – rRecognizes an individual donor 39 or younger for an annual contribution.
- 2) Annual Associate – rRecognizes an individual donor for an annual contribution.
- 3) Honored Associate – rRecognizes an individual, couple, or company for an annual contribution.

- 4) Distinguished Associate – Recognizes an individual, couple, or company for an annual contribution.
- 5) Life Associate – Recognizes an unrestricted gift to the Associates Second-Century Endowment. An individual who becomes a Life Associate will be listed as such throughout his or her lifetime.
- 6) Endowed Associate – Recognizes an unrestricted gift to the Associates Second-Century endowment. Individuals or couples who become Endowed Associates will be listed as such for life.

Gifts to the Associates program must be for academic purposes. ~~The special purpose of the Associates program is to obtain unrestricted funds for academic purposes, and unrestricted gifts will be encouraged.~~ An Associate may elect to restrict one-half of the annual gift to a college, school, department or academic program of the donor's choice.

All gifts received through the President's Associates Program are used for academic purposes. The entire gift may be given unrestricted, or one-half may be designated to a college, school, department, or academic program. ~~All gifts are tax deductible.~~

- Restricted funds will be administered by the dean or director of the college, school, department, or academic program of the donor's choice and must be used for academic purposes. The appropriate dean will submit a report at the end of each fiscal year outlining the use of the Associates Program funds within the college.
- Expenditure of unrestricted gifts will be made at the discretion of the President. ~~Any recommended expenditure of \$100,000 or more must be approved by the OU Board of Regents. All expenditures will be reported to the Regents quarterly.~~

Grants may be awarded to projects that:

- Strengthen the academic program immediately and directly.
- Enable the department or program to position itself for additional external funding.
- Directly benefit or provide special opportunities for students.
- Correct a critical need of ~~the~~ a college, school, or department or provide important teaching or research materials and equipment.
- Address a strategic goal of the University.

An **Associates Council** will be formed from current participants to serve as a national advisory council to assist the University with its private giving and development activities through the Associates and Annual Fund Programs.

The full costs of the fund-raising activities and personnel associated directly with the President's Associates Program will be paid from the President's Associates' Program funds and such costs are not to exceed 12% of the funds raised each year. Up to Twelve percent of the President's Associates Program gifts, both restricted and unrestricted, will be used to defray costs of administration of the program. These funds are subject to the normal budget approval and control processes of the University. (RM, 5-10-79, p. 15544; 1-12-84, pp. 17785-86; 10-15-91, p. 22615; 6-10-92, p. 22958; 1-25-94, p. 23699; 9-13-94, pp. 24001-02; 6-16-96, p. 24922; 9-9-98, p. 26066; 12-6-01, p. 27807)

7.9—UNIVERSITY OF OKLAHOMA FOUNDATION, INC.

This Corporation is formed for charitable, benevolent, religious, educational, and scientific purposes, and has no stated capital.

This Corporation is created, and shall be administered and operated exclusively, for the benefit of ~~the University of Oklahoma~~, insofar as the same shall be in the aid of charitable, benevolent, religious, educational, scientific, and literary purposes, as, in the judgment of the Trustees, shall be in furtherance of the public welfare and done to promote the well-doing or well-being of mankind. Such distributions of the Corporate assets shall be made at one time, or from time to time, and at such times, and in such manner and amounts, as the Trustees in their absolute discretion shall deem to be proper.

This Corporation is organized as the successor to ~~the University of Oklahoma Foundation~~, a Trust Estate, established on the first day of December 1944, by Trustees, who by the original indenture of trust were empowered to incorporate in order to more conveniently or efficiently administer the said Trust Estate and its successor.

In the event of the termination or liquidation of the Corporation, for any reason, after all liabilities of the Corporation have been paid, the remaining assets of the Corporation shall be turned over to ~~the University of Oklahoma~~, to be used for scientific, literary, or educational purposes, as its Board of Regents (or governing body) shall in its sole discretion determine, subject to any restrictions or limitations placed upon said funds when accepted. (Foundation Articles of Incorporation, 1987, edited)

Additional information is available through the University of Oklahoma Foundation Inc.'s printed and online publication, "Guidelines For Use Of Foundation Funds."

7.10—ALUMNI/DONOR RECORDS

7.10.1—MAINTENANCE OF RECORDS

University Development is committed to maintaining an updated, current listing of alumni and friends. Therefore, any information received by any campus division regarding name, address, family history, degree, etc., of any alumnus should be forwarded to University Development. Although alternative or parallel databases may be created in other campus locations, these are to be considered auxiliary, and any information regarding alumni records should be transferred to University Development.

7.10.2—REQUESTS FOR INFORMATION

All requests for alumni information from any University division should be directed to the manager of Alumni/Donor Records in University Development. Such requests will be forwarded to the appropriate University Development administrator ~~manager~~ for approval, and then forwarded to ~~The University of Oklahoma Foundation, Inc., where it they will be subject to the approval of the President of the Foundation.~~

7.11 — APPROVAL OF ALL FUNDRAISING ACTIVITY

The Vice President for University Development has final authority in all policy matters regarding the raising of private funds at the University of Oklahoma. Any fundraising activity, whether on behalf of students, faculty/staff, colleges, or programs, must be approved by the Vice President of University Development prior to being initiated. The Vice President will maintain a system by which any and all gift solicitations above \$5,000 are assigned, tracked, and managed. Furthermore, any communication developed for potential donors, whether individuals, corporations, or foundations, must be approved by the Vice President for University Development. This includes proposals, letters, brochures, and pledge or gift cards. This policy is designed to protect the University's friends and alumni from multiple solicitations by the University's divisions OU's colleges and programs. If multiple University divisions entities seek to solicit the same prospective donor, the President of the University may be asked to make the ultimate decision on which entity divisions might move forward with a solicitation.

7.12—ORGANIZATION OF UNIVERSITY DEVELOPMENT

The Vice President of University Development will have sole authority with the President of the institution University to oversee all aspects of development and alumni affairs. The Vice President of University Development will oversee management of the alumni association and assume responsibility for annual, major, corporate, and foundation giving for both the Norman and Health Sciences Center campuses. In addition, the Vice President also will regulate fundraising efforts within all colleges and programs divisions of the University. Although these colleges/programs may choose to hire development officers to operate on their behalf, the Vice President of University Development must approve any fundraising activity connected with these efforts.

7.13—RECEIPT OF GIFTS

All gifts to The University of Oklahoma should be received by *University Development, Whitehand Hall, 339 W. Boyd, Norman, Oklahoma 73019* or by the *University of Oklahoma Foundation, Inc.*. The Vice President of University Development shall have administrative responsibility for all gifts coming to the University. ~~though individual campaign names may be incorporated in that address.~~ University Development will forward gifts for deposit and receipting to the University of Oklahoma Foundation, Inc., or the OU Regents Fund, as appropriate, where they will be assigned to ~~the appropriate~~ an account based on the donor's wishes. Acknowledgements of gifts will be prepared by University Development.

7.14—SCOPE OF DEVELOPMENT ACTIVITY

The office of University Development, at the direction of the Vice President, of University Development will coordinate solicitation efforts, aimed at alumni, friends, faculty/staff, students, reunion classes (and other such subsets of alumni), corporations and foundations. These eConstituencies will be solicited for support via any means deemed appropriate, including personal contact, telephone, or direct mail. Campaigns directed by University Development might include annual, capital, special needs, college, unrestricted, endowment, or planned gift. Gifts to support the University may be restricted to a college, department, or program, or may be designated as unrestricted and allocated by the President wherever the need is greatest.

7.15—USE OF UNIVERSITY OF OKLAHOMA NAME IN FUNDRAISING

The use of the name *University of Oklahoma* of the University in any form in fundraising appeals shall be restricted to ~~T~~the University of Oklahoma Office of Development Office.

7.16—WAYS TO GIVE

Donors can help The University of Oklahoma through several gift-methods. These Gifts may be designated to certain programs or unrestricted for use where the need or opportunity is the greatest. Certain methods of giving provide tax or estate planning benefits. The University of Oklahoma Foundation Inc., staff is available to share expertise in these areas with donors and their attorneys and tax advisers.

CASH GIFTS OR PLEDGES

A gift of cash or a pledge over a period of years is the most direct way to support the University. Checks should be made payable to “The University of Oklahoma Foundation, Inc.”

SECURITIES

Stocks, bonds, certificates of deposit, and other securities may be donated to the University through The University of Oklahoma Foundation, Inc.. Depending upon circumstances of the gift, The University of Oklahoma Foundation either will manage or liquidate the securities to achieve the donor’s goals.

GIFTS OF PROPERTY

Many donors contribute their personal residences, farmland, commercial, or other property to the University through The University of Oklahoma Foundation, Inc.,. Certain personal property, including works of art, books, furnishings and other valuables, may be appropriate gifts to enhance a particular discipline or one of the University’s museum or library collections.

DEFERRED OR PLANNED GIFTS

An increasingly popular method of giving is the charitable remainder trust, of which there are two varieties – the charitable remainder unitrust and the charitable remainder annuity trust. Both can be funded through a gift during a donor’s lifetime or through a testamentary disposition. Both provide life income for the donor and/or a designated beneficiary(ies).

Life insurance can become a gift of much greater value than the actual money expended when the policy is given to the University through The University of Oklahoma Foundation, Inc., which is named as the beneficiary. The donor either can pay up the entire policy or make annual contributions to The University of Oklahoma Foundation, Inc., for the cost of the premiums.

The University of Oklahoma Foundation, Inc., often is named beneficiary in the wills of University alumni and friends. The donor may elect to leave all or part of an estate to benefit the University.

MEMORIALS

Donors may establish a fund to honor the memory of a loved one, friend or mentor or contribute to an existing fund for that purpose. Not all such funds are memorials, however, for a number of donors also make contributions to honor individuals during their lifetime.

MATCHING GIFTS

Many corporations match the gifts their employees make to the University. Donors are asked to consult their employers, to determine if such a program exists in their firm.

WHEREAS, by law as stated in Sections 4003 and 4004 of Title 70 of the Oklahoma Statutes, such revenue bonds issued pursuant to Sections 4001-4018 of Title 70 of the Oklahoma Statutes shall never become obligations of the State of Oklahoma.

NOW, THEREFORE, BE IT RESOLVED BY THE SENATE OF THE 2ND SESSION OF THE 49TH OKLAHOMA LEGISLATURE, THE HOUSE OF REPRESENTATIVES CONCURRING THEREIN:

THAT, the Oklahoma State Legislature hereby authorizes the Board of Regents of The University of Oklahoma to issue revenue bonds authorized by Sections 4001-4018 of Title 70 of the Oklahoma Statutes in the sum of not to exceed Eleven Million Five Hundred Thousand Dollars (\$11,500,000), said bonds never to become obligations of the State of Oklahoma, for the purpose of constructing, renovating, remodeling, expanding, furnishing, and equipping the Steam and Chilled Water Plant to include, but not be limited to, a new cooling tower, high efficiency electric chillers, new tunnel extension, and other renovations including furnishings, equipment and related landscaping and exterior amenities; and

THAT, the revenue bonds authorized pursuant to this resolution are not a general obligation or an indebtedness of the State of Oklahoma, The University of Oklahoma, or the Board of Regents of The University of Oklahoma. The Legislature shall not be obligated to appropriate funds for the repayment of the revenue bonds and shall be under no obligation to pay principal of or interest on the revenue bonds. The revenue bonds are limited and special obligations of the Board of Regents of The University of Oklahoma. The revenue bonds are payable solely from the pledged revenues. Neither the faith and credit nor the taxing power of the State of Oklahoma or any political subdivision thereof is obligated to pay the principal of or interest on the revenue bonds.

THAT, copies of this resolution be distributed to the Board of Regents of The University of Oklahoma and to the Oklahoma State Regents for Higher Education.

Adopted by the Senate the ____ day of _____, 2004.

President of the Senate

Adopted by the House of Representatives the ____ day of _____, 2004.

Speaker of the House of Representatives

CONCURRENT RESOLUTION

A Concurrent Resolution authorizing the Board of Regents of The University of Oklahoma, acting on behalf of The University of Oklahoma, to issue certain revenue bonds pursuant to Sections 4001-4018 of Title 70 of the Oklahoma Statutes; and directing distribution.

WHEREAS, Section 4002.1 of Title 70 of the Oklahoma Statutes requires legislative approval expressed by concurrent resolution prior to commencing any action in anticipation of issuance by a board of regents of revenue bonds authorized by Sections 4001-4018 of Title 70 of the Oklahoma Statutes, or any other bonds authorized by law to be issued by such boards; and

WHEREAS, The Board of Regents of The University of Oklahoma, acting on behalf of The University of Oklahoma, may desire to construct, renovate, remodel, expand and equip the Steam and Chilled Water Plant on the campus of The University of Oklahoma Health Sciences Center, Oklahoma City, Oklahoma, to include, but not be limited to, a new cooling tower, high efficiency electric chillers, new tunnel extension, and other renovations including furnishings, equipment and related landscaping and exterior amenities; and

WHEREAS, the amount of borrowed funds necessary for constructing, renovating, remodeling, expanding and equipping the above-named facilities shall not exceed the sum of Eleven Million Five Hundred Thousand Dollars (\$11,500,000); and

WHEREAS, the Board of Regents of The University of Oklahoma, acting on behalf of The University of Oklahoma, may desire to issue its revenue bonds to provide funds for constructing, renovating, remodeling, expanding, furnishing, and equipping the Steam and Chilled Water Plant to include, but not be limited to, a new cooling tower, high efficiency electric chillers, new tunnel extension, and other renovations including furnishings, equipment and related landscaping and exterior amenities; and

WHEREAS, the revenue bonds issued by the Board of Regents of The University of Oklahoma, acting on behalf of The University of Oklahoma, are not a general obligation or an indebtedness of the State of Oklahoma, The University of Oklahoma, or the Board of Regents of The University of Oklahoma; and

WHEREAS, the Oklahoma State Legislature shall not be obligated to appropriate funds for the repayment of the revenue bonds and shall be under no obligation to pay principal of or interest on the revenue bonds; and

WHEREAS, the revenue bonds are limited and special obligations of the Board of Regents of The University of Oklahoma payable solely from the pledged revenues; and

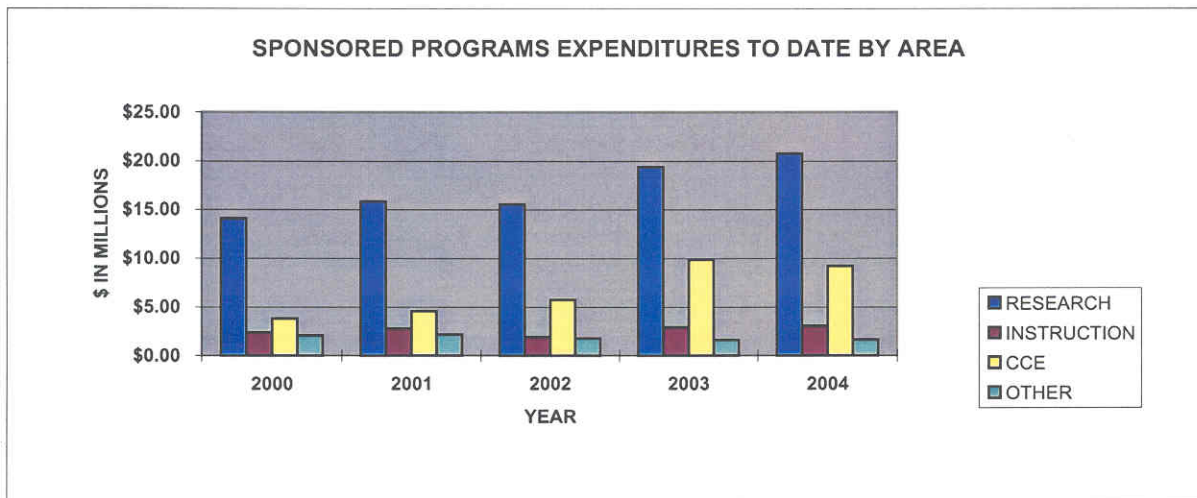
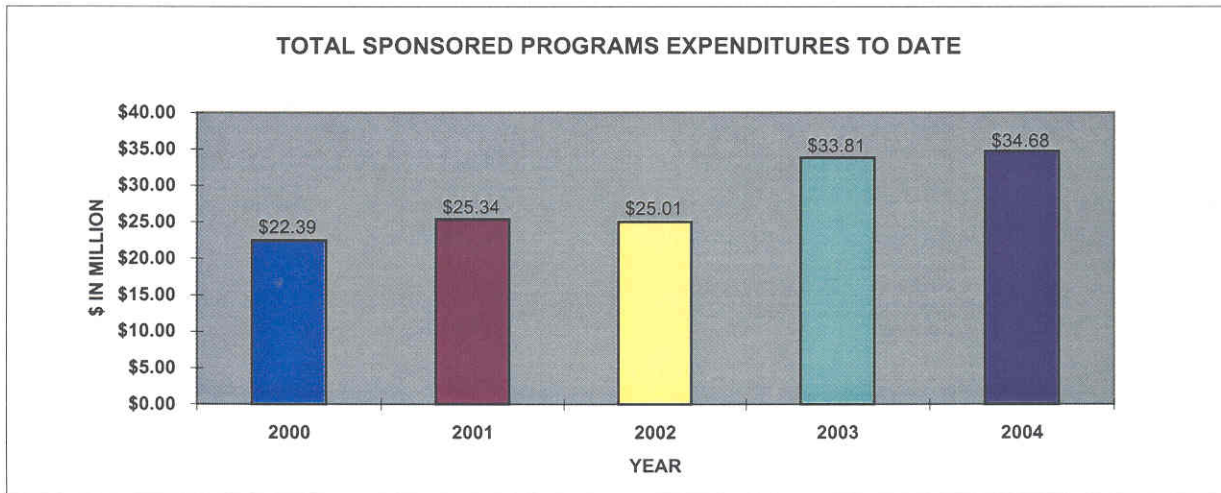
WHEREAS, by law the Board of Regents of The University of Oklahoma is authorized to issue its revenue bonds pursuant to Section 4001 et seq. of Title 70 of the Oklahoma Statutes; and

WHEREAS, by law the Board of Regents of The University of Oklahoma is authorized to provide for the repayment of the above described debt obligations from the pledged revenues; and

WHEREAS, neither the faith and credit nor the taxing power of the State of Oklahoma or any political subdivision thereof is obligated to pay the principal of or interest on the revenue bonds; and

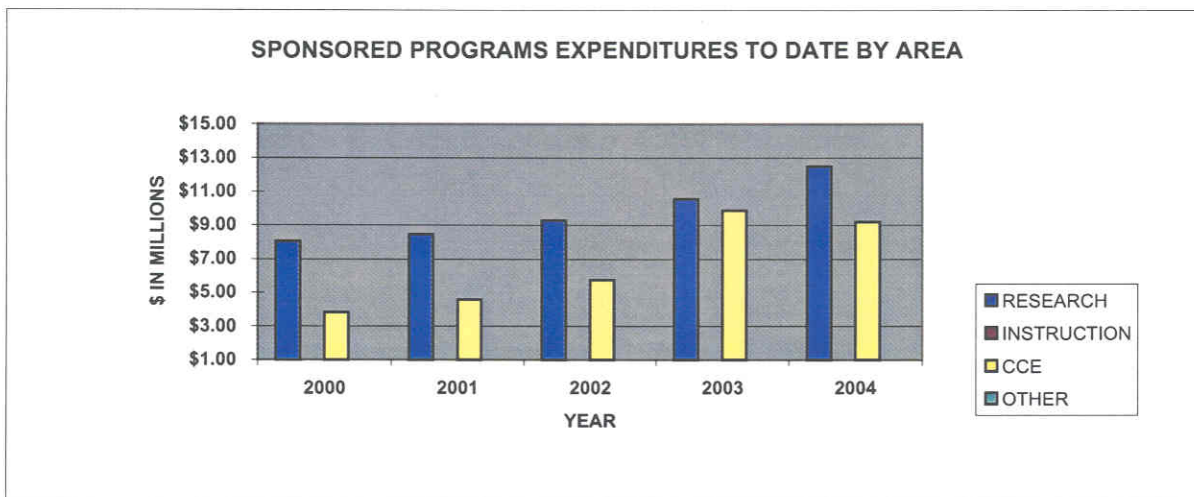
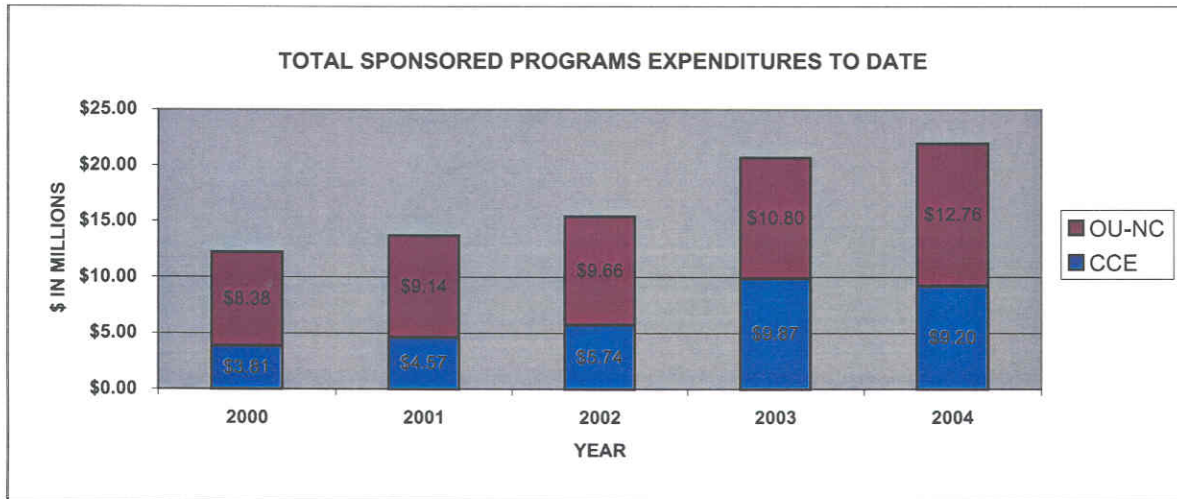
THE UNIVERSITY OF OKLAHOMA

HEALTH SCIENCES CENTER AND NORMAN CAMPUS



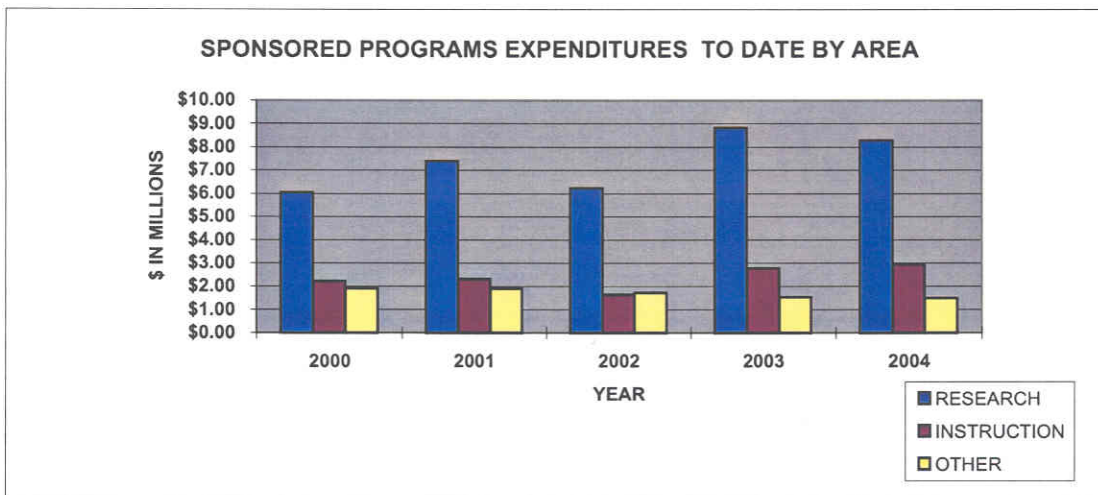
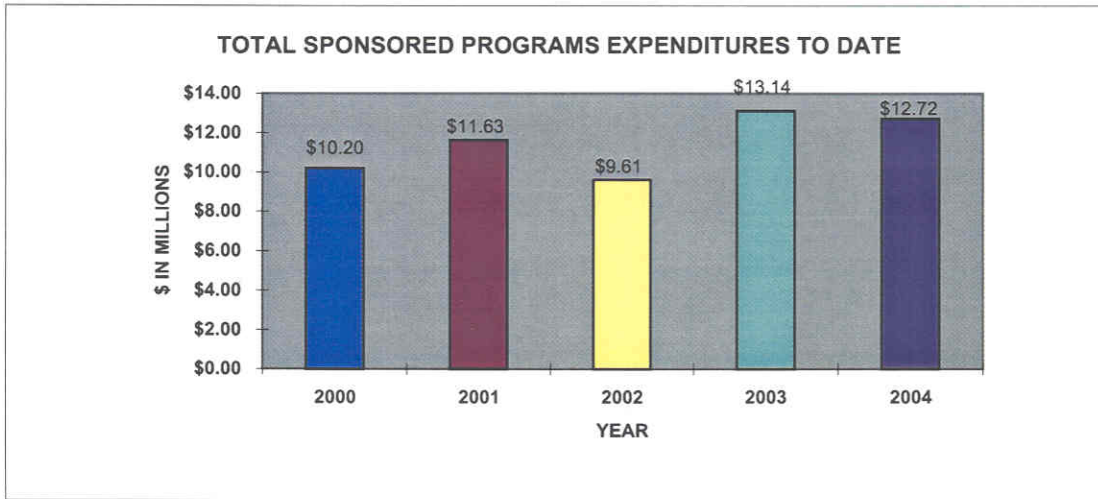
	FY 2004 YEAR	YEAR %CHANGE	FY 2003 YEAR	2003 August	MONTH %CHANGE	2002 August
RESEARCH	\$ 20,771,022	7.15%	\$ 19,384,709	\$ 9,653,170	-4.56%	\$ 10,114,412
INSTRUCTION	\$ 3,063,620	4.29%	\$ 2,937,660	\$ 1,627,077	18.66%	\$ 1,371,177
CCE	\$ 9,202,126	-6.73%	\$ 9,866,330	\$ 4,680,191	-14.59%	\$ 5,479,603
OTHER	\$ 1,639,714	1.45%	\$ 1,616,308	\$ 854,515	14.47%	\$ 746,488
TOTAL	\$ 34,676,482	2.58%	\$ 33,805,008	\$ 16,814,952	-5.06%	\$ 17,711,680

NORMAN CAMPUS



	FY 2004 YEAR	YEAR %CHANGE	FY 2003 YEAR	2003 August	MONTH %CHANGE	2002 August
RESEARCH	\$ 12,493,275	18.25%	\$ 10,565,362	\$ 5,003,112	-3.10%	\$ 5,162,983
INSTRUCTION	\$ 122,226	-20.10%	\$ 152,971	\$ 23,544	-58.09%	\$ 56,175
CCE	\$ 9,202,126	-6.73%	\$ 9,866,330	\$ 4,680,191	-14.59%	\$ 5,479,603
OTHER	\$ 142,732	80.67%	\$ 79,002	\$ 47,064	218.56%	\$ 14,774
TOTAL	\$ 21,960,359	6.28%	\$ 20,663,666	\$ 9,753,910	-8.96%	\$ 10,713,535

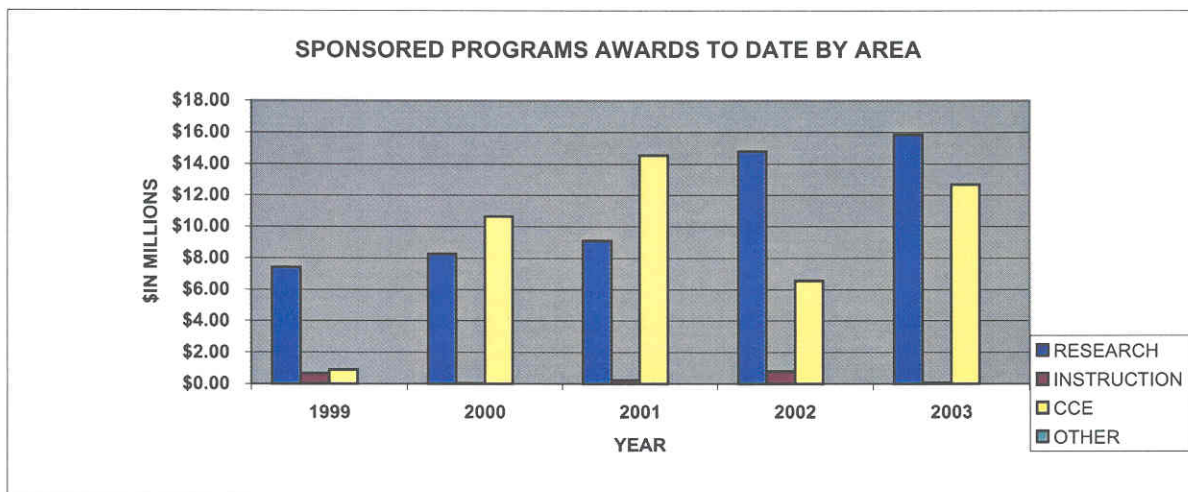
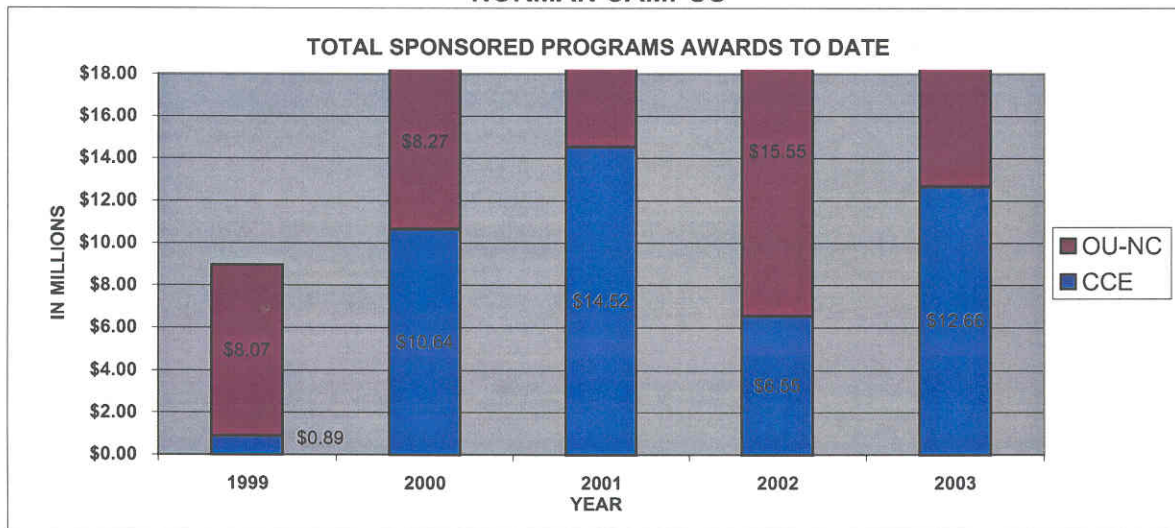
HEALTH SCIENCES CENTER



	FY 2004 YEAR	YEAR %CHANGE	FY 2003 YEAR	2003 August	MONTH %CHANGE	2002 August
RESEARCH	\$ 8,277,747	-6.14%	\$ 8,819,347	\$ 4,650,058	-6.09%	\$ 4,951,429
INSTRUCTION	\$ 2,941,394	5.63%	\$ 2,784,689	\$ 1,603,533	21.94%	\$ 1,315,002
OTHER	\$ 1,496,982	-2.62%	\$ 1,537,306	\$ 807,451	10.35%	\$ 731,714
TOTAL	\$ 12,716,123	-3.24%	\$ 13,141,342	\$ 7,061,042	0.90%	\$ 6,998,145

HEALTH SCIENCES CENTER

NORMAN CAMPUS



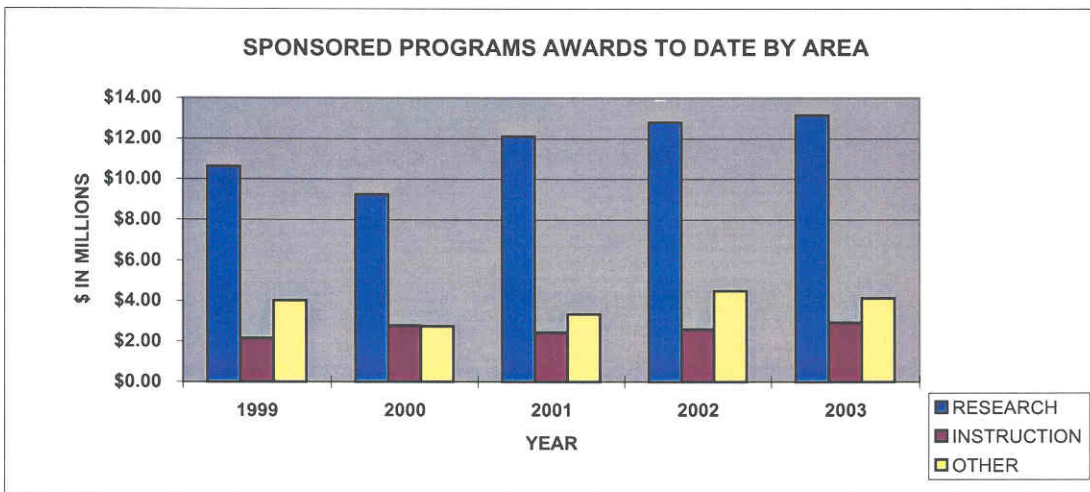
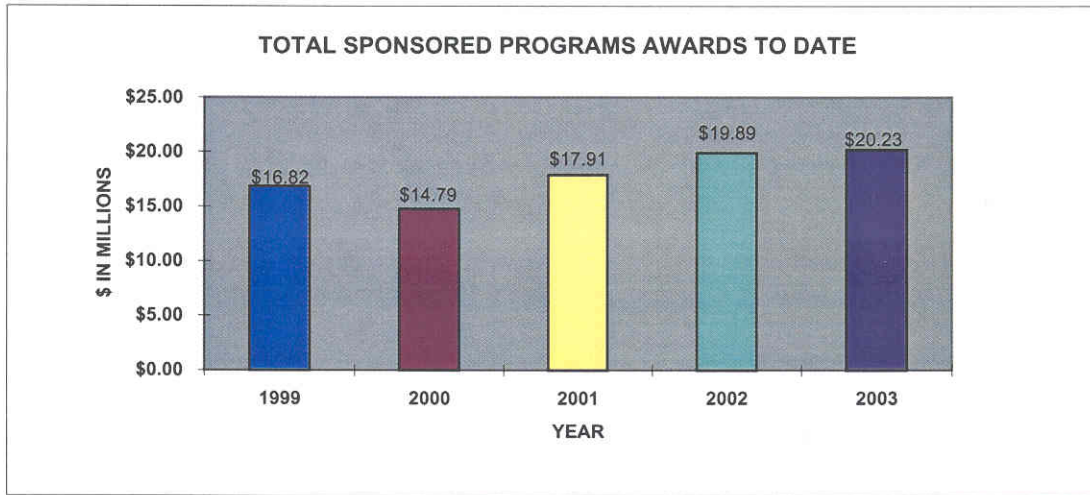
	FY 2004 YEAR	YEAR %CHANGE	FY 2003 YEAR	2003 August	MONTH %CHANGE	2002 August
RESEARCH	\$ 15,816,990	7.13%	\$ 14,764,854	\$ 8,360,616	49.19%	\$ 5,603,818
INSTRUCTION	\$ 61,950	-92.08%	\$ 782,147	\$ -		\$ 42,500
CCE	\$ 12,663,654	93.46%	\$ 6,545,909	\$ 11,233,393	179.57%	\$ 4,018,141
OTHER	\$ -		\$ -	\$ -		\$ -
TOTAL	\$ 28,542,594	29.19%	\$ 22,092,910	\$ 19,594,009	102.74%	\$ 9,664,459

NORMAN CAMPUS

NORMAN CAMPUS
REPORT OF CONTRACTS AWARDED (OVER \$100K)
August 2003

AWD #	AGENCY	TITLE	VALUE	PERIOD	PI(S)
040049	Halliburton Services	Investigations of Polyelectrolyte Composites - Part II	\$139,156	12 Mons.	Grady, B. - CEMS
040051	NSF	A Power-Aware Technique to Manage Real-Time Database Transactions in Mobile Ad-Hoc Networks	\$400,000	36 Mons.	Gruenwald, L - CS Atiquzzaman, M. - CS
040052	NSF	MRI: Acquisition of an Itanium Cluster for Grid Computing	\$340,000	36 Mons.	Neeman, H. - IT; Striz, A. - AME Papavassiliou, D. - CEMS Mish, K. - CEES; Skubic, P. Physics Droegemeier, K. - CAPS
040054	USDOE	In-Situ Survival Mechanisms of U and Tc Reductin Bacteria in Contaminated Sediments	\$481,000	12 Mons.	Roe, B. - Chemistry & Biochemistry
040058	NSF	Acquisition of Various Instruments for Polymer Fiber Characterization and Student Training	\$110,000	12 Mons.	Shambaugh, R. - CEMS Grady, B. - CEMS
040059	US-EDUC	Student Support Services Program	\$400,636	12 Mons.	Bluitt, A. - Project Threshold
040061	US-EDUC	Center for Special Education Due Process	\$152,934	12 Mons.	Rossow, L. - Law
5757	OK-DHS	Child Welfare Family FY04	\$2,212,576	12 Mons.	Correia, P. - CCE CSNRC
5759	OK-DHS	CWPEP FY04	\$1,591,602	12 Mons.	Wright, R. - CCE SPSOCWK
5790	OK-DHS	Professional Development FY04	\$2,101,625	12 Mons.	Hollarn, C. - CCE CSCECPD
5764	OK-DHS	TEACH FY04	\$1,452,090	12 Mons.	Hollarn, C. - CCE CSCECPD
5765	OK-DHS	REWARD FY04	\$2,307,883	12 Mons.	Hollarn, C. - CCE CSCECPD
5780	OK-DHS	Employment Training FY04	\$263,530	12 Mons.	Cook, B. - CCE CSNCDET
6361	HHS-SAM	Beyond 7th Generations FY04	\$497,325	12 Mons.	Salinas, J. - CCE CSAII
6362	US-EDUC	Play Matters FY04	\$130,000	12 Mons.	Doty, J. - CCE CSNCDET
6365	US-EDUC	National Professional Program FY04	\$378,800	12 Mons.	Casey, H. - CCE CSAVP
6374	HHS-SAM	KOTA FY04	\$150,000	12 Mons.	Strech, G. - CCE CSAII
TOTAL			\$13,109,157		

HEALTH SCIENCES CENTER



	FY 2004 YEAR	YEAR %CHANGE	FY 2003 YEAR	2003 August	MONTH %CHANGE	2002 August
RESEARCH	\$ 13,145,769	2.73%	\$ 12,796,710	\$ 5,289,530	-22.28%	\$ 6,806,181
INSTRUCTION	\$ 2,944,775	13.53%	\$ 2,593,782	\$ 892,529	108.72%	\$ 427,629
OTHER	\$ 4,142,673	-7.97%	\$ 4,501,600	\$ 3,710,734	7.23%	\$ 3,460,514
TOTAL	\$ 20,233,217	1.71%	\$ 19,892,092	\$ 9,892,793	-7.49%	\$ 10,694,324

HEALTH SCIENCES CENTER

December 1-2, 2003

**HEALTH SCIENCES CENTER
REPORT OF CONTRACTS AWARDED (OVER \$100K)**

August 2003

AWARD NO.	AGENCY	TITLE	VALUE	PERIOD	PI(S)
C1012702	National Institute of Allergy and Infectious Diseases	Human and Mouse Antibodies Against Influenza Virus	\$124 K	6 mos	Dr. G. M. Air Dept of Biochemistry and Molecular Biology
C1016801	National Cancer Institute	Define & Validate Biomarkers - Cervical Neoplasia	\$212 K	12 mos	Dr. J. L. Walker Center for Research in Women's Health
C1018701	United States Department of Agriculture	Food Stamp Program Participation:OK	\$280 K	12 mos	Dr. R. John Dept of Health Promotion Sciences
C1145704	National Institute of General Medical Sciences	Structure and Function of Hyaluronan Synthases	\$366 K	12 mos	Dr. P. H. Weigel Dept of Biochemistry and Molecular Biology
C1162106	National Center for Research Resources	Baboon Research Resource Program	\$1,018 K	10 mos	Dr. G. L. White Division of Animal Resources
C2319111	Centers for Medicare and Medicaid Services	Provide Clinical Pharmaceutical & Consultation Svc	\$359 K	12 mos	Dr. K. C. Farmer Dept of Pharmacy Practice
C3003602	National Institute of Allergy and Infectious Diseases	Adhesive and Proteolytic Function of MDC-L	\$217 K	12 mos	Dr. J. J. Tomasek Dept of Cell Biology
C3011501	National Heart, Lung and Blood Institute	Biochemical Role-Airway Mucins in Cystic Fibrosis	\$218 K	12 mos	Dr. G. P. Sachdev Dept of Medicinal Chemistry and Pharmaceutics
C3012003	Health Resources and Services Administration	Ryan White Title IV	\$326 K	12 mos	Dr. R. A. Greenfield Medicine Infectious Diseases
C3012103	Bureau of Health Professions	Grants for Geriatric Education Centers	\$238 K	12 mos	Dr. M. A. Bernard Donald W. Reynolds Dept of Geriatrics

AWARD NO.	AGENCY	TITLE	VALUE	PERIOD	PI(S)
C3015001	National Science Foundation	EPSCoR Research Infrastructure Improvement Plan	\$294 K	24 mos	Dr. F. J. Waxman Dept of Microbiology and Immunology
C3016901	National Institute of Diabetes and Digestive and Kidney Diseases	Mechanisms of Regulation of GLUT4 Expression	\$265 K	12 mos	Dr. A. L. Olson Dept of Biochemistry and Molecular Biology
C3018801	National Institute of Biomedical Imaging and Bioengineering	Diagnostics for Potential Agents Bioterrorism	\$220 K	24 mos	Dr. D. Dittmer Dept of Microbiology and Immunology
C3022201	Maternal and Child Health Bureau	Emergency Medical Svcs: Children Partnership Grant	\$142 K	12 mos	Dr. J. H. Stuemky Dept of Pediatrics
C3024101	National Institute of Mental Health	Gender Identity:Sex Reassignment- Genital Defects	\$298 K	12 mos	Dr. W. G. Reiner Dept of Urology
C3025201	National Eye Institute	Regulation of Angiopoietin mRNA Stability	\$113 K	12 mos	Dr. J. S. Vogel Dept of Cell Biology
C4187606	Oklahoma Department of Human Services	Oklahoma Children's Services (OCS) Evaluation Proj	\$213 K	12 mos	Dr. D. B. Hecht Dept of Pediatrics
C5001005	United States Department of Education	STARS In-Service Training Program	\$228 K	12 mos	Dr. M. J. Ferretti L. M. Tolbert Library and Resource Center for Developmental Disabilities
C5002012	Centers for Medicare and Medicaid Services	Provide Services for Drug Utilization Review Board	2,690 K	12 mos	Dr. D. W. Voth Pharmacy Office of the Dean
C5020001	Juvenile Diabetes Research Foundation International	Treatment Vascular Leakage: Angiogenic Inhibitor	\$157 K	12 mos	Dr. J. Ma Dept of Medicine
C7018801	Medtronic, Inc.	Compass HF: Patients w/ Heart Failure	\$242 K	12 mos	Dr. P. B. Adamson Medicine Cardiology
C7018901	MediSpectra, Inc.	Pivotal Study II: Optical Detection System(ODS)	\$114 K	12 mos	Dr. J. L. Walker Dept of Obstetrics and Gynecology

AWARD NO.	AGENCY	TITLE	VALUE	PERIOD	PI(S)
C7019101	Celsion Corporation	Microwave Thermotherapy: Early Stage Breast Cancer	\$125 K	4 mos	Dr. W. C. Dooley Dept of Surgery
C8052001	Sanofi-Synthelabo Inc.	Van Gogh-DVT Trial:Heparin & Vitamin K:DVT Trmnt	\$100 K	12 mos	Dr. S. W. Rathbun Medicine General Internal Medicine
C8052801	Organon Inc.	LMW & VKA:Acute Symptomatic Pulmonary Embolism	\$100 K	12 mos	Dr. S. W. Rathbun Medicine General Internal Medicine
Totals	25		\$8,659 K		

**REQUIRED MINIMUM DISTRIBUTION AMENDMENT
TO THE UNIVERSITY OF OKLAHOMA
DEFINED CONTRIBUTION RETIREMENT PLAN**

Pursuant to authority vested in the undersigned, the University of Oklahoma Defined Contribution Retirement Plan (the "Plan") is hereby amended as set forth below. This amendment (the "Amendment") of the Plan is adopted to reflect final regulations promulgated under Section 401(a)(9) of the Internal Revenue Code of 1986 concerning Required Minimum Distributions from the Plan.

1. General Rules.

- 1.1. Effective Date. The provisions of this Amendment will apply for purposes of determining Required Minimum Distributions for distribution calendar years beginning with the 2003 calendar year.
- 1.2. Precedence. The requirements of this Amendment will take precedence over any inconsistent provisions of the Plan.
- 1.3. Requirements of Treasury Regulations Incorporated. All distributions required under this Section will be determined and made in accordance with the Treasury regulations under Section 401(a)(9) of the Internal Revenue Code.
- 1.4. TEFRA Section 242(b)(2) Elections. Notwithstanding the other provisions of this Amendment, distributions may be made under a designation made before January 1, 1984, in accordance with Section 242(b)(2) of the Tax Equity and Fiscal Responsibility Act (TEFRA) and the provisions of the Plan that relate to Section 242(b)(2) of TEFRA.

2. Time and Manner of Distribution.

- 2.1. Required Beginning Date. The Participant's entire interest will be distributed, or begin to be distributed, to the Participant no later than the Participant's Required Beginning Date. Required Beginning Date shall be the April 1 following the later of the date that a Participant attains age 70½ or retires.
- 2.2. Death of Participant Before Distributions Begin. If the Participant dies before distributions begin, the Participant's entire interest will be distributed, or begin to be distributed, no later than as follows:
 - (a) If the Participant's surviving spouse is the Participant's sole designated Beneficiary, then, distributions to the surviving spouse will begin by December 31 of the calendar year immediately following the calendar year in which the Participant died, or by December 31 of the calendar year in which the Participant would have attained age 70½, if later.
 - (b) If the Participant's surviving spouse is not the Participant's sole designated Beneficiary, then, distributions to the designated Beneficiary will begin by December 31 of the calendar year immediately following the calendar year in which the Participant died.

- (c) If there is no designated Beneficiary as of September 30 of the year following the year of the Participant's death, the Participant's entire interest will be distributed by December 31 of the calendar year containing the fifth anniversary of the Participant's death.
- (d) If the Participant's surviving spouse is the Participant's sole designated Beneficiary and the surviving spouse dies after the Participant but before distributions to the surviving spouse begin, this Subsection 2.2, other than Subsection 2.2(a), will apply as if the surviving spouse were the Participant.

For purposes of this Subsection 2.2 and Subsection 4, unless Subsection 2.2(d) applies, distributions are considered to begin on the Participant's Required Beginning Date. If Subsection 2.2(d) applies, distributions are considered to begin on the date distributions are required to begin to the surviving spouse under Subsection 2.2(a). If distributions under an annuity purchased from an insurance company irrevocably commence to the Participant before the Participant's Required Beginning Date (or to the Participant's surviving spouse before the date distributions are required to begin to the surviving spouse under Section 2.2(a)), the date distributions are considered to begin is the date distributions actually commence.

3. Required Minimum Distributions During Participant's Lifetime.

3.1. Amount of Required Minimum Distribution For Each Distribution Calendar Year. During the Participant's lifetime, the minimum amount that will be distributed for each distribution calendar year is the lesser of:

- (a) the quotient obtained by dividing the Participant's account balance by the distribution period in the Uniform Lifetime Table set forth in Section 1.401(a)(9)-9 of the Treasury regulations, using the Participant's age as of the Participant's birthday in the distribution calendar year; or
- (b) if the Participant's sole designated Beneficiary for the distribution calendar year is the Participant's spouse, the quotient obtained by dividing the Participant's account balance by the number in the Joint and Last Survivor Table set forth in Section 1.401(a)(9)-9 of the Treasury regulations, using the Participant's and spouse's attained ages as of the Participant's and spouse's birthdays in the distribution calendar year.

3.2. Lifetime Required Minimum Distributions Continue Through Year of Participant's Death. Required minimum distributions will be determined under this Section 3 beginning with the first distribution calendar year and up to and including the distribution calendar year that includes the Participant's date of death.

4. Required Minimum Distributions After Participant's Death.

4.1. Death On or After Date Distributions Begin.

- (a) Participant Survived by Designated Beneficiary. If the Participant dies on or after the date distributions begin and there is a designated Beneficiary,

the minimum amount that will be distributed for each distribution calendar year after the year of the Participant's death is the quotient obtained by dividing the Participant's account balance by the longer of the remaining life expectancy of the Participant or the remaining life expectancy of the Participant's designated Beneficiary, determined as follows:

- (1) The Participant's remaining life expectancy is calculated using the age of the Participant in the year of death, reduced by one for each subsequent year.
 - (2) If the Participant's surviving spouse is the Participant's sole designated Beneficiary, the remaining life expectancy of the surviving spouse is calculated for each distribution calendar year after the year of the Participant's death using the surviving spouse's age as of the spouse's birthday in that year. For distribution calendar years after the year of the surviving spouse's death, the remaining life expectancy of the surviving spouse is calculated using the age of the surviving spouse as of the spouse's birthday in the calendar year of the spouse's death, reduced by one for each subsequent calendar year.
 - (3) If the Participant's surviving spouse is not the Participant's sole designated Beneficiary, the designated Beneficiary's remaining life expectancy is calculated using the age of the Beneficiary in the year following the year of the Participant's death, reduced by one for each subsequent year.
- (b) No Designated Beneficiary. If the Participant dies on or after the date distributions begin and there is no designated Beneficiary as of September 30 of the year after the year of the Participant's death, the minimum amount that will be distributed for each distribution calendar year after the year of the Participant's death is the quotient obtained by dividing the Participant's account balance by the Participant's remaining life expectancy calculated using the age of the Participant in the year of death, reduced by one for each subsequent year.

4.2. Death Before Date Distributions Begin.

- (a) Participant Survived by Designated Beneficiary. If the Participant dies before the date distributions begin and there is a designated Beneficiary, the minimum amount that will be distributed for each distribution calendar year after the year of the Participant's death is the quotient obtained by dividing the Participant's account balance by the remaining life expectancy of the Participant's designated Beneficiary, determined as provided in Section 4.1.
- (b) No Designated Beneficiary. If the Participant dies before the date distributions begin and there is no designated Beneficiary as of September 30 of the year following the year of the Participant's death, distribution of the Participant's entire interest will be completed by December 31 of the calendar year containing the fifth anniversary of the Participant's death.

- (c) Death of Surviving Spouse Before Distributions to Surviving Spouse Are Required to Begin. If the Participant dies before the date distributions begin, the Participant's surviving spouse is the Participant's sole designated Beneficiary, and the surviving spouse dies before distributions are required to begin to the surviving spouse under Subsection 2.2(a), this Subsection 4.2 will apply as if the surviving spouse were the Participant.

5. Definitions.

- 5.1. Designated Beneficiary. The individual who is designated as the Beneficiary under Section 7.3 of the Plan and is the designated Beneficiary under Section 401(a)(9) of the Internal Revenue Code and Section 1.401(a)(9)-1, Q&A-4, of the Treasury regulations.
- 5.2. Distribution calendar year. A calendar year for which a minimum distribution is required. For distributions beginning before the Participant's death, the first distribution calendar year is the calendar year immediately preceding the calendar year which contains the Participant's Required Beginning Date. For distributions beginning after the Participant's death, the first distribution calendar year is the calendar year in which distributions are required to begin under Subsection 2.2. The Required Minimum Distribution for the Participant's first distribution calendar year will be made on or before the Participant's Required Beginning Date. The Required Minimum Distribution for other distribution calendar years, including the Required Minimum Distribution for the distribution calendar year in which the Participant's Required Beginning Date occurs, will be made on or before December 31 of that distribution calendar year.
- 5.3. Life expectancy. Life expectancy as computed by use of the Single Life Table in Section 1.401(a)(9)-9 of the Treasury regulations.
- 5.4. Participant's account balance. The account balance as of the last valuation date in the calendar year immediately preceding the distribution calendar year (valuation calendar year) increased by the amount of any contributions made and allocated or forfeitures allocated to the account balance as of dates in the valuation calendar year after the valuation date and decreased by distributions made in the valuation calendar year after the valuation date. The account balance for the valuation calendar year includes any amounts rolled over or transferred to the Plan either in the valuation calendar year or in the distribution calendar year if distributed or transferred in the valuation calendar year.

Except as otherwise provided in this Amendment, the Plan is hereby ratified and confirmed in all respects.

EXECUTED as of the _____ day of December, 2003.

UNIVERSITY OF OKLAHOMA

By _____
Chair, Board of Regents

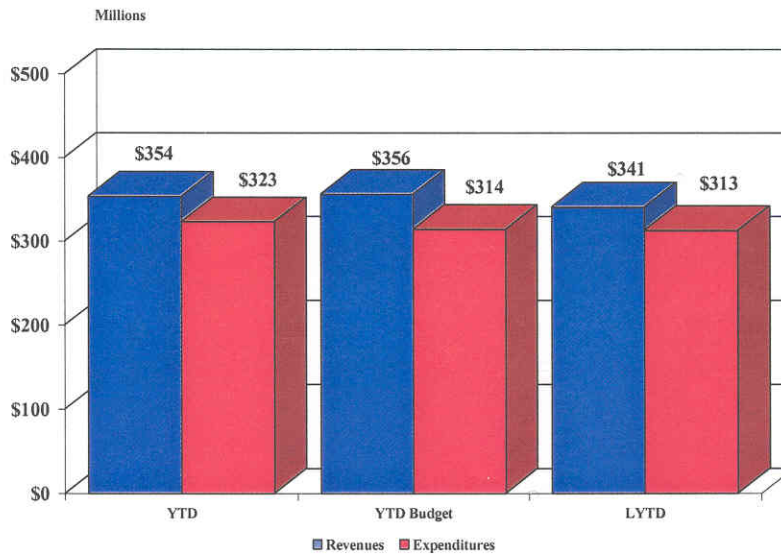
**QUARTERLY FINANCIAL ANALYSIS
for the Three Months Ended September 30, 2003**

EXECUTIVE SUMMARY

(For more detailed information, see the Quarterly Financial Analysis (QFA) report which was provided separately.)

ALL FUNDS, COMBINED

Revenues, prior year carry forward, and distributions from reserves of \$353.7 million (28.9% of budget) exceeded expenditures of \$323.3 million (26.5% of budget). [See page 1 of the QFA.]

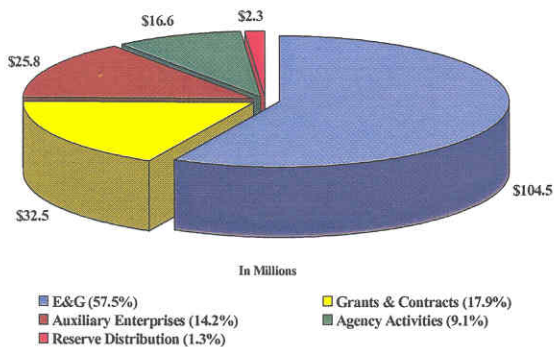


ALL FUNDS, BY CAMPUS

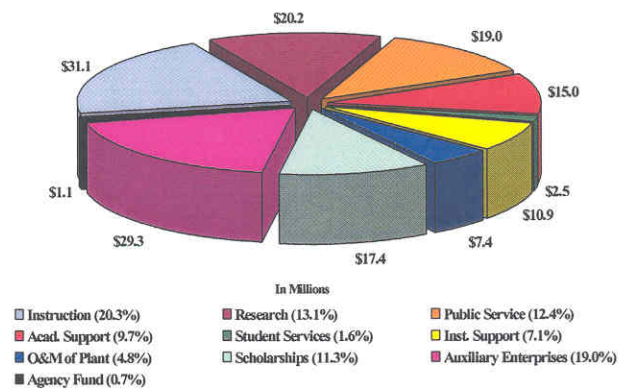
Norman Campus

Revenues and distributions from reserves of \$181.7 million (32.1% of budget) exceeded expenditures of \$153.9 million (27.3% of budget). [See page 2 of the QFA.]

Revenues



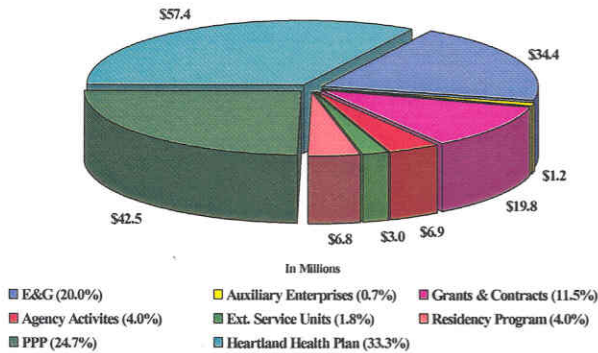
Expenditures



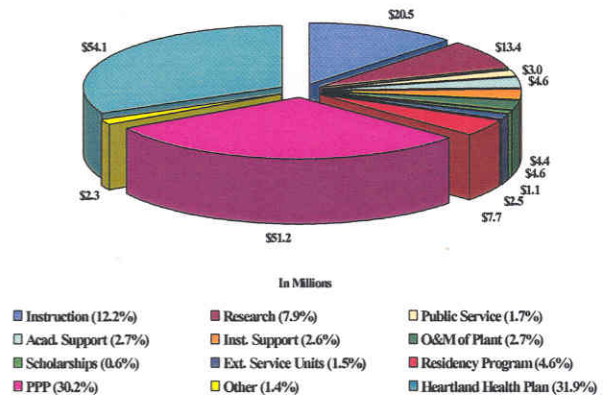
Health Sciences Center

Revenues and distributions from reserves of \$172.0 million (26.2% of budget) exceeded expenditures of \$169.4 million (25.7% of budget). [See page 8 of the QFA.]

Revenues



Expenditures

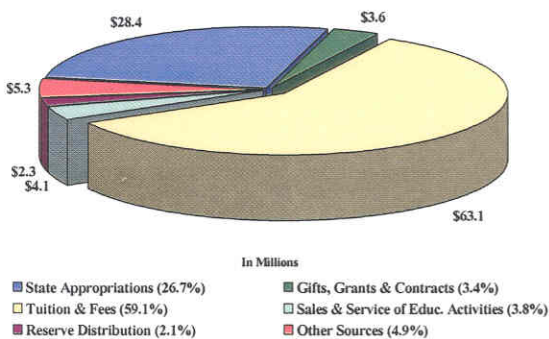


EDUCATIONAL & GENERAL

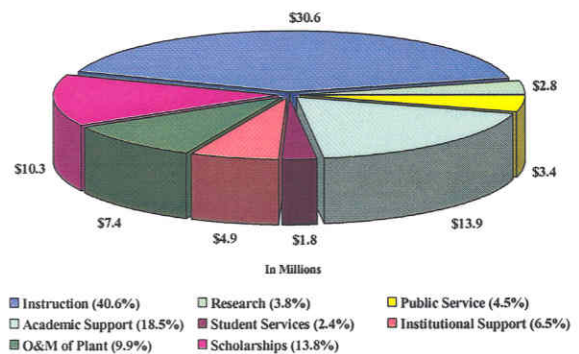
Norman Campus

Revenues and distributions from reserves of \$106.8 million (37.4% of budget) exceeded expenditures of \$75.1 million (26.3% of budget). [See page 3 of the QFA.]

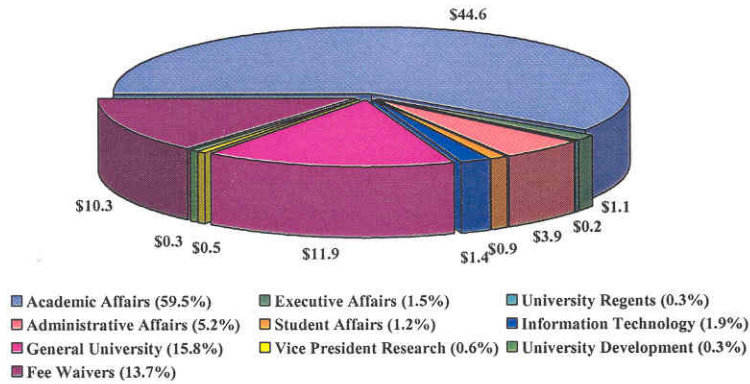
Revenues



Expenditures By Function



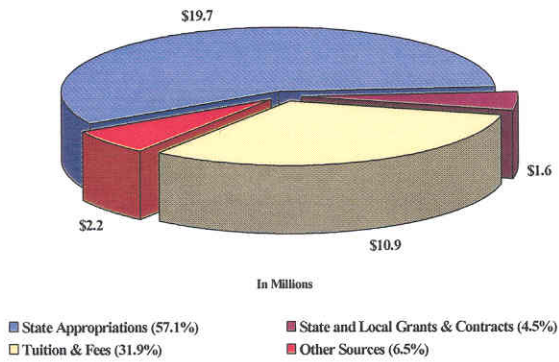
Expenditures by Organizational Area



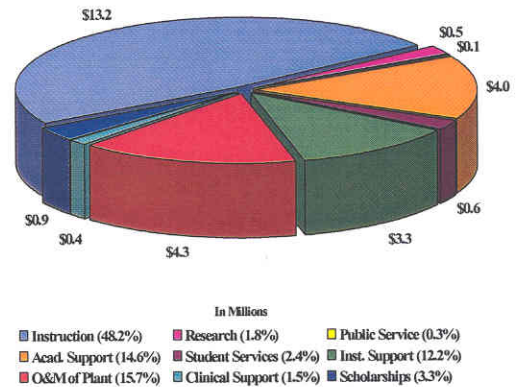
Health Sciences Center

Revenues of \$34.4 million (26.2% of budget) exceeded expenditures of \$27.3 million (20.6% of budget). [See page 9 of the QFA.]

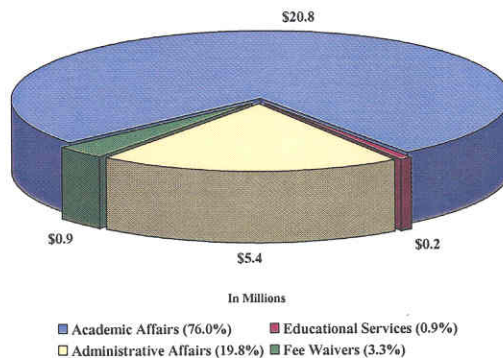
Revenues



Expenditures by Function



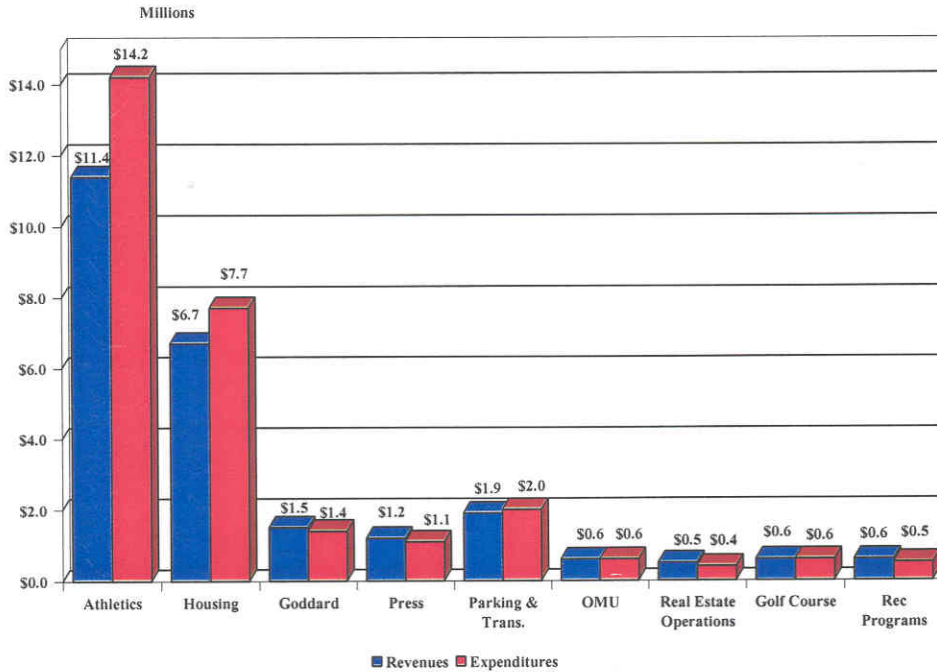
Expenditures by Organizational Area



AUXILIARY ENTERPRISES

Revenues and expenditures for major auxiliary enterprises (year-to-date revenues of \$500,000 or more) are detailed below. [See page 5 of the QFA.]

Norman



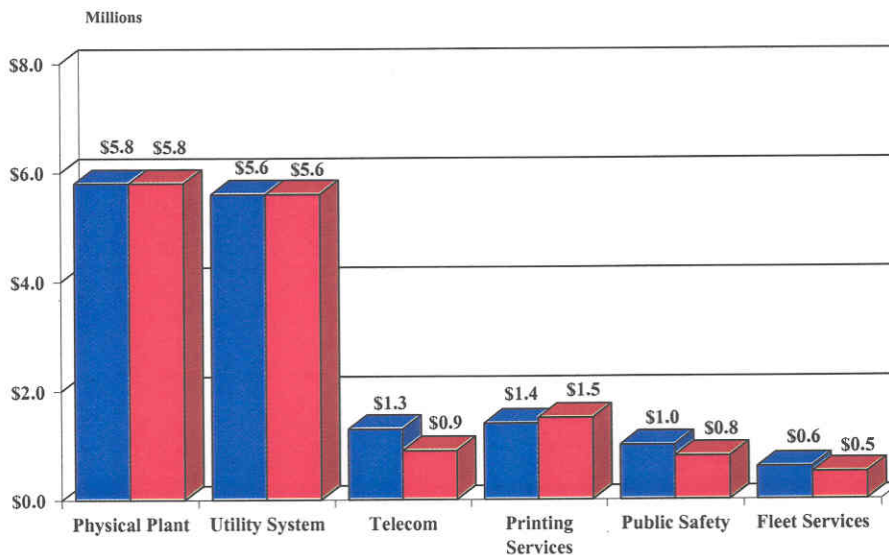
Health Sciences Center

There were no auxiliary enterprises which were reporting revenues of \$500,000 or more. [See page 11 of the QFA.]

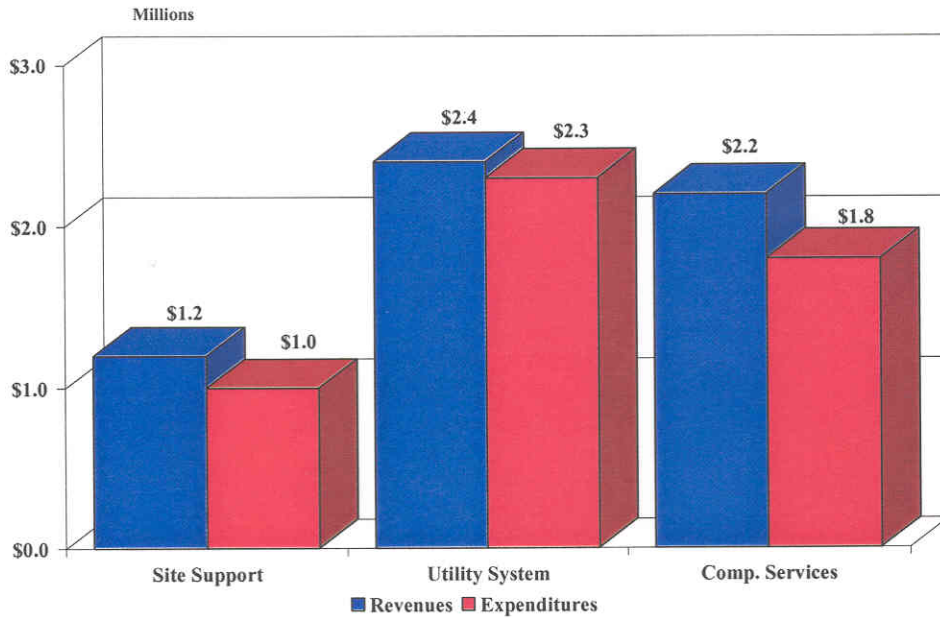
SERVICE UNITS

Revenues and expenditures for major service units (year-to-date revenues of \$500,000 or more) are detailed below.

Norman [See page 6 of the QFA.]



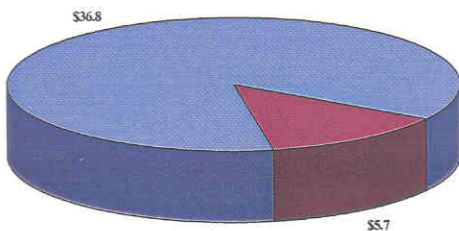
Health Sciences Center [See page 12 of the QFA.]



Professional Practice Plan (PPP)

PPP revenues and distributions from reserves of \$42.5 million (25.6% of current budget) trailed expenditures of \$51.2 million (30.8% of budget). [See page 13 of the QFA.]

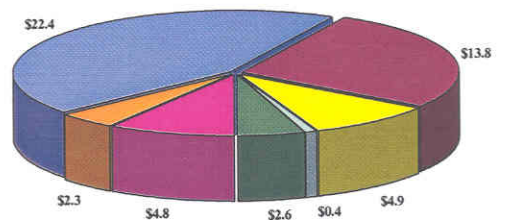
Revenues



In Millions

- Professional Fees (86.6%)
- Other Sources (13.4%)

Expenditures



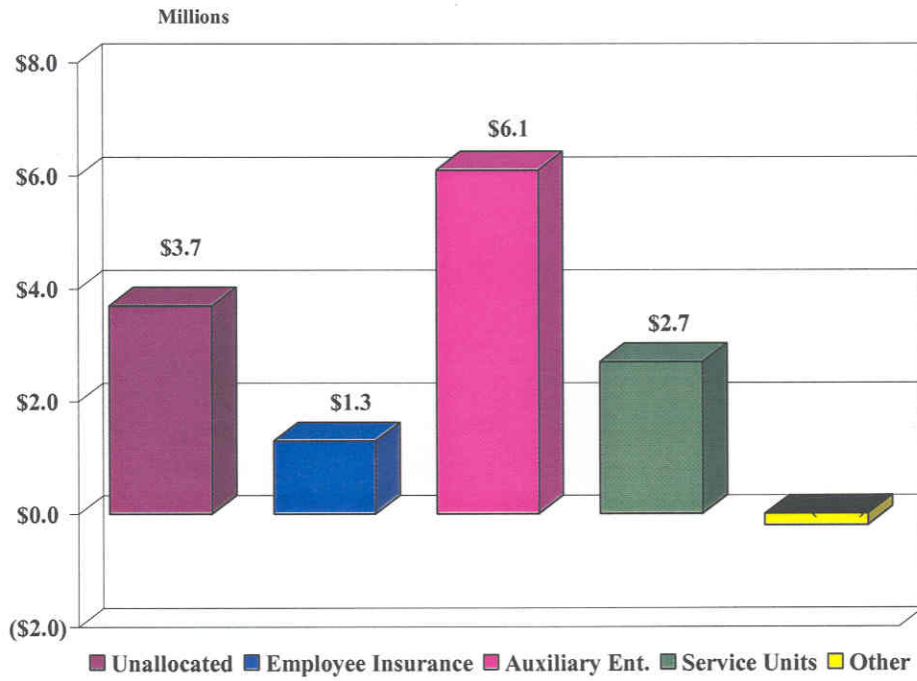
In Millions

- Salaries & Fringe (43.8%)
- Supplements (26.9%)
- Supplies (9.6%)
- Contractual (0.9%)
- Prof. & Tech. Fees (5.0%)
- Insurance Premiums (9.4%)
- Other (4.4%)

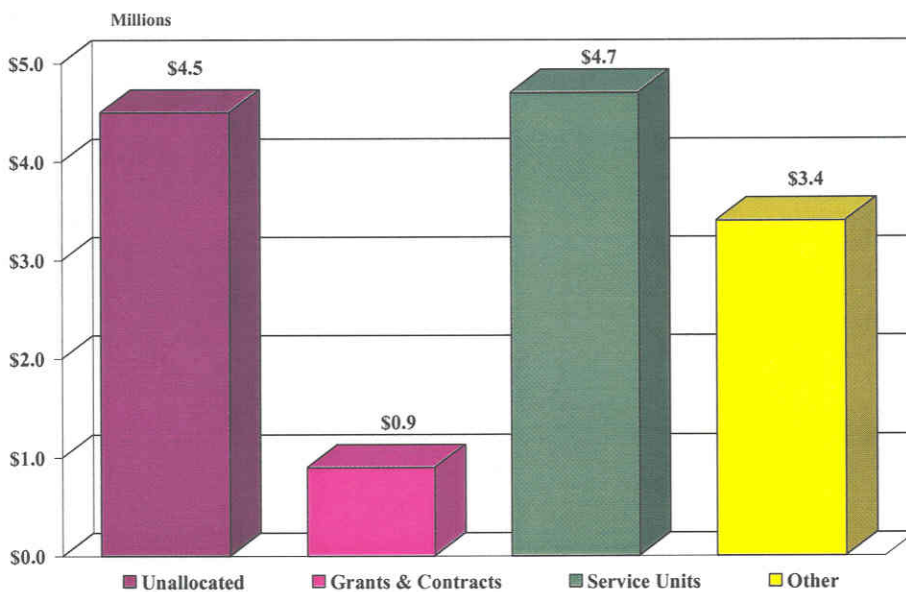
RESERVES

Reserves for the Norman Campus and the Health Sciences Center totaled \$13.6 million and \$13.5 million, respectively, at September 30, 2003. [See page 16 of the QFA.]

Norman Campus



Health Sciences Center



**REGENTS' FUND
QUARTERLY FINANCIAL REPORT
September 30, 2003**

As of September 30, 2003, the Regents' Fund consisted of 158 individual funds. The funds, under the governance of The Board of Regents of The University of Oklahoma, are preserved through investment and spending strategies that provide a balance between reasonable current income and long-term growth. Future growth is needed to offset the impact of inflation and to maintain purchasing power for future generations.

I. Policy Information

- Highlights of the *Statement of Investment Policy* are described below.

Target Asset Allocation

Asset Class	Minimum %	Target %	Maximum %
U.S. Equities	40%	50%	60%
International Equities	5%	10%	15%
Fixed Income	35%	40%	45%
Cash Equivalents	0%	0%	5%

Performance Measurement and Objectives

The CIF is a long-term portfolio and should be judged with a long-term perspective. While short-term performance measures are meaningful with respect to due diligence and periodic monitoring of the fund, the performance of the CIF will be judged with the longest time horizon perspective in mind.

Absolute Return Objective - which shall be measured in real (i.e., net of inflation) rate-of-return terms and shall have the longest time horizon for measurement;

The Absolute Return Objective of the CIF is to seek an average total annual return equal to CPI and other costs plus 5%.

Relative Return Objective - which shall be measured as time-weighted rates of return versus market index benchmarks; and,

Comparative Return Objective - which shall measure performance as compared to a universe of similar investment funds.

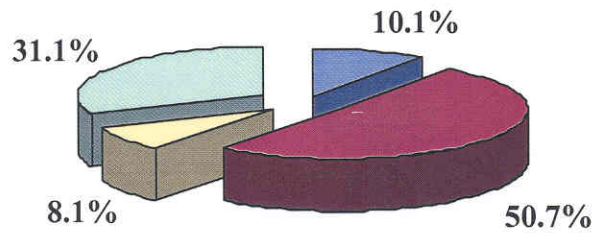
II. Market Value

The total market value of the Regents' Fund at September 30, 2003 was \$65.3 million.

III. Consolidated Investment Fund

• **Asset Allocation**

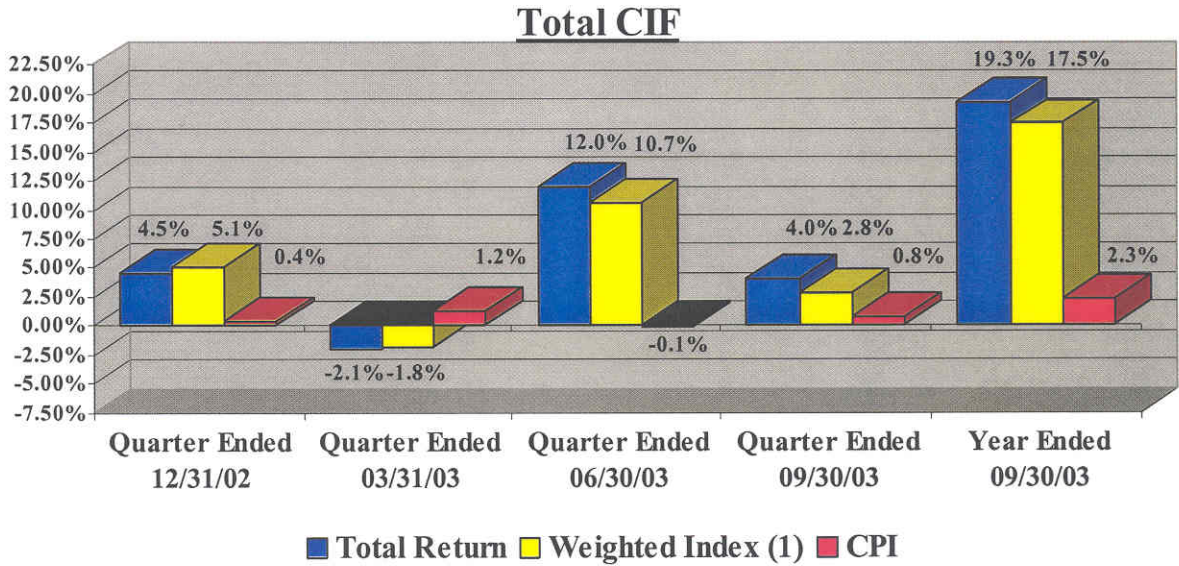
Cash and investments held by the CIF at September 30, 2003, had a market value of \$44.9 million, which is up \$4.8 million (12.0%) from June 30, 2003. The asset allocation of the CIF as of September 30, 2003 is summarized below.



■ Cash Equivalents ■ U.S. Equity ■ International Equity ■ Fixed Income

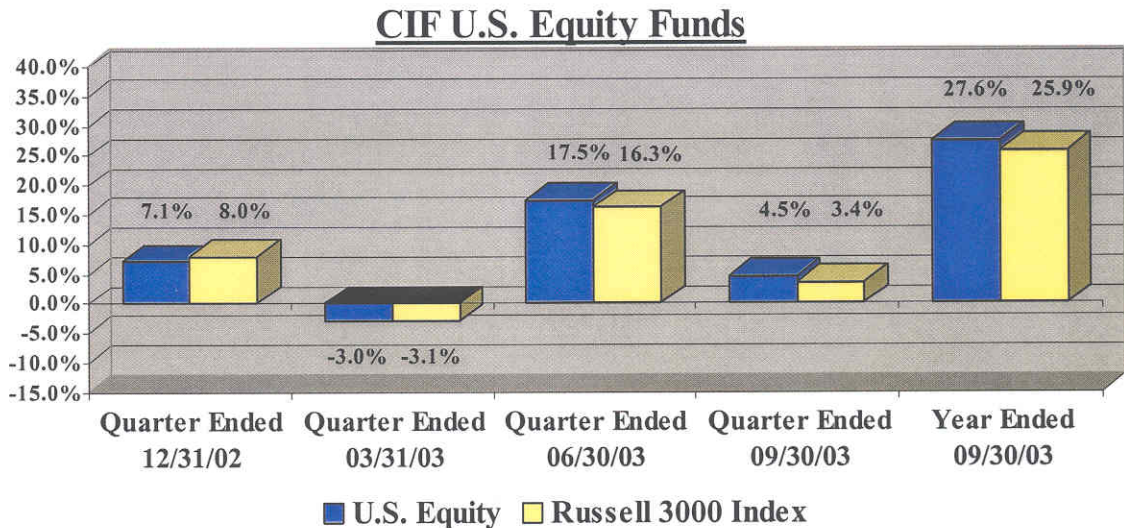
• **CIF Performance**

- As illustrated in the graph below, the total return on the CIF for the three months ended September 30, 2003 of 4.0% exceeds the weighted index of 2.8% by 120 basis points. For the year ended September 30, 2003, the total return of 19.3% exceeds the weighted index of 17.5% by 180 basis points.



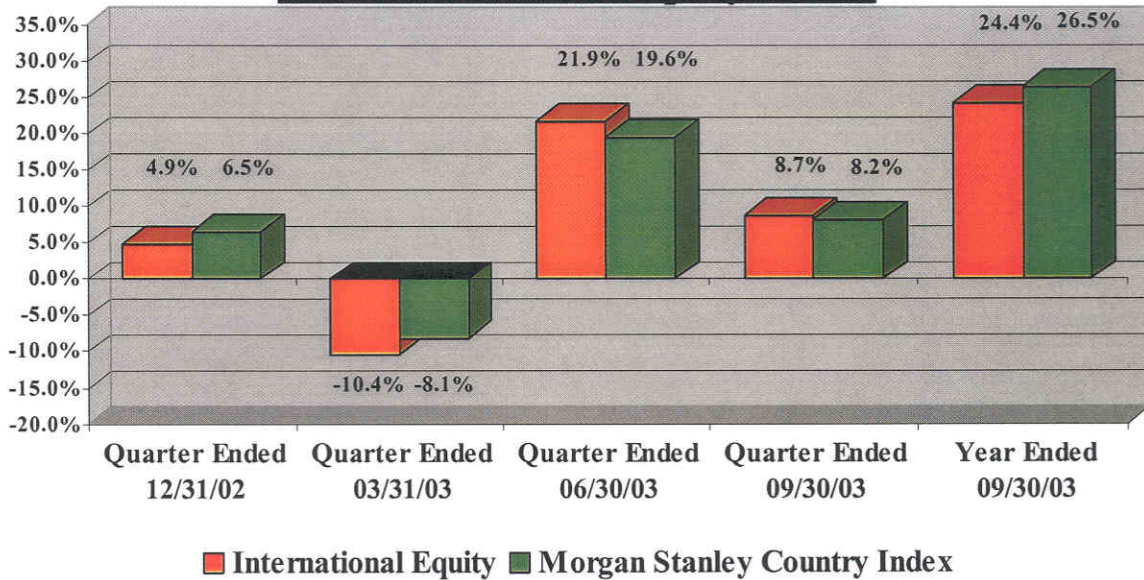
(1) The weighted index is a composite of indices represented by the Russell 3000, the Morgan Stanley Country Index (MSCI EAFE), and the Lehman Aggregate Bond Index.

- The US Equity return for the three months ended September 30, 2003 of 4.5% exceeds the Russell 3000 of 3.4% by 110 basis points. For the year ended September 30, 2003, the return of 27.6% exceeds the benchmark of 25.9% by 170 basis points.



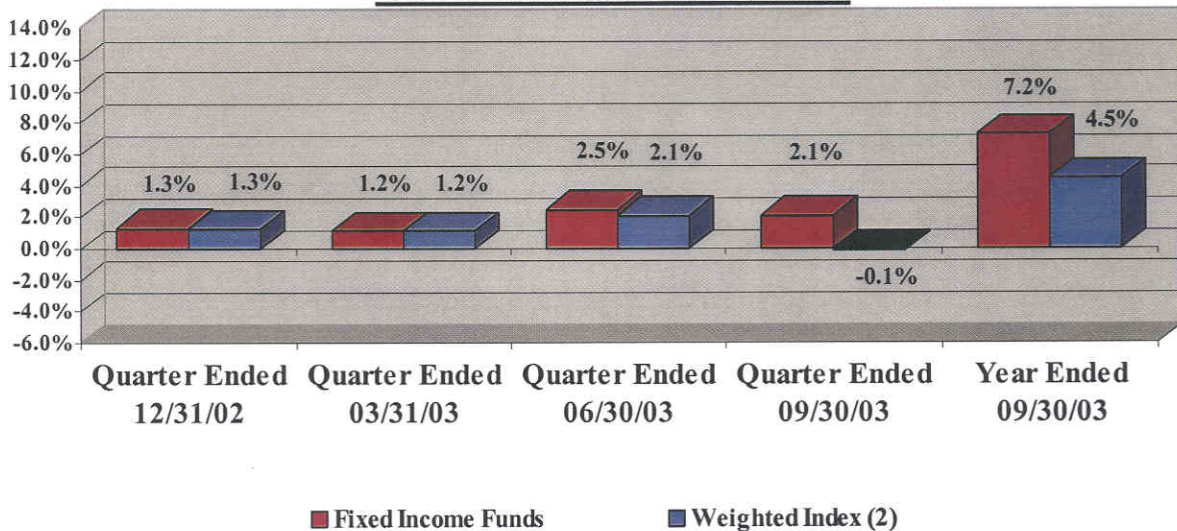
- The International Equity return for the three months ended September 30, 2003 of 8.7% exceeds the benchmark of 8.2% by 50 basis points. For the year ended September 30, 2003, the return of 24.4% trails the benchmark of 26.5% by 210 basis points.

CIF International Equity Funds



- The fixed income return for the three months ended September 30, 2003 of 2.1% exceeds the weighted index of -0.1% by 220 basis points. For the year ended September 30, 2003, the return of 7.2% exceeds the weighted index of 4.5% by 270 basis points.

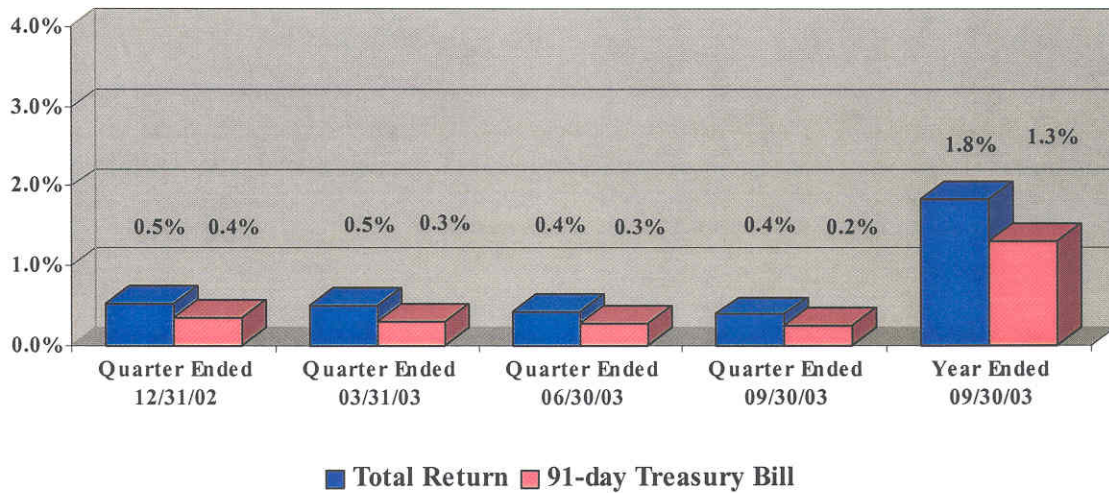
CIF Fixed Income Funds



(2) The weighted index is a composite of indices represented by the Lehman Intermediate Aggregate Index and the Lehman Brothers Intermediate Government Index.

IV. Short Term Investment Fund (STIF) Performance

- The market value of STIF at September 30, 2003 was \$18.1 million, which is up \$272,000 (1.5%) from June 30, 2003.
- As indicated below, the total return on the STIF for the three months ended September 30, 2003 of 0.4% exceeds the 91-day Treasury Bill rate of 0.2% by 20 basis points. For the year ending September 30, 2003, the total return of 1.8% exceeds the 91-day Treasury Bill rate of 1.3% by 50 basis points.

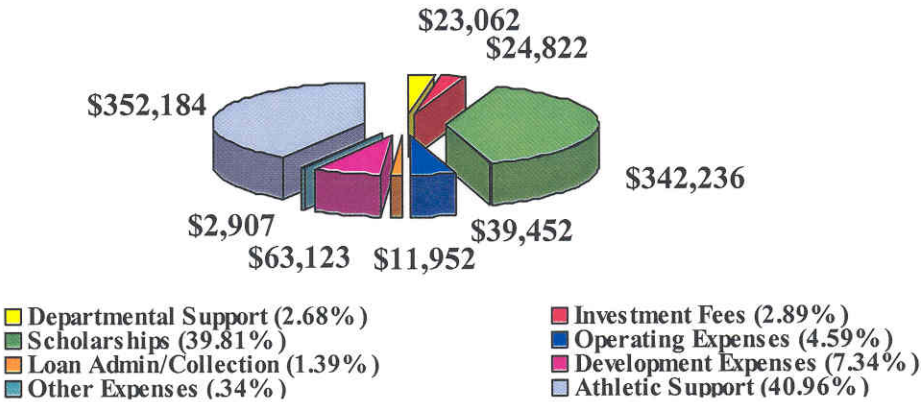


V. Revenues and Expenditures

During the three months ended September 30, 2003, recognized revenues of \$5.9 million exceeded expenditures of \$860,000 resulting in a net increase to market value of \$5.0 million. This increase is attributable to appreciation on investments and cash gifts.

Revenues	<u>2003</u>	<u>2002</u>
Investment Income	\$ 1,586,525	\$ (3,358,281)
Cash Gifts	4,190,459	5,024,591
Interest	94,077	99,683
Oil and Gas Royalties	12,793	6,872
Other Income	11,472	591
Total Revenues	\$ 5,895,326	\$ 1,773,456

FY03 Expenditures



VI. Cash Gifts and Contributions

The following cash gifts and contributions were received during the three months ended September 30, 2003.

• A gift from the estate of Francis P. Olson to establish the Francis Palmer Olson, M.D. Endowment Fund	\$ 3,000,000
• A gift from the University Hospitals Trust to establish the Oklahoma Medicaid Professorship for Medical Social Work Services #2	500,000
• A gift from Aramark Athletic for the benefit of the Athletic Seating Priorities Program	400,000
• A gift from the OU Medical Center for the benefit of the HSC General Support Fund	112,500
• A gift from the Chevron Texaco Exploration Production Co. to establish the Oklahoma Petroleum Information Center	64,000
• A gift from the estate of Homa Wood for the benefit of the Homa Wood Alumni and Development Fund	55,785
• A gift from the Donald E. Hall Trust for the benefit of the Hall Scholarship Fund	40,000
• A gift from the Chevrolet Motor Fund for the benefit of the OU General Scholarship Fund	5,000
• A gift from Jeanne Cooper for the benefit of the Laurence L Jones Scholarship Fund	3,323
• A gift from the Exxonmobile Foundation for the benefit of the Roy B. Adams Engineering Physics Scholarship Fund	2,400
• A gift from Roy B. Adams for the benefit of the Roy B. Adams Engineering Physics Scholarship Fund	2,200
• A gift from Judith Barnett for the benefit of Archaeology Expeditions	2,000
• Various gifts of \$1,000 and under	3,251
TOTAL GIFTS	<u>\$ 4,190,459</u>

December 1-2, 2003

**QUARTERLY REPORT OF PURCHASES
July 1, 2003 through October 31, 2003**

<u>Item</u>	<u>Campus- Description</u>	<u>Department</u>	<u>Vendor</u>	<u>Award Amount</u>	<u>Explanation/ Justification</u>
I.	PURCHASE OBLIGATIONS FROM \$75,000 TO \$125,000				
1	NC – Awards	Athletic Department	Jostens	\$100,000	Student athlete letter and customized championship awards.
2	NC – Pre and Post Event Clean up Services	Athletic Department	Alliance Maintenance, Inc.	\$124,000	Clean up services for the Oklahoma Memorial Stadium and Parking Facility, L. Dale Mitchell Baseball Park, Softball Complex and the Howard McCasland Fieldhouse.
3	NC – Telephone Equipment	Telecommunications	1 Nation Technology Corp.	\$100,000	Provided equipment for the Norman Campus telephone switch system, including digital display phones, accessories and related cards.
4	HSC – Locum Tenens Services	Anesthesiology	Staff Care, Inc.	\$120,000	Anesthesiology clinical services provided to University affiliated facilities.
5	HSC – Locum Tenens Services	Radiological Sciences	Staff Care, Inc.	\$75,000	Interventional radiology services were provided to complete coverage in the department.
6	HSC – Locum Tenens Services	Anesthesiology	Staff Care, Inc.	\$120,000	Services provided by a Certified Registered Nurse Anesthetist to University affiliated facilities.

II. ACQUISITION OF GOODS AND SERVICES PURSUANT TO AND FUNDED BY SPONSORED GRANTS AND CONTRACTS BETWEEN THE AMOUNTS OF \$125,000 AND \$300,000

None to report.

III. SOLE SOURCE PROCUREMENTS IN EXCESS OF \$35,000

7	NC – Membership	KGOU Radio Station	Public Radio International	\$40,000	Membership and programming services fee. Vendor is the only one that provides the programs. Fee is paid in full by listener donations.
8	NC – License Renewal	Information Technology	Perfect Order, Inc.	\$99,840	Annual renewal of license and maintenance for Systems Navigator Software currently in use on campus. This software is critical for monitoring the Norman Campus core servers, which support functions for students, faculty and staff. Perfect Order, Inc. is the only company capable of providing the renewal.
9	NC – Software and Hardware Upgrades	Telecommunications	Southwestern Bell Corporation Datacom	\$100,000	Upgrades for the Nortel Option 81 telephone switch and voice mail system. Includes cards, cables, supplies and IP phones. Upgrades had to be compatible with existing equipment

December 1-2, 2003

10	NC – Training Services	Center for Public Management	Responsible Choices	\$100,000	Services to support the Oklahoma Department of Human Services SATTRN project, which includes professional development social service, healthcare providers and family support training. Department has a contract with DHS.
11	NC – Contract Fees	Administrative Affairs	Norman Economic Development Coalition	\$75,000	Represents a contract between the Department and the City of Norman. Competition not applicable.
12	NC – Software License Renewal	Information Technology	Blackboard Campuswide, Inc.	\$55,000	Renewal for Learning Systems Higher Education software, a course management software supporting faculty and students. Competition was not applicable.
13	NC – Software License Renewal and Maintenance Fees	OneCard Office	Blackboard Campuswide, Inc.	\$80,850	Services supported by this software are critical for supporting students, faculty and staff. Original software was bid so competition on the renewal was not applicable.
14	NC – Hotel Lodging	College of Continuing Education	Residence Inn BGM	\$45,000	For 8-10 contract employees from the United States Postal Service to attend a series of classes taught by Lockheed Martin in New York. The classes will support training for postal service and will be reimbursed through a contract with USPS and the department.

December 1-2, 2003

15	NC – Training	Center for Public Management	Gimbel and Associates	\$50,000	High-performance training was provided for mid-level program and line managers in conjunction with a model developed for senior-level administrators. The Oklahoma Department of Human Services requested Mr. Gimbel continue the training so as to not break continuity.
16	NC – Conference Facilities	Athletic Department	United States Postal Service, National Center for Employee Development	\$65,000	Provision of conference facilities and 67 rooms for the 2003 home football season for players and some staff.
17	NC – Royalties	College of Continuing Education	Riverside Houghton Mifflin	\$120,000	Furnish materials and pay royalties for scoring of tests, including the Iowa test of basic skills. These are proprietary and royalties must be paid as determined by company.
18	NC – Maintenance	Cooperative Institute for Mesoscale and Meteorological Studies	Vortexas, Inc.	\$75,000	For Smartradar vehicle, to include time worked and expenses. Vendor designed vehicle so has extensive knowledge of the equipment located on the truck. Competition not applicable.
19	NC – Services	Architectural and Engineering Services	Oklahoma State Fire Marshal	\$75,000	Review of all construction documents and issuance of building permits. Only known vendor so competition was not applicable.

25.4

20	NC – Equipment	Information Technology	Sun Microsystems	\$54,282	Sun fire server, network adapter, PCI card, volume manager and documentation. This equipment is critical in supporting the Norman Campus core servers. Only known equipment that would meet specified needs.
21	NC – Lease for the Center for Early Childhood Professional Development	College of Continuing Education	Edward L. Scribner	\$111,276	Property located at 1801 N. Moore Ave., Moore, OK., for 12,364 sq. ft. at \$9.00/sq.ft. It was determined that the price per square foot was fair and reasonable compared to similar leases in the area.
22	NC – Maintenance	Microscopy Laboratory	Jeol USA, Inc.	\$37,525	Annual maintenance for electron and scanning microscopes. It was essential for the equipment manufacturer to perform all maintenance, so competition was not applicable.
23	NC – Scannable Forms for Evaluation & Testing	College of Continuing Education	Apperson Printing	\$50,000	Provided on an as needed basis. Only vendor capable of meeting University timelines, price and quantities required.

December 1-2, 2003

24	NC – Training	Center for Public Management	Marla G. Sanchez	\$50,000	Services to support the Oklahoma Department of Human Services SATTRN project, which includes professional development social service, healthcare providers and family support training. Department has a contract with DHS.
25	NC and HSC – Research Advisor	Information Technology	Gartner Group	\$53,000	Core research advisor and reference renewals. In addition to research, the company provides general Information Technology training to a number of our employees. Year two of a two-year agreement.
26	NC – Clear Channel Networks Event	Student Affairs	Clear Channel Networks	\$43,000	Clear Channel and Lloyd Noble Center contracted for an event. Campus Activities Council joined in to tie the event to the Big Red Rally Event. Competition was not applicable.
27	NC – Multiple Services	National Center for Disability Education & Training	Strategic Information Systems	\$72,000	Services include field-testing, on-going technical assistance, system revision and/or updates. Product testing, consultation and administrative cost are included. Vendor is author and developer of the services.

December 1-2, 2003

28	NC – Framing	Athletic Department	Hall of Frame, Inc.	\$40,000	Picture framing provided as needed for the completion of the Stadium remodel as requested by the Development Office.
29	NC – Printing Services	University Printing Services	Printers Bindery, Inc.	\$60,000	Printing services that were provided on a rush basis.
30	NC – Paper	University Printing Services	Clampitt Paper Oklahoma	\$50,000	Provides coated sheets paper, as needed by the requesting department.
31	NC – Maintenance	College of Continuing Education	Satellite Supply	\$43,280	Annual service for OU/DHS satellite downlink sites, including support.
32	NC – Consulting Services	Athletic Department	Redbud Consulting	\$84,300	Services for raising capital campaign funds for year 3 of a 5-year contract as negotiated by the Athletic Director.
33	NC – Athletic Equipment Renewal	Athletic Department	Riddell All American Sports Corporation	\$50,000	Vendor provides footballs, helmets, shoulder pads and other related team equipment, including reconditioning. Vendor is the manufacturer and the only one that can provide the type of equipment needed.
34	NC – Software License Renewal	Information Technology	Lucent Technologies, Inc.	\$47,100	Annual renewal of a monitoring software which is critical for supporting the core network infrastructure, which is accessed by students, faculty and staff. Includes subscription for Vitalnet and Premier service.

December 1-2, 2003

35	NC – Attorney Fees	Technology Development	Dunlap Coddling and Rogers, PC	\$59,000	Legal fees for patent development.
36	NC – Hardware and Software Maintenance	Information Technology	Perfect Order, Inc.	\$115,107	Annual renewal for hardware and software maintenance on existing core servers, which are critical in supporting students, faculty and staff. Sole source vendor since they are the manufacturer and must service their own equipment.
37	NC – Software License Renewal	Information Technology	American Management System, Inc.	\$49,330	Annual renewal of software license and support for the Advantage Financial Package, the University's core financial and accounting system. Vendor is the only company capable of providing the renewal.
38	NC – Software License Renewal	Information Technology	SAS Institute, Inc.	\$47,493	Annual renewal of software license for the SAS –Premier program (with unlimited users) which is a site license software benefiting students and faculty. Vendor is the only company capable of providing the renewal.
39	NC – Maintenance Renewal	Information Technology	Optika International Summit	\$52,088	Annual maintenance renewal for the Acorde Context Core system, an imaging system that is critical in supporting campus administrative functions. Vendor is the only company capable of providing the renewal.

December 1-2, 2003

40	NC – Test materials and License Fees for Evaluation & Testing	College of Continuing Education	Psychological Corporation	\$60,000	Materials and license fees are only available through this vendor.
41	NC – Software Maintenance Renewal	Athletic Department	Paciolan Systems, Inc.	\$90,320	Annual renewal for software, which includes the Premium service agreement for 36 users and online ticketing service. Have exclusive license agreement with vendor. No other vendors support this system.
42	NC – Lease of Property	College of Engineering	First American Bank	\$39,488	Property is located at 2113 Goddard Avenue in Norman (approx. 5,068 square feet). Only available space that fit the criteria needed for the research being conducted.
43	HSC – Relief Physician Services	OU Physicians	Tom Alexander	\$39,000	Physician services.
44	HSC – Kodak Image Station	Physiology	Eastman Kodak Co.	\$35,995	Eastman Kodak is the sole manufacturer of this equipment.
45	HSC – Gradient System	Endocrinology	Waters Corporation	\$45,990	Gradient System required in laboratory research for separating complex mixtures into components using column chromatography.
46	HSC – On-Line Subscription Service	Robert M. Bird Library	Teton Data Systems	\$36,497	Online subscription to numerous titles of electronic books. Sole vendor to offer access to specific titles needed.
47	HSC – Lease of Software	OU Physicians	General Electric Medical Systems	\$72,125	'Viewpoint' software for four ultrasound machines.

December 1-2, 2003

48	HSC – Probes	OU Physicians	Johnson & Johnson Health Care Systems	\$111,050	Probes needed for the removal of tissue samples for diagnostic purposes. The vendor is the sole manufacturer of Mammutome, with which the probes are associated.
49	HSC – Blood and Blood Components	Hematology/Oncology	Oklahoma Blood Institute	\$220,000	Costs incurred for the administrative, medical and technical services provided in the drawing, processing, storage & delivery, donor recruitment and maintenance of inventory. Competition not available or applicable.
50	HSC – Yellow Page Advertising	Telecommunications	Southwestern Bell Communications Smart Yellow Pages	\$163,056	Advertising in the Yellow Pages for all agencies at OUHSC.
51	HSC – Software	College of Pharmacy	Applied Biosystems	\$47,765	Software performs both real-time PCR (polymerase chain reaction) and post-PCR analysis. Vendor is the sole manufacturer and is trademarked.
52	HSC – Blood and Blood components	Children’s Hospital	Oklahoma Blood Institute	\$240,000	Costs incurred for the administrative, medical and technical services provided in the drawing, processing, storage & delivery, donor recruitment and maintenance of inventory. Competition not available or applicable.

December 1-2, 2003

53	HSC – Membership Dues	Robert M. Bird Library	South Central Academic Medical Library (SCAMeL)	\$41,057	Annual membership dues to SCAMeL union of serials, and electronic journals. Purchased through a consortial arrangement and only available from vendor
54	HSC – Equipment Maintenance	OU Physicians –	General Electric Medical Systems	\$70,320	Senograph equipment. Vendor is the only one approved by the FDA for servicing this equipment.
55	HSC – Body Composition Equipment	Native American Preventive Research Center	Life Measurement, Inc.	\$36,475	BOD POD equipment, which includes chamber and computer system, will be used for assessment of body composition. Only vendor with this equipment available.
56	HSC – Workbooks	Obstetrics & Gynecology	Perinatal Continuing Education Program	\$62,500	Perinatal education workbooks are needed for continuing educational classes. Vendor is the sole manufacturer and distributor of these books.
57	HSC – Professional Services	Orthopedic Surgery	Choctaw Nation Health Center	\$70,417	Otology/neurotology clinical services provided by Dr. Wayne Berryhill. The doctor is the only physician in Oklahoma with this specialty.

December 1-2, 2003

58	HSC – Subscription for Site License	Robert M. Bird Library	Elsevier Science	\$43,100	Annual subscription for a site license that allows eight concurrent users to access online medical information services. Purchased through a consortial pricing agreement and is the only product which provides all of the services in one package.
59	Tulsa – Smart Trunks	Voice & Data Department	Southwester Bell Corporation Long Distance	\$50,400	Two Smart Trunks. Only provider for these services
60	Tulsa – Yellow Pages	Voice & Data Department	Southwester Bell Corporation Smart Yellow Pages	\$41,370	Advertising for the Tulsa Campus. Vendor is the only distributor of White & Yellow pages in the Tulsa metro area.
61	Tulsa – Advertising	President's Office	Tulsa World	\$70,000	Only major newspaper in the metro area, so competition was not applicable.
62	Tulsa – Telephone Service	Voice & Data	Southwestern Bell Corp Long Distance	\$48,000	Telephone service for basic, line, long distance, directory advertising and special circuits. Competition would not have helped as compatibility with existing capabilities was required.
63	Tulsa – Placement of Worker	Clinical Affairs	Oklahoma Department of Human Services	\$66,000	Worker placed to accept and process Medicaid and SoonerCare applications, including other DHS services. Competition was not available or applicable.

PRIVATE AND CONFIDENTIAL

November 19, 2003

Mr. G. T Blankenship
Chairman
The University of Oklahoma Board of Regents
Evans Hall
Norman, Oklahoma 73019

Dear G.T. and Board:

Because of an unforeseen special opportunity, I submit a revised list of individuals as nominees for an Honorary Degree to be awarded at spring Academic Convocation and OU's 2004 Commencement for approval by the University Board of Regents.

1. OU's 2004 Academic Convocation Speaker – Rudolph Guiliani
2. Pulitzer Prize-winning Author N. Scott Momaday
3. OU alumnus and entrepreneur Howard Lester
4. Civic leader and OU's ninth First Lady Rose Sharp
5. 2004 Commencement Speaker – Tom Brokaw

Alternate

1. Senior Judge William J. Holloway, Jr., of the Tenth Circuit Court of Appeals

I ask that confidentiality of these names be assured until final arrangements are made for them to be present.

If you need any additional information or have questions, please contact Becky Heeny in the Office of Public Affairs at 325-1701.

Sincerely,

David L. Boren
President
The University of Oklahoma